

STANDING COMMITTEES: PURPOSE & TASKS

1) Finance

A. Purpose: Oversee and report the budget, financial control, and investments

B. Tasks: Management of Administration Needs:

1. membership dues
2. director employment
3. receipts and expenses, bank needs, donations, etc.
4. ticket sales
5. tax and legal needs
6. insurance needs

2) Fundraising

A. Purpose:

1. Oversee and report development and implementation of fundraising plan
2. Identify and solicit funds from external sources for financial support

B. Tasks:

1. Management of:
 - a. raffle and in-kind donor solicitations –
 - b. collection of raffle donations & creation of raffle baskets
 - c. in-house and community funding events
 1. Flapjack Fundraiser
 2. Painting w a Twist
 3. Barnes & Noble
 4. Dine & Donate at the Metropolitan-
 5. BINGO-
 6. Fall & Spring productions-
 7. Future event options
 - d. gear sale-

2. Management of Harmony Market Place & Scholarships

3) Grant & Angel Funding

A. Purpose:

1. Oversee and report development and implementation of fundraising plans of both programs
2. Identify and solicit funds from external sources of financial support to be in line with the organization's strategic plan so efforts are unified and coordinated for maximum impact.

B. Tasks: Management of Financial Support and Information:

1. Grant writing program
2. Angel Donor program
3. Donor / Funder directories

4) Membership & Personnel

A. Purpose:

1. Oversee, maintain, and report actor, director, volunteer membership
2. Communicate within actor, director and volunteer groups
3. Communicate with group homes
4. Implement recruitment and retention programs to increase membership and personnel, as needed

B. Tasks:

1. Management of:

a. actor

1. registration and records
2. policies and procedures
3. handbook
4. safety/parent greeter/solutions- Heather Ronca
5. satisfaction
6. member directory and waiting list
7. recruitment and retention
8. inclusion in operations of org.(ie., contribute survey questions, join greeters)

b. director and volunteer

1. employment, registration, and records
2. policies and procedures
3. handbook
4. safety
5. satisfaction
6. member directory
7. recruitment and retention

2. Management of communication via:

- a. folders / flyers
- b. email
- c. website and Facebook page
- d. auto text- *Harmony Remind*
- e. newsletter
- f. electronic surveys

5) Community Relations

A. Purpose:

1. Oversee, implement, and report: marketing plan, public relations plan
2. Coordination of relationship with Church of the Messiah.
3. Oversee community contacts

B. Tasks:

1. Management of:

- a. marketing material
- b. organization's calendar
- c. uses to promote the organization at events
- e. media (Facebook, website, etc.)

- f. publicity/information sources
- 2. Create plan to represent our organization to community to enhance our image
- 3. Communicate with Messiah regarding space use, storage, stage, and show needs.
- 4. Management of Directories
 - a. vendor directories
 - b. group homes and agencies

6) Events

A. Purpose: Oversee, implement, and report all creative and technical requirements for:

- 1. Fall concert
- 2. Spring musical

B. Tasks:

1. Management of:

- a. fall song list
- b. spring performance script and songs
- c. rehearsal and performance schedules
- d. technical, stage, costume, and set needs
- e. show shirts
- f. production video
- g. event program
- h. space set up/breakdown/maintenance
- i. cast party needs
- j. recognitions and announcements
- l. station volunteers

7) Executive

A. Purpose:

- 1. Oversee and report operations of the board
- 2. Manage member, director, volunteer, and board member conflict resolution
- 3. Act on behalf of the board during on-demand activities and decisions that occur between meetings.

B. Tasks:

- 1. Organize the full board meeting agendas
- 2. Maintain board membership:
 - a. membership, directory and records
 - b. policies and procedures
 - c. handbook
 - d. safety
 - e. conflict resolution
 - f. recruitment and retention
- 3. Handle conflict resolution
- 4. Handle situations that arise during rehearsals, productions, and in between meetings.