

Beyond Policy - Keeping the Organization Running

LALT Board Responsibilities - Adopted at the July 10, 2018 Board Meeting

Officer	Area	Responsibility	Bylaws
John Cullinan	President	Organize/conduct Board & Annual meetings	x
David Olivas	Vice-President	General control & charge of affairs	x
		Community & TNM liaison/POC	
		Annual call for show proposals	
		License renewal negotiations w/LAC	
		Building rentals	
		Nominations Committee	x
		Backup for all	
John Gustafson	Secretary	Meeting minutes - Board & Annual	x
		Meeting notifications & announcements	x
		Records management	x
		Correspondence	x
		LALT Email list & announcements	
		Building scheduling	
		Building key management	
Eric Bjorklund	Treasurer	Accounting & monthly statements	x
		Bank/investment accounts	x
		Tax returns & IRS documents	x
		Payments & reimbursements	x
		Income - tickets, donations, other	x
		Periodic bills - utility, internet, etc	x
		Insurance policies	
		Schedule/pay custodians	
		Performance licenses & scripts	
		Membership rolls	
		Ticketing - local and on-line	
Lead / Backup	Area	Responsibility	Bylaws
Cindy Hines / Ian Foti-Landis	Fund Raising	Develop programs - e.g. Grants, patron sponsorship/donations, season program ads, etc	
John Gustafson / Cindy Hines	Publicity	Season publicity - posters, fyilosalamos, etc. Show publicity - publicity committee Develop/document contacts Mentor & assist productions	
David Olivas / Paul Lewis	Building Maintenance	Building repairs & maintenance County maintenance liaison Plumbing, electrical, heating, safety systems Light bulb & filter replacements Janitorial, trash & recycle	

Patrick Webb / Ian Foti-Landis Grounds maintenance Landscaping care - watering & planting
Weed control
Pest control
Snow/ice removal on sidewalks
Memorial trees

Gracie Cainelli / David Olivas Building Supplies Cleaning & janitorial
Bathroom - toilet paper. etc
Light bulbs
Intermission refreshments

Paul Lewis / Eric Bjorklund Tech Systems Stage lighting & sound systems
PAC WiFi system
Phone & answering machine messages
LALT Website

Gracie Cainelli / Holly Robinson Production support Makeup room & supplies
Costume room
Prop Room
Props, costume lending
Donations (physical)
Script library

David Olivas / John Gustafson Stage & set support Workshop, tools & supplies
Flats & set components
Stage & curtains

Holly Robinson / Patrick Webb Outreach LALT Facebook page & group
Opening night receptions
Workshops & education
Annual scholarship
Tours & visits
Hospitality/concerns

Play Reading Committee

x