

Executive Board (9 total positions)

All board members must: Keep the organization's welfare ever at heart, both publicly and privately, to serve our mission statement.

President (Must be a former board member)- Oversees the entire organization, checks in with each board member to ensure that their duties are being fulfilled, plans and runs board meetings, and assists any members. Must know how to conduct business according to Robert's Rules and hold themselves to the highest standard publicly for the good of the organization. Attends all community meetings when needed and is the outward face of the organization.

Vice President- The overseer of all productions. They must always be on the production team, either in a role or as the permanent producer. They are essential to securing rights, doing research on what shows are appropriate for the organization, proposing shows, working with the communications director to advertise for shows, and any other tasks that come up during the production process. If the president is unavailable, the VP steps in.

Treasurer: Approves purchases, helps set up and maintain bank account/card, keeps track of money, collects fees, helps form and oversee monetary and fundraising goals, works with the fundraising team to help plan and run events to reach said goals, updates members on financial status of organization, creates and approves budgets, and keeps abreast of gambling license and required organizational fees and taxes.

Secretary- Oversees meeting minutes and attendance, creates and shares meeting agendas, keeps track of everyone's membership status, organizes any documents, and maintains an archive. Must be an expert at Robert's Rules and serves as the parliamentarian when needed. Oversees yearly bylaw revisions with a bylaws committee, and helps board members maintain position bylaws.

Communications Director- Manages the outgoing communications of the organization, such as emails, press releases, websites, mailing lists, and social media accounts. Oversees and maintains the Marketing Team to help promote F&C's general reputation, interests, and goals to the community.

Youth Coordinator- Oversees the youth group, youth programming, and youth outreach in coordination with the Vice President. Heads youth committee for members under 18 and acts as a youths' interest liaison during Board and general meetings. Attends all youth-only auditions and liaises with parents as needed. Must be on the production team for youth shows in some capacity.

Diversity, Equity, and Inclusion: Works to make sure that productions are free of implicit bias, encouraging minoritized voices and actors, and reaching out to underserved community members. Cannot serve in the productions during their tenure unless otherwise arranged with Swing Lieutenant or executive board. Plans DEI workshops for the organization and maintains an anonymous email to receive concerns.

Chair positions/Teams (Can be volunteer or appointed positions)

Membership Outreach and Retention Envoy: Plans events with assistance from the Swing Lieutenant to keep general membership engaged. May assist the production staff to plan fun events for casts or cast parties. Plans events to recruit and gain new members, and serves as a voice for the general membership and their needs. Plans team building events for the executive board.

Swing Lieutenant: Works with the DEI Liaison as an assistant to their needs and works with the MOR Envoy to plan events. Overall works to serve the organization and further the commitment to inclusivity and acceptance. May take over for the DEI Liaison to allow them to serve in a production.

Marketing Team:

Oversees all social media communications and always maintains F&C's mission statement to the public eye. This includes official press releases to news outlets, maintaining an email list, creating a logo and branding, publishing a website, running the Facebook page, etc

Costuming Team:

Helps secure costumes, makeup, hair and makes sure that everyone feels comfortable and looks great, makes sure that costumes are period/show appropriate

Fundraising Team:

Works with the treasurer to help research grants, plan fundraising events, and creates/updates large monetary goals for F&C

Production Team:

Helps to produce the stage productions by researching rights, securing props, building sets, distributing marketing materials to local organizations, and everything behind the scenes

General assembly members:

Integral part of the organization to help with what is needed. These members have the rights to attend board meetings, make their voices heard, and vote in general elections