

Electric City Playhouse

Membership Committee

The Membership Committee shall promote membership involvement in attending and supporting Electric City Playhouse productions and events.

The committee shall:

- Promote membership involvement;
- Actively seek out new volunteers;
- Actively seek out those who have volunteered in the past and encourage them to become more involved;
- Maintain an updated database of volunteers;
- Produce a periodic newsletter of member news and events;
- Work to maximize and extend the reach of ECP education programs including Summer Youth Camp, training front of house volunteers, other education programs as may be implemented by the Board;
- Coordinate Front of House Volunteers; and
- Plan, coordinate, and execute all membership/volunteer special events, as determined by the Committee and/or Board of Directors, including but not limited to
 - Networking events,
 - Recognition events, and
 - Holiday events.

The Committee shall be chaired by an ECP Board Member.

The Committee shall consist of four to six additional members.

Members of the committee shall include

- Three Members-at-Large of the Board of Directors, unless all members of the Board are currently serving as chairpersons of standing committees;
- At least one person holding current membership status, not seated on the Board of Directors; and
- At least one person from the community at large. *Such person(s) may attain membership status after appointment to the committee. Such does not negate membership on this committee.*

The ECP president shall serve as an ex-officio member of the committee.

The Chair shall solicit and appoint members of the committee. Committee members' names shall be submitted to the President no later than the February Board meeting.

The Chair shall appoint at least three SubCommittee Chairs

1. Education Promotion; filled by a Board Member-at-large. In such case as all Board Members are chairing standing committees, Education Promotion may be chaired by another member of the Membership Committee

ECP Policies/Procedures

2. Production Front of House Scheduling; filled by a Board Member-at-large. In such case as all Board Members are chairing standing committees, Production Front of House Scheduling may be chaired by another member of the Membership Committee
3. Special Events; filled by a Board Member-at-large. In such case as all Board Members are chairing standing committees, Special Events may be chaired by another member of the Membership Committee

The Committee shall meet at least quarterly. The committee chair and committee members are encouraged to maintain regular contact between the minimum number of meetings as set forth in policy by utilizing technology.

No later than ten calendar days prior to each scheduled full committee meeting, the Chair shall provide the date, time, and place of each to the President for inclusion on the ECP master calendar.

