

*Tree of Life Theatre Troupe, Inc.*  
**Board of Directors**

President

Elected in: Odd year (2 year term)

Duties: Shall be the chief executive officer of the Corporation, shall have the responsibility for the general management of the affairs of the Corporation, and shall carry out the resolutions of the Board of Directors. The president, when present, shall preside as chairman at all board and annual membership meetings. He/she shall prepare an agenda for all meetings of the members and Board of Directors, and shall include in such agenda all matters, which he/she anticipates, will arise at such meeting, in addition to any matter requested to be included therein by an Officer. The President shall also appoint for approval by the Board, Committee Chairpersons, and the Assistant Artistic Director. Also, acts as spokesperson for any public appearances as deemed necessary.

**Current Term: Michel Field, 2009-2010 (since 2009)**

1st Vice President

Elected in: Even year (2 year term)

Duties: Shall perform the duties of the President in case of absence, inability, or refusal to act; and when so acting shall have the same powers and restrictions as the president. During the absence or disability of the President of the Corporation, the 1<sup>st</sup> Vice President shall have all the powers and functions of the President. The 1<sup>st</sup> VP shall perform such duties as may be prescribed by the Board of Directors from time to time. The Membership committee and Program committee Chairs report to 1st Vice President.

**Current Term: Tony Cimino 2009 (since 2009)**

2nd Vice President

Elected in: Odd year (2 year term)

Duties: Shall perform the duties in case of absence; inability, or refusal to act of President and 1<sup>st</sup> Vice President, and when so acting shall have the same powers and restrictions as the president. During the absence or disability of the President of the Corporation and the 1<sup>st</sup> VP, the 2<sup>nd</sup> VP shall have all the powers and functions of the President. The 2<sup>nd</sup> VP shall perform such duties as may be prescribed by the Board of Directors from time to time. The Publicity Chair reports to 2<sup>nd</sup> Vice President

**Current Term: Sharon Cowart 2009-2010 (since 2008)**

Treasurer

Elected in: Odd year (2 year term)

Duties: Shall have the care and custody of all the funds and securities of the Corporation. And shall deposit said funds in the name of the Corporation in such bank accounts as the Board of Directors may from time to time determine. The Treasurer shall when duly authorized by the Board of Directors, sign and execute all contracts in the name of the Corporation when counter signed by the President; he may also sign checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Board of Directors and counter-signed by the President. The Treasurer shall file all required State and Federal tax documents and present a financial report at each Board of Directors meeting and at the annual membership meeting, and prepare an annual report on the financial condition of the Corporation.

**Current Term: Ed Malinowski 2009-2010 (since 2009)**

Administrative Secretary

Elected in: Even year (2 year term)

Duties: Responsible for checking mail as necessary and distribute accordingly. Tracking new member applications, noting vital information such as name, contact, address, phone, e-mail; forward new member applications to the membership chair. Prepares and edit quarterly newsletter for members.

**Current Term: Vivian Davis 2008-2009 (since 2008)**

Recording Secretary

Appointed in: Odd year (2 year term)

Duties: Shall keep the minutes for all of the Board of Directors meetings. If unable to attend, will arrange for alternate to record minutes. The Secretary shall be responsible for all records of the Corporation, shall keep and maintain the list of membership, provide all required notices of meetings of the membership and Board of Directors and perform all duties normally performed by such an Officer.

**Current Term: Evelyn Harshbarger 2009-2010 (since 2009)**

Artistic Director

Appointed in: Even year (2 year term)

Duties: Responsible for overseeing entire production of performance. Submits recommendation of scripts for approval by the Board. Recommends Director and Producer for each production, and oversee costumes, props and set design for each performance.

**Current Term: Greta Stetson 2008-2009 (since 2008)**

Ex-Officio Member

Duties: Position is held by the most current past Board President.

**Current Term: Joe Shinault (since 2009)**