



Oshawa Little Board Roles & Responsibilities

July 2026

Role	Areas of Responsibility
President	• Chair Board and membership meetings • Establish meeting agendas with the Secretary • Lead strategic planning, board goal setting and prioritization, and monitor progress • Review overall theatre budget and spending in all categories (shows, maintenance, upkeep, capital, operations, etc.); determines goals and action items related to the theatre • Ensure each director fulfils their responsibilities and assigns projects where appropriate • Reviews board roles and responsibilities • Act as the Board's main liaison with senior employees • Coordinate annual employee performance reviews through an approved process • Act as OLT's official Board spokesperson • Participate as an ex-officio member of Board committees • Lead emergency or sensitive matters requiring Board-level action • Ensure proper succession and transition between directors • Grow the public profile of the theatre through community engagement and partnership building with local businesses, community theatres, and other organizations • Build, maintain, and grow season sponsorships through community connecting • Serve as the public representative for the Board (or designate one) at events and meetings • Serve as an authorized signing officer

Vice President	• Perform the President's duties when the President is unavailable • Support the President with governance and strategic priorities • Monitor Board policies and lead regular policy reviews • Ensure the Board follows OLT's bylaws, policies and legal obligations • Coordinate director orientation and Board development • Lead succession planning and the nominations process when the President is up for election • Oversee special projects assigned by the Board/President • Help resolve issues that cross several directors' areas • Assist with other projects, events, or issues related to the theatre where/when required • Oversee all non-performance space related technical systems (Wi-Fi, email, etc.) or supervise and assign this duty to another member deemed capable by the Board • Manage the website and post minutes in the members portal (either directly or via a website manager) • Serve as an authorized signing officer where approved
Executive Producer	• Lead the season-selection process and chair the Play Advisory committee; recommend the season to the Board • Collect and distribute cast and crew lists to the board for review and approval • Recruit and recommend producers and production teams • Ensure production teams receive approved policies, guides, schedules and budgets • Review production budgets before Board approval • Monitor each production's schedule, budget, staffing and major risks • Ensure performance-rights applications and production agreements are completed • Resolve significant conflicts within or between productions • Escalate material artistic, financial, safety or personnel issues to the Board • Coordinate production access (with the Operations Manager) to theatre facilities and shared resources • Maintain and share consistent production procedures and producer documentation • Conduct post-production reviews • Coordinate with the Director of Education on youth productions • Assist with other projects, events, or issues related to the theatre where/when required • Collect criminal reference checks and letters for agreement for paid Production Team members (and ASMs) where required • Collect all media release forms from producers to present to Director of Marketing • Serve as an authorized signing officer

Treasurer	• Provide financial oversight on behalf of the Board • Lead the annual operating and capital budget process • Present regular financial statements and forecasts • Monitor cash flow, reserves, investments and financial risks • Review production and departmental budget performance • Ensure appropriate accounting records and financial controls exist • Ensure producers complete financial and administrative closeout requirements • Coordinate the annual audit or financial review • Ensure required tax, government and charitable filings are completed • Recommend financial and signing-authority policies • Review major contracts and commitments for financial impact • Ensure restricted grants and donations are used appropriately • Work with employees or bookkeepers without taking over routine bookkeeping • Assist with other projects, events, or issues related to the theatre where/when required • Ensure successful operation and reconciliation of all “tap”/P.O.S. related payment systems • Ensure required corporate filings and notices are completed • Serve as an authorized signing officer
Secretary	• Issue notices for Board, membership and annual meetings • Prepare agendas with the President • Record and distribute accurate minutes • Maintain Board resolutions and governance records • Maintain the official bylaws, policies and corporate records • Maintain director and officer records • Track decisions, assigned actions and policy review dates • Maintain conflict-of-interest declarations • Manage Board correspondence as directed • Maintain and store all media release records, criminal reference checks, contracts, and letters of agreement • Ensure records transfer properly to the next Secretary • Confirm quorum and voting results at meetings • Maintain all contracts and letters of agreement • Assist with other projects, events, or issues related to the theatre where/when required • Seek and confirm prospective rentals prior to connecting renters with the Operations Manager to execute the contract • Serve as an authorized signing officer

Director of Fundraising	• Develop an annual fundraising plan and revenue targets • Chair or coordinate the Fundraising Committee • Help identify sponsorship, donor, grant and fundraising opportunities • Coordinate donor cultivation, solicitation and stewardship • Oversee fundraising events and campaigns • Ensure fundraising activities comply with OLT policies and legal requirements • Coordinate grant applications with the Treasurer and relevant directors • Maintain fundraising records and report results to the Board • Ensure donor restrictions and recognition commitments are honoured • Develop relationships with businesses and community partners • Avoid committing OLT to sponsorship terms without proper approval • Assist with other projects, events, or issues related to the theatre where/when required
Director of Education	• Develop OLT's education strategy • Oversee all youth programming (including youth group, and youth orchestra), summer programming, workshops and training • Co-chair the Education Committee with the Parent Chair • Coordinate program budgets with the Treasurer • Recommend program leaders and instructors • Ensure contracts, payroll information and funding applications are completed • Monitor program quality, safety and accessibility • Ensure youth-protection and volunteer-screening policies are followed • Coordinate education-related productions with the Executive Producer • Develop opportunities for adults, youth and underserved community groups • Report enrolment, outcomes, finances and issues to the Board • Recommend partnerships with schools and community organizations • Collect criminal reference checks for YG supervisors/production team members • Collect all media release forms from YG committee • Ensure education programs support OLT's mission

Director of Patrons, Members, and Volunteers	• Develop strategies for member recruitment, retention and engagement • Oversee membership registration, renewals and records • Provide orientation to new members • Develop volunteer recruitment, onboarding and recognition programs • Maintain an organization-wide volunteer opportunity list • Support front-of-house volunteer leadership, coordinated by the Operations Manager • Monitor patron feedback and service concerns • Work with employees responsible for box office and patron services • Maintain volunteer policies, codes of conduct and position descriptions • Coordinate volunteer appreciation and member events • Act as a Board contact for member and volunteer concerns • Report membership, patron and volunteer trends to the Board • Coordinate accessibility feedback with the appropriate staff and directors • Ensure confidential complaints are referred through the proper process • Collect all media release forms from volunteers • Oversee a Regular Membership Newsletter (with Board support)
Director of Marketing, Promotions and Community Outreach	• Develop OLT's annual marketing and communications strategy • Chair the Marketing and Community Outreach Committee • Create marketing plans for productions, education programs and events • Oversee branding, marketing materials, and consistent use of OLT's identity • Coordinate website, email, social media, print and media relations • Develop audience-growth and audience-retention initiatives • Coordinate promotional schedules with production teams • Manage community-event participation • Develop partnerships with community organizations • Coordinate press releases, interviews and reviewer relationships • Work with the President and other board members on sponsor recognition • Monitor marketing spending and campaign performance • Maintain crisis-communications procedures with the President • Interpret and act on audience, sales and engagement results for the Board • Ensure communications meet accessibility, privacy and copyright requirements