



As you know, it's an exciting time to be involved at the Liberty Theatre! We are celebrating our 71th season, and restoration of this historic building is underway.

Little Theatre on the Bay is looking for some volunteers to serve on the LTOB Board of Directors. The Board is comprised of 11 members, and several positions will be open at our **Annual Membership Meeting on May 16, 2022.**

Board members serve a **term of 3 years**. Positions are listed below with some general descriptions according to LTOB's bylaws. While each board member is listed as an individual person/job, it is expected that each board member will have other committee members to help them perform their duties. LTOB is non-profit, all-volunteer organization. Board Meetings are held on the 3rd Monday of each month.

TREASURER: The Treasurer shall have charge of all corporate books of account and financial records, maintain a file of statements and requisitions, file taxes.

PHYSICAL PLANT MANAGER: The Director of Physical Plant Manager shall be in charge of the general upkeep, repairs, and inventory of all theater real and tangible personal property including lights, sound, and theatrical equipment

PUBLICITY MANAGER: The Publicity Manager shall ensure that there are press releases, posters, programs, and advertising for each production and for an annual flyer and help oversee or maintain the website.

BOX OFFICE MANAGER: The Box Office Manager shall be in charge of the box office and ticket sales for all theatre productions and shall be, in conjunction with the Business Manager, co-chairperson of the box office/ticket committee.

If you are this special person, and have a passion or interest in running the business that is Little Theatre on the Bay, please contact one of the members of the nomination committee listed below. Nominations received **by April 18** will be printed on the ballots and included in the absentee ballots. Nominations can also be received from the floor at the May 16 meeting.

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We look forward to hearing from you!