

**TEXAS EDUCATIONAL
THEATRE ASSOCIATION, INC.**

BOARD OF DIRECTORS

TETA, INC. BOARD OF DIRECTORS

<u>Elected Officers and Board Members</u>	<u>Terms</u>	<u>Election Year</u>
President/CEO (1)*	2 years	Odd
President-Elect (1)*	2 years	Odd
Immediate Past President (1)*	2 years	Odd
Vice-President, K-12 (2)*	2 years	Odd
Vice-President, CU (2)*	2 years	Even
Secretary/ Historian (1)*	3 years	Varies
Treasurer/CFO (1)*	3 years	Varies
Treasurer-Elect (1)	1 years	Varies
3 At-large Members(1)	3 years	Staggered

Designated/Appointed Board Members

Advocacy Chair (3)	2 years	Odd
CAPS Chair (3)	3 years	Varies
Communications Chair (3)	2 years	Odd
Convention Personnel:	1 year	Annually
A. Convention Director (3)		
B. Exhibits Chair (3)		
C Programming Chair (3)		
Curriculum Chair (3)	2 year	Odd
Membership Chair (3)	3 years	Varies
TEA Director of Fine Arts (4)	Not Applicable	Not Applicable
UIL State Drama Director (4)	Not Applicable	Not Applicable
Executive Director (3) *when appropriate	Not Applicable	Not Applicable

KEY

- 1 - Elected At-Large
- 2 - Elected by Section
- 3 - Designated
- 4 - By Virtue of Position

Terms of office for outgoing officers, committee chairs, and committee members ends with the installation of new officers, committee chairs, and committee members at the Annual Convention.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C2a

PRESIDENT/CHIEF EXECUTIVE OFFICER (CEO)

The President/CEO shall

1. Preside at all meetings of the Board of Directors, at the Annual Business, and at other meetings as necessary.
2. Serve as chair of the Executive Committee.
3. Prepare agenda for Board of Directors Meetings, Executive Committee Meetings, and the Annual Business Meeting.
4. Ensure compliance with the TETA Constitution and By-Laws.
5. With the approval of the Board of Directors, appoint coordinators, committee chairs, and committee members.
 - A. The President shall solicit volunteers for committee assignments in Texas Theatre Notes.
 - B. The President shall instruct new committee members to attend meetings to facilitate continuity of work.
6. Appoint one member of the Board of Directors to serve as Parliamentarian for all Board of Directors' Meetings.
7. Represent the TETA as liaison to other theatre organizations.
 - Reasonable expenses shall be reimbursed by the TETA.
8. Provide a regular column in Texas Theatre Notes.
9. Prepare a welcome letter to be sent to new members of the TETA Board of Directors.
10. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in Annual Proceedings of TETA.
11. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.

12. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form, which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
13. Submit a proposed budget for the coming year to the Treasurer/CFO by the May Board of Directors' Meeting.
14. Recognize, with appreciation, the following:
 - A. Outgoing TETA officers and Board members.
 - B. Outgoing TETA coordinators, committee chairs and committee members.
 - C. Specially invited guests of the convention.
 - D. Exhibitors.
 - E. Convention host(s).
 - F. Individuals who made outstanding contributions to the convention as recommended by the Programming Chair, the Director, and the Exhibits Chair.
 - G. Honorary Members and/or Membership Emeritus Recipients.
15. Carry out the tasks assigned by the Board of Directors.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C2b

16. Provide an accurate list of TETA administration to the Convention Programming Chair prior to December 1.
17. Review the Executive Director's "Annual Performance Report" submitted by August 1 and make recommendations for renewal/ nonrenewal to the Executive Committee.
18. With the Treasurer/CFO and/or Executive Director review, approve and execute all contracts.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C3a

PRESIDENT-ELECT

The President-Elect shall

1. In the absence of the President/CEO, assume the authority and duties of the President.

2. Be aware of the administration and coordination of all TETA programs through frequent communication with section chairs, coordinators, and committee chairs.
3. Serve as a time and place coordinator by securing invitations to host future conventions.
4. When required, comply with any request to provide the Federal Tax ID Number or complete tax exemption certificates [See Payment Request Form.]
- * There shall be no reimbursement for sales tax.
5. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form, which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
6. Handle administrative duties as assigned by the President/CEO or the Board of Directors.
7. Prior to succeeding to the office of President/CEO, submit nominees for committee chairs and members for approval by the Board of Directors
8. Serve as a member of the Executive Committee.
9. Solicit reports from the Nominating committee and Scholarship Committee.
10. Provide articles for publication in Texas Theatre Notes (i.e. Nomination Slate, Scholarship Results, etc.)
11. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.

IMMEDIATE PAST-PRESIDENT

The Immediate Past President shall

1. Serve as a resource to the Board of Directors.

2. Carry out tasks assigned by the President/CEO or Board of Directors.
3. Serve as a member of the Executive Committee.
4. Coordinate revisions of the constitution, By-Laws and the TETA Manual of Operations.
5. Review annually the TETA Constitution and By-Laws and report necessary amendments to the Board of Directors.
6. Upon completion of the office, turn over historically significant files to the Secretary/Historian.
7. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
8. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C5a

VICE-PRESIDENT, KINDERGARTEN-12 (K-12)

The Vice-President, K-12, shall

1. Serve as Chair and preside at Board Meetings of the K-12 Section and the Executive Committee of the K-12 Section.
2. Maintain the established goals and objectives of the K-12 Section and implement new activities to the principles of the K-12 Section and of TETA.
3. Supervise and solicit reports on the activities of the following K-12 Section Interest Groups, Committees, and Projects:
 - A. K-6 Interest Group
 - B. Middle School Interest Group
 - C. High School Interest Group
 - D. Nominating Committee
 - E. UIL Advisory Committee
4. Appoint chairs for standing committees, special K-12 Section committees, and projects, and serve as an ex-officio member of these committees.

5. Act as the official liaison of the K-12 Section to other professional organizations seeking official contact with the K-12 Section.
6. Serve as the official representative of the K-12 Section on the TETA Board of Directors.
7. Maintain regular communication with the TETA President/CEO, President-Elect, and Executive Director.
8. Provide a regular K-12 Section column in the Texas Theatre Notes and for the Website.
9. Request desired times for the K-12 Section Business Meetings and other special Section events for the annual TETA convention from the Programming Chair prior to the Fall Board of Directors' Meeting.
10. Prepare and present to the TETA Board of Directors at the Spring Board of Directors' Meeting a report detailing the K-12 Section activities during the convention and projected K-12 Section activities for the coming year.
11. Ensure the K-12 Section completes the selection process for the K-12 Educator of the Year Awards and submits the completed packets to the Awards Coordinator.
12. Recommend potential recipients for the TETA Founders' Award.
13. Solicit ideas from the K-12 membership regarding convention programming and submit to the Programming Chair at the Fall Board of Directors' Meeting.
14. Provide an updated list of the K-12 Section administration to the Convention Director at the

TETA, Inc. Manual of Operations
(As revised January, 2005)

C5b

Fall Board of Directors' Meeting.

15. Be responsible for obtaining Certificates of Appreciation from the Awards Coordinator and presenting them to the outgoing officers and committee chairs at the K-12 Section Business Meeting during the Annual Convention.
16. Prepare two (2) copies of a dated report on K-12 Section Interest Groups, Projects, and Committee activities for presentation at the annual TETA Board of Directors Meeting and for the Secretary/Historian for inclusion in the Annual Proceedings of TETA.

17. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
18. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
19. Submit a proposed budget for the coming year to the Treasurer/CFO at the Spring Board of Directors' Meeting.
20. Work with the Advocacy, Curriculum, and Membership Committees to increase membership in TETA, Inc., and participation in Section activities.
21. Work with the Vice-President, College/University (CU), for planning and execution of the Summer Workshop.
22. Chair the K-12 Section portion of the K-12 Summer Workshop that transpires during the first year of term.
 - A. Submit budget to K-12 Spring Board Meeting prior to the Summer Workshop.
 - B. Appoint the Summer Workshop Brochure Coordinator to bring and mail publicity to the membership by February 1 prior to the Summer Workshop.
 - C. Announce plans for the current summer workshop in the September, March and May issues of Texas Theatre Notes, the Spring UIL Leaguer and the Website.
 - D. Finalize all planning and organizational strategies.
 - E. Facilitate workshops.
 - F. Submit summary report, including financial report, to the TETA Board of Directors Fall Board Meeting.
23. Work with the Vice-President - CU and Awards Coordinator to emcee the Educator of the Year Awards Luncheon at the Annual Convention.

The Vice-President, CU, shall

1. Serve as chair, schedule and preside at its Annual Business Meeting of the Executive Committee of the CU Section and other meetings as necessary.
2. Enforce the Operating Code for the CU Section of the TETA Manual of Operations
3. Serve as the CU Section representative on the TETA Board of Directors and the TETA Executive Committee.
4. Execute all duties assigned by the TETA Constitution and By-Laws as stated in the TETA Manual of Operations.
5. Maintain the established goals and objectives of the CU Section and implement new activities according to TETA and CU principles.
6. Supervise and solicit reports on the activities of the following CU Interest Groups, Committees, and Projects:
 - A. Community/Junior College Interest Group (CJC)
 - B. College/University Interest Group (CU)
 - C. CU Nominating Committee
 - D. TETA Adjudicator's Organization (TETAAO)
 - E. Scholarly and Debut Papers Project
 - F. Teacher Training Network (TTN)
 - G. Committee of College and University Administrators (COCUA)
7. When appropriate, assign chairs for standing and special section committees and serve as an ex-officio member of these committees.
8. Act as the official liaison of the CU Section to other professional organizations and to those who seek to contact the CU Section officially.
9. Maintain regular communication with the TETA President/CEO, President-Elect and Executive Director.
10. Provide a regular column in Texas Theatre Notes and for the website.
11. Solicit from chairs of Interest Groups, committees, and projects desired meeting times for the Annual Convention.
12. Prior to the Fall TETA Board of Directors Meeting, make recommendations for the Business Meeting and other special CU Section-sponsored events, specifying desired times,

to the Programming Chair.

13. Solicit ideas from the CU Section membership regarding convention planning and submit to the Programming Chair.
14. Ensure the CU Section completes the selection process on College/University Educator of the Year Awards and submit to the Awards Coordinator.
15. Recommend potential recipients for TETA's Founders' Awards.
16. Prepare two (2) copies of dated progress reports on the CU Section activities for the Spring and Fall TETA Board of Directors' Meetings and submit to the Secretary/Historian for inclusion in the Annual Proceedings for TETA.
17. When require, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
18. Submit requests for payment of budgeted expenses to the TETA/CFO using the standard form which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
19. Submit a proposed budget for the coming year to the TETA/CFO on or before the Spring Board Meeting.
20. Prepare a brief summary report on CU Section interest groups, committees, and project activities for presentation during TETA Board of Directors' Meetings and at the annual TETA Business Meeting.
21. Work with the Advocacy, Curriculum and Membership Committees to increase TETA membership and participation in CU Section activities.
22. Work with the Vice-President, K-12, for planning and execution of the Summer Workshop.
23. Work with the Vice-President, K-12, and Awards Coordinator to emcee Educator of the Year Awards Luncheon.
24. Provide and update list of the CU Section Administration to the Convention Director at the Fall Board of Directors' Meeting.

SECRETARY/HISTORIAN

The Secretary/Historian shall

1. Take complete minutes of all Meetings of the Board of Directors, the Executive Committee, and the Annual Business Meeting.
2. Collect written reports from members of the Board of Directors.
3. Type, print, and distribute minutes of all Meetings to the Board of Directors. If distribution will be delayed, draft copies of minutes should be sent to the Executive Committee.
4. Publish or post a summary of Board of Directors' Meeting action items in Texas Theatre Notes and/or on the TETA Website.
5. Compile the Annual Proceedings of TETA and distribute no later than the Fall Board Meeting to the Board of Directors.
 - IMs may receive a copy upon request
6. Solicit a minimum of three (3) bids for printing of the Annual Proceedings of TETA.

A. Contents

- (1) Minutes of the outgoing TETA Board Meeting
- (2) Minutes of the Annual Business Meeting
- (3) Minutes of the New Board Meeting
- (4) Reports of the TETA officers, sections, committees
- (5) Presentation of awards
- (6) Minutes of all other Board and Executive Committee Meetings held during the previous year
- (7) Annual Convention program book

B. Procedures

- (1) Collect various reports and speeches at each Board Meeting and Executive Committee Meeting.
- (2) Collect 30-40 convention programs and one (1) complete convention packet from the Convention Director to insert into the "Proceedings" publication.
- (3) Provide the Board of Directors with a bound copy of the "Proceedings" at the Spring or Fall Board Meeting following the convention.
- (4) Provide the Executive Director with copies of "Proceedings" for grant proposals.
- (5) Forward one (1) copy to the archives.

7. Write and distribute miscellaneous correspondence, as requested. Send one (1) copy to the President and keeping one (1) copy on file.
8. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. . [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
9. Serve as a member of the Executive Committee.

TREASURER/CHIEF FINANCIAL OFFICER (CFO)

The Treasurer/CFO shall

1. Establish a checking account and other necessary accounts for TETA.
2. Keep accurate records of all dues and funds received and disbursed by TETA.
3. Be authorized by the TETA Board of Directors to expend funds within the parameters of TETA's annual budget.
4. Review and approve all invoices before payment is made.
5. Upon request, shall submit a financial report in writing to the Board of Directors.
6. Give a financial report at the Annual Business Meeting.
7. Have the financial records of TETA professionally audited annually.
8. Select the auditor for the annual audit subject to the approval of the Board of Directors.
9. Obtain from the Convention Director all receipts, checkbooks, and other accounting data 90 days after completion of the convention. A detailed accounting of receipts and disbursements signed by the Convention Director shall accompany the records.
10. Serve as a member of the Executive Committee.
11. Maintain regular communication with the President/CEO, President-Elect and Executive Director.
12. The recommended budget shall be presented and adopted at the Fall Board Meeting. Recommendations and adjustments may be suggested by the Board of Directors or the Executive Committee.
13. Any new budget requests following the adoption of the budget must be authorized by the Executive Committee.

14. With the President/CEO and/or Executive Director review, approve, and execute all contracts.
15. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
16. Consult with all appropriate legal resources and make final recommendations to the Board of Directors on issues relating to tax, financial or related legal matters.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C9a

TREASURER-ELECT

The Treasurer-Elect shall

1. Be nominated by the Executive Committee one year prior to elections, when appropriate.
2. Perform all duties, as assigned by the TETA Treasurer/CFO that will facilitate a smooth transition when the Treasurer-Elect becomes Treasurer/CFO.
3. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
There shall be no reimbursement for sales tax.
4. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA

TETA, Inc. Manual of Operations
(As revised January, 2005)

C10a

EXECUTIVE DIRECTOR (when appropriate)

The Executive Director shall

1. Act as a clearing house for information concerning TETA, Inc.
2. Act as the contact between TETA, Inc. and other theatre organizations and agencies.
3. Act as the spokesperson for TETA, Inc.

4. Act in coordination with the Advocacy Committee in advancing the aims of TETA, Inc.
5. Supply TETA stationery and forms as requested.
6. Serve in an advisory capacity to the Convention Director, the Programming Chair, and the Exhibits Chair.
7. Represent TETA, Inc., at other theatre or art organizations meetings and/or conventions at the discretion of the President or Board of Directors.
8. Act as the Grants Coordinator for TETA, Inc.
9. Actively seek and solicit alternative funding sources for TETA, Inc.
10. Attend all Meetings of the Board of Directors and serve on the Executive Committee.
11. Maintain the central office for TETA, Inc.
12. Aid the Programming Chair in the solicitation of convention programming.
13. Act as a depository for all TETA, Inc., membership records.
14. Upon invitation and Board direction, act as the TETA Representative at state theatre contests and/or festivals.
15. Maintain a visible TETA presence in arts, governmental and educational activities.
16. Work in conjunction with CAPS to increase and maintain institutional memberships.
17. Work with CAPS as a TETA representative for on site visits for prospective institutional members as requested.
18. Authorize sale or supplying of mailing labels to businesses and other theatre related organizations.
19. Forward membership dues to the Treasurer/CFO on a regular basis.
20. Forward copies of dues and membership applications to the Membership Chair.
21. In association with the President/CEO send membership cards and letters of welcome to new members.
22. Supervise bulk mailing activities by
 - A) Securing the proper permit necessary for bulk mailing from the U.S. Post Office.
 - B) Renewing the permit annually.
 - C) Informing the TETA membership of the necessary steps required in preparing a bulk mailing.
 - D) Maintaining correct financial records for the bulk-mailing activities.
 - E) Securing a base amount from the Treasurer/CFO and deposit that amount, as an operating account at the main post office.
 - F) Turning in receipts to the Treasurer/CFO with each mailing activity.

- G) Making a request for additional funds from the Treasurer/CFO when the operating account is near depletion.
23. Maintain a financial record of budgeted funds and actual expenditures authorized by the Executive Director.
 24. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
 25. Submit requests for payment expenses to the Treasurer/CFO using the standard form, which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
 26. Submit a proposed budget for the coming year to the TETA Treasurer/CFO by Spring Board of Directors' Meeting.
 27. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA
 28. Prepare and submit to the TETA President/CEO an "Annual Performance Report" for evaluation by August 1.
 29. Maintain all equipment provided by TETA, Inc.
 30. With the President/CEO and/or Treasurer/CFO review, approve and execute all contracts.

CONVENTION DIRECTOR

The Convention Director shall

1. Obtain and review the current copy of the TETA Convention Directors' Guide
2. Work with the Programming Chair and the Exhibits Chair on planning, arranging and managing the Annual Convention.
3. Review the policies pertaining to the Annual Convention.
[See B2 in TETA Manual of Operations.]
4. Review the policies pertaining to graphics. [See B5 in TETA Manual of Operations.]
5. **Twenty-four (24) months before convention:**
 - A. With the President-Elect, compile convention site profiles and bids for fall Board of Directors review and approval.

- B. With the President-Elect, submit the convention site contract to the Treasurer/CFO, President and Executive Director for review and execution.
6. **Sixteen (16) months before convention:**
 - A. Determine convention theme or concept with Programming Chair
 - B. Observe planning and activities of current Convention Director.
 - C. Determine convention fees to be recommended to the Board of Directors at the Spring Board Meeting.
 - D. Design convention logo and graphics.
 - E. Print pre-registration brochure with hotel information.
 7. **Twelve (12) months before convention:**
 - A. Choose bank and submit request for Board approval at new Board Meeting of the preceding convention.
 - B. Obtain startup funds from the Treasurer/CFO and open convention account.
 - C. Confirm arrangement with administration of host institution(s).
 8. **Ten (10) months before convention:**
 - A. Prepare projected budget.
 - B. Review convention policies.
 - C. Complete (appoint) convention administration
 9. **Eight (8) months before convention:**
 - Promote convention at UIL One-Act Play State Meet.
 10. **Six (6) months before convention:**
 - Request the Governor to designate "Educational Theatre Month in Texas."
 11. **Four (4) months before convention:**
 - A. Obtain price estimates from printers
 - B. Locate source for audiovisual equipment
 - C. Contact the Playwriting Chair regarding Playfest performances.
 - D. Contact the Fine Arts Administrators' Day Coordinator for space requirements

- and numbers attending.
 - E. Obtain labels from the Membership Chair, UIL Drama Director, and other appropriate sources
12. **With the Programming Chair**
 - A. **Three (3) months before convention:**
 - (1) Accept or reject proposed workshops and notify the presenters.
 - (2) Complete convention programming.

- (3) Determine menus for meals and receptions (Educator of the Year; Awards Banquet; IM Breakfast; President's Reception; Exhibitors' Reception; Continental Breakfast; Other special events.)
 - (4) Order specialty items.
- B. Two (2) months before convention:**
- (1) Mail registration brochures with hotel information early in November.
 - (2) Order badge holders and new members and IM representative ribbons.
[See Graphics Policy - B5]
 - (3) Arrange transportation for special tours and performances.
 - (4) Make arrangements with city convention bureau for materials and any available services.
 - (5) Prepare officer badges for TETA Board of Directors, etc., as appropriate.
[See Graphics Policy - B5.]
 - (6) Finalize schedule and make meeting room assignments.
 - (7) Publish and post schedule with Texas Theatre Notes, the Website and the UIL Leaguer.
- 13. Two (2) months before convention: with Technical Director**
- A. Secure source of audiovisual equipment.
 - B. Request production requirements from performing groups.
 - C. Make initial arrangements for performance space(s).
- 14. Two (2) months before convention: with Designfest Chair**
- Arrange for delivery or rental of Designfest panels and pedestals.
- 15. One (1) month before convention:**
- A. Prepare copy of registration packet material. [See Graphics Policy - B5.]
 - B. Prepare a list of honoraria and list of expenses to be paid to special guests.
 - C. Invite local dignitaries.
 - D. Make courtesy lodging reservations for TETA President, Programming Chair, Convention Director, Executive Director, special guests and other essential personnel as designated by the Board of Directors.
 - E. Plan banquet decorations with Awards Coordinator.
 - F. Obtain current membership list from the Membership Chair 45 days prior to the convention.
 - G. Obtain from the TETA President an accurate list of the TETA administration.
- 16. One (1) month before convention: with Programming Chair and Exhibits Chair**

- Meet with hotel convention manager and department directors to finalize arrangements.
17. **One (1) month before convention: with Programming Chair and Technical Director**
 - A. Prepare performance space information and mail to performing groups.
 - B. Finalize arrangements for performance space(s) requirements.
 18. **The month of convention:**
 - A. Finalize plans with registrar.
 - B. Assign local arrangements staff and host.
 - C. Obtain materials from city convention bureau and finalize arrangements for any available services.
 - D. Send program to printers. (December if necessary.) [See Graphics Policy - B5.]
 - E. Print special materials for registration packets. [See Graphics Policy - B5.]
 - F. Collect additional materials for registration packets.
 - G. Confirm special transportation.
 - H. Confirm arrangements for special tours and performances.
 - I. Confirm arrangements for audiovisual equipment.
 - J. Confirm courtesy lodging reservations.
 - K. Order flowers/wine/fruit as gift for special guests.
 - L. Assign hosts for special guests.
 - M. Arrange for TV and newspaper coverage of special guests. [See Graphics Policy - B5.]
 - N. Arrange for recording special guests' presentations and awards presentation. (With permission.)
 - O. Confirm arrangements for banquet decorations with the Awards Coordinator.
 - P. Prepare approved informational and directional signs for the site(s).
 19. **The month of convention: with TETA President, Programming Chair and Exhibits Chair**
 - A. Determine number of complimentary tickets for special guests planning to attend banquet and performances.
 - B. Determine who will introduce special guests.
 - C. Determine seating arrangement for banquet and prepare place cards.
 - D. Arrange for special announcements, introductions, items of business, gifts.
 20. **One (1) day prior to convention: with Exhibits Chair, Technical Director, Registrar, Designfest Chair, and Playfest Chair**
 - A. Hold final planning meeting with hotel manager and department heads.
 - B. Meet with staff for final briefing on responsibilities and rehearse registration procedure.
 21. **On-site Setup: with Programming Chair, Exhibits Chair, Technical Director, Registrar, Designfest Chair, Auditions Coordinator, Playfest Chair, and Staff**
 - A. Obtain audiovisual equipment.

- B. Setup commercial exhibits and Designfest exhibit.
- C. Setup stage, masking, lighting, and sound equipment for performance space.
- D. Setup registration.
- E. Post time chart showing staff assignments, room event and directional signs.

- 22. The Convention: with the TETA President, Programming Chair, Exhibits Chair, Technical Director, Registrar, Designfest Chair, Auditions Coordinator, Playfest Chair, and Staff**
- A. Be available throughout convention for trouble-shooting decisions.
 - B. Keep events on schedule.
 - C. Present preliminary convention report(s) at Board Meeting(s).
- 23. Strike: with the Programming Chair, Exhibits Chair, Technical Director, Registrar, Designfest Chair, Auditions Coordinator, Playfest Chair, and Staff**
- A. Supervise return of audiovisual equipment, other equipment, and supplies.
 - B. Provide the TETA Secretary/Historian with thirty-five (35) convention programs and one (1) convention packet for "Proceedings" document.
 - C. Check all hotel charges on master account.
 - D. Hold critique session with hotel manager and hotel department heads.
- 24. One (1) month after convention:**
- A. Arrange for final payment of convention bills.
 - B. Upon receiving travel expense receipts, send honoraria to special guests who have not been previously compensated.
 - C. Balance books with all expenditures accounted for by receipts.
 - D. Send TETA dues collected at convention to the TETA Treasurer/CFO. Send a list of paid members to the TETA Membership Chair and the membership application forms to the Executive Director.
 - E. Collect and summarize evaluation forms.
 - F. Pay all bills, settle all convention accounts and prepare a complete final convention report for Spring Board Meeting.
 - G. Send a list of exhibitors, including their designated representatives to the Membership Chair.
 - H. Close convention account.
 - I. Prepare final financial report for presentation to the Treasurer/CFO no more than ninety (90) days following the close of the convention.

- J. Render all receipts, checkbooks, and other accounting data to the Treasurer/CFO as soon after completion of the convention as feasibly possible. A detailed accounting of receipts and disbursements signed by the Convention Director shall accompany the records.
- K. Following the close of the convention, provide the CAPS Chair and the Membership Chair with a report on attendance by the designated IM representatives.
- L. Serve as a member of the Board of Directors.

CONVENTION PROGRAMMING CHAIR

The Programming Chair shall

1. Obtain and review a copy of the latest version of the TETA Convention Director's Guide.
2. Consult with the Board of Directors and the Convention Director to arrange the program of the Annual Convention.
3. Review the policies pertaining to the Annual Convention. [See B2 in TETA Manual of Operations.]
4. Review the policies pertaining to graphics. [See B5 in TETA Manual of Operations.]
5. **Sixteen (16) months before convention:**
 - Determine and design the convention theme, concept and logo with the Convention Director.
6. **Thirteen (13) months before convention:**
 - A. Revise "Workshop Proposal Form" and submit call for workshop ideas and presenters for publication in Texas Theatre Notes and on the website no later than March 1.
 - B. Provide copies of the proposal form for distribution at the preceding convention. [See Graphics Policy - B5.]
7. **Ten (10) months before convention:**
 - A. Request workshop ideas, suggested presenters, desired meeting times, and special requests.

- B. Check national and regional theatre convention programs for ideas.
 - C. Tour convention site to determine which facilities will affect programming.
8. **Ten (10) months before convention: with Convention Director and Exhibits Chair**
- A. Discuss ideas and recommendations for the convention.
 - B. Review convention policies.
9. **Nine (9) months before convention:**
- Submit call for convention workshop ideas and presenters for May issue of Texas Theatre Notes and for posting on the website.
10. **Eight (8) months before convention:**
- A. Present convention progress report at the Spring Board Meeting.
 - B. Promote Convention at UIL One-Act Play State Meet.
 - C. Invite presenters recommended by the Board to participate in the convention and begin search for special guest artists.
 - D. Coordinate invitations to high schools to perform as part of the UIL Critic Judging Workshop with the UIL Drama Director.
11. **Seven (7) months before convention:**

TETA, Inc. Manual of Operations
(As revised January, 2005)

C12b

- A. Begin collecting and categorizing convention workshop proposals.
 - B. Recontact section chairs, Auditions Coordinator, and committee chairs for potential presenters who have not returned their proposal forms.
12. **Four (4) months before convention:**
- A. Accept or reject proposed workshops.
 - B. Seek out additional presenters if needed.
 - C. Prepare initial convention schedule.
 - D. Prepare initial convention publicity for UIL's Leaguer, Texas Theatre Notes, TETA's Website, and for UIL Superconferences.
12. **Four (4) months before convention: with Convention Director**
- A. Contact Fine Arts Administrators' Day Coordinator.
 - B. Finalize plans for auditions with Auditions Coordinator.
 - C. Send letters of confirmation to accepted presenters and letters of regret to the others.

13. Three (3) months before convention:

- A. Prepare categorized list of convention sessions and send to section chairs.
- B. Prepare final publicity for UIL's Leaguer, Texas Theatre Notes, and the Website.
[See Graphics Policy - B5.]
- C. Send announcements of convention to other organizations for their newsletters.
[See Graphics Policy - B5.]
- D. Complete convention programming and determine menus for special events, meals, and receptions.

14. Two (2) months before convention: with Convention Director

- A. Finalize schedule and make meeting room assignments.
- B. Prepare final publicity for December issue of Texas Theatre Notes, the website and the UIL Leaguer. [See Graphics Policy - B5.]
- C. Have President and section chairs review convention schedule.
- D. Clear Board Meeting times with other theatre related organizations.
- E. Prepare information for inclusion in convention program to include the following:
 - (1) TETA officers, coordinators, committee chairs, and committee members
 - (2) IM schools
 - (3) TETA Past Presidents
 - (4) Past and current TETA award winners
 - (5) Exhibitors
 - (6) Special guests
- F. Initiate plans for Awards Banquet with Awards Coordinator.

15. One (1) month before convention:

- A. Prepare convention program copy for printer. [See Graphics Policy - B5.]
- B. Mail confirmation letters to presenters and special guests.
- C. Mail notification letters to committee chairs.
- D. Prepare meeting room setup charts and audiovisual requirements list.
- E. Obtain from the President an accurate list of the TETA Administration.

16. Month of convention: with Convention Director, Awards Coordinator, and TETA President

- A. Finalize plans for awards banquet.
 - B. Notify award presenters and recipients of details regarding the Awards Banquet.
17. **One (1) day prior to convention: with Convention Director, Exhibits Chair, Technical Director, Registrar, Designfest Chair, and Playwriting Chair**
- A. Meet with hotel manager and hotel department heads for final convention planning.
 - B. Meet with convention registrar and staff for final preparation and rehearsal.
18. **On-site Setup: with Convention Director, Exhibits Chair, Designfest Coordinator, Playwriting Chair, Technical Director, Registrar, and Staff**
- Supervise convention move-in.
19. **The Convention:**
- A. Be available throughout convention for trouble-shooting.
 - B. Ensure smooth operation of convention and keep events on schedule.
 - C. Present preliminary convention report at the New Board Meeting following convention.
20. **Follow Up:**
- A. Send “thank you” letters to all convention participants and exhibitors.
 - B. Obtain art work and photographs from printer and return photos.
 - C. Update “Convention Perspective Summary.”
 - D. Update the “Convention Director’s Guide.”
 - E. Serve as a member of the Board of Directors through the Spring Board Meeting.
 - F. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.

CONVENTION EXHIBITS CHAIR

The Exhibits Chair shall

1. Obtain and review a copy of the latest version of the TETA Convention Director’s Guide.
2. Consult with the Board of Directors, the Convention Director and the Programming Chair and coordinate the exhibits at the Annual Convention.

3. Review the policies pertaining to the Annual Convention [See B2 in TETA Manual of Operations.]
4. Review the policies pertaining to graphics. [See B5 in TETA Manual of Operations.]
5. **Thirteen (13) months before convention:**
 - A. Inspect prospective convention sites. (Hotels, schools, convention centers.)
 - B. Observe planning and activities of current Exhibits Chair.
 - C. Possibly serve as assistant to current Exhibits Chair during convention. (Run errands; cover when current Chair is on break.)
6. **Eleven (11) months before convention:**
 - Collect and summarize exhibitor's evaluation forms with Past Exhibits Chair.
7. **Ten (10) months before convention:**
 - A. Coordinate planning with Designfest Chair.
 - B. Plan exhibit space. (Evaluate previous exhibit arrangements and estimate growth; consider: location in relation to workshop spaces, traffic flow, space for exhibits, space for Designfest, space for registration, space for food and beverage service.)
 - C. Determine bid specifications and secure bids from potential exhibit decorators.
8. **Nine (9) months before convention:**
 - A. Compile bids of possible exhibit decorators and submit to Convention Director for Spring Board Meeting.
 - B. Prepare exhibit space reservations forms. [See Graphics Policy - B5.]
 - C. Request current list of IMs from CAPS Chair.
9. **Eight (8) months before convention:**
 - A. Send letter of confirmation to selected Exhibit Decorator.
 - B. Send letters of regret to the rejected decorators.
 - C. Prepare mailing list of potential commercial exhibitors and IMs. (Check past regional and national convention programs.)
 - D. Invite potential exhibitors and inquire if they are also interested in presenting a workshop. (Send "Exhibit Space Reservation Form" and "Convention Proposal Form.")
10. **Seven (7) months before convention:**
 - A. Collect exhibit reservation forms. (Keep track of order of receipt in order to assign booth locations.)
 - B. Send any workshop proposal forms from exhibitors to the Programming Chair.
 - C. Follow up on potential exhibitors who have not returned their forms.

11. Six (6) months before convention:

- A. Send letters of confirmation to exhibitors returning reservation forms and request item(s) for giveaways and door prizes.
- B. Seek out additional exhibitors if needed.
- C. Work with decorator on exhibit layout.

12. Five (5) months before convention:

- A. Finalize exhibit layout with decorator.
- B. Follow up on potential exhibitors who have not returned their reservation forms and/or payment.
- C. Submit names of confirmed and potential exhibitors and exhibit layout to Convention Director for the Fall Board Meeting.

13. Four (4) months before convention:

- Send list of confirmed exhibitors to decorator for exhibit decoration information mailout.

14. Three (3) months before convention:

- Consult with Convention Director and Programming Chair regarding Exhibitors' Reception and Exhibitors Continental Breakfast.

15. Two (2) months before convention:

- A. Finalize arrangements for exhibitors' giveaways and door prizes, if scheduled.
- B. Confirm decorator has sent information to exhibitors.
- C. Collect any outstanding exhibit fees.

16. One (1) month before convention:

- A. Provide Programming Chair with list of exhibitors for inclusion in program.
- B. Prepare final exhibit setup chart.
- C. Finalize plans with decorator.
- D. Mail final information with specific booth assignments to exhibitors.

17. One (1) month before convention: with Convention Director, Programming Chair, and Technical Director

- Meet with hotel convention manager and department directors to finalize arrangements.

18. Month of convention:

- A. Confirm setup arrangements with decorator.
- B. Confirm setup arrangements with Designfest Chair.

19. On-Site Set Up:

- Setup commercial exhibits.

20. The Convention:

- A. Be available throughout convention for trouble-shooting.
- B. Check for necessary personnel and review the day's activities and responsibilities.
- C. Check periodically with exhibitors and presenters for any problems.

21. **Strike:**

- Supervise strike of exhibits.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C13c

22. **Month following convention**

- A. Collect and summarize exhibitor's evaluations.
- B. Prepare final exhibits report for presentation by Convention Director at the Spring Board Meeting.
- C. Update TETA Convention Director's Guide.
- D. Serve as a member of the TETA Board of Directors through the Spring Board Meeting.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C14a

ADVOCACY CHAIR

The Advocacy Chair shall

1. Preside at all meetings of the Advocacy Committee.
2. Maintain a subscription to the Texas Register.
3. Maintain regular communication with the President, President-Elect, and Executive Director.
4. Provide pertinent and timely information about advocacy activities in Texas Theatre Notes and the website.
5. Prepare a progress report on committee activities for Meetings of the TETA Board of Directors.
6. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]

- There shall be no reimbursement for sales tax.
7. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
 8. Submit a proposed budget for the coming year to the Treasurer/CFO by May 1.
 9. Provide the Secretary/Historian with two dated copies of all reports and correspondence for inclusion in the Annual Proceedings of TETA.
 10. Prepare a summary report of advocacy activities for all Board Meetings and the TETA Annual Business Meeting.
 11. Serve as a member of the Board of Directors.

COMMITTEE ON ACADEMIC AND PRODUCTION STANDARDS (CAPS) CHAIR
--

The CAPS Chair shall

1. Preside at all meetings of the CAPS.
2. Submit a proposed budget for the coming year to the Treasurer/CFO by May 1.
3. Upon CAPS review of properly executed IM applications, appoint a visitation team.
4. Report the visitation team findings to CAPS and the TETA Board of Directors.
 - A. Notify applicants of action taken.
 - B. Send a letter to the applicant notifying acceptance or rejection, dues assessment for the current year, and a copy of the visitation team's report.
5. Upon receipt of dues for the current year, send the new IM a Certificate of Recognition.
6. Order plaques for all new IMs and present the plaques at the next TETA Convention Awards Banquet.
7. Send renewal applications to all IM schools every third year in September.
8. Send IMs notification of probationary status, if/when applicable.
9. Submit a list of IM schools in good standing to the Auditions Coordinator and the Scholarship Coordinators.

10. Upon request, oversee a plan for reinstatement of schools on probation or whose membership has been revoked.
11. Coordinate with Convention Director and Registrar the CAPS convention needs.
 - Streamlined check in for IM representatives.
 - Placement of CAPS booth.
 - Identification badge designation for IM representatives' status.
 - Identification badge designation for director of IM Breakfast and special guest speaker.
12. Serve as emcee of the IM Breakfast.
13. Supervise the administration of the TETA policies as they relate to criteria for IM and for play and publisher approval.
14. Notify publishers of acceptance or rejection for placement on the List of Approved Publishers.
15. Report recommendations for List of Approved Publishers to the TETA Board of Directors' following both the initial and appeal votes.
16. Keep records of all committee business and prepare accurate files of all activities.
17. Maintain regular communication with CAPS members.
18. Prepare a summary report on CAPS activities to present during Board and the TETA Business Meetings.
19. Request and collect CU and AITS information for the TETA Directory of Institutional Members. Supervise publication of the directory and its distribution. [See OP 7.]

TETA, Inc. Manual of Operations
(As revised January, 2005)

C15b

20. Provide the TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
21. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
22. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
23. Submit a proposed budget for the coming year to the Treasurer/CFO by May 1.
24. Maintain all equipment provided by TETA, Inc.
25. Serve as a member of the TETA Board of Directors.

COMMUNICATIONS CHAIR

The Communications Chair shall

1. Schedule and preside at meetings of the Communications Committee.
2. Serve as the Communications Committee Chair maintaining the established work of the committee and implementing new activities according to the TETA, Inc., principles.
3. Select the Editor(s) of Texas Theatre Notes subject to the approval of the TETA President and the Board of Directors.
4. Maintain regular communication with committee members.
5. Maintain regular communication with the President, President-Elect, and Executive Director.
6. Provide periodic columns about committee activities in Texas Theatre Notes and on the TETA, Inc., website.
7. Prepare a progress report on committee activities for meetings of the TETA Board of Directors.
8. Submit a proposed budget for the coming year to the Treasurer/CFO by May 1.
9. Act as or designate a member of the Communications Committee to serve as the Webmaster for the TETA, Inc., website.
10. Serve as a member of the TETA Board of Directors.

CURRICULUM CHAIR

The Curriculum Committee Chair shall

1. Schedule and preside at meetings of the Curriculum Committee.

2. Maintain regular communication with committee members.
3. Maintain regular communication with the President, President-Elect, and the Executive Director.
4. Maintain regular communication with all agencies that govern Texas education.
5. Operate the clearinghouse for curricula materials.
6. Serve as a member of the TETA Board of Directors.

MEMBERSHIP CHAIR

The Membership Chair shall

1. Receive copies of completed membership applications from the Executive Director.
2. Maintain a current and accurate record of names and addresses of all members in each category of membership of TETA.
3. Provide the Convention Director with a current membership list forty-five (45) days prior to convention.
4. Provide current sets of mailing labels upon request to committee chairs and Board members.
 - The Executive Director shall approve all other mailing label requests.
5. Send renewal notices to individuals and organizations whose memberships have lapsed.
6. Work with the CAPS Chair to maintain a current list of IMs.
7. Provide the President and CAPS Chair with a list of designated representatives to the Annual Convention from IMs.
8. Obtain a list of exhibitors, including their designated representatives, from the Convention Director and list as OMs in the TETA's Directory of Members.
9. Serve as a member of the Communications Committee to coordinate plans for compiling, publishing, and disseminating the following publications:
 - A. TETA's Directory of Members
 - B. Directory of Institutional Members (every three (3) years)
10. Maintain regular communication with the President, President-Elect and Executive Director.

11. Prepare a progress report on membership activities for both the Spring and Fall Meetings of the TETA Board of Directors.
12. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
13. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form, which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
14. Submit a proposed budget for the coming year to the TETA Treasurer/CFO by May 1.
15. Provide the TETA Secretary/Historian with dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
 - All materials must bear a date.
16. Maintain a computer and printer provided by TETA.
17. Serve as a member of the Board of Directors.

<p>TEXAS EDUCATION AGENCY (TEA),</p> <p>DIRECTOR OF FINE ARTS</p>

The TEA Director of Fine Arts shall

1. Serve as liaison to TETA on all State Board of Education (SBOE), State Board of Educators' Certification (SBEC), and legislative educational theatre matters.
2. Serve as a resource person in matters regarding theatre arts curriculum in Kindergarten-Grade 12.
3. Assist TETA in developing professional development workshops.
4. Serve as a member of the Curriculum Committee and the Advocacy Committee.
5. Conduct curriculum workshops for TETA as needed.
6. Serve on the CU Teacher Training Network.
7. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]

- There shall be no reimbursement for sales tax.
8. Provide the TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
 9. Serve as a member of the TETA Board of Directors.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C20a

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL)

DRAMA DIRECTOR

The UIL Drama Director shall

1. Serve as a liaison between the UIL and TETA.
2. Serve as a resource person in matters regarding interscholastic competitions.
3. Make recommendations regarding membership of the UIL Advisory Committee.
4. Make recommendations regarding membership of the TETAAO Committee.
5. Serve as a member of the UIL Advisory Committee.
6. Serve as a member of the TETAAO Administrative Committee.
7. Participate with the TETAAO in conducting critic judging workshops and other UIL workshops as needed.
8. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
9. Provide TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
10. Supervise TETAAO Administrative Assistant.
11. Serve as a member of the TETA Board of Directors.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C21a

MEMBERS AT-LARGE

The Members At-Large shall

1. Serve as assigned by the President.
2. Make recommendations for programming to the Programming Chair for each Annual Convention.
3. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
 - There shall be no reimbursement for sales tax.
4. Provide the TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
5. Serve as a member of the TETA Board of Directors.

TETA, Inc. Manual of Operations
(As revised January, 2005)

C22a

SAMPLE FINANCIAL FORMS

TETA, Inc. Manual of Operations
(As revised January, 2005)

C22b

TEXAS EDUCATIONAL THEATRE ASSOCIATION



Texas Educational Theatre Association

Payment Request

Section/Committee

Date

Amount

Pay to

Address

For

Requested by

TETA Position

Attach Receipts, bills.

Bills will only be paid if proof of payment or a bill is included with this request. Postage requests must have a receipt from the Post Office for stamps or postage. Budgeted fund allotments require receipt to be sent to the Treasurer/CFO as soon as possible.

Treasurer/CFO

Date paid

Check No.

Dept. No.

Acct. No.
