

Southeastern Theatre Conference
VICE-PRESIDENT OF SERVICES

MANUAL OF OPERATIONS

ARTICLE V, Section 2. The Vice-President of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;
- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

PART I. OPERATING PROCEDURES

Regarding Operating Procedures:

Rule I. 17 Part I. Operating Procedures. (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

The primary responsibility of the Vice-President of Services is overseeing the organization's programs and services. As part of the governance of the association, the VP of Services holds the mission and vision of the organization as a guide to shaping current and future programming. They solicit, motivate and engage the board of directors, committee chairs and members as well as the general membership in keeping the organization abreast with the field in areas of services, programming, outreach and development. In this role they work in close collaboration with SETC's Executive Director and Executive Committee to lead the organization.

The VP of Services works with the Program Manager and Executive Director to ensure the mission is consistently represented in the programs and services offered to the organizations constituency and the field in general. The VP of Services motivates and engages chairs to consider developing year round programming and services in line with our mission. Current programming and services include SETC's Annual Convention, Fall Board Forum, Publications and the Teachers Institute.

Major responsibilities for the Annual Convention include (hints for these items are included under "Guidelines"):

1. Coordinate with Chairs and Program Manager to gather Program Proposals
2. Oversee the vetting and approval of Program Proposals with the assistance of Chairs and Program Manager
3. Gather input, finalize and invite the Keynote Speakers
4. Gather input, finalize and invite the Distinguished Career Award Recipient

5. Gather input, finalize and invite guest Master Classes
6. Finalize Fringe Festival with Festival Production Manager, Executive Director and Program Manager
7. Collaborate with Executive Director and Program Manager to create the organization's biggest event

Major responsibilities for the Annual Fall Board Forum include:

1. Collaborate with SETC President, Executive Director and Program Manager to offer a leadership and/or professional development forum for the board, committee chairs and members at the annual fall board meeting.

Major responsibility for the Annual Teachers Institute includes:

1. Engage in discussions regarding the consideration and determination of the annual preconvention seminar formulated by the Teachers Institute Chair, Executive Director and Program Manager.

Major responsibilities for Services:

1. Oversee publication committee in that they meet the mission of the organization in electronic or hard copy publications.
2. Provide leadership open to new ideas and encouragement for development within our mission and vision.

Major role as liaison for Committee chairs to Board of Governance:

1. The Vice-President of Services will collect semi-annual reports from all committees that constitute the services arm of SETC. Semi-Annual Reports are submitted on or before the deadline established by the Vice-President of Administration to the Vice-President of Administration.
 - a. Acting & Directing
 - b. Auditions
 - c. Cultural Diversity
 - d. Design & Technology
 - e. History/Theory/Criticism/Literature
 - f. Playwriting
 - i. Charles M. Getchell Award
 - ii. Innovative Playwriting Instruction Award
 - f. Publications
 - g. Theatre Symposium Steering (*including report from Theatre Symposium editor*)
 - h. Religion and Theatre
 - i. Stage Management
 - j. Stage Movement
 - k. Voice and Speech
 - l. Musical Theatre
 - m. Small Theatre Program
 - n. Teachers Institute
 - o. Arts Admin. & Theatre Management (ad hoc Interest Group)

2. The Vice-President of Services, after the Fall ExCom and Board Meetings will report back to each committee who presented a question, concern, or action item the feedback from ExCom and the Board.
3. The Vice-President of Services will submit an article for *SETC News*. This is typically published in the summer issue and includes the timeline for program proposals for the upcoming convention.

GUIDELINES

Approval and Vetting of Program Proposals:

Gathering, approving and vetting Convention Program Proposals is done in close collaboration with the Program Manager.

1. Communicate with all committee chairs that their active participation includes program solicitation, review and approval/denial process is vital to a successful convention.
2. Review all programs submitted on the on-line proposal site and send them to the appropriate chair(s) for review.
3. Request Program Manager (or designated Central Office personnel) to send out notices of all recurring meetings to committee chairs.
4. Check with Program Manager to establish the total workshop spaces available, size, configuration, audio visual capabilities and other logistical possibilities.
5. Communicate to all chairs that they will want to limit the number of programs they approve. This decision is based on the committee and the number of members that committee typically serves. For example, Acting/Directing serves a great number of members. There are approximately 22 time slots per convention; if Acting/Directing wants to offer no more than 3 workshops/programs at one time, then they will want to cap their total number of accepted programs to 66. Stage Management serves a fewer number of members and prefers to offer one workshop/program per time slot, so they cap the number of accepted proposals to 22.
6. Communicate to all chairs that if they choose to deny a program proposal, they must provide justification for denial on the appropriate page on the on-line proposal form.
7. Provide a Blank Time Table (see Appendix) to chairs so they can do preliminary scheduling of programs for their committee. We value active leadership with responsibility. Helping with this part of programming allows chairs to offer strategies when it comes to offering multiple programs at the same time.
8. Remind Chairs that as they fill out their Time Table which will be submitted to the Vice-President of Services that they must review the proposers preferred dates and time for presenting and any specified conflicts noted on the proposal form.
9. Remind chairs NOT to schedule workshops/programs during Keynote Speeches, Advisory Council/Board Meetings, Presenters' Reception, Design Tech Mixer, President's Reception, Awards Banquet, and any recurring committee meetings
10. Review all Time Tables submitted by Chairs. Double-check noted conflicts and date/time preferences with the original proposer's on-line proposal form.
11. Submit reviewed Time Table to Program Manager.
12. Work as liaison between Chairs, Program Manager and/or Executive Director to fill

- program type holes in the convention workshops lineup.
13. Special Programming. Special Programs include pre-registered/pre-paid programs that are offered by SETC members who do not receive funding for their workshops/programs, but whose workshops/programs require a materials fee. These workshops/programs are often approved by the Vice-President of Services in consultation with the chair of the committee who would normally approve the program proposal. Examples of this type of programming are the Interactive Projection Design workshops offered in 2012, 2013, 2014; and the Mask Making workshop offered in 2014.
 14. Remind chairs to assign “hosts” from their committees to greet all presenters doing workshops/programs at the convention on behalf of their committee.

Keynote Speakers/Master Classes

1. Obtain the running list of invited Keynote Speakers from the Central Office.
2. Discuss your ideas regarding possible Keynote Speakers.
3. In cooperation with the Program Manager (or designated Central Office personnel) and Executive Director designate who will contact your top choices for the Keynote Speakers for the upcoming Convention.
4. Once initial contact has been made and the invited speaker has shown distinct interest in moving forward, the Executive Director will make an official offer to him/her detailing logistics and honorarium.
5. If the Keynote Speaker also wishes to do Master Classes, the Vice-President of Services in cooperation with the Executive Director and Program Manager (or designated Central Office personnel) will assist in brainstorming ideas for the Master Classes.

Distinguished Career Award

1. Obtain the running list of proposed and previously invited Distinguished Career Award recipients from the Central Office.
2. Discuss your ideas regarding possible Distinguished Career Award recipients with the Executive Director and the Programming Manager (or designated Central Office personnel).
3. In cooperation with the Program Manager (or designated Central Office personnel) and Executive Director designate who will contact your top choices for the Distinguished Career Award for the upcoming Convention.
4. Once initial contact has been made and the invited Distinguished Career Award recipient has shown distinct interest in moving forward, the Executive Director will make an official offer to him/her detailing logistics and honorarium.

Featured Guest Artists

1. Committees may suggest featured guests. If there is room in the programming schedule, the Vice-President of Services in cooperation with the Executive Director and the Programming Manager (or designated Central Office personnel) will select a Featured Guest and schedule their workshop(s). Any financial arrangements and final contracts will be made by the Executive Director.

Fringe Festival

1. The Vice-President of Services will review all Fringe Festival Applications.
2. In cooperation with the Festival Production manager and the Program Manager (or designated Central Office personnel) the Vice-President of Services will select the applications that will be accepted to the SETC Fringe Festival.
3. Up to 6 productions can participate in the festival, however the convention site and scheduling may mean that this number must be modified.

General Timeline of Events (note that the following includes some specific dates and others suggest time periods in which work needs to be completed):

March- September – Review program proposals and send them to appropriate chairs(s) to review

April-September – Create a short list for Keynote Speakers and Distinguished Career Award Winners, make initial contact and confirm their attendance at the convention

May/June – site visit to upcoming convention site with Executive Director and Program Manager

May – Spring ExCom Meeting

August – Solicit Semi-Annual reports from appropriate committee chairs

August – Submit collected and collated semi-annual reports to Vice-President of Administration

September – Fall ExCom and Board Meeting

September 1 – Deadline for proposals requesting AV

September 30 – Deadline for all proposals

October 14 – Deadline for chairs to accept/deny all programs and submit Time Table to Vice-President of Services

October 21 – Deadline for Vice-President of Services to review Time Tables, then approve or deny proposals based on submitted Time Table (click “My Application is Complete” for approved proposals, click “Cancelled.”)

November 15 – Deadline for letters of denial to be sent to program proposers by Vice-President of Services. Use the comments supplied by the chair in their feedback section to detail the reason for the denial.

November 15 – Deadline for Fringe Festival Applications

December 15 – Deadline for final decisions for Fringe Festival

December 15 – Deadlines for letters of acceptance and denial to be sent to Fringe Festival applicants

January – Winter ExCom Meeting

February – Solicit Semi-Annual reports from appropriate committee chairs

February – Submit collected and collated semi-annual reports to Vice-President of Administration

February – In cooperation with the Executive Director delegate who will do the introductions for the Keynote Speakers

March – Annual SETC Convention

PART II. POLICY FROM HIGHER AUTHORITY

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the eight executive officers of the Corporation.

Section 2. The Executive Committee shall be the administrative, policy making and planning body of the Corporation. It shall be the ultimate authority when neither the Board of Directors nor the Corporation is meeting. The Executive Committee shall report all of its actions, including those specifically authorized in these bylaws, to the Board of Directors, which may overrule any such action or act unilaterally.

Section 3. All Executive Committee meetings shall be announced at least two weeks in advance to the full Corporation membership and shall be open to any Corporation member wishing to attend or to speak except when the Executive Committee votes to go into executive session to discuss personnel matters. Executive sessions shall be for discussion purposes only, and any vote shall be taken after leaving executive session. An exception to the advance announcement may be made in an emergency, but the nature of the emergency must be recorded in the minutes and only business relating to the emergency may be transacted.

ARTICLE V

DUTIES OF OFFICERS

Section 2. The Vice-President of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;
- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

ARTICLE IX

MEETINGS

Section 1. There shall be an annual convention of members at a time and place fixed by the Executive Committee. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

Section 2. The Board of Directors and the Executive Committee shall meet regularly each year at annual conventions and in September. Other meetings of either group may be called by the President whenever he or she deems necessary. A majority of the membership of either group shall constitute a quorum.

ARTICLE XI

ADVISORY COUNCILS

Section 1. The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

Section 2. Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

Section 3. Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration

Section 5. The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;

RULES OF THE ASSOCIATION

Rule I.4. ***Semi-Annual Reports.*** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to

the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

Rule I.5. ***Committee and Interest Group Appointments.*** The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule I.6. ***Meeting Dates.*** The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the third Sunday in May. (9/8/12)

Rule I.7. ***Distribution of Minutes.*** Within two weeks of the conclusion of any meeting of the corporation, the Board of Directors, or the Executive Committee, the Secretary shall electronically circulate, for possible correction, the minutes thereof to Executive Committee members and selected interested parties. No more than two weeks subsequent, corrected minutes shall be sent to the Executive Director, who in turn shall send copies to all members of the Board of Directors, the Advisory Councils, and other interested parties. "Interested parties" shall consist of those SETC members who request to be on the distribution list, provided that the Executive Director may purge the list occasionally by calling for new requests. (3/8/14)

Rule I.8. ***Distribution of Manuals.*** Outgoing officers and members of the Board and Advisory Council will deliver current copies of the appropriate Manuals of Operations to their successors or make arrangements with the Vice-President of Administration to do so. (3/8/14)

Rule I.9. ***Formation of Interest Groups.*** If there is sufficient common interest, a group of SETC members may present a proposal for their inclusion in SETC as an interest group by submitting a narrative of support to the Executive Committee and the Board of Directors. It must be approved by a majority vote by both bodies. After a minimum of two years, the interest group may wish to present evidence of successful operation and request ad hoc committee status. After a minimum of two years of successful operation as an ad hoc committee, the group may submit a narrative of support and a proposed manual of operation for standing committee status. In all cases, groups must be approved by a majority vote of the Executive Committee and the Board of Directors. In no case may any group apply for SETC funds before gaining ad hoc committee status. (9/6/08)

Rule I.11. ***Advisory Council Meetings.*** The Advisory Councils, chaired by the Vice-Presidents, will meet separately before the fall and spring Executive Committee meetings. (3/8/14)

Rule I.17. ***Preparation of Manuals.*** All manuals must be prepared in the following format:

Part I. *Operating Procedures.* (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

Part II. *Policy from Higher Authority.* (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. *Regulations from This Constituency.* (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.) All manuals must be set in 12 point Times New Roman and structured in MLA outline format. At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditure. At the end of the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (9/6/08)

Rule I-18 ***Procedures for Updating Manuals.*** The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I Operational Procedures as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I Operating Procedures or Part II Policy from Higher Authority may be submitted to the designated Vice-President at any time. Revisions to Part III Regulations from this constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President;
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate;

3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee;
5. After approval, Vice-President of Administration sends approved manual to Executive Director;
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer. (9/11/2015)

Rule III.1. ***Finances. Budget Preparation.*** Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance Committee, which will recommend to the Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)

Rule III.3. ***Officer and Board Reimbursement.*** Reimbursement allowed for officers and Board of Directors members includes trips made to state meetings to represent SETC, and for no more than two trips to the convention site by the Vice-President of Services (Program Chair) for the purpose of convention planning, prior to the convention. For travel to the Winter and Summer Executive Committee Meetings, members of the Executive Committee will be reimbursed for lodging and travel. Travel expenses for those who drive to the meeting will be calculated at a mileage rate to be determined annually at the fall business meeting by the Executive Director and the Finance Committee. For the fall Board of Directors meeting and the annual convention, members of the Executive Committee will be reimbursed for travel expenses not to exceed the cost of two nights' stay at the negotiated rate, including taxes, at the headquarters hotel. The SETC budget will not cover other officer and Board related trips not specifically authorized by this Rule. (3/8/14)

Rule III.4. ***Convention Program Expenses.*** Except as otherwise provided in these Rules, convention program budget funds may not be used to reimburse convention or travel expenses incurred by persons who reside or organizations located within the SETC region. Anyone who resides within the SETC region and who serves on a convention panel will not receive an honorarium. (3/5/08)

Rule III.8. ***Exemption from Convention Registration.*** The Executive Director may determine exemptions from convention registration fees according to the needs of the Corporation. (3/8/14)

Rule III.15. ***Supervisory Responsibility.*** The Executive Committee, in carrying out its responsibilities under Article XII of the Bylaws to supervise the operation of the central office, shall at any time have the authority to examine the books and other records of the corporation. This may include regular visits of one or more delegates from the Executive Committee to the central office. (3/15/98)

Rule IV.6. ***Distinguished Career Award.*** The Distinguished Career Award is established to honor one individual or artistic team each year who has had a distinguished career in the theatre.

The recipient is normally invited to speak at the convention. Administration of this award is assigned to the Executive Committee. (3/5/08)

Rule V.2. ***Nondiscrimination.*** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

Rule V.4. ***Board and Committee Membership.*** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

Rule V.5. ***Smoking Policy.*** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)

Rule V.7. ***SETC News Responsibilities.*** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to SETC News on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

PART III. REGULATIONS FROM THIS CONSTITUENCY

The Vice-President of Services has ongoing responsibilities during his/her year office both as Executive Committee member and as a representative for SETC:

- (1) attendance at the winter and summer meetings of the Executive Committee;
- (2) representation of SETC at one or more state conventions with convention reports (forms to be supplied by the central office) and copies of convention programs to be mailed to other members of the Executive Committee.
- (3) attending all business meetings, the State and Division Luncheons, the Past Presidents Dinner and the Awards Banquet at the Convention;
- (4) up-dating this manual and filing a copy with the Vice-President of Administration.

Manual updated by Anthony R. Haigh February 2004

By Denise Halbach 2005

By Dennis Wemm 2006

Revised by Jack Benjamin, Administrative Vice-President, June 2010

Date of Acceptance by the Executive Committee: September 11, 2010 – President Alan Litsey

Revised by Tiza Garland: June 1, 2015

Approved by the Executive Committee: September 12, 2015 – President Tiza Garland

APPENDIX:

Blank Committee Chair Timetable (v.3) Committee Name:



Based on the needs of the committee, schedule 1-2 programs per time slot.

	Wednesday March 4	Thursday March 5	Friday March 6	Saturday March 7	Sunday March 8
8:00 - 8:50 AM					
9:00 - 10:15 AM					
10:30 - 11:45 AM	Advisory Council & Board Meetings				10:00am Board Meeting
12:00 - 12:50 PM					
1:00 - 2:15 PM					
2:30 PM		Keynote Keynote		Keynote <i>Followed by Business Mtg</i>	
4:00 - 5:15 PM		4:30-5:20 <i>**see below</i>			
5:30 - 6:45 PM	5:30pm Presenters' Reception				
7:15 - 8:30 PM	7:00pm Opening Night Keynote			7:00-8:00pm President's Reception	
	8:00-9:30pm Design Tech Mixer			8:00-10:00 PM Awards Banquet	

****** Due to the Exhibitor Showcase & Social - sessions will be 4:30 pm – 5:20 pm (50 Mins) on Thursday.

*******Note to chairs: Due to low attendance, avoid double-booking sessions after 7:00pm.