

Southeastern Theatre Conference

NOMINATIONS COMMITTEE

Manual of Operations

As part of the Administration Advisory Council, the Nominations Committee is responsible for seeking and recommending nominations of candidates for each executive office, Division Chairs, and State Representatives. In addition, the committee nominates candidates for the Suzanne Davis Award and seeks nominations for the SETC Hall of Fame.

PART I. OPERATING PROCEDURES *(In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)*

A. Nomination of Officers, Members of the Nominations Committee

1. The Chair of the Nominations Committee will be appointed by the new President at the March General Meeting.
2. At the Sunday Board Meeting in March, the newly appointed Chair will distribute a form requesting recommendations for the six elective officers [President, Vice President of Administration, Vice President of Finance/Treasurer, Vice President of Services, Secretary, Past President] and the four members of the Nominations Committee. Also request nominations for the Suzanne M. Davis award.
3. During late April or early May, the Chair solicits recommendations either electronically from members of the Board of Directors, and the Advisory Councils for Officers and members of the next Nominations Committee. The committee is encouraged to offer its own recommendations during the process.
4. Response from the Board may, at best, be slight. To ensure a response from Board members adequate to insure a balanced final ballot from the Nominations Committee, an aggressive Chair will contact non-responding voters with a follow-up written notice or, even better, a telephone call urging the return of ballots.
5. The Chair should meet with the Executive Director to solicit suggestions for leadership and discuss contributions of those already proposed.
6. A similar request is made of the general membership of SETC for the recommendation of Officers and the next Nominations Committee through an email blast and other communication opportunities. August 1st is a realistic deadline for responses.
7. A “fillable PDF” form is also made available on the SETC website to make it easier for members to suggest recommendations for nominations.
8. The Chair should confirm (through the SETC Directory and/or the Central Office) that each person recommended for nomination is a bona fide member of SETC, and should contact each person suggested in order to ascertain if he or she will accept, if nominated. (This is usually done between August 1st and September 1st.)
9. Along with a note (email) to all those who have been recommended asking for their confirmation, the Chair sends them (a) a description of the duties and responsibilities of each office and (b) a questionnaire that will provide the members of the Nominations Committee with some sense of the potential candidate’s skills, experience, and vision of the organization.

10. The Chair may also request that recommended nominees send him/her a brief bio, a photograph of themselves in .jpg format in order to aid those members of the Nominations Committee who have trouble connecting names and faces, and a short statement on why they want to hold the position. This is, of course, optional and should be presented as such.
11. Throughout the summer, the Chair should be updating the members of the Committee the status of the recommendation process and encouraging them to seek and/or provide additional names for consideration.
12. The Chair should compile all of the completed surveys and send them to members of the committee at least one week prior to the fall business meeting. It is also recommended that the chair send the “final” list of recommended candidates to the committee members prior to the fall meeting and bring copies of this list and a draft of the preferential ballot to the meeting (see # 13).
13. It is recommended that the Nominations Committee Chair schedule an information session for all recommended candidates and the Nominations committee on the Friday of the fall business meeting. The Executive Director is also invited to this meeting. The purpose of this session is to give all interested members an opportunity to attend, ask questions and, perhaps, get a very brief orientation to items such as leadership responsibilities, the nominations process, the central office, and upcoming strategic issues facing the organization. The Chair should invite all recommended nominees to this session but note that it is entirely optional and attendance or lack thereof will not affect the nominations process in anyway.
14. Prior to the fall meeting of the Board of Directors and Advisory Councils (usually the Friday night prior to the Board Meeting), the Committee compiles a preferential ballot, from recommendations collected from all sources, with three or four names for each office and eight to ten names for the new Nominations Committee. When possible, consideration should be given to diversity as it relates to state, division, school, gender, race, and ethnicity. Generally speaking, all recommended candidates who have confirmed their interest would normally be on the preferential ballot. The Chair should bring a printer or have access to a printer so that the final preferential ballot can be printed and copied on Friday night.
15. During the Saturday morning session of the Fall Board Meeting the Nominations Committee Chair will request a suspension of the agenda to allow the distribution of the preferential ballot to Board and Advisory Council members. Space will be available on this form for “write-in” candidates. These will be collected immediately after voting has taken place.
16. During the lunch break and continuing throughout the afternoon, if necessary, the Nominations Committee meets, confers with the Executive Director, considers the preferential ballot for Officers, and votes on the names until a consensus within the Committee is reached. It should be noted that the committee may nominate only one candidate for each office. The Committee is not bound by the Board and Advisory Council ballots, which are to be regarded as straw votes. Tallying of the preferential ballots does not constitute a vote in the traditional sense, but is meant to guide the Committee in its determination of assuring a balanced slate. The Committee should be mindful of reasonable balance within the Executive Committee and the Nominations Committee with respect to gender, geography, and divisional affiliations. Potential Nominations Committee members must be willing, if elected, to attend the Fall Board meeting following their election. Note the restrictions to Nominations Committee membership outlined in Article X.2: “Only one person at a time from a given school, theatre, state, or organization shall be permitted on the Nominations Committee.”
17. Normally the Nominations Committee Chair notifies the current President, and

Executive Director of the slate of officers as soon as possible after selections are made. This may be after or during the Board Meeting. It should be noted that this is not required and the committee should take as much time as needed to compile the best possible slate of officers for the organization to consider.

18. The Chair will notify all nominees, the Board of Directors, the Advisory Councils, and the Executive Director of the Committee's slate of nominees as soon as possible or by October 1 at the latest. The Chair will request that each nominee sends to the Executive Director, by November 15, a biography and photograph for inclusion in *SETC Convention News*.
19. The Chair will notify all members who were recommended for various positions and were listed on the preferential ballot, but were not selected as nominees. This notification should be as soon as possible following the fall business meeting and by October 1 at the latest.
20. The Chair provides the President with the names of individuals not nominated for office or membership on the Nominations Committee, whom the Committee has identified as viable appointees to one or another of the various SETC committees.
21. The Committee is responsible for providing a nominee to fill any vacancy that occurs prior to the election.
22. All ballots and other documents relating to the process should be preserved by the Chair until the March election, after which they should be destroyed.
23. At the annual meeting of the corporation the chair will present the slate of officer's, state representatives and division representatives (eligible that particular year) for a vote from the membership.

B. Suzanne Davis Award Process

1. At the Sunday Board Meeting in March, the newly appointed Nominations Committee Chair will distribute a form requesting recommendations for the Suzanne M. Davis Award, carefully indicating that the final Davis Award vote is done by the Board. The form should list previous Davis Award winners so that members will know who has already received the award.
2. Similarly, recommendations for the Suzanne M. Davis Award may be solicited from the Board of Directors and Advisory Councils at the same time (late April/early May) they are being asked for recommendations for next year's Officers and members of the next Nominations Committee.
3. A similar request is made of the general membership of SETC for the recommendation through the publication of a recommendation form in the post-convention issue of *SETC News*. August 15 is a realistic deadline for responses.
4. A "fillable PDF" form is also made available on the SETC website to make it easier for members to suggest recommendations for the award.
5. Along with distribution of the Preferential Ballot during the fall business meeting, a separate form for the Suzanne M. Davis Award is also to be distributed to the Board and Advisory Councils. This form should also indicate that the final Davis Award vote is done by the Board and should list previous Davis Award winners.

6. The Committee examines the qualifications of all nominees for the Suzanne M. Davis Award. If, in any given year, the Committee judges that no nominee is appropriately qualified, the Committee may recommend that the Board of Directors not make an award for that year.
7. Following the September Board Meeting the chair of the Nominations Committee will distribute to the Board of Directors only a written ballot for the Suzanne M. Davis Award. The chair may include brief biographical information on the ballot since some Board members may not be familiar with the nominees. The ballot will be returned to the chair no later than November 15. The chair will tally the votes and if necessary discuss the results with the Nominations Committee. The person with the highest number of votes from the Board will be the choice of the Board in accordance with the rule - "IV.9 ...the final choice made by vote of the Board of Directors." Only Board members may vote for the Suzanne M. Davis Award.
8. Breaking any tie vote from the Board for the Suzanne M. Davis Award will be administered by the Nominations Committee. In accordance with Rule IV.9, the Nominations Committee may either solicit another vote from the Board or to declare no award to be given in that year.
9. The Nominations Committee Chair will only notify the President and Executive Director of the name of the Suzanne M. Davis Award winner – if any. The name of the recipient of this award traditionally has been kept secret until the Awards Banquet. None of the nominees should be aware of his or her consideration for the award.
10. The Executive Director then provides the physical award. The winner's name may also be released by the Executive Director to the Editor of *Southern Theatre* so that he or she may be featured in the issue of *Southern Theatre* following the convention.

C. SETC Hall of Fame

1. Established by SETC in 2017, the Southeastern Theatre Conference Hall of Fame recognizes persons, living or deceased, who have made major contributions to the organization. These contributions may be administrative, artistic, and/or financial and have made a significant impact on SETC's success over a sustained period of time. The Hall of Fame commemorates their achievements and celebrates their meaningful contributions to the organization.
2. Prior to the Fall SETC Board of Directors meeting the chair shall insure that the nomination forms for the SETC Hall of Fame are electronically available to the membership on the SETC Website.
3. At the Wednesday meeting of the SETC Board of Directors the chair will solicit the board, all advisory councils, central office staff and members in good standing to nominate deserving individuals for the SETC Hall of Fame.
4. It shall be the responsibility of the Executive Committee and in particular the Secretary of the organization to ultimately choose the SETC Hall of Fame inductees for any particular year.

Note: The importance and significance of the nominations process cannot be overstated. This committee of five individuals has the enormous responsibility of selecting the leadership and governance of one of the largest theatre organizations in the United States – an organization

with a budget now approaching \$2 million. The committee, in essence, chooses or recommends all officers of the corporation as well as ratifying the state representatives. They must take this process extremely seriously and fully understand and appreciate the magnitude of their decisions. The process often involves very real implications to the corporation and must be handled with utmost confidentiality, tact, and fairness.

D. Other Chair Duties:

1. The Nominations Chair serves as part of the Administration Advisory Council and is required to attend annual Fall and Spring Advisory Council meetings. The Fall Advisory Council meeting will be held on the first weekend following Labor Day and the Spring Advisory Council meetings are typically scheduled the Wednesday of the convention (the first Wednesday in March).
2. Chairs will receive budget request forms. Complete and submit the budget request to the SETC Executive Director according to the deadline given (typically in the fall).
3. Succession:
 - A. At the conclusion of the Nominations Chair's term of service, the chair will review the committee manual and submit any changes to Operating Procedures to the Vice President of Administration.
 - B. The Nominations Chair will contact the newly appointed chair to provide information and aid in the transition period as the new chair takes office.
4. Collaboration with Central Office: Article XI, Section 3 of SETC's Bylaws specifies that all committee chairs "collaborate with the Executive Director (ED) and Central Office staff." Because the Executive Director provides leadership for the organization and, with the organization's professional staff, is responsible for the success of SETC's mission, vision, and all operations, effective partnership and communication is important between the committee chair, the Central Office staff, and the ED. This collaboration enhances the development of ideas and supports the planning and execution programs and services; ensures marketing/promotion support; and strengthens processes, funding and budgetary challenges while assisting with schedules, deadlines and timelines.

Part II. POLICY FROM HIGHER AUTHORITY

BYLAWS:

ARTICLE X

STANDING COMMITTEES

Section 2. The Nominations Committee shall consist of a chair, appointed by the President, and four members elected by a majority vote at the annual convention. The committee will also include a non-voting consultant appointed by the President from among the members of the immediate past Nominations Committee. Members of the Nominations Committee shall serve a term of one year. All members of the organization are eligible for membership on the committee. Members who have served on the Nominations Committee within the preceding year, whether by election, appointment or designation shall not be eligible for service on the committee, with the exception of the non-voting consultant. The duties of the Nominations

Committee shall be:

1. nomination of a candidate for each executive office for election at the annual convention;
2. nomination of candidates for the Division Chairs for election at the annual convention, giving due consideration to the recommendations of the respective Divisions; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs nominated in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs nominated in odd numbered years;
3. nomination of candidates for the State Representatives for election at the annual convention, one from each of the ten member states of the Corporation, notwithstanding extraordinary circumstances the candidate appearing on the slate of nominees will be that designated by the respective member state;
4. nomination of four members to succeed the elected members of the Nominations Committee, each to serve a term of one year;
5. nomination of candidates for the Suzanne Davis Award.

ARTICLE VIII ELECTION OF OFFICERS

Section 1. The Nominations Committee shall present a slate of officers for election at the final general membership meeting of each annual convention. Additional nominations may be accepted from the floor at this time. Officers shall be elected by a majority vote.

Section 2. The Executive Committee shall have the authority to fill any vacancy created by the death, resignation or disability of any elected officers of the association, including Past President, the replacement to serve until the next regular election. Election of a replacement officer by the Executive Committee shall be supervised by the highest ranking remaining officer.

Section 3. No individual may serve in any single elected office for more than three consecutive terms. Individuals serving as Division Chairs are limited to two consecutive elected terms in said office.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall:

1. preside at all meetings of the membership;
2. call and preside at meetings of the Board of Directors and Executive Committee;
3. appoint special committees as he or she deems necessary and standing committees as established by the Board of Directors in the Rules of the Association. This provision in no way affects presidential appointments specified in Article X of these Bylaws;
4. be a member ex officio of all committees except the Nominations Committee;
5. develop and maintain close contact with other organizations and foundations that might give support to or require assistance from this Corporation, through appointment of Liaison Officers or other means;
6. travel, when necessary, representing the Corporation;
7. perform such other duties as normally pertain to the president of an organization.

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.

Section 3. The Vice-President of Administration shall:

1. oversee activities related to governance and administration of the Corporation;
2. preside at meetings of the Administrative Council;
3. report to the Corporation concerning administration and proceedings of the Administrative Council
4. coordinate reports of the Advisory Councils;
5. solicit current operations manuals for all ongoing Corporation functions;
6. collaborate with the Executive Director regarding administrative matters of the Corporation;
7. perform the duties of the President when designated to do so by the President or when both the President and the elected Past President are unable to fulfill such duties.

Section 4. The Vice-President of Finance shall:

1. oversee activities related to the investment, finance, and expenditures of the Corporation;
2. serve as Treasurer of the Corporation;
3. serve ex officio as Chair of the Finance Committee;
4. serve ex officio as a member of the Endowment Fund Committee;
5. preside at meetings of the Finance Council;
6. report to the Corporation regarding its financial standing;
7. verify the maintenance of a suitable program of investment of Corporation funds and report thereupon to the Executive Committee;
8. collaborate with the Executive Director regarding financial matters;
9. review financial statements including, but not limited to, annual audits, general ledger, and budget drafts, and distribute information to the Executive Committee, Board of Directors, or membership as necessary to ensure informed decisions.

Section 5. The Secretary shall:

1. keep a full and accurate record of the proceedings before the Executive Committee, the Board of Directors, the annual convention and special membership meetings;
2. report to the Corporation as indicated within these Bylaws and the Rules of the Association;
3. perform such duties not specifically herein enumerated as customarily pertain to the office of Secretary;
4. collaborate with the Executive Director regarding records, reporting, and correspondence;
5. seek or arrange such assistance as may be provided by the Executive Committee for the efficient completion of duties for this office.

Section 6. The Past President shall:

1. perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties;
2. serve ex officio as Chair of the Personnel Advisory Committee;
3. serve as liaison to the Past Presidents Committee and report its recommendations to the Executive Committee;

Section 7. The Vice-President of Divisions shall:

1. represent activities and concerns of the five divisions of the Corporation;
2. preside at meetings of the Divisions Council;
3. collaborate with the Executive Directors regarding activities of the Divisions;
4. report to the Corporation on proceedings of the Divisions and the Divisions Council.

Section 8. The Vice-President of States shall:

1. represent activities and concerns of the ten member states of the Corporation;
2. preside at meetings of the States Council;
3. collaborate with the Executive Directors regarding activities of the States;
4. report to the Corporation of proceedings of the States and the States Council.

ARTICLE XI
Advisory Officers

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;
2. the Administration Council, convened by the Vice-President of Administration acting as chair, comprised of the chairs of the Bylaws Committee, Long Range Planning Committee, and Nominations Committee, and chairs of other committees charged with administrative or organizational functions, along with other chairs recommended by the Executive Committee;

3. the Finance Council, convened by the Vice-President of Finance acting as chair, comprised of chairs of the Finance Committee, Endowment Fund Committee, and chairs of committees conferring scholarships and awards, along with other chairs recommended by the Executive Committee;
4. the Divisions Council, convened by the Vice-President of Divisions acting as chair, comprised of Division Chairs and chairs of auditions, festivals, or activities associated with each division;
5. the States Council, convened by the Vice-President of States acting as chair, comprised of the State Representatives.

RULES OF THE ASSOCIATION:

Rule I.15 Nominations Committee. Members of the Nominations Committee may not nominate themselves for any elected office or award within the Corporation. (3/8/14)

Rule IV.9. The Suzanne M. Davis Memorial Award is established to honor one SETC member each year (providing a suitable recipient can be found) for distinguished service to SETC over a number of years. Administration of this award is assigned to the Nominations Committee, with the final choice made by vote of the Board of Directors. (9/6/08)

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 functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)

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 expenditures. 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. (09/09/17)

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 designated 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 VP 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. Officers, Festival, Division and Committee Chairs send updated manuals to designated Vice President
2. Designated Vice President collaborates with Executive Director on proposed changes to Part I – Operational Procedures, as appropriate
3. Vice President sends to Bylaws, who sends response back to the designated Vice President
4. Vice President presents manuals to Executive Committee
5. After Executive Committee 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 Chair/Officer. (9/12/15)

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.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 III.1. 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 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.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

Not Applicable.

Revised by David Wohl, Nominations Committee Chair, 5 January, 2012

Updated by Dennis Wemm, Nominations Committee Chair, 22 February 2009

Revised by Alan Litsey, Administrative Vice President, March 4, 2009

Date of Acceptance by the Executive Committee: March 4, 2009 - President: Glen Gourley

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised by Jack Benjamin, Nominations Committee Chair, 12 March, 2016

Revised by Jack Benjamin, Nominations Committee Chair, 19 June, 2017

Date of Acceptance by the Executive Committee: September 9, 2017 – President Tiza Garland

SAMPLE JOB DESCRIPTIONS TO GO TO PROSPECTIVE NOMINEES

SOUTHEASTERN THEATRE CONFERENCE

MISSION: Connecting you to opportunities in theatre

VISION: SETC is the strongest and broadest network of theatre practitioners in the United States. We provide extensive resources and year-round opportunities for our constituents. Our services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals, and academicians. SETC energizes the practical, intellectual, and creative profile of theatre in America

Congratulations! You are one of many SETC members that are being considered for one or more offices by the SETC Nominations Committee. This committee is responsible for developing a slate of candidates for the following offices: President, Programming Vice President, Administrative Vice President, Past President, Secretary, Treasurer and 4 members of the 2012 Nominations Committee.

After several discussions in various forums during the 2011 convention, it has been suggested that the Nominations Committee be more proactive in gauging the interest and skill sets of potential candidates. If you are interested in a leadership position, we invite you to complete the attached questionnaire so that members of the committee can find out more about you. We'd like you to participate in this process even if you are a current SETC officer and are being considered for re-election.

You probably know that each office (as well as committee and division) has a Manual of Operations that lists specific responsibilities, expectations and duties. Our committee thought it might be useful to briefly describe each elected office and some of those expectations so that potential nominees might have a better understanding of just, exactly, what they will be facing.

MEMBERS OF THE EXECUTIVE COMMITTEE:

Members of ExCom have a fiduciary responsibility to care for the finances and legal requirements of the corporation. They must act in good faith and with a reasonable degree of care, and they must not have any conflicts of interest. That is, the interests of the organization must take precedence over personal interests of individual ExCom members. They are stewards of public trust and must always act for the good of the organization, rather than for the benefit of themselves. Furthermore, they are responsible for setting the mission of the organization and assuring that all actions are related to and adhere to that mission. ExCom members do not participate in day-to-day decision-making; instead, they set overall policy, based on the organization's mission and vision, and they exercise an oversight function over the Executive Director and Central Office.

ExCom and board members act as trustees of the organization's assets and must exercise due

diligence to oversee that the organization is well-managed and that its financial situation remains sound. Fiduciary duty requires ExCom and board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. ExCom and board members need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk. Not every ExCom or board member can be a financial wizard. All, however, need to be a financial inquisitor. It is essential to understand basic terminology, be able to read financial statements and judge their soundness, and have the capacity to recognize warning signs that might indicate a change in the overall health of the organization. If an ExCom or board member does not understand something, he or she must be willing to find out the answer.

The Positions:

The **President** of SETC is, literally, the President of a non-profit corporation. He/she presides at all meetings of the Executive Committee, the Board of Directors and the membership and has the power and charge to appoint most of the organization's committees and chairs. The President works closely with the SETC Executive Director in practically all aspects of SETC's mission, including (but not limited to) oversight, governance, planning, finance and leadership. Desirable Skills: strong leadership skills, solid administrative and communication skills, knowledge of finance and strategic planning, strong knowledge of SETC's history, goals, vision, and mission, and ability to work closely with diverse constituencies. The President of SETC can be self-nominated or nominated by a third party.

The **Past President** of SETC serves on the Executive Committee. The Past President can serve immediately after serving as President, if nominated, or after one or more election cycles away from serving on the Executive Committee or in the office of President.

The **Vice-President of Administrative (VPA)** supervises the following procedural and organizational committees of SETC: By-Laws, Long Range Planning, Nominations Committee, Development, Liaisons, Archives as well as others identified with the administration of the corporation. The VPA secures semiannual written reports prior to the fall Executive Committee meeting and the annual convention for the committees supervised under this office. She/he also solicits all semiannual reports and operation manuals and revisions from all Vice Presidents of the corporation for publication and reporting of the minutes. Desirable Skills: strong administrative and communication skills, leadership skills, knowledge of the structure of SETC, knowledge of meeting procedures, ability to transcribe from audio recordings, computer and typing proficiency, attention to detail, consistent follow through and the ability to meet deadlines. The Vice President of Administration can be self-nominated or nominated by a third party.

The **Vice President of Services (VPS)** supervises and represents the 4 (four) products of SETC: Spring Convention, Auditions (fall and spring), Publications, Fall Forum, Year-Round Services through communication and coordination with each of these committee Chairs. The VPS serves as the Chair of Programming for Spring Convention and works in collaboration with the committee chairs, ED and central office staff to develop the workshop, master class and keynote programming; special events; and, Fringe Festival for the annual convention. He/She solicits and

accepts semi-reports from those committees who directly report to the VP of Services. The VPS also works with the Executive Director to develop new products and insure everything is running well with current SETC products. This position serves as a voting member of the Executive Committee, attends all Board and Executive Committee meetings and files written reports as requested by the Vice-President of Administration/Secretary. The Vice President of Services can be self-nominated or nominated by a third party.

The **Vice President of Divisions (VPD)** serves as a liaison between the Executive Committee and the Division Chairs. The VPD solicits actions, concerns and interest items from the Division Chairs and communicates them to the Executive Committee. She/He also solicits and accepts semi-annual reports from division chairs and chairs of activities within each division. The VPD presides over all meetings of the Division Chairs to ensure that the interests of each Division are being represented at the Executive Committee meetings and, in turn, communicates all actions taken by the Executive Committee to the Division Chairs. This position serves as a voting member of the Executive Committee, attends all Board and Executive Committee meetings and files written reports as requested by the Vice-President of Administration/Secretary. The Vice President of Divisions is nominated by the Division Chairs.

The **Vice President of States (VPSt)** serves as a liaison between the Executive Committee and the State Representatives, presiding over all meetings of the State Representatives and. The VPSt, solicits actions, concerns and interest items from the State Representatives and communicates them to the Executive Committee and, in turn, communicates all actions taken by the Executive Committee to the State Representatives. He/She also works as liaison between the Board of Directors and groups, agencies and organizations within respective states to encourage development of common aims and purposes, provides leadership through encouraging membership in this Corporation and assisting in the formation and strengthening of state groups and organizations. The VPSt also helps to ensure that the interests of each State are being represented at the Executive Committee meetings, works with the SETC President, Executive Director and state organizations to identify SETC State Board members, and solicits and accepts the State Representative's semi-annual reports. This position serves as a voting member of the Executive Committee, attends all Board and Executive Committee meetings and files written reports as requested by the Vice-President of Administration/Secretary. The Vice President of States is nominated by the State Representatives.

The **Vice President of Finance / Treasurer (VPF)** serves as Chair of the Finance Committee, ex officio, with vote and as an ex-officio member, with vote, of the Endowment and Scholarship/Development Committee. The VPF also reviews and studies all financial statements; disperses statements to ExCom and voting board members in appropriate time frame; promotes and facilitates questions from board members in collaboration with Executive Director concerning budgets, financial statements and financial planning. She/He also reviews and studies the Executive Director's proposed budget and distributes budget drafts to the Executive Committee while also promoting fiscal literacy by supporting, assisting, and engaging the Board in a wide range of financial issues. Another obligation of the office is to disperse the annual audit to board members after receiving it from ED; engage in the Finance Committee's review of the audit; report to the voting Board on SETC's program of investment of Corporation funds. The VPF also distributes budget drafts to the Executive Committee and in collaboration with ED,

supports the Board in budgetary understanding and engagement. Throughout the year, the VPF will report to the membership through the newsletter and at the annual business meeting the total fiscal condition of the Corporation, based upon data furnished by a firm of auditors and approved by the Executive Committee. This position serves as a voting member of the Executive Committee, attends all Board and Executive Committee meetings and files written reports as requested by the Vice-President of Administration/Secretary. The Vice President of Finance can be self-nominated or nominated by a third party.

The **Secretary** takes the minutes at all meetings of the Executive Committee, the Board of Directors, the annual membership meeting at the convention and special membership meetings. Desirable Skills: strong administrative and communication skills, knowledge of meeting procedures, ability to transcribe from audio recordings, computer and typing proficiency, attention to detail, ability to meet deadlines.

Time Commitment for EXCOM members: Required attendance at Fall Meeting in September (3-4 days), Winter Meeting in December/January (2 days), March convention (6 days, Tuesday-Sunday), and Spring Meeting (2 days, usually in May/June). This doesn't include the time required to prepare documents, send and receive communications, and fulfill all duties as required by the position, above and beyond attendance at the four meetings listed above.

State Representatives are initially appointed by their individual state organizations. At the March meeting all state representatives will also be placed on the ballot to be ratified by the corporation.

Nomination Committee Members: Members of the Nomination Committee work with the chair of that committee (selected by the SETC President) to identify, encourage, and contact possible candidates for next year's offices. The committee meets during the Fall Business Meeting and presents a slate of officers to the membership during the March convention.

SAMPLE EMAIL TO SETC NOMINEES AND BOARD OF DIRECTORS & ED:

Thanks to the 2011-12 Nominations Committee (LIST NOMCOM MEMBERS) for their time, energy, and dedication this past weekend. I also want to thank all of the SETC members who graciously allowed their names to be put forward for consideration for the various offices and positions. Here is the 2012-2013 Slate of Nominees:

(LIST NOMINEES)

SAMPLE EMAIL TO RECOMMENDED CANDIDATES NOT NOMINATED:

The 2011-12 SETC Nominations Committee (LIST NOMCOM MEMBERS) has announced the 2012-2013 Slate of Nominees:

(LIST NOMINEES)

The Board of Directors and the nominees have been notified. I want to extend a special thanks to all SETC members who graciously allowed their names to be put forward for consideration for the various offices and positions. Your commitment, energy, and dedication to SETC is greatly appreciated.