

**Southeastern Theatre Conference  
PRESIDENT  
Manual of Operations  
(Approved March 2, 2016)**

As the primary elected official of the Southeastern Theatre Conference, the President should become familiar with all of the Articles of Incorporation, Bylaws, and Rules of the Association. A ready copy of the current SETC Directory should be the President's "best friend." The following list of Bylaws and Rules have been selected because they bear most directly on the duties of the President. The terms President and Executive Committee are underlined and appear in boldface to assist the reader in identifying particular references to Presidential and executive responsibilities.

**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.

***SETC News Schedule (as advised by the Editor):***

1. Officers will receive specific calls for articles from the Editor.

The traditions of the office of SETC President are organized by the calendar:

**During the convention at which you assume office:**

1. The President compiles a list as possible names of his or her committee appointments during the annual Convention. Not only is this a "tradition," but mandated by Rule I.5. Also note that Rule I.5 concerns "all new appointments," a phrase that may be taken to mean charges or appointments not covered under the committee structure.
2. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings.
3. In consultation with the members of the Executive Committee and Executive Director, the President establishes specific dates for the winter and summer Executive Committee meeting.

**Following the convention:**

1. The President writes thank-you notes to the appropriate program participants, honorees, volunteers and hotel personnel.

**During the year of office:**

1. The President supplies regular articles to the Editor or SETC News and Southern Theatre, and to the Executive Director for publication in Convention News.

2. The President should expect to be an active correspondent with the SETC constituency and be prepared to reply promptly to letters and e-mails. In addition, the President should be aware of the need for such written messages as congratulations, condolence, and advocacy – where appropriate.
3. Engages with the voting Board, Executive Director, members of the Long Range Planning Committee and other appropriate officers on issues of policy, strategic planning and other appropriate board issues.

**The summer Executive Committee meeting:**

1. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings.
2. The president assigns members of the Executive Committee to represent SETC at each State Convention. In the event that the members of the Executive Committee and the Executive Director cannot cover all of the states, State Representatives are viable substitutes.
3. After the summer Executive Committee meeting, write to each State President (with a copy to the appropriate Executive Committee member, State Executive Director and the State's SETC Board member) and inform them of who their SETC Executive Committee delegate will be and how to get in touch with them.
4. The President conducts an annual Executive Director evaluation as per the Board's guidelines.

**The fall Board of Director's meeting:**

1. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings.
2. The convention program is a major piece of business for this agenda.
3. Allow time for the Executive Director to deliver the State of the Organization address at the beginning of the days meeting.
4. The President collaborates with Executive Director on appropriate annual Board training. This typically occurs within the context of the fall meeting.

**The winter Executive Committee meeting:**

1. The President prepares the agenda (samples attached) for all Executive Committee and Board of Directors meetings.
2. The Executive Directors proposed budget for the coming year is a major piece of business.
3. The officers of the Executive Committee report on their trips to each state convention.

**Before the convention:**

1. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings. (In addition, the President should prepare an agenda for the Annual Business Meeting that is distributed only to members of the Executive Committee.)
2. Working with the Central Office the President should invite the Past Presidents, the members of the new (just elected) and immediate past Executive Committee, and their spouses to sit at reserved tables during the banquet. An RSVP date two weeks before the convention to the Central Office should be indicated.
3. Working with the Central Office the President should invite Past Presidents, Key Note speakers, significant presenters, the Executive Director, identified Central Office individuals and the Executive Committee to a cocktail reception prior to the Presidents Dinner, Thursday evening of the convention. The Presidents dinner will be a “Dutch” dinner.
4. The President should invite the members of the new and immediate past Board of Directors as well as the Past Presidents and other special guests to a cocktail reception in his or her suite, or other appropriate space, immediately following the Awards Banquet.
5. The President is responsible for purchasing and presenting a gavel engraved as follows "SETC President (year of office)" to the incoming President.
6. The President is responsible for choosing a Shakespearean quote appropriate to the incoming President and inscribing it in the official SETC copy of *Robert's Rules of Order*. This quote is read at the annual business meeting as the copy of *Robert's Rules of Order* is passed to the incoming SETC President.
7. The President may invite the Auditions Staff to a reception in his/her suite, or other appropriate space, on the Wednesday evening of the Convention.
8. The President may invite the “Dream Team” and other Volunteer staff to a reception in his/her suite, or other appropriate space, on the Tuesday evening of the Convention.

#### **During the convention:**

1. The President is normally provided with a complimentary suite at the annual convention as a part of the hotel room package negotiated by the Executive Director.
2. The President shall serve as host for the Presidents Dinner Thursday evening of the convention. The Presidents Dinner will be a “Dutch” dinner.
3. The President arranges for a member of the Executive Committee to attend each Division meeting, as many standing committee meetings, selected festival events, and state meetings as appropriate. As each division/committee now has a clear line of communication to ExCom and the Board it is not necessary that formal reports be provided at the Board meeting immediately following the convention. However, this does not excuse chairs, representatives and liaison officers from attending appropriate meetings of Advisory Councils, ExCom and Board. In addition, the Executive Committee members should be reminded to make the commercial exhibitors and auditioning companies feel welcome.
4. The President should meet briefly with the Executive Director as early in the convention as possible to review all awards to be presented and go over banquet protocol. It may be necessary to request the information directly from the awards

committee chairs. The President shall also sign all award certificates as soon as they are prepared on the Saturday of the Convention. The High School Award Certificates need to be returned to the Secondary School Festival chair in a timely manner so that he/she has them in hand before their separate awards ceremony.

5. The President is responsible for preparing the following speech and introductions for the annual convention:
  - a. An appropriate speech for the end of his or her office to be spoken at the annual business meeting.
  - b. A tribute to the winner of the Suzanne Davis Award (identity kept secret until the Awards Banquet).
  - c. Any other public introductions as requested by the Vice President of Services.
6. The order of events at the Awards Banquet is as follows: \*Note that Central Office will send a script with the following information and updated names.
  - a. Introduction of all past presidents, significant others and special guests at the banquet – including sponsors, judges of the various festivals and competitions, and leaders in the various units of the convention. Seek help from the Executive Director and Vice President of Services in gathering this information. You WILL miss someone out.
  - b. Identify each competing high school and community theatre, by state, at the start of the banquet.
  - c. Introduce High School Play Writing Award chair to introduce their winner (this is pattern for all of the following.)
  - d. Introduction of the New Play Project Chair for the Charles M. Getchell New Play Award.
  - e. Introduction of the Polly Holliday Committee Chair for the Polly Holliday Award.
  - f. Introduction of the Robert Porterfield Committee Chair for the Robert Porterfield Scholarship.
  - g. Introduction of the Theatre for Youth Division Chair for the Sarah Spencer Award.
  - h. Introduction of the Leighton M. Ballew Award Chair.
  - i. Introduction of the William E. Wilson Scholarship Chair.
  - j. Introduction of Marian A. Smith Award Chair
  - k. Introduction of the Festival Chair for the Secondary School Theatre Festival Awards (and sponsor if appropriate).
  - l. Introduction of the Community Theatre Division Chair for the Community Theatre Festival Awards (and sponsor if appropriate).
  - m. Introduction of the winner of the Suzanne Davis Award.
  - n. Introduction of the SETC Distinguished Career Awardee.
7. The President hosts a cocktail reception for the new and immediate past members of the Board of Directors as well as Past Presidents and other appropriate special guests in his or her suite, or other suitable space, at the Convention immediately after the Awards Banquet.
8. The President is responsible for obtaining all hospitality that is served in his or her suite. SETC will reimburse the president for all items (within reason) purchased for this purpose with appropriate receipts presented to the Executive

Director. The President should identify individual volunteers to assist in hosting these events.

### **Important policy documents**

1. Articles of Incorporation, Bylaws, and Rules of the Association.
2. Executive Limitations policy
3. IRS Policies: Conflict of Interest, Document Destruction, Whistle blower policy
4. Staff job descriptions
5. All manuals of operation (the President may find the following manuals especially useful within the context of governance: Finance, Nominations, Personnel, and ExCom Officer manuals)

## **PART II. POLICY FROM HIGHER AUTHORITY**

### **SETC BYLAWS:**

#### **ARTICLE III**

##### **BOARD OF DIRECTORS**

**Section 1.** The Board of Directors, elected by a majority vote at the annual meeting or convention of members or at special meetings of members whenever necessary, shall be composed of:

- (l) eight executive officers of the Corporation, each to serve a term of one year,
  - (a) a President;
  - (b) a Vice-President of Services;
  - (c) a Vice-President of Administration;
  - (d) a Vice-President of Finance;
  - (e) a Secretary;
  - (f) a Past President of the Corporation, selected from among those individuals who have previously completed a minimum of one full term as President;
  - (g) a Vice-President of Divisions, selected from among the elected Division Chairs;
  - (h) a Vice-President of States, selected from among the elected State Representatives;

#### **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 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..

## ***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 X**

### **Standing Committees**

**Section 1.** The Bylaws Committee shall consist of a chair appointed by the President and members selected by the chair on the approval of the President. It shall review all proposals for changes in the Articles of Incorporation or Bylaws and make recommendations to the Executive Committee.

**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.

**Section 3.** The Finance Committee shall consist of the Vice-President of Finance serving ex officio as chair, the Executive Director serving as a non-voting member, and a minimum of three members appointed to staggered renewable terms of three years by the President. The duties of the Finance Committee shall be:

- (1) to review, amend and approve a budget, proposed to the committee by the Executive Director, before submission to the Executive Committee;
- (2) to explore additional sources of revenue and make periodic reports, as directed by the Executive Committee on projected income, expenses, and related matters, to the Executive Committee for its consideration and action.

**Section 4.** The Endowment Fund Committee shall consist of five members serving staggered renewable terms, a chair appointed annually by the President, one member to be appointed by the President each year for a three-year term, and the Vice-President of Finance serving ex officio, and the Executive Director serving as a non-voting member. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Endowment Fund Committee shall be:

- (1) to report regularly to the Executive Committee investment return in each separate endowment category;
- (2) to recommend to the Executive Committee a policy of investment income distribution to the several awards, scholarships and other projects that receive funds;
- (3) to recommend to the Executive Committee development strategies for the SETC Endowment Fund;
- (4) to promote the growth of the Endowment Fund by identifying and cultivating potential donors, suggesting and developing other sources of revenue, and actively initiating and promoting activities that benefit the endowment.

**Section 5.** The Publications Committee shall consist of five members serving staggered renewable terms, one member to be appointed by the President each year for a three-year term, the Executive Director serving as a non-voting member, and a chair appointed annually by the

President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Publications Committee shall be:

- (1) to develop and recommend to the Executive Committee all policies with regard to financial matters and general operation of all Corporation publications;
- (2) to select the editor of each such publication;
- (3) to report regularly to the Executive Committee on all matters pertaining to the operation of such publications and to make recommendations for same.

**Section 6.** The Long Range Planning Committee shall consist of six members serving staggered terms, three to be appointed by the President from the members of the Board of Directors, and three to be appointed from the general membership. All appointments will be for a term of three years, renewable. The chair shall be appointed from the committee by the President. The Executive Director shall serve as a non-voting member. The duty of the Long Range Planning Committee shall be to make recommendations to the Executive Committee with regard to long range goals and specific objectives of the Corporation.

**Section 7.** The Personnel Advisory Committee shall consist of the elected Past President as chair and two additional members appointed by the President with the advice and counsel of the Executive Committee to staggered two-year terms. The Personnel Advisory Committee reports directly to the Executive Committee and its duties shall be:

- (1) to advise on the contents of the personnel policy manual;
- (2) to review formal employee grievances and appeals;
- (3) to make personnel recommendations

## ***Article XI***

### **Advisory Council**

**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.

## ***Article XII***

### **Executive Director and Central Office**

**Section 2.** The Executive Director serves as the chief executive of the Corporation. In partnership with the Board of Directors and the Executive Committee, the Executive Director is responsible for the success of the mission and vision of the Corporation. Responsibilities include, but are not limited to:

- (1) developing and implementing high-level strategies;
- (2) making corporate decisions;
- (3) managing the overall operations;
- (4) acting as the main point of communication between the Board of Directors and organizational operations;
- (5) serving as a member, without vote, on the Finance Committee, Endowment Fund Committee, Publications Committee, and Long Range Planning Committee;
- (6) serving as a liaison to other organizations

## **SETC RULES OF THE ASSOCIATION**

### **I. Administration**

**Rule 1. Rules.** The SETC Rules of the Association have the sense of the term "Standing Rules" as defined in the latest edition of *Robert's Rules of Order*. These Rules may be created, amended,

or deleted only by the Board of Directors, and then only by a motion that clearly states its own intention to create, amend, or delete a Rule. All such motions must be submitted to the Bylaws Committee for comment before Board action. One-time exceptions to existing Rules may be approved by the Executive Committee, provided that the exception is reported to the Board of Directors at its next meeting. (9/6/08)

**Rule 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 that 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 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 second Sunday in May. (9/6/14)

**Rule 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 13. Executive Committee Report.** The President shall include a report on the proceedings of the Executive Committee meetings to the general membership in the SETC Newsletter.

**Rule 16. Exhibitors Representative.** The President shall each year appoint a representative for the commercial exhibitors. This person shall represent the concerns of the commercial exhibitors to the Services Council and (when necessary) to the Executive Committee, and shall work closely with the Executive Director to insure that commercial exhibitors are effectively and comfortably provided for at each year's convention. (3/8/14)

**Rule 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 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. (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 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 19. Executive Director: Evaluation and Contract Procedures.** The Executive Committee is charged with annual evaluation of the work of the Executive Director and, in association with the Finance Committee, determining appropriate contract provisions for future years and including those contract provisions in the minutes. The salary so determined shall be separately voted upon by the Executive Committee and reported to the Board of Directors. In the event of a vacancy, the Executive Committee and up to three additional members appointed by the President will serve as a search committee to find a suitable candidate for Executive Director. (3/15/98)

## II. Committees

**Rule 2. Auditions Committee.** The Auditions Committee shall consist of five members, one member to be appointed by the President each year for a five-year term, with individual appointees so selected as always to keep as near even balance as possible between representatives of auditioning companies and representatives of other SETC interests. The chair shall be appointed from the committee by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The Director of any SETC auditions shall not concurrently serve as a member of the Auditions Committee. The duties of the Auditions Committee shall include, but not be limited to:

1. Developing and approving all policies with regard to the spring and fall professional auditions, presenting their recommendations to the Executive Committee for approval;
2. Selecting, in consultation with the Professional Division and the Central Office, the Director for each set of auditions;
3. Receiving, investigating, and acting upon complaints relating to the auditions and to professional practices arising therefrom, and, when the actions contemplated are of sufficient magnitude, presenting their recommendations to the Executive Committee;
4. Assisting the SETC Central Office staff regarding complaints, questions, or procedures in connection with the auditions;
5. Developing publicity plans for the auditions aimed at reaching the widest possible array of qualified auditionees and auditioning companies;
6. Planning convention programs and other presentations that will enhance the auditioning process;
7. Serving as principal liaison between SETC and the State Auditions Coordinators. (9/6/08)

The following standing committees have chairs appointed annually by the President:

**Rule 3. Archives Committee.** The Archives Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Archives Committee shall include, but not be limited to, working with the central office in preparing archival materials for deposit in Jackson Library at UNCGreensboro. (3/3/93)

**Rule 4. Design and Technology Committee.** The Design and Technology Committee is a standing committee which shall consist of those members who express interest in the design and technology program of SETC. The chair shall be appointed annually by the President. The duties of the Design and Technology Committee shall include, but not be limited to, conducting annual competitions in the design areas, developing programs for the annual convention, and carrying out such other projects as may benefit theatrical design and technology in the SETC region. (3/6/94)

**Rule 5. Denise Halbach Award Committee.** The Denise Halbach Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The College and University Division must be represented on the committee. The duty of the Denise Halbach Award Committee shall be the selection of the recipient of the Denise Halbach Award. (3/7/10)

**Rule 6. Tom Behm Award Committee.** The Tom Behm Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The Theatre for Youth Division must be represented on the committee. The duty of the Tom Behm Award Committee shall be the selection of the Tom Behm Award. (3/6/13)

**Rule 7. Past Presidents Committee.** The Past Presidents Committee is a standing committee which shall consist of all past presidents who are currently members of SETC. The chair shall be appointed from the committee by the President. The elected Past President of the Corporation shall serve ex officio as liaison between the committee and the Executive Committee. The duties of the Past Presidents Committee shall include, but not be limited to, advising the President and the Executive Committee on such matters as may be brought to the committee's attention. (3/8/14)

**Rule 8. Playwriting Committee.** The Playwriting Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Playwriting Committee shall include, but not be limited to, conducting the annual New Play Project, administering the Innovative Playwriting Instruction Award, developing programs for the annual convention, and carrying out such other projects as may benefit playwriting in the SETC region. This committee shall annually propose, as a part of its budget request, the amounts of all awards for which it is responsible. (9/6/14)

**Rule 9. Undergraduate/Transfer Auditions Committee.** The Undergraduate/Transfer Auditions Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. It shall be the duty of the Undergraduate/Transfer Auditions Committee to conduct annually, at the convention, a set of auditions which will facilitate high school students seeking a college program in theatre getting together with college and university representatives seeking potential students. (12/18/10)

**Rule 10. Stage Movement Committee.** The Stage Movement Committee is a standing committee which shall consist of those members who express interest in the stage movement program of SETC. The chair shall be appointed annually by the President. The duties of the Stage Movement Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit stage movement in the SETC region. (3/3/93)

**Rule 11. Acting Committee.** The Acting Committee is a standing committee which shall consist of those members who express interest in the acting program of SETC. The chair shall be appointed annually by the President. The duties of the Acting Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of acting for SETC and the region. (9/12/15)

**Rule 12. Porterfield Award Committee.** The Porterfield Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the College and University Division must be represented on the committee. The duty of the Porterfield Award Committee shall be the selection of the recipient of the Porterfield Award. (3/1/95)

Rule 13. **Polly Holliday Award Committee.** The Polly Holliday Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the Secondary School Division must be represented on the committee. The duty of the Polly Holliday Award Committee shall be the selection of the finalists for the Polly Holliday Award. The winner will be selected by Polly Holliday from among those finalists. (9/6/08)

Rule 14. **Directing Committee.** The Directing Committee is a standing committee which shall consist of those members who express interest in the directing program of SETC. The chair shall be appointed annually by the President. The duties of the Directing Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of directing for the SETC and region. (9/12/15)

Rule 15. **Leighton M. Ballew Directing Award Committee.** The Leighton M. Ballew Directing Award Committee is a standing committee which shall consist of three members actively teaching at the college level, one member to be appointed by the President each year for a three-year term. The chair shall be appointed from the committee by the President. The duty of the Leighton M. Ballew Directing Award Committee shall be the selection of the recipient of the Leighton M. Ballew Directing Award. (9/6/97)

Rule 16. **Cultural Diversity Committee.** The Cultural Diversity Committee is a standing committee which consists of those members who express interest in promoting cultural diversity in SETC. The chair shall be appointed annually by the President. The duties of the Cultural Diversity Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out those projects that support and encourage cultural diversity within SETC and the southeast region. (3/15/98)

Rule 18. **Wilson Scholarship Committee.** The Wilson Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the Wilson Scholarship Committee shall be the selection of the recipient of the William E. Wilson Scholarship. (9/9/00)

Rule 19. **Marian A. Smith Award Committee.** The Marian A. Smith Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although College and University Division must be represented on the committee. The duty of the Marian A. Smith Award Committee shall be the selection of the recipient of the Marian A. Smith Award. (9/8/01)

Rule 20. **Religion and Theatre Committee.** The Religion and Theatre Committee is a standing committee which shall consist of those members who express interest in the religion and theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Religion and Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such projects as may benefit the understanding of religion and theatre in SETC. It is understood that the Religion and Theatre Committee shall encourage diversity and avoid sectarian preferences in regard to program and activity selection. (3/4/15)

Rule 21. **Voice and Speech Committee.** The Voice and Speech Committee is a standing committee which shall consist of those members who express interest in voice and speech

programs at SETC. The chair shall be appointed annually by the President. The duties of the Voice and Speech Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit voice and speech training in the SETC region. (3/5/03)

**Rule 22. History/Theory/Criticism/Literature Committee.** The History/Theory/Criticism/Literature Committee is a standing committee which shall consist of those members who express interest in history, theory, criticism or literature programs at SETC. The chair shall be appointed annually by the President. The duties of the History/Theory/Criticism/Literature Committee shall include, but not be limited to, developing programs for the annual conventions and carrying out such other projects as may benefit history-theory-criticism-literature training in the SETC region. (3/9/03)

**Rule 23. Graduate School Auditions Committee.** The Graduate School Auditions Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. It shall be the duty of the Graduate School Auditions Committee to conduct annually, at the convention, a set of auditions which will facilitate undergraduate students seeking a graduate program in theatre getting together with college and university representatives seeking potential students. (3/3/04)

**Rule 24. Secondary School Scholarship Committee.** The Secondary School Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Secondary School Scholarship Committee shall be the selection of the recipient of the Secondary School Scholarship. (9/11/04)

**Rule 25. Keynote Emerging Artist of Promise Award Committee.** The Keynote Emerging Artist of Promise Award Committee is a standing committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award Committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award. (9/12/09)

**Rule 26. Stage Management Committee.** The Stage Management Committee is a standing committee which shall consist of those members who express interest in the stage management program of SETC. The chair shall be appointed annually by the President. The duties of the Stage Management Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees, and carrying out such other projects as may benefit theatrical stage management and related fields in the SETC region. (9/8/12)

**Rule 27. Scholarships Procedures Committee.** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award

Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/8/14)

**Rule 28. Musical Theatre Committee.** The Musical Theatre Committee is a standing committee which shall consist of those members who express interest in the musical theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Musical Theatre Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of musical theatre for the SETC region. (9/7/13)

**Rule 29. Small Theatre Program Committee.** The Small Theatre Program Committee is a standing committee which shall consist of those members of SETC employed by a College/University having three (3) or fewer full-time faculty in the area of Theatre, or those having an interest in these types of College/University programs. The Chair shall be appointed annually by the President. The duties of the Small Theatre Program Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees and carrying out such other projects as may benefit small theatre programs and related fields in the SETC region. (3/4/15)

### III. Finances

**Rule 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 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 5. Corporate Reserve Accounts.** The purposes of the corporate reserve accounts are to insure the financial security of SETC in the event of disaster and to provide adequate cash flow. A minimum of 50% of the current operating budget (excluding special one-time-only expenses and endowment fund disbursements) shall be maintained as corporate reserve accounts and may be invaded only at the recommendation of the Finance Committee to the Executive Committee for their approval. Interest is available in a line item classification. The Finance Committee and



the Executive Committee shall be responsible for developing investment strategies for the corporate reserves. Reports of these investments shall be prepared by the Executive Director and distributed semi-annually to the Board of Directors and the Finance Committee. (3/8/14)

**Rule 12. Payment to Members.** Except as provided for elsewhere in these Rules, no SETC member may benefit financially, either in direct payment or by remission of payments otherwise due, as a result of his or her work for SETC. Any exception to this policy must be approved by the Executive Director, who must identify specific budgetary authorization. The Executive Director will refer doubtful or borderline cases to the Executive Committee. (9/6/08)

**Rule 14. Emergency Fiscal Management.** The Executive Committee may designate a person to serve temporarily as Acting Executive Director in order to pay accounts as provided in Article XIII, section 1, of the Bylaws in the event that the regularly employed Executive Director is unable to perform his or her duties. (3/10/96)

**Rule 16. Donations to Charitable Organizations.** SETC funds shall not be donated to other organizations. With prior approval of the Executive Committee, SETC may support its members in the solicitation of funds for worthy charitable organizations at its annual convention. Members wishing such approval must make a written request to the President by January 1. (9/12/93)

#### **IV. Festivals and Awards**

**Rule 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)

#### **V. Miscellaneous**

**Rule 3. Voting Membership on the Board.** No individual may hold more than one voting position on the Board of Directors. (3/8/14)

**Rule 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 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 President has ongoing responsibilities during his/her year in office both as Executive Committee member and as a representative for SETC:

- 1) Attendance: The President presides at, and sets the agenda for all SETC Board Meetings and at the winter, spring, summer and fall meetings of the Executive Committee;
- 2) Representation: Arranges for representatives of SETC (including him/herself) to attend one or more state conventions. Returning visitors are to present an oral report of their state visit at the winter board meeting. A summary of the ten state visits will appear in the minutes of the meeting.
- 3) Attendance: At the Convention the President shall attend all business meetings, luncheons, the Past Presidents Dinner and the Awards Banquet.
- 4) Up-dating: The President shall up-date this manual at the end of their term of office and file a copy with the Vice-President of Administration.

**Prepared on July 11, 2003 by Jonathan Michaelson, 2003-2004 SETC President**  
**Amended on March 7, 2005 by Anthony R. Haigh, SETC President 2004-2005**  
**Date of Acceptance by the Executive Committee: 6/11/05 - President: Denise Halbach**  
**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, SETC President 2014-2015**  
**Revised by Tiza Garland, SETC President: February 27, 2016**  
**Date of acceptance by Executive Committee: March 2, 2016 – President Tiza Garland**

**Sample Agendas:**  
**SOUTHEASTERN THEATRE CONFERENCE**

Annual Business Meeting  
Chattanooga, Tennessee March 7, 2015

**AGENDA**

Call to Order

Reading of the Minutes (Call for motion to dispense with the reading of the minutes of the Annual Business Meeting)

Officers Reports (if called for)

President – Jack Benjamin  
Programing Vice-President – Tiza Garland  
Administrative Vice President – Steve Bayless  
Secretary – Adanma Barton  
Treasurer – Duke Guthrie  
Past President – David Wohl

Voting of new SETC officers – Nominations Chair – Chris Rich

President’s remarks – Jack Benjamin

Passing of the gavel – Jack to Tiza

Tiza: remarks

Tiza: Adjournment

**Agenda**

**SOUTHEASTERN THEATRE CONFERENCE, INC.**

**March Executive Committee/Board Meeting**

Chattanooga, Tennessee

**Wednesday March 4, 2015**

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

12:30 p.m.      Executive Committee Meeting  
                     Greetings & Roll Call  
                     Appointment of Scribe  
                     Announcement of Taping (Secretary: *Adanma Barton*)  
                     Appointment of Parliamentarian (Past President: *David Wohl*)  
                     Approval of January 2015 minutes

Action Items

President: *Jack Benjamin*  
Program Vice President (VP of Services): *Tiza Garland*  
Past President: *David Wohl*  
Administrative Vice President (VP of Administration): *Steve Bayless*  
Secretary: *Adanma Barton*  
Treasurer (VP of Finances): *Duke Guthrie*  
States Representative (VP of States): *Mike Hudson*  
Divisions Representative (VP of Divisions): *Bill Murray – Paul Crook*

Items for Discussion

President: *Jack Benjamin*  
Program Vice President (VP of Services): *Tiza Garland*  
Past President: *David Wohl*  
Administrative Vice President (VP of Administration): *Steve Bayless*  
Secretary: *Adanma Barton*  
Treasurer (VP of Finances): *Duke Guthrie*  
States Representative (VP of States): *Mike Hudson*  
Divisions Representative (VP of Divisions): *Bill Murray*

Unfinished Business

New Business

Announcements

**SETC Board of Directors meeting**

3:30 p.m.      Call to Order  
Roll call and identification of voting members and establishment of quorum  
Acceptance of Minutes (September 6, 2014)  
President (Jack Benjamin)  
Action Items from ExCom Meeting: Secretary (Adanma Barton)  
Items for Discussion, Board Members  
Unfinished Business, Board members  
New Business, Board members

4:15 p.m.      Adjourn

**Sample Letter to State Reps informing them of ExCom member visiting state conventions**

Can be sent as hard copy or email:

August 15, 2003

To: State Rep, State Pres (if different) cc to State executive director (if there is one), and cc to the executive committee member who is going to state convention and central office.

Dear :

This letter is to inform you that \_\_\_\_\_ will be the SETC Executive Committee representative to your state conference. Traditionally, the state provides accommodations for the

SETC delegate while SETC covers meals and travel. By copy of this letter, I am also alerting \_\_\_\_\_ to be sure that you both are in communication. Please contact \_\_\_\_\_ at your earliest convenience.

Would you also place \_\_\_\_\_ on the agenda of your general business or membership meeting to extend greetings from the Southeastern Theatre Conference and encourage attendance at the SETC convention and participation in SETC activities? I know \_\_\_\_\_ will be happy to serve your convention in other capacities as you see fit.

Thanks for your help.

Sincerely,  
Jonathan Michaelsen

### **Presidential Suite Sample Inventory**

#### Liquor (1 liter bottles)

- 2-3 Dewar's Scotch
- 2-3 Jack Daniels Whiskey
- 1 Jim Beam Bourbon (or the third bottle of Jack Daniels)
- 2 Beefeater's Gin
- 2 Smirnoff Vodka
- 1 Bacardi Light Rum
- 1 Bacardi Dark Rum
- 1 Jose Cuervo Tequila

#### Beer (buy in cases of 24 for price or 12-packs for variety)

- 2 cases Imports (Heineken recommended; possibly Corona, Bass, etc.)
- 1 12-pack Light beer (good quality such as Amstel)

#### Wine (750ml bottles more flexible; 1.5 L bottles, more convenient/economical)

- 6-8 liters Red: Cabernet Sauvignon, Merlot, Pinot Noir (not usually), Shiraz (pick 2)
- 4-5 liters White: Chardonnay (majority), Sauvignon Blanc; Pinot Grigio  
(As tastes, styles, weather or seasons change you may wish to shift to more white than red, but red wines work better at room temperature.)

#### Soft Drinks & Mixers (use 1 liter or 2 liter bottles; avoid large gallon sizes)

- 6-8 L Coke
- 6-8 L Diet Coke
- 2-4 L Sprite
- 4-6 L Tonic
- 2-4 L Club Soda
- 48 oz Cranberry Juice
- 48 oz Orange Juice (OJ is often popular as a drink and mixer; you may want more or you may opt for single serving containers.)

Snacks (some combo of these; 1 large bag/can of each; don't feel you need to get all; get more of your own favorites since it is your suite)  
M&Ms  
Mixed nuts  
Cheese Goldfish  
Chex Mix  
Trail Mix (tropical or yogurt coated is popular)  
Specialty nuts (your favorite, if you wish)  
Mini Pretzels  
Sweet Snacks (dessert after dessert for post banquet—optional)

Trays

1-Veggies for 10 & 1-Meat & Cheese for 10 (Past Pres Cmte; leftovers to Youth Div.)  
1- Fruit & Cheese combo for 20 (Post-Banquet Reception)  
PLUS... CUPS, NAPKINS, PLATES, COOLERS & MISCELLANEOUS SUPPLIES

## **Presidential Hospitality Recommendations**

David Thompson, your friendly neighborhood Past President, offers the following ideas about stocking the Presidential Suite during the SETC Annual Convention. These thoughts are combinations of my own experience along with the sound recommendations of Dennis Wemm, Jack Benjamin and Denise Halbach from previous years. These are only suggestions. Feel free to adjust according to your personality and tastes.

Concerning the inventory on the first page, there are a few schools of thought on each item. Unfortunately, tastes change yearly according to mood, weather and location. Fortunately, revelers will usually accept whatever is offered. It's a reception, after all, and they are partying at no charge. Plan ahead and then let it roll. People like making themselves at home, which removes the burden from you. You are the host, but should not be a servant. By all means ask for help from a student or, if available, a member of the Dream Team.

Liquor: Buy liquor in 1-liter bottles so that everything is the same size. Liter bottles also ensure more ease than 1.75L jugs and more volume than 750ml bottles. One way to think about stocking the bar is to think in terms of a total of 12 bottles, a number that will fit into a divided box designed for a case of commercially distributed brands. Buy good quality and a good variety. There will be little to no demand for specialty drinks and if there is, that's what the hotel bar is for.

Beer: As with everything, there are a few schools of thought on beer. Again, lean toward your own tastes and preferences as you would do with any party or gathering that you host. The majority of past presidents lean toward imported beer of some sort, usually at least two brands plus a third brand of light beer. Some will prefer domestic brands. Any good store will have sufficient variety to get you started. While the notion is that some people will only drink light beer, less of it has been consumed in recent years. Thus, begin with 12 or 18 bottles and see what is needed after that. Bringing a cooler or two to serve as a container for icing beer is an excellent idea. Even with a refrigerator in the suite, it is never large enough for both beer storage and food storage.

Wine: Our organization has several wine connoisseurs, but even they seem to roll with the mood of the celebration and drink what is available. That means that for most revelers wine falls into the categories of red and white. A single variety of each will probably be fine; two of each should be plenty. Although it seems to be spring and we might logically be turning to warm weather beverages, cool white wines are not usually requested as often as a good red. Several good inexpensive wines are available so if you need recommendations simply ask colleagues or a trusted store clerk.

Soft Drinks: You can usually do well by sticking to the basics. Coke, Diet Coke and Sprite will suffice for the majority of people wanting a soft drink. Those items will also serve as mixers, so have plenty. Tonic is favored by vodka and gin drinkers. To that you can add lime juice for a splash that is also convenient (do you really want to spend time slicing limes?). Add orange juice and cranberry juice and you will be covered. (Personal note: your author likes club soda as a mixer, but he seems to be in the minority and a splash of water will do to stretch a drink.) Try to buy in sizes that are manageable whether in the suite or in storage. Hotel refrigerators usually do not accommodate gallon jugs of juice or mixers. At the same time, small

bottles and cans may begin to stack up quickly. Your best bet is probably 2-liter bottles of soft drinks and 48 oz. containers of juice.

Snacks: Guests in the Presidential Suite have shifted their attitude in recent years. At one time, an invitation meant a free dinner. Few expect that any more. A drink, a snack and some conversation will make most people happy. No matter the nature of the function, the majority will leave relatively quickly. Therefore, have a variety of self-contained finger food. Some combination of sweet, salty, and crunchy is fine. Goldfish, M&Ms and mixed nuts work well, as do small candies such as Hershey's kisses. Set out several plates or bowls around the room, concentrating most of the items on one main table. Separating the liquor from the snacks keeps the room flowing and avoids clusters in one area. (You may even wish to set up "stations" for beer, wine, drinks and snacks if you have room.) Following the banquet you may want to offer additional sweets as a sort of dessert after dessert. You may also want to try something fancy. Almost certainly you will be trying to empty the pantry, so do not be afraid to offer doggie bags to poor students or volunteers.

Trays: It is traditional to use the Presidential Suite to host the meeting of the Past Presidents Committee. For that occasion, have a couple of trays of meat and cheese or veggies on hand. Here it is a good idea to check the number of former chiefs planning to attend. You can probably go with a deli tray and a veggie tray, each designed for 10 people. Following the banquet you will want to have food available, but remember that most people will not be terribly hungry having eaten within an hour or two. However, it is nice to have a fruit and cheese tray designed for 10. Let the hotel handle this order since you will be busy at the banquet.

Supplies: Check with the Central Office to see what items are left over from previous years or other functions. Also check for serving pieces. Among the needs:

- Cups (clear plastic, small cocktail size)
- Napkins (cocktail size)
- Plates
- Bowls (for serving snacks, but plates may also serve)
- Spoons (can serve as stir sticks and serving utensils)
- Coolers (to chill beer and hold ice)
- Ice (usually from hotel ice maker, but you may have to make bulk arrangements)
- Ice Buckets (ask room service or housekeeping for an extra or two)
- Paper Towels
- Kleenex