

Southeastern Theatre Conference

VICE-PRESIDENT OF ADMINISTRATION

Manual of Operations

As a member of the SETC Board of Directors and Executive Committee, the VP of Administration helps oversee the affairs of the organization and has fiduciary responsibility that serves to steer it towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies. All board members are expected to make decisions in the best interest of the corporation.

The VP of Administration oversees the Administration Advisory Council consisting of the following committees: Bylaws, Long Range Planning, Nominations, and Archives. The VP of Administration is elected by the membership at large at its annual membership meeting during the Spring convention.

PART I. OPERATING PROCEDURES *(In this section should appear as much detail as may be necessary about how the subject group or activity functions. The 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.)*

1. Advisory Council Duties

- a. The VP of Administration oversees that Administrative Advisory Council (as noted above) 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).
- b. Each Vice President should ensure that all Advisory Council members understand the importance of the Advisory Council meetings. The exchanges at the Fall and Spring meetings represent an opportunity to connect various interests within the association. Chair, liaisons, and representatives of the member constituencies should be encouraged to attend and to present ideas for consideration. Manuals of operation, commitment letters, cover letters concerning meeting scheduling and cover letters accompanying semi-annual report requests are among the avenues for encouraging attendance and participation.

2. Semi-Annual Reports

- a. About two months before the Board meeting, requests for semi-annual reports and blank reports forms should be sent to the members of the Board and the Advisory Council (including any ad hoc committee chairs) via their own Vice-President with a return deadline sufficient to allow time for collation of the information from individual Vice-Presidents and collation of information and distribution of the collated information to the Board and Advisory Council prior to the fall and spring meetings. Prior to the fall meeting each Division and committee chair should be sent a form requesting information on the status of the unit's manual of operations. A request should be sent to the SETC Secretary for any action items from the previous Executive Committee meeting. Approximately two weeks

before the deadline, a reminder and additional blank form should be sent to any member who has not yet responded.

- b. Two or three copies of the entire compilation of the Semi-Annual report should be prepared and taken to the meeting, one for the Chair of the Archives Committee, and the others for any Board or Advisory Council members who may wish them.
- c. Prior to the Board meeting, the action agenda and tabular summary showing which reports were submitted and which are missing should be distributed to Board members and to members of each Advisory Council electronically.
- d. Prior to each Board meeting, each Vice-President presides during the presentation of the action agenda for their Advisory Board meeting. He or she also presides during the reporting of addenda to semi-annual reports by the Board or Advisory Council members during new business.

3. Manual Revisions

- a. With request for the fall semi-annual report, a request for manual updates should be included to Board and Advisory Council members except State Representatives and Division Representatives. Manuals for the latter two groups fall within the purview of the Vice-President of States and Vice-President of Divisions and may be revised as necessary after consultation with recent incumbents. Division chairs should be reminded that manual changes have to be approved by their constituencies at the next convention before revisions are submitted. Verification of such approval should be noted on the revised copy.
- b. If no changes are necessary in a given manual, the approval date and author notation should be left unchanged. If changes are made, a clean copy of the manual with its new date and author should be sent by the chair of the committee or officer to the VP of Admin who will send it to the Central Office for publication on the website and archived.
- c. New or revised manuals should be sent to the committee's appropriate Vice President who will forward it to the Bylaws Committee for review. Any suggestions from Bylaws must be communicated by the Vice President to the committee chair. After suggested changes by the Bylaws committee are made by the committee chair, the chair will submit the revised draft to the appropriate Vice President who will submit the "marked up" manual to the Executive Committee. The Vice President submitting that manual is responsible for conveying the Executive Committee's reservations, if any, to the committee chair and for any continuing negotiations regarding the manual. When there is concurrence that the new or revised manual is satisfactory and that it adheres to Rule I.17, and after it is approved by the Executive Committee, clean copies should be forwarded to the Vice President of Administration who will send a word version and pdf version to the Central Office with the email subject of, "Action Item: Ready for Posting."
- d. With the increased reliance upon email attachments for revision of manuals it is essential that drafts be labeled clearly and filed appropriately. It is recommended that in both the hard copy and electronic versions, files be archived according to their status. While it is not necessary to keep the entire historical archive of the association, some manuals will be in various stages of revision and should be clearly marked. Typically, inclusion of a date as

part of the file name and distinct folders (both physical and digital) should be employed. A sample list might include:

1. Accepted Manuals and Dates of Acceptance by ExCom

Manuals listed in this section have been accepted by the Executive Committee. The date of acceptance is noted for each. Whether in electronic or printed versions, these manuals should remain as separate and distinct files (separate from those not accepted). Files should be added to this collection only after official acceptance by ExCom. When a manual is revised, the new file should be inserted and the old file deleted. Noting the acceptance date in the list or as part of a file name should aid in identification of versions.

2. Manuals Under Revision; ExCom Vote Pending

Manuals listed in this section have NOT been accepted by the Executive Committee. This is an unofficial file for convenience only. Included here are revisions of previously accepted manuals that have not yet been presented to ExCom and version of unaccepted manuals in draft or note form. These files should not be kept in the same collection as the accepted manuals. They should be stored in a clearly marked section of a physical file or a different folder of an electronic file. Only after acceptance should these versions move to the official file.

3. Committees Without Manuals

The following committees, offices or activities have no manual or have only raw notes:

4. SETC News

Concerning **Rule V.7 SETC News Responsibilities**: While the Vice President of Administration is not a committee chair, the responsibilities of the office should imply that good communication with the membership is necessary. *SETC News* regularly features articles, columns and commentaries written by members of the Executive Committee. The Vice President of Administration should coordinate the submission schedule with the editor.

5. Budget Requests

The VP for Administration 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).

6. Succession Responsibilities

- a. At the conclusion of the VP for Administration's term of service, the VP will review the manual of operations for the position and submit any changes to Operating Procedures to the Executive Committee following the procedures outlined in Rule I.18.
- b. The VP for Administration will contact the newly appointed VP to provide information and aid in the transition period as the new VP takes office.

7. Additional Responsibilities

Additional Responsibilities of the VP of Administration are outlined in **PART III. REGULATIONS FROM THIS CONSTITUENCY.**

PART II. POLICY FROM HIGHER AUTHORITY

BYLAWS:

Article III

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:

- (1) 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

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

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.

Article XI

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 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:

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)

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

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)

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

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

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

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

Part III. *Regulations from This Constituency.* (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.)

All manuals must be set in 12 point Times New Roman and structured in MLA outline format.

At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any 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)

I.18. Procedures for Updating Manuals. The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I Operational Procedures as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each

manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I Operating Procedures or Part II Policy from Higher Authority may be submitted to the designated Vice-President at any time. Revisions to Part III Regulations from this constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President;
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate;
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee;
5. After approval, Vice-President of Administration sends approved manual to Executive Director;
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer. (9/12/2015)

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)

III.3. Officer and Board Reimbursement. Reimbursement allowed for officers and Board of Directors members includes trips made to state meetings to represent SETC, and for no more than two trips to the convention site by the Programming Vice-President (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 related trips not specifically authorized by this Rule. (3/8/14)

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

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

- A. attendance at the winter and summer meetings of the Executive Committee
- B. representation of SETC at one or more state conventions with convention reports (forms to be supplied by the central office) and copies of convention programs to be mailed to other members of the Executive Committee.
- C. attending all business meetings, States luncheon, the Past-Presidents Dinner and the Awards Banquet at the Convention.
- D. up-dating this manual according to the rules, filing new copies with the central office and including copies in the compilation of manuals passed on to the next Vice-President of Administration.
- E. coordinating the timely updating, through appropriate delegation, of the corporation's operating Manuals for all offices, committees, activities, and functions of SETC.
- F. overseeing the collection and distribution of semi-annual reports from the various constituencies of SETC
- G. presiding over meetings of the Administration Council and representing the interests of the Administration Council before the board and Executive Committee

Amended: January 2004 by Denise Halbach and December 2005 by David S. Thompson

Accepted by the SETC Executive Committee: December 10, 2005 - 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

Updated Rule I.18 -- Approved by the Executive Committee: September 12, 2015 – President Tiza Garland

Revised by Steve Bayless and Jeff Gibson, April 2016

Date of Acceptance by the Executive Committee: May 14, 2016 – President: Tiza Garland

Attachments: Sample forms

- Sample cover letter/email for Semi-Annual Report request
- Semi-Annual Report form template
- Collated Semi-Annual Reports template

SAMPLE COVER LETTER/EMAIL FOR SEMI-ANNUAL REPORT REQUEST

Dear SETC ExCom Members,

It is time once again for chairs of SETC divisions, committees, activities and groups to submit their semi-annual reports. You will find the report form attached as a Word document. If you have trouble opening the document, please contact me.

Please email your constituents (if applicable) to request their submission of these reports to you by **<DATE>**.

Once you have collected and reviewed your reports, please submit them to me at **<VP Admin email address>** no later than **<DATE>**.

Please also pass along the following information to your constituents:

OFFICIAL REMINDER:

According to the rules of the association only items reported by the posted deadline may appear on the September agenda. Keep in mind that you should submit a report even if your committee has nothing to offer. "Nothing to report" is a valid response; failure to submit a report is not.

ADDITIONAL NOTES:

- *Include current/pertinent notes as necessary, in consultation with the President and the Executive Director.*

Please feel free to contact me with questions or problems.

Thanks,

<Name of VP Admin>

Vice President for Administration

Southeastern Theatre Conference, Inc.

SETC Advisory Council Semi-Annual Report
<Fall/Spring Year>

Please complete this report and email it to your Vice President, **<name of VP>** at **<VP email address>**.

Deadline for submission: <date>.

Name of Committee/Constituency:

Committee Chair:

Action Items

(Motions requiring a vote by the Executive Committee and the Board of Directors):

Items for Discussion

(Topics worthy of consideration that may not yet merit a formal motion):

Items of Interest

(Information to share with the Board of Directors, Advisory Council, and General Membership):

SETC Advisory Council Semi-Annual Reports:
Administration, Services, States, Divisions, Finance
<Fall/Spring Year>

Action Items *(organized by ExCom member to represent information)*
(Motions requiring a vote by the Executive Committee and the Board of Directors):

Name of Committee: <CommitteeName>
Name of Chair: <ChairName>
<text of “Action Item” submitted>

Items for Discussion *(organized by ExCom member to represent information)*
(Topics worthy of consideration that may not yet merit a formal motion):

Name of Committee: <CommitteeName>
Name of Chair: <ChairName>
<text of “Item for Discussion” submitted>

Items of Interest *(organized by ExCom member to represent information)*
(Information to share with the Board of Directors, Advisory Council, and General Membership):

Name of Committee: <CommitteeName>
Name of Chair: <ChairName>
<text of “Items of Interest” submitted>

Missing Reports *(organized by ExCom member)*

<Name of Committee(s)>