ASSOCIATION FOR THEATRE IN HIGHER EDUCATION

Operations Manual
Updated April 2017
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I. OVERVIEW – INTRODUCTION TO THE MANUAL

Welcome to the Association for Theatre in Higher Education's governance structure. You have joined our ranks as a member of the Governing Council; as a Focus Group Representative; as a Conference Planner; or as a committee member. We hope this manual will address all your questions and concerns about ATHE's policies and procedures.

This manual serves as a policy and procedures document for our association. It describes proper procedures for everything we do, such as:

* electing officers;
* proposing and including new focus groups;
* planning our conference; or
* initiating projects that will help ATHE serve the needs of its members and the profession.

We've worked to regularize our policies and procedures so that we can move from focusing on the internal workings of our association to making ATHE useful and effective for our members and for the arts in American culture.

These policies and procedures have been vetted by various task forces, committees, the Governing Council, focus group representatives, and conference planners. This manual represents years of thoughtful work, and remains a living document that will be revised as necessary. For now, we hope it will clarify all of your interactions with ATHE.

Please take the time to page through this manual paying particular attention to section that pertain directly to your work. If, after reading this manual, you still have questions, please address them to me or the Executive Director.

ATHE President, Patty Ybarra
April 2017
II. MEETING CALENDAR FOR GOVERNANCE COMMITTEES

JULY/AUGUST
The Operations Committee meets two days prior to the conference, to review the agenda for the upcoming Governing Council meetings and to review personnel and management issues.

The Governing Council meets one day before the conference, conducting most of its business for the year, including meeting with the editors of THEATRE JOURNAL and THEATRE TOPICS.

The Governing Council, Focus Group Representatives, Conference Planners, and all Committee members meet at the annual association Business Meeting, at which Officers and Focus Group Representatives report to ATHE's membership.

Governing Council committees meet at least once during the conference, and more at the discretion of committee chairs, usually through conference calls or electronic mail. Agenda for these meetings should be posted in advance on the designated page on the ATHE website in advance, as well as emailed to committee members. At the least, summative minutes of the meetings must be posted to the designated page on the ATHE website within two weeks of the meeting.

Focus Group Representatives meet with their constituents at least once at the annual conference focus group membership meetings. Minutes of these meetings should be taken and made available.

Conference Planners meet with their focus groups and with the Conference Committee and its chair during the conference.

Focus Group Representatives meet with the President and President-Elect one day before the conference.

JANUARY
The Governing Council usually meets in a city selected by the GC, often during the first or second week of January, depending on resources available in the fiscal year budget. The Operations Committee and the Conference Committee convene also during this weekend meeting, usually starting on Friday and ending on Sunday for the GC, and starting on Sunday and ending on Monday noon for the Conference Committee (or vice versa). FGRs are invited to the midyear meeting at the discretion of the GC.

Other committee meetings may be scheduled at the committee chair’s discretion but are dependent on the fiscal year budget. Some committees meet only at the conference and on conference calls; others may have an additional face-to-face meeting during the year. Committee chairs will inform their members of upcoming meetings at least two weeks in advance. The agenda for and summative minutes of all meetings must be posted to the webpage designated on the ATHE website for that purpose.
III. GOVERNING OPERATIONS

ASSOCIATION AWARDS – Full information can be viewed at:
https://athe.site-ym.com/?page=Awards

(See Appendix for full ATHE Awards Committee Operations Manual)

ATHE CAREER ACHIEVEMENT AWARDS
The ATHE Career Achievement Awards are the highest honors provided by our Association. They indicate a career of distinguished service to the field. Two such awards are given each year, one primarily for career achievement in the arena of professional theatre (Named the Ellen Stewart Career Achievement Award in Professional Theatre) and one designated for an individual who is primarily a teacher in higher education (ATHE Career Achievement in Academic Theatre). Frequently, recipients have distinguished careers which overlap these boundaries.

ATHE OUTSTANDING TEACHER OF THEATRE IN HIGHER EDUCATION
The Outstanding Teacher of Theatre in Higher Education award honors a college-level faculty member whose superiority as a teacher of theatre is recognized by students and colleagues, who has provided inspiration through instruction in theatre to students and teachers of theatre, who has promulgated and practiced high standards of teaching and theatre, and who has created strong and effective interpersonal communication in studios, shops, rehearsal halls, and/or classrooms through advising, mentoring and all aspects of the student/teacher relationship.

JANE CHAMBERS PLAYWRITING AWARD
This Award is administered by the Women in Theatre Program. The Jane Chambers Playwriting Award recognizes plays and performance texts created by women that present a feminist perspective and contain significant opportunities for female performers. This annual award is given in memory of lesbian playwright Jane Chambers who, through her plays A Late Snow, Last Summer at Bluefish Cove, My Blue Heaven, Kudzu, and The Quintessential Image, became a major feminist voice in American theater.

ATHE OUTSTANDING BOOK and ARTICLE:

AWARDS OUTSTANDING BOOK AWARD
The award for Outstanding Book is given on the basis of the study's potential to interrupt, change and/or challenge theatre practice and pedagogy - often emphasizing the interconnectedness of pedagogy and practice. We invite submissions of books or book-length studies about theatre administration, performance spaces, movement, voice, acting, as well as anthologies providing critical teaching materials in theatre arts and performance. The book should have been published in the year preceding the national conference.

OUTSTANDING ARTICLE
The Outstanding Article award acknowledges scholarship marked by methodological sophistication, complex and critical engagement with dramatic texts and performances, focused inquiries, and possible directions for future scholarship in a particular area. Articles must be nominated by an editor of a journal in which the article was published in the year preceding the national conference.
DAVID MARK COHEN NATIONAL PLAYWRITING AWARD
This Award is administered by KCACTF. They do all the judging. The Chair of the Cohen Award Committee notifies the VP for Awards and Executive Director of the winner.

AWARD FOR EXCELLENCE IN EDITING
The Award for Excellence in Editing honors both individual achievements in editing of books, special issues, etc., and sustained achievement in editing over extended periods of time. Individuals may be nominated for achievement in either area.

KENNEDY CENTER AMERICAN COLLEGE THEATER FESTIVAL AWARDS
ATHE and KCACTF co-sponsor annual awards for the regional winners at the festival and for the National Student Playwriting Award. A representative of ATHE is present at the April KCACTF Festival in Washington, DC, to award a check to the National Student Playwright. Announcements of the winners are listed in the ATHE Conference program and through ATHE's listserv and webpage.

ATHE LEADERSHIP IN COMMUNITY-BASED THEATRE AND CIVIC ENGAGEMENT
In order to honor a high level of commitment and longevity, this award for Leadership in Community-Based Theatre and Civic Engagement is reserved for an individual or theatre company that has worked in the field of community-based theatre and civic engagement for a minimum of ten years.
Emphasis may include focusing on individuals or theatres that help facilitate communities in creating theatre that reflects their constituents and/or on those who develop lasting relationships with those communities. Theatre companies that are nominated must have an operating budget of $150,000 or less. The award should not go to an artist already honored in a major way by the mainstream but to an individual or company that does important work but is less well known.
VOTING PROCESS FOR THE GOVERNING COUNCIL

There are three kinds of voting processes for members of the Governing Council:

**ORAL VOTE (LIVE MEETING):** This is the most common type of voting used in live meetings of the Governing Council. The President calls for an oral “aye” or “nay” vote on an action item in a public meeting of the Governing Council. If the outcome of the oral vote is unclear, the President may request a show of hands to determine the exact vote. A simple majority constitutes a quorum.

**SECRET WRITTEN BALLOT (LIVE MEETING):** Any member of the Governing Council may request a secret written ballot on any action item before the Governing Council. Secret ballots are sometimes used in conjunction with personnel actions and awards, but have rarely been used in association business. Paper ballots are held until the next meeting of the governing council in case there is a call to recount the ballots. If no protests have been made to the outcome of the election then a motion is submitted to destroy the paper ballots. If the motion passes the ballots are destroyed at that time.

**ELECTRONIC BALLOT:** This type of ballot is sent electronically to conduct association business between Governing Council Meetings.

**Online Motions:** The GC member making a motion sends it to the President. The President will make suggestions about timing of discussion and the vote. Since there is only one motion on the floor at a time, the President will determine the order of multiple motions from the GC.

The GC member will post the motion to the GC listserv, noting the MOTION and date in the subject line and asking for a second. A member of the GC will second the Motion on the listserv.

The person originating the Motion will begin the Discussion and note the Discussion timeline in the Subject of the message to the GC listserv.

At the end of the discussion period, the President will call for the vote on the Motion, noting VOTE in the subject message, and give the timeline for voting.

The Secretary will count the vote and report the results to the President. The President will announce the results to the GC listserv. According to Illinois statute, all online votes must be unanimous.

Online Discussion: GC members or FGRs should feel free to make an announcement or to begin a discussion online. If there is a motion already on the floor, do not begin an additional discussion at the same time. The tone of the email should always be respectful. It is easy to misread intentions in online discussion. There will be times that smaller groups of GC members or FGRs will need to discuss something off the list before presenting it to the full GC or FGRs. This should happen via email and should be clearly marked in the subject line. Always check who the message is from and who is being copied on the message. Do not automatically hit “reply all.”
ATHE GOVERNING COUNCIL REPORT
Officers and FGRs are asked to provide reports on a form provided from headquarters in advance of every in-person GC meeting.

ATHE GC and FGR Reports

Committee/Focus Group:
Submitter Name:
Submitter Title:
Submitter E-mail Address:

Action Items:

Discussion Items:

Consent Agenda:

News of Note:

Votes Taken:

Events Organized:

Next Steps:

Other Significant Actions:
IV. POLICIES

OFFICIAL DOCUMENTS AND POSITION PAPERS POLICY

An official document or position paper includes statements of principle adopted by the Association. For example, tenure and promotion guidelines established by the Acting and Directing Focus Groups; the Ethics statement developed by the Professional Development Task Force; and “Learning for a Lifetime,” the brochure developed by the Rationales Task Force of the Advocacy Committee, are all official ATHE documents.

Committees, Task Forces, Focus Groups and Affiliated Organizations may present documents or position papers for adoption and dissemination by the association. Committees and Task Forces may, upon majority vote, forward a document to the Governing Council for approval through the appropriate Committee Chair. In the absence of a Committee Chair (for some Task Forces, Focus Groups and Affiliate Organizations), the document may be forwarded to the President as Chair of the Operations Committee. The following process will be used for adoption by the association of official documents or position papers:

1) Approval at the Committee, Task Force, Focus Group or Affiliate Organization level by majority vote. The document should contain evidence of review and approval at the originating level.

2) Approval by the Operations Committee. This is a two-step process:

   a) the document is reviewed by the Secretary for editorial style and consistency or compatibility with existing official documents or position papers of the association;

   b) the document is reviewed by the Operations Committee for content prior to a vote. The document must receive approval by a majority of the Operations Committee before it is forwarded to the Governing Council for final adoption. An approved document is forwarded to the Governing Council with a plan for dissemination and, if applicable, a proposed budget and timetable.

3) Approval by the Governing Council. A majority vote of the Governing Council is considered sufficient for adoption of an official document or position paper. The Governing Council is responsible for final approval of a dissemination plan, budget and timetable.
ATHE DIVERSITY and INCLUSIVENESS STATEMENT

As an organization committed to education, outreach and creativity, ATHE advocates human rights for all members, the communities in which we meet, and all organizations with which we collaborate and engage. To this end, ATHE is committed to fostering and sustaining age, racial, ethnic, gender, sexual orientation, economic, and ability/disability diversities, among others, in its membership, in its governance, and in its programming, and to sustaining an association that is geographically, ideologically, and aesthetically dimensional. ATHE seeks to be responsive to the wider range of peoples and perspectives operating within today's academic and professional theatrical communities. Accordingly, ATHE understands that a significant objective within its operational mission and strategic plan is to ensure and encourage understanding, communication, artistic and scholarly discourse across and through differences.

This includes:

- issues that affect our work as scholars and teachers, including, but not limited to, academic freedom and freedom of access to information and appointments to and policies of granting and funding agencies
- issues that affect our ability to meet safely and comfortably in national and regional conventions, and conduct our business freely and in our commitments to human rights and diversity
- issues of civil rights, civil liberties, and legal rights

Approved by the Governing Council: 2007
ATHE Domestic Partner Benefits Position Paper

Drafted 11/14/05, Amended 12/18/05, Approved by ATHE Governing Council

Prepared by the Lesbian, Gay, Bisexual, and Transgender Focus Group of ATHE Partner Benefits Position Paper Committee, whose members are: Jennifer Renee Danby (chair); Bud Coleman (assistant chair); Stephen Berwind; Jennifer D. Brody; Jill Dolan; Jon Fraser; Daniel-Raymond Nadon; Maya Roth.

Introduction

We address this position paper to ATHE members and to department chairs, deans, and university presidents. This position paper argues for the crucial need for public and private university theatre and performance studies departments as well as other departments which employ theater, drama and performance studies faculty such as language departments, cultural studies programs, and communication departments to advocate for their universities adopting policies that support the rights, dignity, and equal access to benefits for all of its faculty who qualify for benefits based on rank and position. ATHE believes that benefits should accommodate the changing demographics of American families. Specifically, we are advocating for the adoption of domestic partner benefits that demonstrate a commitment to non-discrimination in the support of the health and well-being of all faculty.

ATHE supports and advocates for adopting domestic partner benefits packages for faculty who have same and opposite sex domestic partners. Following the Human Rights Campaign Foundation (HRC), we define domestic partners as two individuals who are in a long-term committed relationship and are responsible for each other’s financial and emotional well-being. Employers usually set their own definitions of domestic partner when they decide who is eligible for domestic partner benefits. Such definitions frequently require that the partners have lived together for at least six months, are responsible for each other's financial welfare, are at least 18 years old and are mentally competent to enter into a legal contract.

Domestic partner benefits include compensations such as health insurance, dental care, relocation expenses, family leave, and the like.
INVESTMENT POLICY Revised
STATEMENT OF OBJECTIVES, GUIDELINES, AND REVIEW PROCEDURES

Background
The Association for Theatre in Higher Education and all physical assets of the organization are controlled by the Governing Council as fiduciary. The Investment Fund consists of stocks, bonds, and bank deposits; and is administered by the Finance Committee with consent of the Governing Council. The Governing Council has created an Investment Review Committee charged with reviewing all aspects of philosophy, strategy, management, and performance of the Endowment Fund (Investment Fund (see below) and to fulfill the responsibilities set forth below.

The policy statement is adopted by the ATHE’s Governing Council to establish guidelines for the investment of the Investment Fund.

Objectives
The primary objective is to provide consistent return while maintaining prudent and acceptable levels of investment risk consistent with the fiduciary standards of the Prudent Investor Rule. The emphasis shall be on preservation of capital within the approved asset allocation.

Responsibilities
The Governing Council has the ultimate responsibility for the administration of the Investment Fund. This responsibility includes approval of all receipts and expenditures from the Fund and periodic review of and adoption of policy statements. The Council has the authority to delegate administrative responsibilities to the Investment Review Committee, including the selection and termination of investment managers, as the committee deems appropriate.

The ATHE Treasurer and Executive Director are responsible for record keeping, accounting, and all day-to-day activities, including issuing checks and depositing funds as systematically established by the Governing Council.

The Investment Review Committee (Finance Committee) responsibilities include the following:

1. Develop a sound and consistent investment policy for the approval of the Governing Council.
2. Select investment manager(s) and monitor investment manager performance on an ongoing basis.
3. Keep the Trustees adequately informed as to the status of the Investment Fund portfolio. Terminate unsatisfactory investment managers, as the Committee deems appropriate.
4. Report all decisions regarding the selection and termination of investment managers to the Governing Council.
5. Clearly communicate the major duties and responsibilities for those individuals or entities
accountable for achieving investment results.

6. Evaluate results to assure that policy is being adhered to and the objectives are being met.

Investment Manager responsibilities include the following:

1. Adherence to Policy – the portfolio assets are to be managed in accordance with the policy as expressed herein or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this policy must be authorized by the Governing Council with the advice of the Investment Review Committee (Finance Committee), and will be communicated by the Treasurer.

2. Discretionary Authority – The investment manager is expected to exercise complete investment discretion within the boundaries of the restrictions outlined in this policy. Such discretion includes decisions to buy, hold, or sell equity or fixed income securities, up to the allowable allocations defined in this policy, in the amounts and proportions reflective of the manager's current investment strategy. The manager will also maintain custody of assets.
   The manager is granted full discretion to vote proxies, although the Governing Council retains the right to direct the manager's vote from time to time.

3. Communication – The investment manager is responsible for frequent (typically quarterly) and open communication on all significant matters pertaining to the investment of portfolio assets. The investment manager shall advise the committee of any major changes in investment outlook, investment strategy, asset allocation, portfolio structure, market value or portfolio asset and other substantive matters affecting the portfolio. The Committee will advise the investment manager as to the anticipated cash needs based on approval expenditures by the Governing Council. The investment manager must inform the Committee of any significant changes in the ownership, organizational structure, financial condition, or senior personnel of the investment management organizations. An audited financial statement of the management organization is to be furnished annually.

Between quarterly Committee meetings, the investment manager will address all communications to the Treasurer and the Investment Review Committee (Finance Committee).

4. Compliance with Prudence and Diversification Measure – As fiduciary, each investment manager is expected to diversify the portfolio to minimize the risk of large losses. If diversification is deemed not to be prudent, the manager must communicate this decision to the Committee immediately. The investment manager shall invest the portfolio assets with care, skill, prudence, and diligence that a prudent man, acting in a like capacity and familiar with such matters, would use under the circumstances then prevailing in the conduct of an institution of a like character and with such aims. Each investment manager shall acknowledge in writing agreement to comply with the policy as it currently exists or as modified by the Trustees in the future.

Investment Guidelines
Asset Allocation- Investments in different asset classes (equities, fixed income, and cash equivalents) shall diversify the portfolio. Allocation between equities and fixed income will be the most important factor in determining investment performance over time. The purpose of investing in fixed income instruments is primarily to produce current income and reduce
overall volatility of the portfolio. The purpose of investing in equities is to provide future
growth in both principle and income while preserving the purchasing power of the assets.

Assets shall also be diversified by capitalization to include large cap, mid cap, small cap
issues, and by investment style to include growth, blended and value companies.

To maximize the ability of achieving the overall goals of the fund, to provide the required
level of income each year and to meet liquidity needs, the allocation between equities, fixed
income, and cash equivalents shall adhere to the following ranges:

Target allocation would be as follows;
Equities 50%, Fixed income 40%, Cash Equivalents 10%.

Equities: Range 30% - 65% - This should vary with market condition and the current
income and liquidity needs of the Endowment.

Fixed Income: Range 25% -

90%. Cash: maximum 50%.

Prohibited Investments:
  Art or Collectibles
  Direct Real Estate Investments
  Limited
  Partnerships
  Margin Trading
  Options
  Futures
  Private
  Placements
  Short Selling
  Unregistered
  Stock Venture
  Capital
  Warrants, except for warrants attached to bond issues.
Investments in fixed income securities denominated in non-U.S. currencies.

Equity Investments shall be confined to those issues listed on the New York Stock
Exchange or the American Stock Exchange, and to issues in the over-the-counter
(NASDAQ) market with reasonable trading volume.

Each investment manager shall ensure adequate investment diversification. The
number of stocks, industry, and economic sector exposure should diversify the equity
portfolio.

Fixed Income Investments should not be exposed to significant levels of interest rate risk or
credit risk, except that up to 20% of the fixed income portfolio may be invested in high-yield
bond funds.

Fixed income investments may include issues of U.S. Government and Agency
obligations, marketable corporate bonds, mortgage, or asset backed securities, and
preferred stocks with sinking funds deemed prudent by the manager.

**Evaluation and Review**

The objective of the evaluation and review process is to monitor the progress of the portfolio assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Committee to determine whether:

1. The total fund is achieving its stated objectives;
2. The investment managers are performing satisfactorily in relation to the objectives set forth in this policy, as primary consideration, to other investment organizations managing similar pools of capital, and the recognized market indices;
3. The investment managers are adhering to their stated philosophy and style; and
4. The overall policies and objectives continue to be appropriate, reasonable, and achievable.

**Performance Expectations**

Industry-accepted comparative market and peer group benchmarks should be used to gauge manager’s performance. Performance thresholds will be a factor taken into account by the Committee, together with other relevant factors and the totality of circumstances, in assessing the appropriateness of the ongoing appointment of an investment manager.

**Approved by the Governing Council, January 2008, amended March 21, 2008.**
TRAVEL AND REIMBURSEMENT POLICY AND PROCEDURES

Policy Statement
It shall be the policy of the Association for Theatre in Higher Education to reimburse volunteers for specific expenses incurred during the fulfillment of duties and responsibilities as an ATHE volunteer.

Other individuals, whether or not members of ATHE, may be reimbursed for expenses or paid a stipend for their services, as specified in the current fiscal year budget and with the approval of the appropriate committee or committee chair.

Eligible Volunteers

ATHE volunteers are individual members who serve on a committee, subcommittee or task force designated as active by the Governing Council, or members of a Focus Group.

Categories of Reimbursed Expenses

Categories of expenses that may be reimbursed are:

- Air Travel
- Other transportation, such as car travel, transport to and from airports and hotels
- Hotel rooms
- Conference Grants
- Focus Group Grants
- Special Projects
- Awards
- Other

Reimbursement Procedures

It is the policy of ATHE that procedures for reimbursement of expenses be established within the Finance Committee and carried out by the ATHE Treasurer and Executive Director.
The following procedures will be followed for reimbursing expenses or for the payment of stipends or awards as outlined in the ATHE Reimbursement Policy.

Approval of Expenditures
Reimbursement of expenses or payment of stipends or awards must be accounted for within the current fiscal year’s budget. Any expenditure outside of the budget must be approved by the appropriate committee chair, the ATHE Treasurer and the Operations Committee of ATHE.

Request Form
Reimbursement of expenses or payment of stipends or awards must include a Request for Reimbursement Form, all related original receipts, and any pertinent letters of agreement. In addition, a W-9 form must be completed at the time of the request for all payments of $600 and above. Reimbursement of expenses or payments of stipends or awards will not be approved without the required documentation.

Payment Period
Expenses incurred in one fiscal year will not be reimbursed in another fiscal year without prior knowledge and approval of the ATHE Treasurer.

Requests for reimbursements or payments made more than six months following the activity may not be reimbursed.

Allowable Reimbursable Expenses
The following list of expenses are currently allowed within the ATHE budget:

1) Air Travel
   Air travel is reimbursed at the super saver rate, or the lowest available fare secured at least four weeks prior to travel to an ATHE meeting.

   Budgeted travel includes:

   Governing Council meeting if held mid-year, but not for travel to Annual Conference; Operations Committee meetings held mid-year or at any other time, but not for travel to the Annual Conference;

   Conference Committee meetings of designated members held mid-year for planning the upcoming Conference, but not for travel to the Annual Conference;

   Focus Group Representatives meeting if held mid-year and accounted for in the budget, but not for travel to the Annual Conference;

   Any other designated committee meetings as allowed and accounted for in the current year fiscal budget.

2) Other transportation, such as car travel, transport to and from airports and hotels
   Car travel in lieu of air travel will be reimbursed at the current IRS rate per mile up to the super saver airfare from the volunteer’s city of origin. Transportation to and from airport and hotels is allowable only for award recipients, and for ATHE Conference
Grants or as otherwise specified in award letters or letters of agreement.

3) **Hotel Rooms**
   Hotel room costs are reimbursed in certain cases. Reservations will be made by staff at the host hotel. Attendees are encouraged to share rooms to reduce costs but this is not required. Rooms are reimbursed as follows:

   **Annual Conference:**
   Based on a conference meeting pattern of Thursday through Sunday:

   - Governing Council Members: 1 night + tax* at conference hotel
   - Focus Group Representatives – 1 night + tax* at conference hotel for meeting prior to Conference
   - Focus Group Representatives (incoming) – 1 night + tax* only if attending meeting prior to Conference start.

   **January Meetings:**
   All participants in meetings will be reimbursed for 1 night + tax* per number of nights designated as required for the meetings.

   **Additional Meetings:**
   All participants in meetings will be reimbursed 1 night + tax* for each night required by the meeting.

   All incidentals are paid for by the individual volunteers at the time of the meetings.

4) **Conference Grants or Pre-Conference Grants**
   Conference Grants and Pre-Conference Grants are designated line items in the Conference Budget within the overall ATHE budget. Awarding of Conference Grants and Pre-Conference Grants is the responsibility of the Conference Committee. Letters of agreement must be sent to each awardee, specifying the types of expenses to be reimbursed or the stipend to be awarded.

5) **Award Recipients**
   All recipients of ATHE Awards, either for the Annual Conference or for KCACF festivals, must submit a Request for Reimbursement Form, a W-9 form if the stipend is $600 or above, and all original receipts. Letters of agreement or award letters should accompany all reimbursement requests.

6) **Other**
   Any requests for reimbursement of expenses or payment of stipends not outlined in these procedures must have approval of the ATHE Treasurer.

*Amended by the Governing Council: January 15, 2012*
ATHE GC and FGR REIMBURSEMENT FORM

Please complete the form and submit it with all related original receipts to Eric Ewald at erice@athe.com or mail to:

Association for Theatre in Higher Education

Attn: 2016 ATHE Conference
1000 Westgate Drive, Suite 252
St. Paul, MN 55114
Phone: 651-288-3430
Fax: 651-290-2266

Purpose of Reimbursement: ________________________________

Name: __________________________________________________

Address (Where the check should be mailed):

________________________________________________________________________

City:______________ State/Province: ________ Zip/Postal Code: ________

Event/Activity:_____________________________________________

Expenses to be reimbursed:

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<th>Description of Expense(s)</th>
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Total ___________________________________________

Name (Printed): ______________________________________

Signature: __________________________________________

Reimbursement may take up to 14 days depending on the date of submission. If you have questions regarding this reimbursement, please contact the ATHE office. Requests submitted more than six months after the event or outside the fiscal year may not be reimbursed.
**ATHE CONFLICT OF INTEREST POLICY**

Whenever any Officer, Governing Council member, or Focus Group Representative has a conflict of interest with The Association for Theatre in Higher Education, he or she shall call such conflict to the attention of the Governing Council.

After identifying the issue, matter or transaction with respect to which a conflict exists, any officer, Governing Council member, or Focus Group Representative with a conflict shall withdraw from any further involvement in that issue, matter or transaction unless a majority of the disinterested Governing Council members shall determine that the conflict is (i) immaterial or not adverse to the interests of the Association for Theatre in Higher Education, or (ii) the benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision, outweigh the dangers; in which case the person may participate in the discussion, study or consideration of the issue, matter or transaction, but not the final discussion or decision.

It is the duty of each Officer, Governing Council member, or Focus Group Representatives to disclose any conflict of interest he or she is aware of to the Governing Council.

An Officer, Governing Council member or Focus Group Representative who is uncertain as to whether he or she may have a conflict should ask the Secretary for an opinion. The Secretary, in consultation with legal counsel, shall issue a written opinion which shall be presumed to be correct and may be relied upon unless challenged by an Officer, Governing Council member or Focus Group Representative, in which case the final decision as to whether a conflict exists shall be made by the Governing Council members. The Secretary shall advise the President of the Governing Council of each and every opinion issued. Copies of all opinions shall be retained by the Secretary and made available to the Governing Council upon request to permit and encourage consistency.

The minutes of the meeting at which the disclosure of any conflict is made shall reflect that the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and was not present for the final discussion of the matter and any vote thereon.

A conflict of interest exists when:

1. any Officer, Governing Council Member or Focus Group Representatives or close relative of an Officer, Governing Council member, or Focus Group Representative has an interest in an issue, matter or transaction in which the Association for Theatre in Higher Education has an interest; or

2. when any Officer, Governing Council Member or Focus Group Representatives or close relative of an Officer, Governing Council member, or Focus Group Representative or a close relative of an Officer, Governing Council member or Focus Group Representative acts as an agent, representative or spokesperson for any person, business, group or organization, in order to influence the Association for Theatre in Higher Education on any issue, matter or transaction.
An individual or organization has an interest for purposes of this policy if he, she, or it:

1. is an agent for a person or organization with an identified goal of influencing a decision by The Association for Theatre in Higher Education; or

2. would experience a material economic gain or loss from a decision by the Association for Theatre in Higher Education on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by (a) a member of the general public, (b) the holder of less than five percent (5%) of the equity in any business entity, or (c) a nonexempt employee of the Association for Theatre in Higher Education.

Someone is a close relative if they are a spouse, a child, natural or adoptive parent, grandparent, grandchild, brother or sister whether natural, adoptive or by marriage of an Officer, Governing Council member or Focus Group Representative. The term also includes any other family member who resides in the same household as an Officer, Governing Council member or Focus Group Representative or shares living quarters with an Officer, Governing Council member or Focus Group Representative under circumstances that closely resemble a marital relationship.

In addition to the foregoing, an Officer, Governing Council member or Focus Group Representative should not:

a. Use inside information—i.e., information made available to them because of their position as an Officer, Governing Council member or Focus Group Representative which is proprietary or confidential or otherwise not generally known to the public—for their personal advantage or that of any close relative.

b. Accept any service, discount, concession, fee for advice or service or thing of value from any person or organization with an interest in an issue, matter or transaction in which the Association for Theatre in Higher Education also has an economic or programmatic interest under circumstances that would suggest an obligation of the part of the Officer, Governing Council member or Focus Group Representative to exert any influence on the Association for Theatre in Higher Education to enter into a transaction or adopt, alter or abolish any policy or position.

Each Officer, Governing Council member or Focus Group Representative will be given a copy of this policy and specifically asked to read it and sign the Conflict of Interest Policy Disclosure Statement at the Board meeting at Conference every year and the forms will be kept on file at ATHE headquarters and provided to ATHE’s auditor.

- I have read the above Conflict of Interest Policy and I have no conflicts as
described in this policy.

- I have read the above Conflict of Interest Policy and I have no conflicts, as described in this policy, except for those noted below or on the attached paper.

Name (printed): ____________________________

Signature: _________________________________

Date: _________________________________

Approved by ATHE Governing Council: January 15, 2011
ATHE DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy of the Association for Theatre in Higher Education identifies the record retention responsibilities of staff, volunteers, members of the Governing Council, and outsiders for maintaining and documenting the storage and destruction of the Organization’s documents and records.

1. Rules. The Organization’s staff, volunteers, members of the Governing Council and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:

(a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or administrative staffs/departments or their equivalents;

(b) all other paper documents will be destroyed after three years;

(c) all other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year; and

(d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. Terms for retention.

   a. Retain permanently:

   Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

   Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

   Intellectual property records – Copyright and trademark registrations and samples of protected works.

   Financial records – Audited financial statements, attorney contingent liability letters.

   b. Retain for ten years:

   Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

   Government relations records – State and federal lobbying and political contribution reports and supporting records.

   c. Retain for three years:

   Employee/employment records – Employee names, addresses, social security...
numbers, dates of birth, INS Form I-9, resume/application materials, job
descriptions, dates of hire and termination/separation, evaluations, compensation
information, promotions, transfers, disciplinary matters, time/payroll records,
leave/comp time/FMLA, engagement and discharge correspondence,
documentation of basis for independent contractor status (retain for all current
employees and independent contractors and for three years after departure of each
individual).

*Lease, insurance, and contract/license records* – Software license agreements,
vendor, hotel, and service agreements, independent contractor agreements,
employment agreements, consultant agreements, and all other agreements (retain
during the term of the agreement and for three years after the termination,
extpiration, non-renewal of each agreement).

d. Retain for one year:*All other electronic records, documents and files* –
Correspondence files, past budgets, bank statements, publications, employee
manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted
only by the Organization’s chief staff executive or President of the Board.

Approved by the ATHE Governing Council: 1/15/2012
ATHE WHISTLEBLOWER POLICY

PURPOSE
The Association for Theatre in Higher Education (ATHE) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and ATHE’s commitment to open communication, this policy aims to provide an avenue for volunteers, employees, independent contractors and vendors to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This Whistleblower Policy is intended to cover protections for those indicated if they raise concerns regarding ATHE, such as concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with ATHE policy, including but not limited to the Conflict of Interest Policy, Investment Policy, Diversity Policy; or
- activities which otherwise amount to improper conduct.

STATEMENT OF POLICY
No officer, Governing Council member, employee, independent contractor or agent of ATHE shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, Governing Council member, employee, independent contractor or agent take any harmful action with intent to retaliate against any employee or member of ATHE for reporting to an appropriate senior management or elected official of ATHE the suspected misuse, misallocation or theft of any ATHE resources.

SAFEGUARDS
Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality - Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.

Anonymous Allegations - This policy encourages officers, volunteers, employees, independent contractors or agents to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified.

Concerns expressed anonymously will be explored appropriately, but consideration will be given to:
- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations – Allegations made in bad faith may result in disciplinary action.

PROCEDURE
Process for Raising a Concern:
*Reporting-* The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct, may be reported directly to the current President or Executive Director.

Employment-related concerns should be reported through normal channels (Executive Director) or to the ATHE President.

*Timing* - The earlier a concern is expressed, the easier it is to take action.

*Evidence* - Although the complainant is not expected to prove the truth of an allegation, he or she should be able to demonstrate to the person contacted that the report is being made in good faith.

**How the Report of Concern Will Be Handled:**
The action taken by ATHE in response to a report of concern under this policy will depend on the nature of the concern. The *Audit Committee* of the ATHE Governing Council shall receive information on each report of concern and follow-up information on actions taken.

*Initial Inquiries* - Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

*Further Information* - The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

For additional information, contact the ATHE Audit Committee.

*ATHE reserves the right to modify or amend this policy at any time as it may deem necessary.*

ADOPTED ON: January 15, 2011 by the ATHE Governing Council
Association for Theatre in Higher Education (ATHE) Interactive Theatre Program Database

The primary purpose of the Association for Theatre in Higher Education (ATHE) database is the facilitation of access by interactive theater companies to scripts created by other interactive theater companies for on-campus performances.

ATHE facilitates acquisition of licenses to perform interactive theater scripts by providing access to ATHE’s online database.

ATHE’s online database contains: (1) summaries of interactive theater scripts provided to ATHE by the scripts’ copyright holder(s); (2) casting and technical requirements for performance of the scripts, also provided to ATHE by the scripts’ copyright holder(s); (3) contact information for the scripts’ copyright holder(s); and (4) contract forms for “Script Licensing Agreement,” “Agreement Between ATHE and Copyright Holders of Interactive Theater Scripts,” and “Copyright Release Agreement.”

To access the online database, users must agree to the terms of use. All of the items outlined above are part of the database.

ATHE gratefully acknowledges the assistance of the University of Missouri-Columbia in helping to fund the creation of this database through a grant from The Chancellor’s Fund for Excellence and through additional support from the Department of Theatre. The responsibility for creation and updating of this database’s content, however, rests solely with ATHE.

Terms of Use for the Association for Theater in Higher Education Database

The user of this ATHE database hereby agrees to and acknowledges the following:

- ATHE is the sole creator of this database.

- ATHE makes no representations as to the quality of the summaries or scripts or of the accuracy of the casting and technical requirements of the scripts or of the suitability of the scripts for user’s purposes.

- ATHE does not screen script-related content on its database, including but not limited to the scripts themselves, the summaries of the scripts, the casting or technical requirements for performance of the scripts, or the contact information for the scripts’ copyright holders. The quality and suitability of the scripts for on-campus performances shall be determined solely by the user.

- ATHE acts as a facilitator and not as a guarantor that the scripts offered by interactive theater companies are free of adverse copyright claims. Copyright clearance is the responsibility of the user and the provider of scripts whose summaries appear on ATHE’s online service, not the responsibility of ATHE.

- Every script’s copyright holder(s), not ATHE, shall set the price and terms for users to purchase a license to perform scripts listed on ATHE’s online database.

- User will hold ATHE harmless in the event of any adverse claims made against user as
a result of user’s performance of any interactive theater script that is listed on ATHE’s online database. These adverse claims include but are not limited to libel, invasion of privacy, and copyright infringement.

- Provisions of this agreement constitute the whole agreement between ATHE and the user concerning access to ATHE’s online summaries of interactive theater scripts.
V. PUBLICATIONS

At present, ATHE supports the publication of two peer-reviewed journals by Johns Hopkins University Press. The editors of both journals work with the managing editor at JHUP, who logs and forwards all manuscripts. Both journals keep an updated database of readers in various specialized areas as well as a database of authors whose work has been accepted for publication. Each year, the editors invite current authors, readers, and board members to an ATHE-sponsored reception at the convention. The editors are responsible for passing along all relevant information regarding the adjudication and publication process to the incoming editors.

Theatre Topics is committed to publishing subjects of current interest, written in accessible and well-defined language, for a general audience of theatre educators and practitioners. The journal is published three times a year (March, July and November) and includes a separately edited book review section specializing in books of interest to practitioners. The Co-editor serves for two years as apprentice to the Editor, and then serves as Editor for an additional two years. The Vice President of Research and Publications primary responsibility for soliciting and recruiting the Book Review Editor, who serves for two years.

Theatre Journal provides an outlet for theoretical inquiry and scholarly research in all areas of the theatre arts. The journal is published four times a year (March, May, October, and December) and includes separately edited Book Review and Performance Review sections. The Co-editor serves for two years as apprentice to the Editor, and then serves as Editor for an additional two years. The co-editor and editor rotate editing, with each being responsible for two issues per year. The Vice President of Research and Publications, in concert with the Vice President of Research and Publications, has primary responsibility for the recruitment and selection of the Book Review and Performance Review editors.

PROCESS FOR SELECTING EDITORS

1. The formal search process for all editors should begin no later than one full year before the annual conference at which the editor would be approved. The search committee for an upcoming editorship should be constituted before the end of the annual conference. Ads for each position will appear in at least two issues of both journals, in ATHENews, and on the ATHE list serve a year to six months in advance. Every effort should be made to produce a diverse pool of candidates.

2. The search committee for editors will be chaired by the Vice President of Research and Publications and will include the following: the incoming editor, the outgoing editor, and at least two additional members from either the Editorial Board or the Research and Publications Committee. The primary responsibility of the search committee is to solicit a strong and diverse field of willing nominations. Nominees send an official letter of application, a CV, and three letters of reference/contact information for references to the chair of the search committee, who then forwards the materials to the committee. The editors retain the power to make a final recommendation to the Chair, who forwards an official recommendation with all appropriate materials to the Governing Council for approval. If a recommendation is ready before the annual meeting, the Governing Council may vote on the editor early.
3. The recruitment of Book Review and Performance Review editors is the primary responsibility of the VP of Research and Publications in consultation with the Editors. The positions must also be widely advertised, and the nominees must also submit a letter of application, a CV, and three letters of recommendation/contact information for references to the editors, who will forward the materials, with their recommendation, to the VP. These editorial positions shall appear as consent items on the GC meeting agenda.

4. The Chair of the Search Committee in all cases will prepare a report for the Governing Council that includes the participants on the committee, the number of people invited to apply, the number of actual applications, and any recommendations for future searches. The Editors of both journals will keep an active database of interested or possible applicants to be used in future searches. Editors’ notes about these applicants, as well as all conversations and materials surrounding the search process, are confidential and should not be shared outside of the search committee.

5. The selection criteria for editors includes the following:

   - The candidate’s past relationship to ATHE and the journal;
   - The candidate’s achievements as a writer, scholar, and/or theatre practitioner and his/her standing in the profession;
   - The candidate’s vision for the journal, plans for special issues, and general enthusiasm for the job;
   - The candidate’s past editing experience;
   - Relevant personality traits, including reliability, organizational acumen, tact, and mentoring skills;
   - Evidence of institutional support (e.g., editorial assistance, release time, travel support).
ATHENews

ATHENews is published monthly in an online format only. Deadlines for articles are set by the editor and published online thru the GC and FGR/CP listservs. The staff Communications Manager serves as the ATHENews editor.

Editorial duties include soliciting and editing submissions and ads, newsletter layout; submission to the Executive Director for review; and distribution

Articles of general interest to ATHE membership are submitted by officers, committee chairs and Focus Groups, and other ATHE members for each issue.

ROTATION CYCLE FOR EDITORS OF ATHE PUBLICATIONS

THEATRE TOPICS

1. Once the search committee has completed its task, the GC must approve the recommendation.
2. New co-editor assumes duties on September 1, but begins full participation in the editorial process in early August at the Annual ATHE meeting.
3. The full term of appointment is four years: two years as a co-editor and two years as an editor.
4. advertisements for co-editor/editorship should be publicized no later than one full year before the annual convention at which the candidate would be approved. These advertisements should be drafted by current editor in consultation with Vice President for R&P.
5. The editor and co-editor report to the GC at the July/August ATHE meeting. Senior co-editor attends the January GC meeting only when editorship is up for approval.
6. Vice President for R&P should inform and solicit times for these meetings as early as possible so GC agenda can reflect this.
7. Institutional support required of co-editor and editor.
8. If GC requires attendance at July/August meeting before start of conference, 1 night's room +tax will be paid by ATHE.
THEATRE JOURNAL

1. The tenure of all editors begins in August, with the GC’s vote at the annual convention, although official responsibilities may not begin until January. If a new editor is not in place by the August convention, the Governing Council will vote on the position at its January meeting.

2. Advertisements for editorship should be publicized by the current editor, beginning eighteen months before the end of the editor's term of appointment, in consultation with the Vice President for Research & Publications.

3. The full term of appointment is four years: 2 as co-editor and 2 as editor. Term begins in September and ends in August.

4. Co-editor and editor report to the GC at the August ATHE meeting.

5. One or two co-editors attend January meeting only when editorship is up for approval.

6. Vice President for R&P should inform and solicit times for these meetings as early as possible so GC agenda can reflect this.

7. ATHE office helps with accommodations when co-editor attends January GC meeting. Agenda and meeting place (including room) could be sent to editor in advance of meeting.

8. Institutional support required of co-editor and editor.

9. If GC requires attendance at July/August meeting before start of conference, 1 night’s room + tax will be paid by ATHE.

COMMITTEE ON BEST RESEARCH ARTICLE

1. Three year staggered terms from mid-October through mid-October.

2. Chair of committee rotates based on seniority. So, each person is first the new member, then the continuing member, then the chair of the committee over the course of three years.

3. One new committee member selected each year by Vice President for Awards in consultation with prize committee chair, by October (or, at the latest, November).

4. Comm. Chair should ask if the selected people are willing to serve.

5. Written information (including correct author name and title of work and publisher) re winner sent to Vice President for Awards no later than June 1, and preferably by May 1.

6. Chair of prize committee presents award at July/August ATHE or, if unavailable, Vice President for Awards does presentation.

COMMITTEE ON BEST BOOK

1. One year terms from mid-October through-mid October.

2. Chair of committee is the Vice President of Research and Publications.

3. One new committee member selected each year by Vice President for Awards in consultation with prize committee chair, by October (or, at the latest, November).

4. Comm. Chair should ask if the selected people are willing to serve. Written information (including correct author name and title of work and publisher) re winner sent to Vice President for Awards no later than June 1 and preferably by May 1.

5. Chair of prize committee presents award at July/August ATHE or, if
unavailable, Vice President for Awards does presentation.
VI. VOLUNTEER RESPONSIBILITIES

COMMITTEE MEMBERSHIP AND APPOINTMENT PROCESS

Committee Chairs are the Vice Presidents for each area, i.e. Membership and Marketing, Research and Publications, etc. who are elected by the general membership of ATHE for two-year terms.

Officers (Committee Chairs) elected to serve beginning in August in odd-numbered years:
President-Elect/Strategic Planning Committee
Vice President, Advocacy
Vice President, Awards
Vice President-Elect, Conference
Vice President, Professional Development

Officers (Committee Chairs) elected to serve in August in even-numbered years:
Secretary/Electronic Communications Committee
Treasurer/Finance Committee
Vice President-Elect, Conference
Vice President, Membership and Marketing
Vice President, Research and Publications
The Chairs of the Operations Committee (President) and the Nominations Committee (Immediate Past President when applicable) shall change in August of odd-numbered years.

Committees are appointed each summer to begin their work in August of each year. Other than the Committee Chair (which is the Vice President), terms of office for committee members shall be one year, with no limit on the number of times a member may be re-appointed. Committee membership includes Focus Group Representatives, Members-at-Large from the Governing Council, and individuals from the general membership of the association.

The President shall solicit preferences for committee assignments from the Focus Group Representatives and the Members-at-Large of the Governing Council and shall determine assignments of these individuals to committees.

The elected Committee Chair shall work with the President to identify possible committee members from among the general membership. The President shall appoint all committee members in writing, subject to the approval of the Governing Council.
COMMITTEE CHAIR RESPONSIBILITIES

A) MEMBERS: In consultation with the President and with the approval of the President and the Governing Council, Committee Chairs must recruit members for their committees and appoint sub-chairs to their task forces. Chairs must make an effort to recruit members who
1) have some history with ATHE;
2) bring a completely new aspect to our work;
3) represent a diversity of professional interests and expertise, as well as gender, racial, and ethnic diversity;
4) can competently conduct the committee's work and are committed to doing so.

While no committee has a fixed number of members, each should include members who are ATHE members-at-large; Focus Group Representatives; and Governing Council Members-at-Large. People may serve on more than one committee, although members are encouraged to serve on no more than two.

B) BUDGET: Each chair must prepare a Committee budget during the annual exercise, in which they project their annual expenses (including the work of the committee and its task forces). Expenses include:
1) conference call costs;
3) express mail and fax costs, if these are not covered elsewhere;
4) materials and supplies;
5) travel and lodging, if the committee must meet outside of the conference;
6) local staff assistance, if necessary;
7) and other expenses the chair can anticipate in advance.

This proposed committee budget will be vetted by the Finance Committee and the Governing Council, and approved by the Governing Council.

C) REPORTING: At each Governing Council meeting, Committee Chairs will report on the activities of their committees. They will prepare a written report on a form provided by the Executive Director. Reports will be indexed and distributed to all at least a week prior to the meeting. The report will include:
1) items for the consent agenda;
2) information items that review the committee's activities;
3) discussion items that need attention from the Governing Council;
4) and any motions the Committee Chair wishes to make. A form for proposing motions is in Section II of this manual.

At the annual Business Meeting at the conference, selected Committee Chairs will deliver a brief report to ATHE members.

D) AGENDAS: Committee Chairs are responsible for setting the agenda for all meetings of their committee. A written agenda should be distributed to all members in advance of scheduled meetings, and copied to the President,
President-Elect, and the Executive Director for our records. In setting agendas, Committee Chairs become responsible for the visionary work ATHE conducts.

NOMINATING COMMITTEE. The Nominating Committee is charged with preparing a slate of nominees for election of officers and the elected member of the Nominating Committee. The Chair of the Committee shall be appointed by the President and the Committee shall consist of two (2) members appointed by the President and approved by the Governing Council; one (1) member elected by the Focus Group Representatives; and one (1) member elected by the membership. Current officers shall be ineligible to serve on the Nominating Committee, with the exception of the Immediate Past President. The Nominating Committee will prepare for submission to the members a slate of two (2) candidates for each position being elected, except the office of President. For President, only the name of the President-Elect will be presented. The slate of candidates must be mailed or otherwise delivered to the members not less than thirty (30) days prior to the return date of the ballot. The process for determining the slate of candidates should be as follows: all members of the committee should have equal voice in determining the slate. If a member of the nominating committee is not responsive to meeting requests from the Chair, then that member should be replaced.
FOCUS GROUP REPRESENTATIVE RESPONSIBILITIES

A) PURPOSE: Focus groups serve three primary purposes:

1) to advise ATHE's Governing Council about significant issues which the organization needs to address;
2) to facilitate communication among various interest groups in the field of theatre studies; and
3) to learn what services members desire and to facilitate the provision of those services. Focus groups encompass the artistic, scholarly, and professional concerns of ATHE.

Each focus group elects (according to their own by-laws) a Focus Group Representative (FGR) who serves as a liaison between the focus group and ATHE's Governing Council. All FGRs must be members of ATHE and must be elected to serve a two-year term.

Focus groups also oversee the development of programming for the annual ATHE conference by electing conference planners who serve a two-year term. Conference planners work closely with the Governing Council's Conference Committee and other focus groups to develop panels that appeal to their constituencies.

In their election practices and policies, it is strongly recommended that focus groups promote a balance between continuity of officers and the need to cultivate new leaders in ATHE.

B) CURRENT ATHE FOCUS GROUPS:

1) Acting Program;
2) American Theatre and Drama Society;
3) Association for Asian Performance;
4) Association for Theatre Movement Educators;
5) Black Theatre Association;
6) Design, Tech, Management
7) Directing;
8) Dramaturgy;
9) Latinx, Indigenous, and the Americas
10) Lesbian, Gay, Bisexual, Transgender, Queer;
11) Music Theatre/Dance;
12) Performance Studies;
13) Playwrights and Creative Teams;
14) Religion and Theatre;
15) Senior Theatre Research and Performance;
16) Theatre and Social Change;
17) Theatre as a Liberal Art;
18) Theatre History;
19) Theatre Management;
20) Theory and Criticism;
21) Two-Year College Program;
22) Voice and Speech Trainer's Association;
23) Women and Theatre Program

Some of the Focus Groups are separately incorporated, but still are members of the Association.

C) PETITIONING TO CREATE A FOCUS GROUP: Addition and deletion of focus groups will be made by petition and review. Groups wishing to join ATHE must submit to the President a petition for membership bearing the signatures of 15% of ATHE's individual membership from the January record of membership in the year the petition is submitted. Notification of the pending petition must be published in ATHENews.

Support materials attached to the petition will include:
1) a letter of intent;
2) statement of rationale for membership;
3) bylaws, including names of FGR, Conference Planner, and any other officers the focus group deems appropriate.

Applications for membership must be submitted at least 60 days prior to Governing Council meetings in either August or January, at which time a Petition Review Committee will be appointed.

The Petition Review Committee will be appointed by the President and will be comprised of no fewer than three members from among current FGRs to review each petition received, as well as any appropriate members of the Governing Council. The Petition Review Committee will be chaired by the President-Elect and should include representatives from focus groups perceived as affected by the approval of the petitioning group.

The Committee will report its findings in writing at the Governing Council's next business meeting. The Committee will invite one representative from the petitioning group to present the group's case in person to the Governing Council. Such presentations will happen at the August meeting of the Governing Council, assuming the representative will pay his/her own way to the conference.

The Petition Review Committee will base its recommendation to the Governing Council on the following criteria:

a) inclusion of the new focus group maintains the primary emphasis of ATHE on areas relating to post-secondary theatre educators, as outlined in ATHE's by-laws;

b) the petitioners can demonstrate that there is no existing focus group under whose auspices the petitioners can be given a voice and adequate representation;

c) the focus group would promote a degree of inclusiveness, invite innovation, and/or provide representation for previously marginalized groups, audiences, areas of study, and methods of creating theatre from a perspective significant to the ATHE membership. Significance will be determined by review of the supporting materials.
A two-thirds vote from the Governing Council will constitute approval for adding a focus group to ATHE. Following approval, the new focus group will be informed by the President in writing, and granted immediate membership. Funding for the new focus group will not be available until the beginning of the next fiscal year, unless the Finance Committee recommends an exception.

Petitioning groups which are not granted membership can appeal the decision by a letter to the President. Support materials attached to the letter will include a rebuttal to the written committee report and revisions to the original supporting documents that address the Committee's concerns. Appeals must be submitted at least 60 days prior to the Governing Council Business Meeting following the Governing Council meeting at which the action was taken.

A newly formed committee appointed by the President will evaluate the support materials and make a recommendation to the Governing Council. The committee may, at its discretion, invite one representative from the appealing group to present the group's case in person at the Governing Council Business Meeting. Two-thirds vote of the Governing Council will constitute agreement with the appeal.

Any petition to create a new focus group will require the Governing Council and existing focus groups to reconsider the current roster of focus groups, with the intent to merge, dissolve, or affiliate existing focus groups if such action seems appropriate.

Focus groups will present an annual report at the August ATHE Business Meeting which will include a report on the focus group's activities, accomplishments, and concerns (see below).

Focus groups, at any scheduled meeting with ATHE's President and President-Elect, will discuss their status and discuss the possibility of focus groups dissolving or merging, when necessary or appropriate. Mergers between existing focus groups require a two-thirds vote of the Governing Council for approval.

D) MEETINGS: Any FGR unable to attend a meeting should delegate responsibility to another individual and notify the President either electronically or in writing prior to the meeting.

Focus groups meet semi-annually as a group, once at the August conference and once in retreat with ATHE's President and President-Elect, or as allowed in the fiscal year budget. Special meetings of focus groups as a group may be called and the time, place, and purpose of such meetings designated by the President.

Written notice stating the purpose, place, date, and hour of any meeting of the focus groups will be sent to each FGR not less than thirty days before the date of such a meeting either by US mail or electronic mail. In case of a special meeting, the purpose for the meeting will be stated in the notice.

All matters submitted for a vote of the focus group reps will be acted upon at a
duly held annual or special meeting. FGRs unable to attend may appoint a
delegate to participate in the vote.

E) DUTIES OF FGR:

1) Represent the interests of the focus group's constituency;
2) Serve as a liaison between the constituency, general membership, and the
   Governing Council;
3) Facilitate communication among constituencies;
4) Serve as advisor to the Governing Council on members' needs;
5) Serve as advisor, in conjunction with the Conference Planner, to the
   Conference Committee Chair on conference matters;
6) Attend meetings called by the President;
7) Meet deadlines for focus group business;
8) Elect one person to serve as a member of the Nominations Committee;
9) Provide suggested names for the slate of members to serve on the
   Nominations Committee;
10) Submit mid-year and annual reports of the focus group's activities at
    the annual ATHE Business Meeting;
11) Participate as a member of one GC Committee;
12) Other duties as deemed necessary by the Governing Council and focus
    groups.

F) DUTIES OF CONFERENCE PLANNER:

1) Develop and negotiate conference programming in conjunction with
   the Chair of the Conference Committee;
2) Facilitate gathering of necessary data for conference participants, panel
   descriptions, audio visual needs, guest passes, grant applications,
   appearance and taping agreements;
3) Serve as a liaison between the Conference Committee Chair and panel
   chairs
   and panelists;
4) Meet deadlines for conference planning.

FGR and CP must be different people who are willing to hold two-year
terms. Focus group bylaws must state that FGR and CP are elected at
least a year in advance of beginning their term, so that people elected
will have ample notice of meetings and will be able to train properly to
assume their responsibilities.

G) BUDGET:

1) Conference grants or Pre-Conference Grants for focus group
   programming needs are made directly to the Conference
   Committee Chair, at annual deadlines he or she sets.

FOCUS GROUP REPRESENTATIVES REPORTS

For the August Business Meeting, each FGR must prepare a report to the Governing
Council and ATHE's members regarding the Focus Group's activities through the
previous year and plans for the upcoming year. The report should be concise but
descriptive, and include the focus group's projects and accomplishments; goals for the
upcoming year; issues of common concern; and visions for the future. A mid-year report is also required prior to the January GC meetings.

Submit your report via the report form, which can be accessed online at the Association Leaders Page: [http://www.athe.org/displaycommon.cfm?an=1&subarticlenbr=31](http://www.athe.org/displaycommon.cfm?an=1&subarticlenbr=31) This page requires you to log into your membership account to view it, and it does require an additional password.

**Member-at-Large/Liaison to the Operations Committee does the following:**

- Serves on the Operations Committee
- Serves as informal “chair” of the Members-at-Large group
- Submits the request for a meeting time during the ATHE summer conference and sets the agenda for the annual Focus Group Representative meeting

**The Member-at-Large/Liaison to the Focus Group Representatives does the following:**

- Arranges for the completion of Focus Group Representative group duties (elections, nomination, etc.)
- **Serve on the Membership & Marketing Comm.**
- Leads discussion of issues at Focus Group Representative meetings
- Serves as lead contact for information and support to the Focus Group Representatives

**The Member-at-Large/Liaison to the Finance Committee does the following:**

- Serves on the Finance Committee
- Attends Conference planning meetings (non-voting) regarding financial issues pertaining to the conference.
- Reports to the Focus Group Representatives on matters regarding finances as they affect the Focus Groups

**The Member-at-Large for Outreach does the following:**

- Serves on the Advocacy Committee
- Serves on the Membership & Marketing Committee – Move to FGR
- Helps administrate the ATHE/KC/ACTF prize for innovation
- Explores outreach opportunities for ATHE involvement and fosters new partnerships and liaisons.
LIAISON ACTIVITIES WITH AFFILIATE MEMBERS

ATHE established its Affiliate category as a way of formalizing liaisons with allied organizations and of strengthening our network of theatre-oriented organizations. We believe that a formal affiliation between associations will allow us:

A) to better advocate for theatre as a profession and as an academic pursuit;
B) to be better advocates for the arts in general;
C) to better share information of common concern to our respective memberships; and
D) to enrich the public conversations about theatre and the arts held on a national level.

ATHE Affiliates are entitled to the following perquisites:

1) Two panels at ATHE's conference each August, one for a business meeting, one for presentation (or two presentations, if they so desire). These panels must be submitted on the typical session proposal forms and are vetted by the Conference Committee Chair;
2) 1000 words per year in ATHEnews, the online newsletter, to announce their organization's events and to address ATHE members;
3) A link to ATHE's Web page;
4) A seat at ATHE's August governance meetings in which the President and President-Elect meet with Focus Group Representatives to discuss issues of concern to the field and to the profession;
5) Listing as an ATHE Affiliate on our promotional and membership materials.

As an ATHE Affiliate, organizations are not entitled to funding from ATHE. Affiliates must reciprocate by giving ATHE space in their association's newsletter and by inviting ATHE to present a panel at their national conference.

To become Affiliates of ATHE, organizations may write a letter of intent to the President, who will ask for a vote of the Governing Council approving Affiliate status.

ATHE Affiliate Members
2012

American Alliance for Theatre Education (AATE)
American Society for Theatre Research (ASTR)
Australasian Drama Studies Association (EDSA)
Black Theatre Network (BTN)
Ibsen Society of America (ISA)
International Theatre Institute (ITI)
Kennedy Center/American College Theatre Festival (KC/ACTF)
Korean Association of Women in Theatre (KAWT)
Literary Managers and Dramaturgs of the Americas (LMDA)
Modern Language Association (MLA)
National Association of Schools of Theatre (NAST)
National Communications Association, Theatre Division (NCA)
National Partners of Theatre
New WORLD Theatre
Southeastern Theatre Conference (SETC)
University/Resident Theatre Association (U/RTA)
United States Institute for Theatre Technology (USITT)
VII. FINANCE

FINANCE COMMITTEE

The Finance Committee is chaired by the ATHE Treasurer and includes one Member-at-Large in addition to other ATHE members. The Committee reviews and recommends the following to the GC for approval:

1) Annual Budget
   a) Committee Budget requests
   b) Focus Group Grant requests

2) Expenditures outside the approved budget

ATHE currently budgets for committee and program work through line items in the budget: ATHE Committees and Interactive Theatre Program, BTN Alliance, and Summit.

The Committee Budget Request Form can be accessed online at the Association Leaders Page: (http://www.athe.org/displaycommon.cfm?an=1&subarticlenbr=31)

This page requires you to log into your membership account to view it, and it does require an additional password.

ATHE Budget Process

This document is an overview of the budgeting process, established guidelines for its creation, and a sample time line to follow.

Preparation

The following steps are suggested to insure that the budgeting process offers adequate planning timelines for the variety of volunteers who submit budget requests:  
A. Step 1 – Finance Committee is constituted each fiscal year at the summer Conference following the Annual Membership Meeting, and convenes during that Conference.

   A. Finance Committee discusses YTD statements and approves a budget process timeline and conference call to discuss the proposed new fiscal year budget before the end of the calendar year.

   B. Finance Committee reviews the current fiscal year’s budget assumptions and recommends additions or deletions.

B. Step 2 – ATHE Treasurer presents process and timelines to Governing Council immediately following the summer Conference. Committee Chairs are advised regarding the submission of project or program budget requests.

C. Step 3 – ATHE Treasurer provides hard copy and/or electronic budget request forms to the Committee Chairs, and Governing Council members with an established timeframe for completion and submission.
D. Step 4 – ATHE staff begins budget preparation as follows:

A. Review and revise budget assumptions per Finance Committee recommendations. Send to Finance Comm. for final approval.
B. Secure financial bids/costs for projects or projected programs.
C. Discuss specific line items with related Committee Chair
D. Using the approved budget assumptions, prepare a first draft of a proposed fiscal year budget. Send to ATHE Treasurer and President for initial review. Send relevant line items to appropriate Chairs for review.
E. Make requested revisions to the initial draft. Send to ATHE Treasurer, President, and Finance Committee for review.

E. Step 5 – ATHE staff and Finance Committee review the proposed budget via conference call. Staff makes requested or appropriate changes and sends revised budget to Finance Committee. Pending final approval of Finance Committee, staff send revised draft budget proposal to the Operations Committee (OC) and Governing Council (GC) members.

F. Step 6 – ATHE staff prepares follow-up materials and details as needed for the budget discussion during the January meeting of the OC and the GC.

G. Step 7 – ATHE staff, following the January Governing Council meeting, revises budget according to recommendations of GC and then sends revised version to GC and to the Finance Committee.

H. Step 8 – ATHE staff forwards specific line item budgets to each Committee Chair with explanation and reimbursement forms.

I. Step 9 – ATHE staff submits final approved budget to the auditing firm for use in the financial record keeping and auditing processes.

J. Step 10 – ATHE staff revises, as needed, any account codes relevant to the new budget.

**Duties of the Treasurer**

ATHE Bylaws, Article VIII,

Section 6. The Treasurer shall:

1. prepare the annual budget in consultation with the President and President-Elect;
2. arrange procedures for the receipt and disbursement of funds according to the approved annual budget;
3. issue at the Annual Meeting (and at other times to the Governing Council at its request) a full written report of the financial status and transactions of the Association;
4. prepare and submit tax statements as required by law;
5. prepare a financial statement available for audit at the end of the fiscal year;
6. perform other such duties as are customary or as may be assigned by the Governing Council;
7. serve as Chair of the Finance Committee; and
8. serve as a member of the Strategic Planning Committee.

AUDIT COMMITTEE

The Governing Council approved the creation of an Audit Committee following the recommendation of the association’s accounting firm.

Appointment Process
At the Governing Council meeting during the January mid-year meetings, the GC members vote to approve the members of the Audit Committee for the upcoming fiscal year audit. Committee members should have experience as administrators or significant budgeting experience. Committee members may have served as a GC member. The Committee should include the ATHE Treasurer and the Immediate Past President of the organization.

Audit Committee Procedures
The Audit Committee will include the ATHE Treasurer and three additional appointed members. There should be a minimum of one conference call to review the draft financial audit with the association’s accounting firm representative and the Executive Director.

Members should receive copies of the draft audit as well as other financial reports as needed. Recommendation of the audit to the Finance Committee and Governing Council should be accomplished prior to the August conference or as early as possible prior to the filing of the fiscal year reports with the state and federal government.

Approved by ATHE Governing Council:

COMMITTEE BUDGET REQUEST POLICY

Committee budget requests and must be submitted by November 1 of each fiscal year. This allows the Finance Committee sufficient time to review the requests during the budget preparation cycle which must be completed for Governing Council consideration each January.
ATHE Budget Request Form

Please submit completed form to erice@astr.org or fax to 612-290-2266.

Amount requested:

Requested by:

Committee or program area:

Brief description of proposed use of requested funds:
## Ordinary Income/Expense

### Income

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<th>17-18 Budget</th>
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Total 3100 · Conference: $ 300,730.00 | $ 348,330.00

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Total 3200 · Membership Dues: $ 165,850.00 | $ 169,000.00

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Total Income: $ 512,380.00 | $ 572,830.00

### Gross Profit

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### Expense

#### Committees

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ATHE Focus Group Grants Guidelines
2009/2010 Fiscal Year (To be Revised 2012)

Call for Grant Submissions

ATHE announces the availability of a $9,000 budget line item to be used by its focus
groups that seek to expand or continue non-conference operations during the upcoming
calendar year. A single focus group may submit an application, but ATHE encourages
submissions from two or more focus groups working on a single project. There is neither
a minimum nor a maximum amount that must be requested, but the goal of these funds
is to provide the maximum benefit to ATHE as an organization. The objective of these
grants is to encourage focus group activity extending beyond the annual ATHE
Conference held each summer. These funds should foster creative, pedagogical, and/or
scholarly activities that hold true to the organization’s strategic plan.

These grants are available for distribution and may only support activities that occur
between June and May. Applications may be fully funded or accepted with only partial
funding based on how well the application meets the established criteria.

Evaluation Criteria

1. Proposals that best fulfill ATHE’s strategic plan will receive priority when
determining funding. (View the strategic plan here: http://www.athe.org/associations/12588/files/11ATHEStrategicPlan.pdf)

2. Proposals generated by at least two focus groups working in tandem will
receive priority when funding. However, a proposal by a single focus group
may be funded if it supports a significant activity that adheres to the strategic
plan of the organization and will benefit members outside of the focus group.

3. The Finance Committee will evaluate these proposals in order to provide the
best benefit to the general ATHE membership when considering all submitted
proposals. The Finance Committee may fully or partially fund submitted
proposals.

4. Proposals submitted by groups that have not yet been awarded a grant
will receive preferential consideration when determining funding.
However, groups who have received prior grants are still eligible to
receive funding.

5. Applications will not be accepted for conference-related events since funding
already exists for such activities. Applications for pre-conference event
funding or for conference session proposals should be directed to the
Conference Committee.

6. Each application should indicate its sponsoring group(s), provide an itemized
budget including all proposed sources of support and income, and propose a
calendar for the proposed activities. It is the responsibility of the applicant(s)
to note how the proposal best fulfills ATHE’s strategic plan and how it
benefits ATHE’s membership.

7. The Treasurer of ATHE must receive completed applications no later than March. Applicants will be notified of the funding decision on or about 31 March 2009.
Evaluation Process

Calendar for Grants Awarded for Activity June 2009 – May 2010

15 January 09 Call for submissions posted to ATHECALL and on the ATHE Website.

1 March 09 Submission deadline.

1-15 March Treasurer reviews proposals, gathers any additional information, and distributes proposals to a grants subcommittee.

15-20 March The subcommittee reviews completed proposals and recommends to the full Finance Committee which proposals to accept or reject and how much funding each accepted proposal should receive.

20 -25 March The Finance Committee reviews and then votes to approve or reject the subcommittee’s recommendations.

31 March Representatives from focus groups that have submitted proposals will be notified of the Finance Committee’s decision by the Treasurer.

1 June 09 Funds become available for accepted groups.

31 May 10 Last day to spend funds.

Examples of previously funded and possible projects includes:

- A regional symposium on theatre pedagogy
- Viewpoints workshop with SITI artist
- Community- based artist initiative
- A project that would collect and publish exercises that develop collaborative skills in our students
- A workshop to develop strategies formalizing production as pedagogy
- A strategic planning meeting for the leadership of several focus groups in order to determine future collaborative activities
- A study that explores the role of the performing arts in urban renewal
- A performance workshop to examine the role of theatre in the community
- Development of web resources
- A research project that addresses pedagogical, intellectual, historical, artistic, cultural, or theoretical problems relevant to theatre studies
- BTA’s publication of Blackstream
- VASTA retreat for organizational renewal and improvement
- ATME colloquium on actor training and education.

Process of Evaluation

Proposals will be reviewed by members of the Finance Committee. The Treasurer moderates discussion and serves in a non-voting capacity. Funding
recommendations are reviewed and voted on by the Operations Committee or Governing Council.

1/8/09
ATHE ARCHIVES
THE ATHE Archives are located at: Center for Archival Collections
Curator of Manuscripts and Digital Projects
Center for Archival Collections
Jerome Library, 5thFloor
Bowling Green State University
Bowling Green, OH 43403-0170
419-372-7914
ATHE OPERATIONS CALENDAR

Below is a general description of activities throughout the year. Though ATHE’s fiscal year operates from June 1 through May 31, many tasks are tied to the annual conference. Due to the large number of conference activities, there is a separate general Conference calendar. Only conference-related items that are of general Governing Council interest, e.g. communication deadlines, are included as an FYI in this calendar.

KEY:

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JANUARY

_Governing Council, Operations Committee and Conference Committee members meet the weekend of Martin Luther King’s Birthday or on a date determined by the GC._

LIST OF ATTENDEES AT GC:
- GC members, Current CC Chair, Executive Director.
- CC members include the CC Chair, incoming CC Chair, other selected CC members, and designated staff.

Mid-year Committee Chairs reports due, with updates on strategic plan activities.
- Election slate prepared for GC approval.
- Bylaw revisions discussed and approved for distribution to membership in February _ATHENews_ for April ballot vote.

Upcoming Fiscal Year Budget reviewed and approved.

**AWDS:** Leads discussion of Career Achievement Nominees; Teaching Award nominees.

**SECY:** Prepares bylaws changes for OC and GC meetings.

**TREAS:** Gives mid-year financial report; presents proposed budget for new fiscal year; recommends approval of audit if completed.

**M&M:** Gives mid-year membership report.
CC: Final report on previous years’ conference statistics (EXEC). Committee meets Sun. afternoon and Mon. morning following GC meeting to develop program content for upcoming conference.

NOM: Chair presents slate of nominees for GC approval if complete.

R&P: Presents nominations for editors for TT and TJ as required.

SPC: Mid-year report on activities for accomplishing the Strategic Plan as appropriate.

NOTE: KCACTF Regional Festivals begin January 1 and run for 8 weeks. National brochures come out for next year’s national festival.

*SECY: Sends Action Items to GC; minutes from January meeting to ATHENews.

*CC: Sends Conference overview article to ATHENews and ATHECAST.

*TREAS: Reports approved fiscal year budget; writes report for ATHENews.

*PRES: Sends article to ATHENews and ATHEMEMBER.

*GC: Chairs send reports/articles, when appropriate, to ATHENews.

*FRGPS: Reports/articles to ATHENews.

*NOM: Sends letters/emails (NOM.) to nominees announcing their nominations and soliciting biographical information and statements for the election ballot (COMM) and February ATHENews.

EXEC: Renew Directors and Officers Liability Insurance.
Apply for Conference Cancellation Insurance as needed.

January 20
SECY: Sends out OC and Governing Council meeting minutes for electronic review and vote.

January 31
EXEC: Mail 1099 forms from ATHE to recipients of $600 or more.

FEBRUARY

February 15
AWDS: Awards Nominations received online. Committee begins deliberations on nominations.

NOM/COMM: Slate of officers prepared for ballot.

CC: Conference session acceptance decisions to FGCPs via online notification.

M&M: ATHENews published online. Includes Conference article, membership renewal announcement, and slate of candidates for elections.

M&M/EXEC: Prepare member renewal letter for March 1 mailing.

EXEC: Prepare Conference Registration Brochure for printing and for ATHE Webpage.

February 28
EXEC: Mail report to IRS of 1099s submitted.

MARCH

March 1
EXEC: Office renews Association Professional Liability Insurance (effective May-May).

CC/EXEC: Confirm conference grant and guest pass recipients via mail.

EXEC/JHUP: Member renewal invoice #1 sent to all members.

March 15
EXEC: Mail Conference Registration Brochure.

R&P: Theatre Topics and Theatre Journal published.

*CC: Officers send any assigned articles into ATHENews.

*TREAS: Send article about YTD revenue and expenses.

*M&M: Sends article about membership renewal.

*AWRDS: Sends article announcing August Award winners.

APRIL
**M&M:** ATHENews published online. Includes bylaw changes from Secretary, minutes of the Annual Meeting, newly elected officers and chairs and conference update.

**JHUP:** Second renewal notice sent to members.

**COMM:** Email ballots to membership.

**MAL:** The MAL serving as the ATHE MAL for Outreach or the President’s designee attends the April KCACTF meeting in Washington, DC. Presents ATHE Playwright Award at KCACTF Festival.

**April 15**

**PRES:**
- Appoints two members to upcoming Nominating Committee for next year.
- Appoints Nominating Comm. chair when rotation requires it. GC approves appointments.

**OC:**
- Submits written annual performance evaluation of EXEC; renewal of contract determined by GC based on June 1 start-date.

**FGRs:**
- Elect two Members-at-Large to Governing Council (or designated positions in rotation) and one member to Nominations Committee.

**EXEC:**
- File Federal Tax forms.

**MAY**

**May 1**

**PRES:** Notifies those elected, selected and appointed (officers, VPs and Nominating Comm.(2) members after speaking with those who were not elected first. Appointments are subject to GC approval.

**EXEC:/PRES:**
- Send appointment letters to officers, committee chairs and other elected member positions.

**FGCPS:** Conference Planners for the upcoming conference are selected.

**EXEC:**
- Deadline for all changes to Onsite Program Book (Conference).

**May 31**

**CC:** Earliest discounted conference registration deadline.

**TREAS:** ATHE Fiscal Year ends.

**R&P:** Theatre Journal published.

**EXEC:** File Annual Report with Illinois Secretary of State.

**JUNE**

**June 1**

**EXEC:** ATHE new Fiscal Year begins.

**EXEC:** Print Onsite Program Book (Conference)

**June 15**

**EXEC:**
- Order awards for July/August Conference Awards Ceremony.
- Prepare and print next year’s conference Exhibitor/advertiser Prospectus.

**PRES/GC:**
- Review Committee appointments with Committee Chairs in preparation for new appointments or re-appointments by July 15th.

**JULY**

*All officer and Committee Chair reports sent electronically to GC members 30 days prior to Conference meeting.*

**July 1**

**CC:/EXEC:**
- Upcoming Conference Chair reviews Session Proposal Form and information.

**COMM/REG:**
- Communications Manager and Registration Manager prepare online proposal forms.

**AWDS/EXEC:**
- Prepare and print Awards Book for conference awards ceremony.
EXEC: Create budget assumptions for Finance Comm. and OC to review at August meeting.

AUGUST

Annual Governing Council and Focus Group meetings held before the conference. All Committees and FGRs provide yearly report to Governing Council. Selected Committees meet during the week.

LIST OF ATTENDEES AT GC, FGRPS, FGCPs meetings:
GC members, ATHEnews ed., EXEC, TJ ed., TT ed., TJ co-ed., incoming and outgoing GC members, FGRPS, incoming and outgoing FGCPs, CC, representative from KC/ACTF to GC.

Pre-Conference
Newly elected GC members attend and receive materials from predecessors.
Comm.
- Chairs: Present year-end reports (written format).
- CC: Conference Committee meets.
- FGCPs: FG Conference Planners meet.
- TREAS: Presents FY end report.
- R&P: Presents editors of Theatre Journal and Theatre Topics according to Publications Calendar.
- OC: Meets before GC meeting.

Conference
Officers attend annual business meeting; new GC members introduced. Terms of all committees expire. New committees begin after Annual Meeting.

- PRES: Presents association awards and conducts business meeting.
- NOM: Convenes Nominating Committee.
- SPC: Submits annual revisions and updates of Strategic Plan to GC.
- FGRs: Nominate candidates for the election slate for the Nominating Comm. and elect Members-at-Large per rotation.

Post-Conference
Newly elected officers and Governing Council members in place.
- NOM: Works on soliciting nominees for positions and contacts nominees to confirm willingness to run.
- PRES/EXEC: Sends out conference "thank yous" and acknowledgments to volunteers rotating off GC, Focus Group Reps and Conference Planners, committee, task force or other special assignments and continuing members. Write appointment letters to Committee and Task Force members.
- SECY: Sends out OC and GC minutes and action items to GC for approval. Sends revised bylaws to ATHE office for follow-up actions. Retiring officers/committee chairs ship documents to archives.
- CC/EXEC: Send "thank you" letters to advertisers and exhibitors with Onsite Program Book and Exhibitor/advertiser Prospectus for next year's conference.

SEPTEMBER

September 15 DEADLINE for ATHEnews.
- *CC: Officers send any assigned articles into ATHEnews.
- *CCCo-Chair: Article about recent conference outcomes.
- *GC Chairs/ FGRPS: Send out relevant reports/articles to ATHEnews.
- *AWDS: Replaces outgoing committee members on Book and Article Award committees.
- *SECY: Sends report with Annual Meeting minutes and Annual Meeting actions/votes; minutes from GC meetings.
- FGRPS: Submit revised Focus Group information to ATHE office and COMM.
- FIN/TREAS: Begin budget process for next fiscal year.
R&P: Theatre Topics published.
NOM: Nominating Chair and Committee contact potential nominees for the election slate.
Prepares ATHEnews article about positions and process.
EXEC/JHUP: Send final notice for membership renewal.

September 30
ATHEnews published.

OCTOBER

October 15
R&P: Theatre Journal published.

NOVEMBER

EXEC: Mail upcoming Conference Exhibitor/advertiser Prospectus.
NOM: Confirm that potential slate of nominees can serve.
GC: Officers/Committee Chairs complete budget proposals; submit to TREAS.

November 30
FIN: Complete draft of budget proposal for dissemination to GC for review.
TREAS/EXEC: File IRS and State Income Tax Forms.

DECEMBER

All officers and Committee Chair semi-annual reports are sent electronically 30 days prior to January meeting.

EXEC: Mail W-9 forms to recipients.
OC: Oversees application for Conference Cancellation Insurance.
R&P: Theatre Journal published.
## ATHE AWARDS COMMITTEE
### OPERATIONS MANUAL

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INTRODUCTION

This Manual is designed to help the Vice President for Awards and members of the Awards Committee and Sub-committees understand their duties, procedures for nominations and voting, and timelines, as well as to help make the transition to new officers and new committee members more efficient.

There are eight awards for which the Awards Committee is responsible:

- Ellen Stewart Career Achievement in the Professional Theatre
- Career Achievement in Academic Theatre
- Outstanding Teacher of Theatre in Higher Education
- Outstanding Book
- Outstanding Article
- Excellence in Editing
- Leadership in Community-Based Theatre and Civic Engagement
- Jane Chambers Award in Playwriting
- David Mark Cohen Award in Playwriting

Descriptions and details are provided below.

AWARDS

Career Achievement Awards

The highest honors bestowed by ATHE are two Career Achievement Awards, one to an individual in Professional Theatre, changed to the Ellen Stewart Career Achievement Award in Professional Theatre (2011), and one to an individual who is primarily in academic theatre. They each indicate a career of distinguished service to the field. Frequently, recipients have distinguished careers which overlap both areas. The following is a list of six prioritized criteria to be applied to potential candidates for both awards:

- "Acclamation" criterion. Awardees must be recognized and known for superlative contributions to the field.
- "Test of time" criterion. Achievement must be the product of an entire career of contributions as opposed to a short time span, no matter how significant the contribution.
- "Service" criterion. Awards must be given for significant selfless service. Awardees must be authentic role models to peers and students.
- "Innovation" criterion. Awardees must be original thinkers and/or creators whose work has established new frames of reference.
- "Mentoring" criterion. Awardees must be instrumental in nurturing careers of others.
- "Advocacy" criterion. Awardees must have been effective advocates for the field.

In addition to these major criteria, common to both awards, candidates should be known for supporting multiculturalism and diversity in theatre and/or education. In the case of the award for "educator," recognized scholarly and/or creative contributions, work with professional organizations, and service to students should be considered.

Nomination forms are available at the ATHE Website at www.athe.org. Nominators should address the above criteria in an attached letter of nomination. In addition, nominators must provide letters from supporters who also address the above criteria. The support letters must be sent to the nominator. If a nominator receives more than ten letters of support, only the strongest ten should be sent in their entirety along with the nominator’s letter. The nominator’s letter plus the ten letters of support must be sent to the VP for Awards.
Outstanding Teacher of Theatre in Higher Education

The Award for Outstanding Teacher of Theatre in Higher Education honors a college level faculty member whose superiority as a teacher of theatre is recognized by students and colleagues, who has provided inspiration through instruction in theatre to students and teachers of theatre, who has promulgated and practiced high standards of teaching and theatre, and who has created strong and effective interpersonal communication in studios, shops, rehearsal halls, and/or classroom through advising, mentoring and all aspects of the student/teacher relationship.

Nomination forms are available at the ATHE Website at www.athe.org. In addition, nominators must provide letters from supporters who also address the above criteria. The support letters must be sent to the nominator. If a nominator receives more than ten letters of support, only the strongest ten should be sent in their entirety along with the nominator’s letter. The nominator’s letter plus the ten letters of support must be sent to the chair of the Outstanding Teacher sub-committee.

(Afternoon: nominators often overlook the requirement to solicit letters of support so should be reminded if the nomination is received without them.)

Award for Outstanding Book

The award for Outstanding Book is given on the basis of the book’s potential to interrupt, change and/or challenge theatre practice, pedagogy, or scholarship. Particularly important are those books that work across all three. We invite submissions of books about all aspects of theatre and performance practice, pedagogy and scholarship, as well as anthologies that provide revisionist teaching materials in the field. The book should have been published in the year preceding the national conference.

Nominators must send a copy of the book to the chair of the sub-committee as well as copies to each of the members of the sub-committee. No letters of support are necessary, but the nominator must provide contact information for the authors and publishers. Self-nomination is permitted.

Award for Outstanding Article

The Award for Outstanding Article acknowledges scholarship marked by methodological sophistication, complex and critical engagement with dramatic texts and performances, focused inquiries, and possible directions for future scholarship in a particular area.

Articles must be nominated by an editor of a journal in which the article was published during the year preceding the national conference. Self-nominations and nominations from ATHE members are also permitted. Three copies of the article must be sent to the chair of the sub-committee, along with a brief letter of nomination.

Award for Excellence in Editing

The Award for Excellence in Editing honors both individual achievements in editing of books, special issues, etc., and sustained achievement in editing over extended periods of time. Individuals may be nominated for achievement in either area.

Nominators must submit to the chair of the Excellence in Editing subcommittee a letter of nomination outlining the candidate’s achievements along with three copies of examples of the candidate’s editing work. In addition, nominators must provide letters from supporters who also address the above criteria. The support letters must be sent to the nominator. If a nominator receives more than ten letters of support, only the strongest ten
should be sent in their entirety along with the nominator’s letter. The nominator must send all letters and three copies of the candidate’s work to the chair of the Excellence in Editing sub-committee.

The Jane Chambers Playwriting Award
This Award is administered by the Women in Theatre Program. The Jane Chambers Playwriting Award recognizes plays and performance texts created by women that present a feminist perspective and contain significant opportunities for female performers. This annual award is given in memory of lesbian playwright Jane Chambers who, through her plays *A Late Snow*, *Last Summer at Bluefish Cove*, *My Blue Heaven*, *Kudzu*, and *The Quintessential Image*, became a major feminist voice in American theater. The Chair of the Chambers Award Committee notifies the VP for Awards and Executive Director of the winner.

The David Mark Cohen Playwriting Award
This Award is administered by KCACTF. They do all the judging. The Chair of the Cohen Award Committee notifies the VP for Awards and Executive Director of the winner. An ATHE representative of the Playwrights Program manages the onsite presentation at the conference.

AWARD FOR LEADERSHIP IN COMMUNITY-BASED THEATRE AND CIVIC ENGAGEMENT (2009)
In order to honor a high level of commitment and longevity, this award for Leadership in Community-Based Theatre and Civic Engagement is reserved for an individual or theatre company that has worked in the field of community-based theatre and civic engagement for a minimum of ten years.

The following is a list of criteria for judging the candidates:

1. Innovation of approach
2. Artistic quality
3. Contributions to the field
4. Regional impact
5. Demonstration of community need
6. Depth of civic dialogue

Emphasis may include focusing on individuals or theatres who help facilitate communities in creating theatre that reflects their constituents and/or on those who develop lasting relationships with those communities. Theatre companies that are nominated must have an operating budget of $150,000 or less. The award should not go to an artist already honored in a major way by the mainstream but to an individual or company that does important work but is less well known.

COMMITTEE STRUCTURE AND PROCEDURES
The Awards Committee includes but is not limited to the Vice President for Awards, the chairs of each of the six Awards sub-committees, and one Focus Group Representative. The seven sub-committees are Outstanding Teacher, Book, Article, Editing, Leadership in Community-Based Theatre and Civic Engagement, Jane Chambers, and David Mark Cohen. All committee and sub-committee members must be approved by the GC of ATHE. The VP for Research and Publications is on the Awards Committee and chairs the Outstanding Book Award sub-committee.

The Vice President for Awards serves as Chair.

When a new Vice President takes office, there may be chairs of these sub-committees in place.
who are willing to continue to serve. If any sub-committee chair is vacant, it is up to the Vice President to solicit a person to fill the vacancy. The Vice President may do so in consultation with the ATHE President, and seek advice from Executive Director regarding suitable/interested candidates.

Focus Group Representatives are required to serve on one of ATHE’s committees and sign up for membership at the post-conference meeting following the National Conference, or at the January mid-year meetings. The Focus Group Representative to the Awards Committee is chosen from this pool. The Vice President for Awards is given an opportunity to speak to the Focus Group Representatives about the Awards Committee at these meetings.

The composition of the Awards Committee and of all sub-committees is submitted for approval to the Governing Council (GC) each Fall, in time for its mid-semester conference call meeting. The Operations Committee (OC) can approve committee members in lieu of the GC.

The chairs of the sub-committees select at least two additional members for their sub-committees. They may ask former winners to serve on their committee. They review and vote to determine the winner of the Award for which their sub-committee is responsible. The Vice President for Awards should request the names and contact information for the sub-committee members so that they may be recognized officially via a thank-you letter or acknowledgement in the Awards Ceremony Program.

There is no firm policy regarding length of service for Awards Committee membership. It has sometimes been the practice that Award winners are invited to sit on the sub-committee for the Award which they won. They often serve two years as sub-committee members, chair the sub-committee in their third year, and then rotate off the sub-committee after serving as chair for one year. However, this has not been the practice in recent years, and chairs and sub-committee members have often served multiple years and award winners often decline to serve.

**Career Achievement Awards Committee**

The voting members for the two Career Achievement Awards are the Vice President for Awards, the chair of the Outstanding Teacher Award Committee, the chair of the Book Award Committee, the chair of the Article Award Committee, the chair of the Editing Award Committee, the Focus Group Representative member, the chair of the Cohen Award Committee, and the chair of the Chambers Award Committee. Nominations are forwarded by Executive Director/staff to the VP and other members of the committee. This committee reviews the nominations for the two Career Achievement Awards and votes to determine a winner for each. Discussion and vote can be held via conference call, which can be arranged by Executive Director, or by email, according to the preference of the committee.

**Excellence in Editing Sub-Committee**

Nominations are sent to the chair of the sub-committee who then copies all the materials and sends them on to committee members. They then communicate via email, sending circular emails in which members either vote for their top choice (and then they debate to a consensus), or, if there has been only one nominee, each member votes for or against.

**Outstanding Book Award Sub-Committee**
The chair of the sub-committee is the ATHE VP for Research and Publications. Books are solicited by the VP and by the chair of the sub-committee and then sent by publishers to the chair of the sub-committee and to members of the sub-committee. The committee communicates via email and arrives at a consensus.

**Outstanding Article Award Sub-Committee**

Articles are solicited by the VP and then sent by journal editors to Executive Director at the National Office. Because potential committee members are actually eligible for the award, the chair does not form the committee until the nominations have been made. The chair also invites scholars who have some interest or expertise in the areas nominated, cycles in one new member each year, and keeps one person on for continuity. Once the committee is formed, Executive Director sends to each member copies of the nominated submissions. The members then rank the essays with annotations and send them to the chair who then forwards the responses to the other members of the committee. They communicate via email and arrive at a consensus.

**Outstanding Teacher Award Sub-Committee**

The chair sends the members of the sub-committee each nominee’s folder of recommendations which includes a maximum of ten letters of support along with the award criteria and a ballot where the nominees can be ranked 1st, 2nd, or 3rd choice. The nominators are encouraged to solicit letters of support from colleagues, professionals in the field, international contacts, and former as well as present students. The turnaround time for the decision is about one month. By the end of March, the name of the winner is sent to the VP for awards and to Executive Director at the National Office. The chair then contacts the 2nd and 3rd place winners to encourage them to work with their nominators to fine tune their packets for the following year’s consideration.

**Jane Chambers Playwriting Award Sub-Committee**

The awards administrator of the Women in Theatre Program receives nominated plays up until 15 February and then arranges for a group of reader/judges which changes annually. The readers/judges are drawn from professional theatres as well as from academic institutions. All readers must self-identify as feminist. They typically have three or four rounds of readings – so a play that wins will have advanced through several recommendations to rise to the top. Those who judge the finalist round include the primary coordinators as well as at least one experienced judge from years past. Whereas plays sent up from previous rounds are determined based on written rankings.descriptions, the final round is determined in conversation – by consensus, if possible, and majority vote if not. The names of winners are sent to the VP for Awards and to Executive Director at the National Office.

**David Mark Cohen Playwriting Award Sub-Committee**

This Award is administered by KCACTF. They do all the judging. The Chair of the Cohen Award Committee notifies the VP for Awards and Executive Director of the winner. An ATHE representative of the Playwrights Program manages the onsite presentation at the conference.

**Award for Leadership in Community-Based Theatre and Civic Engagement**
The following is a list of criteria for judging the candidates:

1. Innovation of approach
2. Artistic quality
3. Contributions to the field
4. Regional impact
5. Demonstration of community need
6. Depth of civic dialogue

Emphasis may include focusing on individuals or theatres who help facilitate communities in creating theatre that reflects their constituents and/or on those who develop lasting relationships with those communities. Theatre companies that are nominated must have an operating budget of $150,000 or less. The award should not go to an artist already honored in a major way by the mainstream but to an individual or company that does important work but is less well known.

SOLICITING AWARD NOMINATIONS

The nomination form for the two Career Achievement Awards and the Outstanding Teacher of Theatre in Higher Education Award is available online at www.athe.org. However, in order to ensure a healthy competition for the various awards, the following actions should be undertaken:

1. The Vice President encourages Focus Group Representatives to nominate candidates for the two Career Achievement Awards and the Outstanding Teacher Award, and makes them aware of the nomination procedure for the other three awards. This has been done verbally at both the January and Pre- and Post-conference meetings during the summer.

2. The Vice President attends Focus Group Membership Meetings at the National Conference to encourage members to nominate candidates for the awards and make them aware of the nomination procedure for the awards.

3. The Vice President sends a Call for Nominations to the ATHE Newsletter in early and late Fall.

4. The Vice President, with the assistance of Executive Director, sends a Call for Nominations for the Book, Article, and Editing Awards to editors of scholarly presses and journals. Very important to address the letters to a real person and not just to Editor. A good list of journals is on the ATHE website.

5. The Vice President and the Chair of the Outstanding Teacher Award make personal contacts with ATHE members to encourage nominations.

6. The Women in Theatre Program and the Playwriting Focus Group promote and administer the nominations for their respective awards.

TIMELINES

What follows are suggested timelines and activities to undertake throughout the year. Please note that letters of support are often slow in coming in and that if nominations for the Book and Article Awards are high in number, an extension of deadlines and/or submission date to the GC for a vote may be necessary. - This has often been the case.

July/August
At the National Conference:
* Ensure that Awards Committee is in place/solicit new members.
* Lobby FGRs and ATHE members to nominate people for the various awards
* Chair the Awards Committee meetings

September
* Submit names of the Awards Committee to the ATHE President, with a copy to Executive Director, for approval by the OC and the GC
* Revise Awards nomination form and include in ATHE News and on website
* Continue to solicit nominations for Awards through the ATHE Newsletter, Focus Group Representatives, and personal contacts among the membership
* Monitor nominations for the Career Achievement Awards through Executive Director
* Monitor nominations for the Outstanding Teacher Award through the chair of that sub-committee and Executive Director
* Update list of publishers of journals and academic presses

October
* Touch base with people who have agreed to nominate candidates for the awards
* Continue to solicit nominations
* Announce approval by GC of members of Awards Committee

November
* Continue to monitor nominations for the awards
* Continue to solicit nominations
* Edit and finalize Call for Nominations for the Book, Article, and Editing Awards to editors of journals and academic presses; forward to Executive Director for distribution in December

December
* Continue to monitor nominations for the awards and continue to solicit nominations as necessary
* Executive Director sends Call for Nominations for the Book, Article, and Editing Awards to editors of journals and academic presses
* Prepare mid-year report for the GC meetings in January

January
* Continue to monitor nominations for awards
* Begin check-in with chairs of Book, Article, and Editing Awards sub-committees and with Executive Director about nominations
* VP attends mid-year meetings in January (usually held over the Martin Luther King Day long weekend).
* At the January GC meeting, VP leads discussion of Career Achievement nominees and the Teaching Award nominees

February
* Deadline for nominations for all Awards is 15 February. Consult with ATHE President, Executive Director, and sub-committee chairs to determine if extension is needed
* Forward Career Achievement nomination packages to members of the Awards Committee

March
* Begin ‘meetings’ on-line to discuss nominations for the two Career Achievement Awards. As discussion becomes more focused, schedule a vote either on-line or via conference call.
*Check with chairs of the sub-committees to determine a date by which a winner can be determined (ideally, 31 March at the latest).

April
*Submit names of Award winners to ATHE President, with a copy to Executive Director, for approval by OC.
*Begin to prepare introduction of the two Career Achievement Award Winners. Each Introduction should be no more than three minutes.
*Ask sub-committee chairs to prepare introductions of the winners of awards for which they are responsible. Outstanding Teacher introduction is granted two minutes; introductions for Book, Article, and Editing are granted one minute.
*As soon as the GC votes and approves the slate, notify the Career Achievement Award Winners, and ask sub-committee chairs to notify and congratulate Award Winners of awards for which they are responsible. Executive Director will send a formal letter to each winner, work out details of travel and accommodation, etc. Please let her know once each winner has been contacted. As a courtesy, also notify nominators, and those who nominated candidates who were unsuccessful. Winners should be invited to the conference to receive the award and informed of the date/time of the Awards Ceremony and that they will be expected to speak to the members when they are presented with their award. Be sure to emphasize the maximum length of time they may speak:

* Lengths of speeches by presenters
  Presenter of two Career Achievement Awards: 3 minutes each
  Presenter of Book, Article, Editing winners must not exceed 2 minutes
  Presenter of Outstanding Teacher must not exceed 2 minutes

* Lengths of the speeches by winners
  Winners of the two Career Achievement Awards: 7 minutes each
  Winner of the Outstanding Teacher Award must not exceed 6 minutes
  Winners of Book, Article, Editing must not exceed 2 minutes

It is essential to stress to the winners that their speeches should not be a listing of thank-yous! They should focus on what has inspired them to excellence, and, in turn, inspire the audience. Winners should be informed that all Award Winners are expected to participate in an open forum during the conference and that they are invited to a reception following the Awards Ceremony.

Note on re-nominations: although there is no policy regarding re-nominations, it has been the custom to permit unsuccessful nominations for the two Career Achievement Awards, the Award for Excellence in Editing, and the Outstanding Teacher Award to be resubmitted at least one more time. Nominators can be asked to solicit additional letters of support to strengthen the nomination. Since only articles/books published during the year for which the award is given are eligible for the award, re-nominations are not permitted.

May/June
*Work with Executive Director regarding copy for the conference brochure and the Awards Ceremony Program. Executive Director will prepare these and run them by the Vice President for editing. VP asks chairs of sub-committees to confirm correct spelling and credits for the program.
*Check to ensure that the four sub-committee chairs are able to present their Awards at the National Conference. If not, ask the chair to see if one of the sub-committee members is able to do so. If not, ask the chair to prepare an introduction that can be read at the Awards Ceremony
*Notify Awards Committee members of the time/date/location of the Awards Committee
Meeting at the National Conference and confirm their attendance
*Create agenda for Awards Committee Meeting
*VP requests of presenters and winners that they email their speeches to the VP prior to the conference

July
*Check with Awards Committee Members to see if they are willing to continue to serve. The FGR will automatically rotate off the committee once her/his term is completed
*Begin to solicit new sub-committee chairs from among the members of the appropriate sub-committee as necessary; solicit from amongst ATHE Membership if needed
*Finalize speeches and any details re Awards Ceremony and agenda for Awards Committee Meeting
*Write End of Year Report to be submitted in mid-July

At the Conference
*Attend GC pre-conference meetings Wednesday and Thursday
*Prior to Awards Ceremony, meet with ATHE President and Executive Director to rehearse the Awards Ceremony. Movement of bodies (blocking) is especially important as there are a number of people on the stage and it is often cramped.
*Attend Awards Ceremony, present Career Achievement Awards and introduce other presenters
*Invite members to Open Forum with Award Winners and call for nominations for next year’s awards
*Chair Awards Committee Meeting
*Host Open Forum with Award Winners if there is interest in such a session
*If VP is continuing in office, attend the GC post-conference meetings on Sunday
*Invite Awards Committee plus all award winners to the President’s Reception

AWARDS CEREMONY
*The ATHE President introduces Vice President for Awards
*The VP names and thanks the Awards Committee Members
*The VP introduces the person presenting the Jane Chambers Award. The presenter reads the citation and presents the award to the winner. The winner responds.
*The VP introduces the person presenting the Cohen Award. The presenter reads the citation and presents the award to the winner. The winner responds.
*The VP introduces the Chairs of the five Sub-committees (Outstanding Teacher, Book, Article, Editing, Leadership in Community-Based Theatre & Civic Engagement). Each Chair thanks his/her Sub-committee members, and then invites the Award Winner in that category to the podium, reads the citation, and presents the award. The Award Winner responds.
*The VP invites the winner of the Career Achievement Award Winner in Professional Theatre to the podium, reads the citation, and presents the award to the winner. The winner responds.
*The VP invites the winner of the Career Achievement Award Winner in Educational Theatre to the podium, reads the citation, and presents the award to the winner. The winner responds.
*The Awards may be presented in any order the VP determines in consultation with the ATHE President and Executive Director. The recommendation is to end the ceremony with the Career Achievement in Educational Theatre Award.
*The VP congratulates the Awards Winners, invites the audience to attend the Open Forum and call for nominations for the various awards.

*Lengths of speeches by presenters
  Presenter of Book, Article, and Editing winners must not exceed 2 minutes
  Presenter of Outstanding Teacher Award must not exceed 2 minutes
  Presenter of Cohen and Chambers Awards must not exceed 2 minutes

*Lengths of the speeches by winners are
  Winners of the two Career Achievement Awards: 7 minutes each
  Winner of the Outstanding Teacher Award must not exceed 6 minutes
  Winners of the Book, Article, and Editing Awards: 2 minutes each
  Winners of Cohen and Chambers Awards: 2 minutes each

*It is essential to stress that the speeches should not be a listing of thank-yous! Speakers should focus on what has inspired them to excellence, and, in turn, inspire the audience.

*Photos other than group shots will be taken after the ceremony

BUDGET

The Awards Committee has a budget line in the ATHE Operating Budget, a copy of which the VP will receive at the Mid-year and End of Year Meetings. These monies are intended to cover the following costs:

- Conference calls and mailings associated with Awards
- Transportation, accommodation, and conference registration for awards winners, plaque, reception (see below)
- Miscellaneous expenses associated with Awards.

Check with Vice President for Finance and Executive Director to ensure that the Awards budget has funds to cover any additional expenses beyond those in 1 and 2.

The budget for each of the Award Winners paid by ATHE is as follows:
  Career Achievement Winners - Travel, hotel, conference registration, plaque, reception
  Teacher of the year - Travel, hotel, conference registration, plaque, reception
  Book Award - Conference registration paid, one night in hotel, plaque, reception
  Article Award - Conference registration paid, one night in hotel, plaque, reception
  Editing Award - Conference registration paid, one night in hotel, plaque, reception

The budget for the last three awards is $400 each. This covers the registration fee, the one night in the hotel with tax, and the plaque.

The budget for the Jane Chambers Award includes:
  Conference registration
  Two nights in the hotel
  $500 for travel
  (reimbursement) Plaque
  Reception
The budget for the David Mark Cohen Playwriting Award includes:
  Conference registration
  Four nights in hotel
  $600 for travel expenses
PAST AWARD WINNERS

Past award winners can be viewed at: https://athe.site-ym.com/?page=Past_Awardees
BYLAWS OF THE ASSOCIATION FOR THEATRE IN HIGHER EDUCATION

ARTICLE 1
NAME
The name of the corporation is “Association for Theatre in Higher Education (ATHE).

ARTICLE 2
PURPOSES
The corporation is organized exclusively for charitable, scientific, literary, or educational purposes, within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954, as amended, including but not limited to the following:

1. to foster and encourage the development of, and commitment to, the highest standards by university and college theatres and postsecondary professional training programs, including standards of excellence for teaching, production, research and creative work, management, and service;
2. to receive from interested persons and organizations, hold, manage and disburse funds to carry out the foregoing purposes;
3. to make available services, publications, programs, meetings and other activities designed
   a. to meet the needs of non-profit university and college theatres and post-secondary professional training programs and those actively engaged in or supporting their activities and
   b. to further the purposes set forth in clause (1) of this Article;
4. to provide leadership for growth in excellence in all aspects of university and college theatre activity;
5. to establish and maintain working relationships with persons and organizations in other theatre fields;
6. to join with and support other organizations devoted to making known the human, social, cultural and economic values of living theatre and other art forms and the arts generally.

Provided, however, that (a) no substantial part of the properties or income of the corporation shall ever be used or employed directly or indirectly by the corporation for the purpose of carrying on propaganda or otherwise attempting to influence legislation; and (b) no part of the properties or income of the corporation shall be used or employed directly or indirectly by the corporation for the purpose of participating in or intervening in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE 3
OFFICES
The Association shall maintain in the State of Illinois a registered office and a registered agent at such office and may have other offices within or without the State. The initial registered agent and office are as follows as set forth in the Articles of Incorporation: Calvin Lee Pritner, Department of Theatre, Illinois State University, Normal, IL 61761.

ARTICLE 4
DISSOLUTION
The provision for dissolution as set forth in the Articles of Incorporation is as follows: Upon the dissolution of this corporation all of its assets remaining after making provision for its liabilities shall be transferred and assigned to such other organizations or organizations classified as a Section 501(c)3 organization by the Internal Revenue Service of the United States of America.

ARTICLE 5
MEMBERSHIP
SECTION 5.1 CLASSES OF MEMBERS. The members of this Association shall each year consist of those individuals, organizational firms and corporations who support the purposes of the Association, have applied for membership and have paid their membership fee for the year. Members shall be divided into the following categories for each of which the Governing Council shall determine the standards of eligibility.

1. Individual membership
   a. Full-time employed
   b. Student
   c. Retired
   d. Part-Time employed
1. Organization membership
2. Lifetime membership

SECTION 5.2 MEMBERS’ RIGHTS, PRIVILEGES, DUES. Dues, privileges, and rights (other than voting rights) for each membership class shall be determined by the Governing Council.

SECTION 5.3 MEMBERS’ RIGHT TO REVIEW. Decisions of the Governing Council may be called for question and evaluation by a quorum of the members, as defined in Article 6.

SECTION 5.4 VOTING RIGHTS. Each member shall be entitled to one vote on each matter submitted to vote of the members. Each organizational member shall designate a representative from that organization to cast its vote. Should this person also be entitled to vote as an individual, this person may cast both an individual and an organizational vote. Votes may be cast in written ballot or electronic ballot format, as specified by the Governing Council.

SECTION 5.5 VOTING BY PROXY. Proxy votes may be cast in two ways:
1. Proxies on published issues and election of officers may be submitted in writing to the Governing Council; or
2. Written permission to cast a proxy may be given to another member to carry to an annual or special meeting. No member may carry proxies for more than one tenth of one percent of the total membership or ten (10) votes, whichever is less. Both options may be submitted electronically.

SECTION 5.6 TRANSFER OF MEMBERSHIP. Membership in the Association shall not be transferable or assignable.

SECTION 5.7 ELECTRONIC DOCUMENTATION. Wherever these bylaws may require a notice, ballot or other document in writing, the document may be delivered, received and recorded in electronic format including facsimile, email or other electronic format approved by the Governing Council.

ARTICLE 6
QUORUM AND MEETINGS OF MEMBERS

SECTION 6.1 QUORUM. Ten percent (10%) or 200 of the members eligible to vote (whichever is smaller) shall constitute a quorum. The presence of ten percent (10%) or 200 of the members eligible to vote (whichever is smaller) shall constitute a quorum at any meeting.

SECTION 6.2 ANNUAL MEETING. An annual meeting of the members shall be held at an annual conference and/or symposium.
SECTION 6.3 SPECIAL MEETINGS. Special meetings of the members may be called and the time, place and purpose of such meetings designated either by the President, by the Governing Council, or by a quorum of the members.

SECTION 6.4 NOTICE OF MEETINGS. Written notice stating the purpose, place, date and hour of any meeting of members shall be delivered, electronically or otherwise, to each member entitled to vote at such meeting not less than thirty (30) days before the date of such meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at the EDDress as it appears on the records of the Association, with postage thereon prepaid.

SECTION 6.5 VOTING PROCEDURES. With the exception of selection of the Nominating Committee members, the election of officers and Members-at-Large, and bylaws amendments conducted by electronic ballot, all matters submitted for a vote of the members shall be acted upon at a duly held annual or special meeting. Members unable to attend may vote by proxy as outlined in Section 5.5.

ARTICLE 7
GOVERNING COUNCIL

SECTION 7.1 GENERAL POWERS. The affairs of the corporation shall be managed by its Governing Council. SECTION 7.2 NUMBER. The Governing Council shall consist of the officers, the Immediate Past President, and four Members-at-Large.

SECTION 7.3 MEETINGS. Meetings of the Governing Council may be called by the President or by any two members of the Governing Council. Persons calling the meeting may set the time and place for the meeting.

SECTION 7.4 NOTICE AND QUORUM. Notice of each regular and special meeting of the Governing Council shall be given at least fourteen (14) days prior thereto by written notice to each member of the Governing Council at his/her address as shown by the records of the Association; provided that if an emergency exists requiring shorter notice, and the existence of such emergency is confirmed by the Governing Council at such meeting, the notice may be given not less that two (2) days prior thereto. A majority of the members of the Governing Council shall constitute a quorum.

ARTICLE 8
OFFICERS AND MEMBERS OF THE GOVERNING COUNCIL AND THEIR DUTIES

SECTION 8.1 OFFICERS AND MEMBERS OF THE GOVERNING COUNCIL. The elected officers of the Association shall be:

1. a President, to serve a two-year term.
2. a President-elect, elected in odd-numbered years for a two-year term
3. a Secretary, elected in even-numbered years for a two-year term.
4. a Treasurer, elected in even-numbered years for a two-year term.
5. a Vice President for Research and Publications, elected for a two-year term;
6. a Vice President for Membership and Marketing, elected for a two-year term;
7. a Vice President for Advocacy, elected for a two-year term;
8. a Vice President for Conference;
9. a Vice President-Elect for Conference, elected annually for a two-year term, the second year of which shall be served as Vice President for Conference;
10. a Vice President for Professional Development, elected for a two-year term;
11. a Vice President for Awards, elected for a two-year term.

Four Members-at-Large shall be elected by the Focus Group Representatives. Two Members-at-Large shall be elected annually for two-year terms. The Immediate Past President serves for one year.

SECTION 8.2 ELECTION OF OFFICERS. Officers will be elected via electronic ballot by the membership prior to May 1 of each year. Platform statements and qualifications of each candidate must accompany the ballot disseminated to the membership electronically. Terms of office for those so elected shall begin at the annual meeting of the members following the election or appointment.

SECTION 8.3 QUALIFICATIONS FOR OFFICE. Each officer shall be an individual member in good standing of the Association.

SECTION 8.4 REMOVAL FROM OFFICE. An officer or Member-at-Large may be removed from the Governing Council due to inactivity or consistent lack of compliance with the policies of ATHE. Removal from office requires a minimum 2/3 vote of the Governing Council.

SECTION 8.5 VACANCIES. In the event of a vacancy in any officer position, the Governing Council shall appoint a member of the Council to complete the unexpired term.

SECTION 8.6 DUTIES OF OFFICERS. The duties of the officers shall be as follows: The President shall:
1. generally exercise leadership that will strengthen and expand the Association;
2. represent ATHE in dealing with other organizations;
3. determine agendas for, call, and preside over all meetings of ATHE and the Governing Council;
4. consult with the President-Elect and Treasurer in preparing the annual budget;
5. appoint persons to such offices and positions as are required by the Bylaws;
6. appoint committees, except those for which other structural provisions are made in the Bylaws, and serve ex officio on all committees;
7. delegate responsibilities where such delegation is to the best interest of ATHE;
8. serve as Chair of the Operations Committee. In his/her absence, the committee will be chaired by the President-Elect; and
9. serve as signatory on all contracts.

The President-Elect shall:
1. assist the President, and perform, when designated by the President or the Governing Council, the duties of the President in the case of the latter’s disability or absence;
2. consult with the President and Treasurer in preparing the annual budget;
3. serve as Chair of the Strategic Planning Committee;
4. coordinate and serve as liaison with appointed Task Forces and ED hoc committees when appropriate.

The Secretary shall:
1. serve as recorder for meetings of the Governing Council and for the annual and special meetings of the membership;
2. maintain records pertinent to the operation of the Association;
3. summarize actions of the Governing Council for publication;
4. cause to have published all notices of meetings and elections pertinent to members;
5. perform such other duties as are customary or as may be assigned by the Governing Council;
6. serve as Chair of the Electronic Technology Steering Committee.
7. supervise transfer of records and archival materials; and
8. annually evaluate the accuracy of the Bylaws and recommend amendments to the Governing Council.
The Treasurer shall:
1. prepare the annual budget in consultation with the President and President-Elect;
2. arrange procedures for the receipt and disbursement of funds according to the approved annual budget;
3. issue at the Annual Meeting (and at other times to the Governing Council at its request) a full written report of the financial status and transactions of the Association;
4. prepare and submit tax statements as required by law;
5. prepare a financial statement available for audit at the end of the fiscal year;
6. perform other such duties as are customary or as may be assigned by the Governing Council;
7. serve as Chair of the Finance Committee; and
8. serve as a member of the Strategic Planning Committee.

The Immediate Past President shall:
1. serve on the Nominating Committee.

The Vice Presidents shall:
1. serve as Chair of their respective committees.

SECTION 8.7 DUTIES OF MEMBERS OF GOVERNING COUNCIL. The Governing Council includes all elected officers and committee chairs, and Members-at-Large selected by the Focus Group Representatives.

Officers serving as Committee Chairs shall:
1. oversee the work of their respective committees, as outlined in Article 9;
2. manage projects within the Association’s budget;
3. report to the Governing Council on a regular basis; and
4. recommend names of potential committee members for appointment by the President[,] and approval by the Governing Council.

SECTION 8.8 DUTIES OF MEMBERS-AT-LARGE. Members-at-Large represent the membership of ATHE as it expresses its will through membership in Focus Groups and the election of Focus Group Representatives (FGRs).

Members-at-Large shall:
1. attend all FGR meetings;
2. facilitate online discussions of issues by FGRs and place items of concern to Focus Groups on the GC agenda;
3. report on GC activities to FGRs via the ATHEFGR and ATHENEWS listservs;
4. coordinate nominations and elections for which FGRs are responsible; and
5. serve on at least one committee of the GC and fulfill specific functions appropriate to that committee.

ARTICLE 9
COMMITTEES

SECTION 9.1 ESTABLISHMENT OF COMMITTEES. Committees may be established by resolution adopted by the Governing Council. Committee composition includes a chair and members selected from the Governing Council, Focus Groups, and general ATHE membership, appointed by the President and approved by the Governing Council. The terms of all Committees expire at the annual meeting of the Association.

SECTION 9.2 NOMINATING COMMITTEE. The Nominating Committee is charged with preparing a slate of nominees for election of officers and the elected member of the Nominating Committee. The Chair of the Committee shall be appointed by the President and the Committee shall consist of two (2) members appointed by the President and approved by the Governing Council; one (1) member elected by the Focus Group Representatives; and one (1) member elected by the membership. Current officers shall be ineligible to serve on the Nominating Committee, with the exception of the Immediate Past President. The Nominating Committee will prepare for submission to the members a slate of two (2) candidates for each position being elected, except the office of President. For President, only the name of the President-Elect will be presented. The slate of candidates must be mailed or otherwise delivered to the members not less than thirty (30) days prior to the return date of the ballot.

SECTION 9.3 CONFERENCE COMMITTEE. The Conference Committee is charged with overseeing all conference activities.

SECTION 9.4. RESEARCH AND PUBLICATIONS COMMITTEE. The Research and Publications Committee is charged with overseeing and facilitating ongoing research and publications’ activities of the Association; stimulating projects that promote new research and publication activities; and forwarding recommended documents for approval by the Governing Council.

SECTION 9.5 STRATEGIC PLANNING COMMITTEE. The Strategic Planning Committee is charged with developing, assessing and revising the Association’s strategic plan.

SECTION 9.6 ADVOCACY STEERING COMMITTEE. The Advocacy Steering Committee is charged with EDvocating, on behalf of the Association, for arts education in all phases of creating, learning and understanding.

SECTION 9.7 ELECTRONIC TECHNOLOGY STEERING COMMITTEE. The Electronic Technology Steering Committee is charged, on behalf of the Association, with facilitating and expanding opportunities for exchanging information and networking.

SECTION 9.8 OPERATIONS COMMITTEE. The Operations Committee is charged with supervising the initiation, negotiation, and evaluation of all contracts and coordinating all Administrative tasks. The committee shall be composed of the President, President-Elect, Immediate Past President, Treasurer, Secretary, Vice President for Conference, Membership and Marketing Chair, and a Member-at-Large.

SECTION 9.9 FINANCE COMMITTEE. The Finance Committee is charged with the oversight of all financial aspects of the Association.

SECTION 9.10 AWARDS COMMITTEE. The Awards Committee is charged with oversight of the Association’s awards process.
SECTION 9.11 MEMBERSHIP AND MARKETING COMMITTEE. The Membership and Marketing Committee is charged with promoting the mission of ATHE through the expansion and diversification of the membership and membership services.

SECTION 9.12 PROFESSIONAL DEVELOPMENT COMMITTEE. The Professional Development Committee is charged with the oversight of activities and services directed towards the professional development of the Association’s members.
ARTICLE 10
FOCUS GROUPS

SECTION 10.1. FOCUS GROUPS. Focus Groups encompass the primary artistic, scholarly, and professional concerns of ATHE. Focus Groups may apply for funding from ATHE, provide programming at the conference, and can participate in Governing Council Committees.

SECTION 10.2 IDENTIFICATION OF FOCUS GROUPS. Proposals to add, drop, or combine Focus Groups may be made through a petition process to the Governing Council.

SECTION 10.3 MEETINGS. There shall be at least one annual meeting of the Focus Group Representatives and the Governing Council at a date and time mutually agreeable to the Focus Groups and the ATHE President.

ARTICLE 11
FINANCES

SECTION 11.1 CONTRACTS. The Governing Council may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

SECTION 11.2 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agents or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Governing Council. In the absence of such determination by the Governing Council, such instruments shall be signed by the Treasurer.

SECTION 11.3 DEPOSITS. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Governing Council may select.

SECTION 11.4 GIFTS. The Governing Council may accept on behalf of the Association any contribution, gift bequest, or devise for the general purposes or for any special purposes of the Association.

SECTION 11.5 FISCAL YEAR. The fiscal year of the Association shall begin on June 1 and end on May 31.

ARTICLE 12
BOOKS AND RECORDS

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and Governing Council and shall keep at the registered office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member, or member’s agents or attorney for any proper purpose at any reasonable time.

ARTICLE 13
ARCHIVE
The Association shall maintain an archive of documents and records relating to the activities, rights, claims, constitutions and history of the corporation. The official agency and depository for archival materials is as follows: ATHE Archivist, Center for Archival Connections, Fifth Floor, Jerome Library, Bowling Green State University, Bowling Green, OH 43403.

ARTICLE 14
AFFILIATE ORGANIZATIONS

Any organization may request in writing to become an affiliate of ATHE. Approval is granted by the Governing Council. The President or designee shall serve as the official liaison with affiliate organizations.

SECTION 14.1 NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE. NAST is the nationally recognized accrediting agency for educational programs in theatre. NAST consults regularly with ATHE in the development of standards.
and guidelines for accreditation. ATHE recognizes that NAST is an organization concerned primarily with theatre in higher education. The President shall meet annually with the leadership at a date and time mutually agreeable.

SECTION 14.2 KENNEDY CENTER/AMERICAN COLLEGE THEATRE FESTIVAL. KC/ACTF is designed to discover and give recognition to the talents and training in American college and university theatres. ATHE recognizes that KC/ACTF is an organization concerned primarily with theatre in higher education. The President shall meet annually with the leadership at a date and time mutually agreeable.

SECTION 14.3 OTHER ORGANIZATIONS. An organization may request affiliation in writing. Approval is granted by the Governing Council.

ARTICLE 15
AMENDMENTS

Bylaw amendments may be proposed in two ways: (1) by action of the Governing Council; (2) by petition signed by a quorum of the members of the Association.

Amendments so qualified must be submitted to the members eligible to vote by a written announcement, postmarked at least sixty (60) days prior to when the vote is to be taken. The vote may be either (a) via ballot mailed or submitted in electronic format not less than thirty (30) days prior to the return date of the ballot or alternatively (b) at the annual business meeting of the association as announced by the Governing Council. An amendment to the Bylaws requires a two-thirds majority of those voting. All amendments so authorized shall become effective immediately following approval unless the amendment includes a specific date of implementation.
Introduction

This manual, prepared in the summer of 2006, is meant to be an aid to future VPs for Conference and their Conference Committees. It is my hope that it will be updated frequently as typical policies and procedures change. It is not meant to be prescriptive but to provide an overview of past procedures, which have been honed through the experiences of various VPs for Conference with the invaluable assistance of the Executive Director, currently Nancy Erickson. The information following should be viewed as fluid and flexible based on changing circumstances and the needs of ATHE’s membership.

“ED” refers to the Executive Director; VP for the Vice President for Conference; Judith Sebesta, Chair

Revised in 2012
Vice President-Elect for Conference - First Year -Overview of Responsibilities and Duties

1. Assist/shadow the VP for the current conference.
2. Serve as a member of the Governing Council, attending all GC meetings in January and July/Aug.
3. Assist with the actual scheduling of the conference sessions during the January meeting.
4. Attend all scheduled meetings of the current conference committee and meetings of the conference planners at the previous years' conference.
5. Work with ATHE administration on the details of the subsequent conference site.
6. Create conference committee for the subsequent year’s conference and convene conference call(s) to determine the conference theme and other preliminary info by May 1 program book deadline.
7. Work with ATHE administration on session proposal form/website.

Vice President for Conference - Second Year - Overview of Responsibilities and Duties

1. Convene and facilitate the meetings and conference calls of the conference committee.
2. Work with the conference committee to help to bring the parts of the conference into place -- speakers, performers, special events, etc. – not organized by the focus groups and committees.
3. Serve as a member of both the Operations Committee and the Governing Council, attending meetings of both in January and July/Aug.
4. Convene and facilitate meetings with the Focus Group conference planners at the conference prior to the one for which the VP is responsible.
5. Work with conference planners via e-mail to develop proposals.
6. Work with ATHE Executive Director and staff develop a design for the conference materials and edit the conference program.
7. Meet with conference committee, the Executive Director and staff in January to put together the schedule and the program.
8. Work with office on the exhibitions area
9. Work with office to develop social events.
10. Work with ATHE Treasurer/ committee/ office to develop a conference budget.
11. Work with ATHE committee chairs as appropriate to develop programming or to facilitate the presentation of awards.
12. Handle requests for information from constituents.

**For a list of primary responsibilities and duties of the ED, see Appendix A**
Overview of Schedule

MEETINGS:

July/August (Annual Conference)
Conference Committee meets at least once. Focus Group Conference Planners meet with VP for Conference for next year (usually twice).

January (Midyear Meeting)
Conference Committee meets to:
- Schedule sessions, keynote, awards, membership meetings, performances, workshops, etc.
*Includes ED and staff

ACTIVITIES:

At least one year before conference:
- Schedule call with Conf. Comm. to discuss theme for next year’s conference
- Create Session Proposal form/website for next year’s conference

August
- Follow-up thank you’s to speakers
- Tally Conference evaluations
- Finalize financial reports of conference
- Complete refunds
- Send Thank Yous to Exhibitors and advertisers

Sept.
- Mail Exhibitor Prospectus

October
- Prepare news items re conference planning for ATHENews

Nov.
- Prepare initial budget for upcoming Conference

December
- Finalize budget, mail to Conf. Committee, Operations

January
- MD Subcommittee of the Conf. Committee reviews MD Proposals
- Conference Budget completed & approved by GC

February
- ATHE staff announces accepted proposals, grant recipients
- Prepare conference marketing brochure

March
- Mail Conference Marketing Brochure
- Prepare confirmation letter with conference info

April
- Prepare and mail letters of agreement, guest passes and grant award letters with reimbursement information

May
- Program Book Copy and AV requests due to office
- Awards Pamphlet preparation

June
- Final corrections for Conference Onsite Program Book
- Preparation of meeting agendas

July
- Prepare and bring materials for next year’s Conference Comm. Meetings
Conference Themes

The conference theme is created by the conference committee more than one year before the conference they are planning, so that it can be advertised on the session proposal form at the previous conference. The theme is developed through discussions via emails and conference calls in the spring. Following are past conference themes:

2017  Spectacle: balancing education, theory, and praxis #ATHE2017OfBreadAndCircuses
2016  Performance Labor and ATHE @ 30
2015  Je me souviens
2014  Dream Acts
2013  P[L]AY: Performance, Pleasure and Pedagogy
2012  Performance as/is Civic Engagement: Advocate, Collaborate, Educate
2011  Performance Remains, Global Presence: Memory, Legacy, and Imagined Futures
2010  Theatre Alive: Theatre, Media and Survival
2009  Risking Innovation
2008  Difficult Dialogues: Theatre and the Art of Engagement
2007  Regenerations: Theatre and Performance as a Regenerative Force
2006  ATHE at 20: Theatrical Milestones. Past Legacies, Present Possibilities, Future Strategies (Chicago)
2005  Bridging Communities ↔ Engaging Creativity (San Francisco)
2004  Inspiring Theatre: Networking our Global ↔ Local Resources (Toronto)
2003  Tomorrow’s Stages: Blueprints for Staging Theatre (New York)
2002  Re-Imaging Ourselves: Teachers, Learners, and Theatre in the 21st Century (San Diego)
2001  Practice, Theory, Technology and the New Student (Chicago)
2000  Dreaming the Century (Washington, D.C.)
1999  Crossing Borders (Toronto)
1998  Performance Frontiers and Cultural Connections (San Antonio)
1997  Dramatic Interactions (Chicago)

The theme should be general enough to include many issues, topics, and perspectives under its rubric but may reflect specificities related to location, year, trends, etc.

Location

The locations of the conferences (see above) are picked well in advance, based on the general pattern of New York and Chicago every four years, with alternating east and west coast cities in between. Locations in the central U.S., besides Chicago, are selected occasionally as well (e.g. San Antonio or New Orleans). Cities are selected based on a variety of qualifications: appropriate conference facilities, available summer theatre offerings, cost, ease of access, and climate, among others.

The conference facilities must be large enough to accommodate the large number of attendees and sessions and should be convenient to a number of attractions, such as restaurants and theatres, as well as public transportation. Costs are an important issue but are evaluated in relation to convenience, amenities, etc. See Appendix B for a sample hotel bid.

A recent effort to provide low-cost housing for graduate students is proving very popular.

Focus Groups holding pre-conferences should contact the Executive Director if they wish to explore locating the events at the conference hotel; there is no guarantee, however, that they will be able to do so.
Marketing
The primary marketing/public relations for the conference happens through the marketing brochure, ATHENews, and the onsite program book.

Marketing Brochure
The marketing brochure is prepared primarily by the Executive Director in consultation with the VP for Conference, as well as a graphic designer selected by the ED. The brochure is usually mailed by late March. It includes detailed information on:

- ATHE Leadership
- Institute® Keynote
- Speaker
- Awards Ceremony and Annual Membership Meeting
- Exhibit Hall
- Performances
- Paid Workshops
- Plenary sessions Debut Panels

There is also an overview of pre-conferences, pedagogy sessions, professional development resources, an all-conference schedule, and a listing of the daily session titles.

The brochure includes extensive information regarding how to register for the conference and hotel via mail or online.

ATHENews

ATHENews is the official newsletter of the Association. It is published online four times each year: September November, February and April. Periodically, the VP for Conference provides updates on the conference planning process, typically in the November, February, and April. The Focus Groups also submit calls for papers, workshops, playwrights, performers, etc. for the conference. The article submission deadline is one week before the publication date, which is typically the 15th or 17th of the month.

See Appendix C for a sample newsletter article.

Onsite Conference Program Book

The creation of the onsite program book is overseen by the Executive Director, in conjunction with the VP for Conference, a graphic designer selected for the job by the ED, and the printer. Final corrections for the book are due May 1. The VP will consult with the ED on design and layout, and program book usually goes to the printer in early June.

The VP should submit a photo as well as a welcome statement, approximately 500 words, to the ED for inclusion in the program book by May 1.

Budget

Overview

The budget for the conference, as with all ATHE budget items, is overseen by the Executive Director, the Treasurer, and the Finance Committee. The budget for any given year’s conference is completed and approved at the midyear OC meetings the January before the conference.
Information needed for the budget includes: Revenue:
- Workshops
- Exhibits
- Advertisements
- Registration

Expenses:
- Workshop presenters
- Keynote speaker
- Performance/Entertainment
- Planned post-conference events
- Specific Hotel costs, i.e. exhibit space rental, etc.

See Appendix E for a recent itemized conference budget.

Conference Grants
Conference Grants are designated as a line item in the Conference Budget within the overall ATHE budget. Conference Grants must be submitted online at the same time as the session proposal (Nov. 1 deadline). Awarding of Conference Grants, for travel, lodging for distinguished guests, or audio/visual and other conference-related expenses, is the responsibility of the VP for Conference and the Conference Committee. Only non-university-based speakers are considered as grant recipients. Session Coordinators, however, may request audio visual grants. Grants up to $500 may be awarded.

Letters of agreement are sent by the Executive Director to each awardee, specifying the types of expenses to be reimbursed or the stipend to be awarded.

Focus Group Pre-Conference Grants
Focus Groups may apply for funding of pre-conferences. Requests must be made by Feb 1, and are vetted by the VP for Conference and Conference Committee.

Student Fellowship Fund
A limited number of Student Fellowship Fund grants are available to ATHE graduate student members; these cover registration in exchange for six hours of volunteer assistance at the conference (primarily at the registration desk). The ED coordinates the awarding of these grants which are generally reimbursed after the conference.

Communication
One of the primary, and perhaps most important, responsibilities of the VP for Conference is maintaining ongoing communication, throughout the year, with the OC, GC, Conference Committee, Focus Group Conference Planners, and ATHE’s membership in general on all conference-related issues. Except for ATHE News, communication is maintained primarily through meetings, conference calls, and email.

Meetings
The VP for Conference, in his or her first year of the two-year term, is required to attend all GC meetings in January and July/Aug. In January, these usually occur on a Saturday and Sunday mid-month; in the summer, they are scheduled for the Wed. afternoon before the conference and the Sunday afternoon after (as needed), although the VP only attends both days in the summer before their second year, unless they have been elected to another office.

During the second year of service, the VP is expected to submit a report to the GC of the activities of the conference committee both at the July/Aug and the January meetings. See Appendix F for a
sample report. The President will send, via the GC listserv (see below), calls for reports prior to the meetings.

In that summer before the second year, the VP also serves on the Operations Committee, which in January meets Friday evening as well as Saturday morning, and during the summer on Tuesday evening as well as Wed. morning before the conference.

During the first year of the term, the VP serves on the current Conference Committee, attending meetings both during the summer immediately following election, and in January. Summer meeting times can vary and may be one long meeting or divided into two. The January meetings occur Sunday afternoon as well as Monday morning. During the second year, the VP chairs the Conference Committee, scheduling all meetings, creating and distributing agendas, and leading the meetings.

The VP also meets with the Focus Group Conference Planners during the conference, sitting in the first year and leading the meetings the second. The meetings are often divided into two meetings, with CPs encouraged to attend both or at least insure that a representative of the FG is at both. These meetings are primarily to orient CPs, walking them through the session proposal process and answering any questions. The ED and possibly a staff attend these meetings to assist. See Appendix F for a sample agenda.

Conference Calls
As a member of the GC and then OC, the VP will be expected to participate in a number of conference calls throughout the year to conduct GC/OC business.

A large amount of Conference Committee business is, by necessity, conducted via conference calls which are led by the VP. Every effort should be made to accommodate the schedules of all committee members, as well as the ED and the President (when appropriate) to insure the most input. When a conference call is necessitated, the VP should contact the ED to suggest days/times; the ED will then coordinate the schedules of the needed parties.
Once a date and time is selected, she will send out a confirmation including number and call-in information. Every effort should be made to limit the duration of the call and move the call’s agenda along.

Email
Upon election, the VP is added to the FGCPs listserv, the GC listserv, and eventually the OC listserv. The VP also should expect to communicate with the conference committee via email in addition to conference calls; to that end, it is helpful to set up an email address list for the committee.

The amount of inquiries that the VP fields from the general membership regarding the conference is considerable, particularly around late October (regarding the proposal process), early February into March (regarding proposal and grant notification), and May/June (regarding registration). Every effort should be made to respond in a timely manner, or refer the question to the ED, conference management co., or another appropriate party.
PROPOSAL PROCESS
(Deadlines are subject to change)

Submission
The online proposal process, which is overseen by ATHE staff, begins approximately 1 ½ months after the previous year's conference. Session proposals are due November 1 each year. Incomplete proposals are not accepted. The session coordinator automatically receives confirmation of reception of the proposal. Regular sessions can be sponsored by Focus Groups or Committees; multidisciplinary sessions must be sponsored by at least three FGs (see more details on MD sessions below). Presenters are limited to two (2) appearances. Exceptions are at the discretion of the Conference Committee. Session coordinators are encouraged to contact Focus Groups and Committee Chairs (well ahead of the deadline) to discuss ideas.

No later than Dec. 1, the ED sends a report to the FGCPs and Committee Chairs listing proposals submitted to their FG or Committee.

See Appendix G for definitions of session formats. See below for the submission, selection, and notification process for the seminars.

Selection
Focus Groups and Committees may choose their own process for ranking sessions submitted to them. Their list of prioritized sessions by proposal ID#, title, and rank is due to the ED by mid-December (dates vary yearly).

Scheduling
The ED and ATHE staff meet in December to create a preliminary schedule of all sessions. In January, the VP and Conference Committee, along with the ED and ATHE staff, meet to review the schedule, review MD selections, along with other components of the conference. During the preliminary scheduling process, every effort is made to check for topic overlap and multiple presenters. Rooms are selected as well, based on the nature and potential size of the sessions, requested room setup, and a/v requests.

Notification
In early February, the Conference Committee decisions are sent to the FGs and Committee Chairs. The FGCPs then have 10 days to notify the Session Coordinators of acceptance or rejection and to ask for scheduling problems. Final notification is made by March 1; format (email, letter, etc.) is at the discretion of the CPs. The Session Coordinators are responsible for notifying the session participants. See Appendix I for Sample Session Proposal Form and FAQs.

ANNUAL CONFERENCE OFFERINGS

Committee and Focus Group Meetings

Committee Chairs and Focus Group CPs must submit requests for scheduled meetings with their session rankings. Committee meetings, usually one or two, happen throughout the conference. Following are ongoing committees that will need to be scheduled:

Advocacy
Awards
Future Conference
Electronic

Committee and Focus Group Meetings
Focus Group Membership meetings have been scheduled Friday, Saturday and Sunday at either 8 am or during the lunch hour.

As mentioned before, FGCPs meet twice with the VP for Conference, ED, and staff; Focus Group Representatives meet with the GC on Wed. before the conference (and sometimes at the January meetings at the discretion of the GC).
Awards
The Awards Ceremony is usually scheduled Thursday late afternoon immediately preceding the Keynote address. The Chair of the Awards committee leads the nomination and selection process throughout the year, choosing recipients for eight award categories:

- Ellen Steward Career Achievement Award in Professional Theatre
- Career Achievement Award in Academic Theatre
- Oscar G. Brockett Outstanding Teacher of Theatre in Higher Education Award
- Award for Outstanding Article
- Award for Outstanding Book
- Excellence in Editing Award
- Award for Leadership in Community-Based Theatre and Civic Engagement
- Jane Chambers Playwriting Award (selected by the WTP)
- David Mark Cohen Playwriting Award (selected by the Playwright's Program)

The Committee Chair presides over the Awards ceremony, or selects someone else to, consulting with the VP for Conference on the format of the ceremony. Every effort must be made to limit the duration of the introductions of each awardee (presenters are selected by the Committee Chair). The deadline for nominations is traditionally mid-February; the deadline for submission of the names of all award recipients to the ED is May 1. The program copy is created by the Committee Chair in consultation with the VP and submitted to the ED for printing.

Keynote
The Conference Committee chooses the keynote speaker; the selection process must begin well in advance (summer and fall one year before the conference). The keynote is an important component since it sets the tone for the overall conference. Past keynote speakers include:

- Bill Irwin (2013)
- Dael Orlandersmith (2012)
- Split Britches Performance (2011) Suzan Lori-Parks
- Howard Gardner (2009)
- Augusto Boal (2008)
- Sister Helen Prejean (2007)
- Ping Chong (2004)
- Ben Cameron and Virginia Loulouides (2003)
- Cherrie Moraga (2002)
- Emily Mann (1999)
- Stephen Sondheim (1996)

Communication with potential speakers can happen through members who may have had contact with the speaker, or via the speaker's agent. Costs vary; e.g. Anna Deavere Smith cost $5000, including airfare and hotel. Taking advantage of local speakers can help keep costs down. The Conference Committee may decide to dedicate more financial resources to the keynote than other aspects of the conference.
conference, such as performances, or vice versa.

The keynote speech is scheduled immediately following the Awards Ceremony on the first night of the conference. Traditional location is the largest ballroom available in the hotel. The introduction of the speaker is given by the VP or someone selected by the VP who may have special familiarity with the speaker's work.

An opening reception, with food and beverages, usually follows the keynote address.

**Affiliate Groups**
Affiliate Groups are awarded up to two sessions at the conference at the discretion of the VP and Conference Committee. In the past, members of Black Theatre Network have been given a discount on their registration for the ATHE conference if they attend both the BTN conference and the ATHE conference. This is a reciprocal agreement with BTN.

**Orientations**
The President, VP for Membership and Marketing and members of the GSSC lead an orientation session for new attendees on the first day of the conference to give an overview of the conference and answer questions. Every effort should be made to welcome and assist new attendees throughout the conference. In the recent past, Conference Committee members and other members of ATHE’s leadership have worn “Ask Me” buttons to clearly indicate that they are available to help. New attendees who are also graduate students can take advantage of a number of other sessions designed to enhance their experience. In the past these have included a symposium on Thursday morning and an informal get together the last evening of the conference, both organized by the Graduate Student Subcommittee of the Professional Development Committee.

See **Appendix J** for a sample GSSC flyer with descriptions of these and other offerings at the conference in 2011.

**Performances**
Members often enjoy the opportunity to take advantage of on-site performances at the conference. The number of performances may depend on budget as well as location; e.g., conferences in New York rarely offer on-site performances due to the rich selection of theatre offered off-site. Past on-site performers include:

- Tim Miller, DocumentNation (2012)
- Dijana Milošević and Sanja Krsmanović Tasic; Heather Raffo and Amir ElSaffar, Dalia Basiouny (2008)
- Holly Hughes, Alec Mapa (1998)

Again, costs vary; e.g. Guillermo Gómez-Peña’s fee for one performance was $3500. Performances
are traditionally scheduled in the evenings although they may occur at other times (Gómez-Peña performed during a Friday afternoon plenary session). Fees for the performances can help offset costs, although obviously they can also deter members from attending.

The Committee may also choose to pursue group discount tickets for members to performances at area theatres, perhaps in conjunction with backstage tours.

**Plenary Sessions**

Plenary, or all-conference sessions, offer the advantage of a shared experience among all conference-goers; this advantage, however, must be weighed against the loss of numerous sessions during that time period. Plenaries may involve performances, as mentioned above, or more commonly panels on significant topics of global interest to ATHE’s membership.

**Paid Workshops**

Members may submit proposals for workshops, which the Conference Committee may decide to include in the program as “Paid Workshops,” and/or the Committee may develop their own. Often workshops highlight the work of local artists. Fees generally range from $25-$50, and workshops leaders are usually paid. Some workshops are open to observers for a fee. Workshops may be offered Thursday – Sunday for as little as 1 1/2 hours or as much as 3 hours with a 15- minute break.

**ATHE Annual Membership Meeting**

The ATHE Annual membership meeting (formerly called the ATHE Annual Business Meeting) is one of the most important events at the conference, when crucial business, such as the “inauguration” of new officers and GC members, occurs. A constant challenge, however, is insuring good attendance at the meeting. One idea recently implemented was to showcase the work of FGs before and after the meeting, with tables at the back of the room for each FG wanting to participate, and members of the group at the tables to answer questions general ATHE members may have about the group.

The agenda for the membership meeting is set by the President with the assistance of the ED; the VP may want to coordinate related events like the FG showcase. Historically, the times at which the meeting has been scheduled have varied, although it is usually on Saturday and is an all-conference plenary.

**ATHE Leadership Institute®**

The ATHE Leadership Institute® sponsors a pre-conference workshop immediately preceding the conference each year. The program is designed for faculty interested in taking on leadership or administrative roles in their institutions, such as department chairs, or associations, such as ATHE. Participants explore the challenges and opportunities for theatre departments within the context of higher education and are matched with a mentor. Participation is by application/nomination only. The program usually convenes mid-day on Tuesday and ends Thursday before the conference begins.

The VP for Conference is encouraged to attend the LI Luncheon on Thursday, which is open to all ATHE members for a fee.

The Workshop is coordinated by the Co-Directors of the Institute in conjunction with the ED and the VP for Professional Development.

**Seminars**

In an effort to explore new formats for the conference – and to increase the opportunities for participation – a series of seminars, similar in structure to those offered at the annual meetings of the
American Society for Theatre Research -- were added to the conference program for 2006, 2007, and a single featured Seminar in 2008. ATHE seminars are designed to serve as forums for innovative research, mutual criticism, and pedagogical experimentation among members with specialized interests and areas of expertise.

To seek participation in a seminar, ATHE members can submit a 250 word abstract of their proposed contribution to the seminar by November 1, using ATHE's session proposal form available from the ATHE website. They are notified of acceptance into the seminar by January 1. All final papers must be finished and distributed to all other seminar members according to the schedule established by the seminar leader, typically by June 1, 2006.

All written materials are to be duplicated, circulated, and read in advance of the meeting. Members may apply to as many seminars as they wish, but can participate in only one. It is assumed that seminars and workshops are appropriate for college and university faculty, independent scholars, and graduate students in the later stages of their doctoral work. Newcomers to ATHE and students in the earlier stages of graduate work may wish to familiarize themselves with the seminar approach by auditing such seminars as are open to the membership (some seminar sessions at the conference may be closed at the request of their leaders).

For Conference 2007, members could also submit proposals for seminar topics via the online form. For more details regarding submitting seminar papers and topics, see Appendix K.

MULTIDISCIPLINARY SESSIONS

Multidisciplinary Sessions were created to promote interdisciplinarity within ATHE and at the conference. They encourage focus groups to work together and emphasize the inherent connections between and among the various disciplines, perspectives, etc. within theatre.

MD Sessions can be individual or FG generated. All must be sponsored by at least two or three FGs (set by the Conference Committee) and individuals are encouraged to communicate ideas with the appropriate FGCPs. Sessions are proposed via the online proposal form. All FGs indicated as co-sponsors receive a listing of their potential MD sessions and rank these separately from other sessions, submitting them with regular session rankings to the ATHE office.

The VP for Conference may appoint a Multidisciplinary Subcommittee from among the Conference Committee, with one member as chair, to review the FG rankings and then rank the MD sessions. The Conference Committee can decide how many MD sessions to schedule prior to the January meeting. In the past, all FGs had their top 2 multidisciplinary choices accepted and most of their 3rd choices as well.

It is not necessarily easier to get a panel accepted as an MD sessions; there’s no way of knowing how many MD proposals or FG-specific sessions will be submitted. If a FG receives ten proposals and the MD Subcommittee receives thirty, then the odds are obviously better with the FG. If FGs want the best chance for a certain MD proposal to make it on the schedule, they should assign it a high ranking.

For more information, see Appendix I for Session Proposal FAQs.
EXHIBIT, RECEPTIONS, AND AUTHOR SIGNING

The Conference exhibit hall usually runs from Thursday-Saturday. The ED coordinates the procuring of exhibitors; see Appendix L for the Exhibitor Prospectus. After the conference, the ED in consultation with the VP sends out letters of appreciation to the exhibitors. Every effort should be made to encourage participants to visit the exhibit, which provides revenue for the association as well as an important service to members.

To that end, several events often are held in the exhibit hall: the opening reception Thursday and author signing(s) and raffle(s). Coffee breaks also encourage visits to the hall. These are coordinated by the ED in conjunction with the VP.

A Journal Editor’s Reception is held in the late evening typically on Friday. The ATHE GC as well as the editors of Theater Journal and Theatre Topics invite contributors to the journals. It is often held in the President’s suite.

A VIP Reception is usually held, again in the President’s suite, late Thursday evening to honor the Awardees and other VIPs.

AUDIOVISUAL

Each session is allowed one piece of a/v equipment from the following choices, if ordered by May 1:

- Flip chart
- CD player

There is a fee for more than one piece from the above list, or if ordered after May 1, as well as for any of the following:

- VCR VHS/Monitor
- LCD panel
- DVD player

In addition, a late fee of $50 is included for requests after May 1. Fees depend on the costs of the a/v company with which the ED contracts. The ED can provide a sample a/v proposal if needed.

Grants for a/v equipment, which must be submitted at the time of the sessions proposal online, are at the discretion of the VP in consultation with the ED.
For conference sessions, a/v equipment is not available in all rooms. Certain rooms are equipped with certain pieces of a/v equipment, and when scheduling the sessions in December, the a/v is a main criteria in scheduling sessions.

For other meetings and events, following are typical requirements/room set-ups:
- Governing Council Meetings & Focus Group Reps. -3-4 Flip Charts; LCD/Screen/Internet
- General FGR set-up – round tables for 25
- Awards Ceremony, Keynote Speaker – Riser for 20, standing podium, mic, LCD/DVD/Large Screen/Audio
- Author Signing Hour – Standing mic, raffle drum
- Annual Member Meeting – Riser for 20; standing podium, microphone
- Conference Concurrent Sessions – head table, 40 chairs T/S; assigned AV
- Playwright’s Program – usually requires multiple meeting rooms for rehearsals, performances throughout the conference – standing mics, 8 music stands

FOOD AND BEVERAGE
The conference hotel provides (for a fee) the food and beverage for various events; the ED negotiates this as a part of the hotel contract. The following are typical food and beverage requirements:
- ATHE Leadership Institute® - breaks, dinner buffet, 2 breakfasts, LI Luncheon
- Coffee Service for governance meetings; box lunches as indicated
- Drinks and Food for GC/FGR Reception
- Coffee Service & breakfast breads (depending on budget) for conference attendees (Fri., Sat., Sun) Opening Reception – bartenders, one beverage ticket, light snacks
- VIP Reception – bartender, beverages, light snacks
- Author Signing Hour – coffee service, snacks
- Journal Editors – beverages, light snacks

CONFERENCE EVALUATION
Evaluation Forms are included in each registration packet and also post-conference emailed to attendees; attendees are encouraged to submit completed forms during the conference but may mail them in afterward. One way to encourage submission is to use the completed forms as “raffle tickets” at the book exhibit raffle(s); forms are drawn for prizes. The ED will collect the form and mail them to the VP post-conference.

APPENDICES
A: Roles and Responsibilities of the ED
B: Hotel Bid
C: ATHENews article
D: Conference Program Welcome statement
E: GC Report
F: FG CPs Meeting Agenda
G: Definitions of Session Formats
H: Session Proposal Form and FAQs
I: Graduate Student Subcommittee Flyer
J: Seminar FAQs and Call for Papers
K: Exhibitor Prospectus
Appendix
A

Roles and Responsibilities of the ED

Exhibits/EDs  ED prepares mailings to prospective exhibitors and advertisers. Onsite management by ED.

PR  ED/Conference Co-Chair prepares articles for ATHENERWS – Sept., Feb., May. ED provides information and program updates for ATHE Web site. PR assistance provided through current newsletter editor.

Onsite Program Book  ED prepares information for the Onsite Program Book (OPB) and manages the production and printing process.

Registration  JHUP or vendor inputs registrant data, and manages financial records. ATHE staff manages onsite registration services.

Onsite Logistics  ATHE staff provide onsite registration services, work with Fellowship volunteers, and assist the ED with hotel meeting rooms and AV services. ED provides rooming list information to the hotel. ED coordinates and oversees management of conference onsite including the food and beverage requirements.

Meeting Rooms  ED and ATHE staff assign rooms and AV.

Exhibits  ED solicits and selects a decorating vendor for the exhibit hall. ED manages the marketing to potential exhibitors as well as the onsite exhibit hall.

Food & Beverage  ED works directly with hotel in confirming and managing all food functions.

Financial Mgt.  ED works with Registration manager to account for daily receipts to safeguard conference revenue. This means the renting of a hotel safety deposit box for daily deposits. ED reviews daily charges with hotel. ED leaves conference with preliminary hotel invoice with a credit from the cash from the conference put towards the balance of the bill.
APPENDIX B

Sample Hotel Bid

Request for Bid and Contract
Association for Theatre in Higher Education

(ATHE) Annual Conference Hotel

This request seeks availability, costs, and a contract for hotel sleeping rooms and meeting space and meeting services for the Association for Theatre in Higher Education’s (ATHE) annual conference in 2008.

Association Profile
The Association for Theatre in Higher Education (ATHE) is a professional membership organization of almost 1,700 individuals and institutions throughout the United States, North America, and other countries, who are teachers, scholars, practitioners, and students of theatre in institutions of higher education and the community. ATHE supports scholarship through teaching, research, and practice. Members can affiliate with many of the 23 Focus Groups (discipline-specific interest groups). The association publishes two scholarly journals, a newsletter, a biannual membership directory, and offers online list serves for members and non-members alike.

Conference Scope
The annual conference attracts close to 1,000 participants and offers about 300 sessions throughout 3 ½ days of programming. An Exhibition Hall with between 30 - 40 exhibitors and primarily consisting of universities, publishers, theatre-related businesses, and individual practitioners, runs from Thursday evening through Sat. at noon.

Meeting Pattern
The arrival and departure pattern is a Thursday arrival, Sunday departure format. Sleeping rooms are booked beginning on Tuesday to allow for pre-conference governing council and committee meetings. Total room nights booked vary between 1400 -1600.

Space/Requirements
This is a meeting space-intensive conference, with generally 18-20 concurrent sessions during 5 - 7 time slots daily (2 in the morning; 3-4 in the afternoon and early evening). Plenary or general sessions are offered daily, sessions are scheduled in the evening on some days, and various performances may be scheduled during the evening hours as well.

Room-Set-ups
Because the sessions often include movement and acting exercises, room sets may vary from an open room to classroom style seating. Theatre style seating remains the predominant set, with a heED table, table or standing podium, and a microphone. The General Session or Plenary Session each day would require a ballroom section(s) to seat 700-800 people, with a riser with seating for 5-20 people.

Functions
Food and beverage requirements are limited to the following usual events:
- Daily coffee service with breakfast breads Friday – Sunday (600)
- Opening reception (Thurs.) with beverages and light appetizers (500)
- GC and FGR meetings with coffee service and box lunches (40);
- President’s reception with FG Leaders – light snacks and beverages (40 people)
- Two-day pre-conference institute with 2 continental breakfasts and luncheon (45 people)
- President’s VIP reception (Thurs.) with appetizers and beverages (30)
- Editor’s Reception in session room (Fri. or Sat.) beverages and appetizers (60)
- President’s breakfast (18) in suite

*This RFP is no longer used for contracting with hotels but serves as the basis for that process. ATHE currently works with a third party company, CONFERENCEDIRECT, for its hotel contracting needs.
Complimentary Requests/Special Concessions
ATHE customarily requests and receives two, one-bedroom suites, and one Presidential or Executive style suite on a complimentary basis for the duration of the conference. The ATHE President uses the suite for a VIP reception and other committee meetings throughout the conference.

A one room comp per 40 picked-up is also requested, as are ten (10) staff rooms at a rate of 50% off the group room rate. Upgrades for the members of the Governing Council (15) to the concierge level are important, as are three (3) limousine transfers to and from the airport for ATHE’s VIPs. Welcome amenities for five (5) VIPs should be included as well.

Additional information about the association and its conference can be provided at your request. Please forward all bids and/or contracts to the ATHE Office, c/o Nancy Erickson, Executive Director, PO Box 1290, Boulder, CO 80306-1290.

The Association has met in the following cities and hotels:

<table>
<thead>
<tr>
<th>City</th>
<th>Date</th>
<th>Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago, IL</td>
<td>August 14, 2012</td>
<td>Palmer House Hilton Hotel</td>
</tr>
<tr>
<td>Montreal, Quebec CA</td>
<td>August 2-4, 2013</td>
<td>Fairmont the Queen Elizabeth Hotel</td>
</tr>
<tr>
<td>Scottsdale, AZ</td>
<td>August 2-5, 2012</td>
<td>Hyatt Regency Grand Cypress, Orlando</td>
</tr>
<tr>
<td>Orlando, FL</td>
<td>August 12-15, 2011</td>
<td>Palmer House Hilton Hotel</td>
</tr>
<tr>
<td>Chicago, IL</td>
<td>August 3-6, 2019</td>
<td>Hyatt Regency Century Plaza</td>
</tr>
<tr>
<td>New York, NY</td>
<td>August 8-11, 2009</td>
<td>New York Marriott Marquis</td>
</tr>
<tr>
<td>Denver, CO</td>
<td>July 31-August 3, 2008</td>
<td>Denver Grand Hyatt Hotel</td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>July 26-29, 2007</td>
<td>New Orleans Sheraton Hotel</td>
</tr>
<tr>
<td>Chicago, IL</td>
<td>August 3-6, 2006</td>
<td>Palmer House Hilton Hotel</td>
</tr>
<tr>
<td>San Francisco, CA</td>
<td>July 28-31, 2005</td>
<td>Westin St. Francis Hotel</td>
</tr>
<tr>
<td>Toronto, Ontario</td>
<td>July 29 – August 1, 2004</td>
<td>Sheraton Centre Toronto</td>
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<tr>
<td>New York NY</td>
<td>August 2-5, 2003</td>
<td>New York Marriott Marquis</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>July 24-28, 2002</td>
<td>San Diego Town and Country Resort &amp; Conf.Center</td>
</tr>
<tr>
<td>Chicago, IL</td>
<td>August 2-5, 2001</td>
<td>Palmer House Hilton Hotel</td>
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<td>JW Marriott Hotel</td>
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<tr>
<td>Toronto, Ontario CA</td>
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<td>San Antonio, TX</td>
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<tr>
<td>Chicago, IL</td>
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<td>Palmer House Hilton Hotel</td>
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<td>New York, NY</td>
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<td>New York Marriott Marquis</td>
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<tr>
<td>San Francisco, CA</td>
<td></td>
<td>Fairmont Hotel</td>
</tr>
</tbody>
</table>

Anticipated Sleeping Room Block
Preferred dates: Thursday – Sunday last two weeks in July, 1st two weeks in August

<table>
<thead>
<tr>
<th>Day</th>
<th>Rooms</th>
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<tbody>
<tr>
<td>Monday</td>
<td>10</td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
<td>26</td>
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<td>Thursday</td>
<td>35</td>
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<td>Friday</td>
<td>37</td>
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<tr>
<td>Saturday</td>
<td>35</td>
</tr>
<tr>
<td>Sunday</td>
<td>10</td>
</tr>
</tbody>
</table>

Total room nights: 1400
Now that the November 1 deadline for proposals is past, I would like to thank all of you who took the time to submit proposals for the 2005 Conference. The proposals that are accepted become the backbone of the conference and are crucial to its success and value to members. Thank you as well to all of the hard-working, diligent Focus Group Conference Planners, who as I write this are likely beginning to facilitate the vetting process with their respective Focus Groups. I was thrilled to see so many calls for papers come across the ATHE listserv, many of which were obviously carefully crafted to reflect the conference theme.

This is the second year that the proposal process has been online; thanks to Nancy Erickson, ATHE Executive Director, and Shefali Kubavat at Complete Conference Coordinators, a number of improvements, including an immediate acknowledgement of receipt of a proposal, made the process even smoother than last year. I welcome any suggestions of how we might continue to improve the process!

Through a series of conference calls, I and my Conference Committee are beginning to narrow our choices for keynote speaker, performer(s), plenary sessions, and paid workshops. This process is complex as we narrow down the choices due to availability, fees, etc. I hope to be able to offer a more specific update in the next issue of ATHEnews. Rest assured, in the forefront of our minds remains our desire to pull together a slate of artists and speakers who, along with YOUR proposed panels, will make the conference in San Francisco a memorable one!

Also see the next issue of ATHEnews for the next “installment” of our Frequently Asked Questions about conference planning. Meanwhile, please see elsewhere in this issue a step-by-step description of what is happening to your proposal, from the moment CCC receives it to the moment you are notified whether or not it is accepted. We hope to demystify the process. If you have any further questions, please do not hesitate to contact me at jsebesta@email.arizona.edu.

Judith Sebesta
Vice President, Conference 2005
At the mid-winter meeting of ATHE in January 2011, I arrived at the Hyatt Regency Capitol Hill, and looked up the street at the nineteenth century neoclassical dome that’s become an icon for the legislative branch of our country’s government. I couldn’t help but be moved by the symbolism and all it stands for – and while wandering the National Mall found myself surrounded by metaphorical representations of the fundamental principles, goals, individuals, victories and losses that define our nation.

These memorials and monuments are a form of performance – albeit different from the modes of live performance that we teach, study and see each day. But they share a common objective: to engage a view or audience and to move them towards a greater understanding of an idea or action towards a desired goal.

What does the term “civic engagement” mean? Does it require action on the part of the citizen? Or is there a wider net case here...”engagement” as commitment to an idea or principle? Either way, we’re positioned ideally as arts educators and practitioners to reach significant numbers of students and audience. And, hopefully, we’ll accept the challenge to teach active civic engagement to our young artists and scholars.

I want to thank the Conference Committee and the ATHE staff for boundless creativity and energy in devising programming related to this theme—and to our partners at Americans for the Arts and KCACFT for supporting us in this endeavor. Enjoy yourselves, and take a moment to soak in the monumental historical significance of this great city.

Mark Lococo, Vice President for 2012 Conference
Editor's Note: You can access reports of past Vice Presidents for Conference on the Conference Committee Page: [http://athe.org/displaycommon.cfm?an=1&subarticlenbr=97](http://athe.org/displaycommon.cfm?an=1&subarticlenbr=97)

Governing Council / Focus Group Representatives Report Form

- Committee
- e/ Focus
- Group:
- Conference Committee 2012

Submitted by:
Mark Lococo, VP Elect for Conference 2012

Proposed Agenda Items
Action Items (Numbered and Prioritized):
NA

Discussion Items (Numbered and Prioritized):
NA

Consent Agenda Items (Numbered and Prioritized):
NA

News of Note (Numbered and Prioritized)
(News about activities that are of interest to the whole organization but don't require discussion)
Committee convened:
Mark Lococo, Chair* Loyola University Chicago, Chicago IL mlococo@luc.edu
Kurt Blaugher Mt. St. Mary's University Emmitsburg, MD blaugher@msmary.edu
Gail Humphries-Mardirosian American University Washington, DC ghumphr@american.edu
Rick Jones Stephen F. Austin State University Nacogdoches, TX rjones@sfasu.edu
Laurie Mufson Mercersburg Academy Mercersburg PA mufsonl@mercersburg.edu
Gale Shaeffer St. John's Episcopal Day School Tampa, FL gsheaffer4464@yahoo.com
Ann Shanahan Loyola University Chicago Chicago, IL ashanah@luc.edu
Jill Stevenson Marymount Manhattan New York, NY jillstevenson@gmail.com Isaiah M. Wooden Stanford University Stanford, CA imwooden@stanford.edu Chase Bringardner VP Elect, for Conference 2013 chasebrin@aol.com
Nancy Erickson ATHE Executive Director nericksn@aol.com
Shaun Franklin-Sewell ATHE Communications Director comm.@athe.org
William Doan ATHE President-Elect wjd13@psu.edu

Group / Committee Activities Report (Numbered and Prioritized) Votes Taken
NA
Resources Expended
NA

Resources Developed
Title/Description for 2012 Conference: Performance as/is Civic Engagement: Advocate, Collaborate, Educate
Just a few months prior to one of our nation’s grandest performances, join us in Washington, DC, as we examine the necessity of theatre in our schools, cities, nation and the world. How is theatre a mode of advocacy for the arts in general and for higher education more specifically? How can we use performance to help our students and audiences find their voices as local, national and global advocates? In what ways is every theatrical event a mode of civic engagement?

Events Organized
Next Steps
Chair is in the process of collaborating on the revision of all session, grant and multidisciplinary proposal forms. Introduction has been made to Harry Parker of KC/ACTF to solicit his insight/possible resources for planning the conference in DC. List of potential keynote speakers generated; after meeting with the committee at the 2011 conference, chair will begin to contact. Stated goal of including practical workshops to teach advocacy skills to both educators and students. More discussion to follow in meetings as to what form this will take--as plenary, with differing levels of expertise, etc.
APPENDIX F

FG Conference Planners Meeting
Agenda

ATHE FG Conference Planners
Meetings
(Two, 1 ½ hr. sessions; Friday and Sunday)
2012

I.  Introductions
II. Overview of CC Meeting
III. Session Proposal Process (ED)
    A. Changes for the coming conference
    B. Deadlines
    C. Responsibilities for Conference Planners and Session Coordinators
IV. Multidisciplinary proposal process
    A. Discussion of changes
    B. Subcommittee vetting
V.  Pre-Conference Planning
    A. Application for hotel space
    B. Budget submission and grant decisions
VI. Questions/Concerns
    A. Conference Grant requests
    B. Guest pass requests
    C. Single Paper proposal process
    D. Questions about theme
VII. Networking: Ideas for Panels
APPENDIX G

Definitions of Session Formats

What is a Poster Session?
A poster session consists of visual displays created by individual presenters around a theme or problem posed by the session coordinator and/or chair. Displays may be traditional posters (as in the sciences) or some alternative. Up to 16 presenters may share their work during a single session. Presenters must be available by their poster or display for questions and conversation during the session. At some poster sessions, the chair may collect questions during the first half of the session and then moderate a discussion during the second half. (A microphone and speaker system are helpful for discussion among a large group.) Session coordinators should provide guidance on size and display restrictions to all presenters.

What is a Seminar?
The seminar format requires participants to engage deeply in each other’s work before arriving at the conference. Generally, the session coordinator or chair solicits respondents to write on a particular topic or question. Participants circulate their papers several months in advance, and arrive at the conference prepared to discuss the papers in detail. Single (90-minute) sessions may accommodate up to 9 seminar participants; double (180-minute) sessions may accommodate up to 18 participants. (Session coordinators should ensure that only those participants who meet the pre-conference deadlines are listed in the conference program.) Printed abstracts of the participants’ papers should be prepared for auditors who come to listen to the discussion.

What is a Panel with Papers?
At ATHE, traditional academic panels are limited to 3 speakers plus a non-presenting chair. Generally, the chair will introduce the presenters, and will keep track of time, so that each presenter has an equal amount of time to deliver a paper and respond to questions. Paper titles should be included on the session proposal form; the session coordinator is responsible for communicating any changes in paper titles to the ATHE office.

What is a Panel Discussion?
Generally, a chair will introduce the presenters and the topic under discussion, and will keep track of time, so that each presenter has an equal amount of time to deliver his/her remarks and respond to questions.

Any Other Alternative Formats?
The Conference Committee strongly encourages ATHE members to create sessions that enable multiple presenters to participate actively while maintaining a standard of academic excellence. ATHE expects presenters listed in the conference program to have prepared thoroughly and carefully to share their expertise with the membership appropriately. However, session coordinators and chairs may choose to devise workshop-based, asynchronous, or practical theatrical formats that enable listed presenters to share their best work. Feel free to consult your Focus Group or the Conference Committee to develop your ideas.
Performance as/is Civic Engagement: Advocate, Collaborate, Educate

Just a few months prior to one of our nation’s grandest performances, join us in Washington, DC, as we examine the necessity of theatre in our schools, cities, nation and the world. How is theatre a mode of advocacy for the arts in general and for higher education more specifically? How can we use performance to help our students and audiences find their voices as local, national and global advocates? In what ways is every theatrical event a mode of civic engagement?

Select One Type:
Sponsoring Single Focus Group [ ] Designate the ATHE Focus Group ____________
Committee Proposal [ ] Comm. Name: ________________
ATHE Affiliate Member [ ] Name: ________________
Multidisciplinary Focus [ ] Must be sponsored by at least 3 groups (3 FGs, or 2 FGs, 1 Comm., or 2 Comm., 1 FG, or 1 affiliate member) who have been contacted:
________________________________________
________________________________________

1. Session Format: (select up to two designations):
   ___Panel w/ papers ___ Panel discussion/Roundtable ___Performance ___Demonstration
   ___Poster Session ___ Workshop ___Other (please specify)______________________________
   ___ATHE FG Membership or Committee Meeting (complete #2 below)

2. Focus Group Membership Meeting/Committee Meeting:
   Membership or Committee Meeting Room Sets include: Head table for 3; theatre style seating for 40.
   Please indicate additional requirements requested: [ ] Flip Chart [ ] Other ____________

3. Session Title: (This title will be used in the marketing brochure and onsite program book.) (limit: 15 words)
   __________________________________________________________

4. Each session can select ONE AV piece from below at no cost: You may apply for a grant by Nov. 1 for a second piece.
   ___35 mm slide projector/screen ($75)
   ___Flip chart ($50)
   ___CD player ($50)

Payment required for more than one selection; if ordering after May 1, add $50

5. Prepayment is required for the following:
   ___LCD package ($300) ___DVD/Player/Monitor ($100)
You must bring your own computers for sessions.

Prepayment required by May 1, 2012; if ordering after May 1, add $50

You can apply for a grant to pay for this equipment, but it must be submitted with the proposal by November 1, 2011.

6. Room Setup: (Check all that apply): ______Noisy ______Movement ______Open w/chairs on perimeter ______Other

Audience Space:

Send prepayment to ATHE for items in #4 or #5 above. DUE BY MAY 1, 2012; add $50 after May 1.

Please copy and maintain for notification of all participants.

10. Session Coordinator
Affiliation
Address
Daytime Phone #(  )
Email:
Check if Nonmember/needs brochure: ______

11. Session Chair
Affiliation
Address
Daytime Phone #(  )
Email
Paper titles will be printed in the Onsite Program Book exactly as listed below.

12. Session Participant
Presentation Title
Affiliation
Address
Daytime Phone #(  )
Email

13. Session Participant
Presentation Title
Affiliation
Address
Daytime Phone #(  )
Email

14. Session Participant
Presentation Title
Affiliation
Address
Daytime Phone #(  )
Email

15. Description: Complete a 25 word, single-spaced summary describing the proposed session that, if accepted, will be used in the conference program book.

16. Session Abstract: Complete a 250-word abstract for use in determining the merits of the proposal; 300 words for Multidisciplinary Session. Describe the goals and objectives of the session and give a short synopsis of each presentation. Explain how this proposal addresses the selected Conference Theme through either a discipline-specific or multidisciplinary format. Seminar proposals should follow the specific Call for Proposals Instructions (see www.athe.org).
APPLICATION

INSTRUCTIONS I. Session Application Instructions
☐ All proposals must be submitted electronically by November 1, 2011, through the online session proposal process at www.athe.org/conference.
☐ Session Coordinator is responsible for securing agreement to participate and register for the conference from all participants prior to submitting a proposal. If proposing a Multidisciplinary session, all three Groups must be contacted for approval prior to submission of the proposal.

Completed Proposal:
☐ Electronic submission of Session Proposal Information, rationale, and Conference Grant Request (if applicable).
☐ Enter the information online directly into the form; do not cut and paste from another document. This may cause formatting and readability issues.
☐ Do not use all CAPS in the proposal.
☐ Focus Group Debut Panel proposals must submit names of winners no later than May 1 to the ATHE office for inclusion in the program book.
☐ All Committee Chairs need to submit a proposal for a Committee business meeting by Nov. 1.
☐ All Focus Group Conference Planners must submit a proposal for one FG Membership Meeting by Nov. 1.

Multiple business meetings may or may not be scheduled automatically.

Deadline for receipt of Session Proposals is November 1, 2011; proposals submitted after this date will not be accepted.

II. Session Guidelines
Session Coordinator:
☐ The Session Coordinator defines the thematic issue, selects and contacts contributors, and enlists the Session Chair.
☐ The Session Coordinator determines whether to submit to only one Focus Group (and contact that FG Conference Planner) or to propose the panel as a Multidisciplinary session (and contact the FG Conference Planners for the 3 Focus Groups (or Committee Chair).
☐ The Session Coordinator contacts the FG Conference Planner for input and feedback. This contact ensures that the FGCP (or Committee Chair) is aware of your proposal and can inform you of any conflicts with another submission.
☐ The Session Coordinator submits the Session Proposal electronically by November 1, 2011.

Session Participants (presenters):
☐ All Session Participants must register and pay the appropriate fee for the Conference.
Confession presenters should be ATHE members unless they work in an occupation outside of the academic study of theatre. Participants requesting and granted a Guest Pass by the Conference Committee do not have to pay the registration fees, but must still register, noting the appropriate Guest Pass code on the registration form.
☐ Conference Participation as a presenter: Presenters are limited to two (2) appearances. Exceptions are at the discretion of the Conference Committee. This limit will be enforced by the Conference Committee during the scheduling process.

Audiovisual Requests:
☐ ATHE will provide one piece of AV equipment as indicated on the Session Proposal Form. Session

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Participants must pre-pay for the following equipment by May 1, 2012.
- 2nd piece of AV: 35 mm projector ($75), CD player ($50), flip chart ($50);
- LCD Package ($300); DVD/Player/Monitor ($100);
- After May 1, 2011, add $50 per piece of equipment.

Session Participants may apply for a Conference Grant (see Conference Grant Requests) to pay for audio visual equipment.

However, it is the Session Participant's responsibility to confirm the receipt of the grant prior to the conference. Grants will be announced no later than March 1, 2012 to the FG Conference Planners and Committee Chairs.

III. Submitting Proposals

Session Coordinator:
- Session Coordinator makes sure the proposal submission is complete. Incomplete proposals cannot be considered.
- Session Coordinator submits Session Proposal electronically through the online submission process by November 1, 2011.
- Session Coordinator is responsible for any changes to the original proposal. Send changes by Feb 20, 2012 to nericksn@aol.com and by May 1 for program book.
- Session Coordinator will be notified of the acceptance/rejection of the session no later than March 1, 2012.
- Session Coordinator is responsible for notifying all participants of panel acceptance (or non-acceptance).

ATHE does not notify participants individually.
IV. FUNDING REQUESTS: Deadline: November 1, 2011.

CONFERENCE GRANT REQUESTS:
☐ Complete the Conference Grant Request in the online submission process. This must be completed at the same time as the proposal in order to be considered for funding.
☐ Include a budget detailing the request.
☐ Include a rationale for the request.
☐ Grants may provide reimbursement for: travel, lodging for distinguished guests or audiovisual equipment.
☐ Potential $500 maximum total award per session.
☐ GRANT RECIPIENTS WILL BE NOTIFIED BY MARCH 1, 2012.
   Only non-university-based speakers will be considered as grant recipients for travel or lodging or guest pass requests. Anyone may apply for an AV grant.
☐ Session Guest Pass- speakers attending the conference who are not working in higher education (admission to session only); no registration packet is provided.
☐ One Day Guest Pass- selected non-educationally based Workshop presenters (1 day pass to attend conference); materials for that day will be provided.
☐ All Conference Guest Pass- special award for plenary, paid workshop, award winners, performers, or non-academic presenters (complimentary full conference registration).

V. 2012 ATHE Conference Committee Chair Vice President for Conference, Mark Lococo: mlococo@luc.edu

DEADLINES:

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<td>Conference Comm. program decisions to Conference Planners</td>
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<tr>
<td>Payment for Audio Visual Equipment</td>
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<td>May 1, 2012</td>
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Complete the section below that pertains to your request. Submit with the Session Proposal electronically. Grants are awarded at the same time as Sessions are selected. AV requests after May 1 are subject to a $50 late fee. Session Coordinators will be notified of grant decisions in early March.

I. CONFERENCE GRANT REQUEST
Conference Grants (except for audio visual requests) are awarded to presenters who are not involved in full-time teaching in higher education.

   A. Goals & Objectives of Grant
   B. Title of Session
   C. Session Coordinator
   D. Focus Group/Committee/Affiliate
   E. Budget

Lodging: Travel:

Audio Visual:

Equipment:

Guest Pass:

Other: ________________________

(Total Must NOT exceed $500)    Total: $____

Guest passes are awarded to presenters who are not involved in full-time teaching in higher education. Select one type only.

☐ Session Guest Pass (admission to session only - ($50 value/per person) (No program book provided; badge provided)

Name of Speaker/Co.:

☐ One Day Guest Pass (1 day admission only – ($150 value/per person)

Name of Speaker:

Check one: ______ Plenary ______ General Session ______ Workshop

☐ All Conference Guest Pass (complimentary conference registration - $285 value) Request for those presenting multiple sessions; reserved for
plenary speakers, paid workshop leaders, keynote speaker, award recipients, performers, etc.)

Name of

Speaker/Co.:

Session

Coordinator:

Approved by:

Conference Vice President Date

7/25/11
Appendix I: Frequently Asked Questions

2012 CONFERENCE PROPOSAL PROCESS
Frequently Asked Questions (FAQs)

1. **When is the session proposal form due?**
The form must be submitted electronically through the web site by Nov. 1.

2. **How can I confirm that my proposal was received?**
When you submit the electronic proposal, you will automatically see a confirmation of receipt after you click on "Submit." You will receive a notification of your proposal with its content that you submitted.

3. **What happens if I submit an incomplete proposal?**
Incomplete proposals will not be accepted. You must complete all of the required fields (indicated with an asterisk) on the proposal form.

4. **What is the difference between a proposal and a multidisciplinary proposal?**
There are two types of submissions for panels: single focus group (or committee or affiliate) submission and a multidisciplinary submission.

**Single Focus Group panels are sponsored by one focus group or committee.** If you choose a focus group or committee in the Session Sponsor section of the online proposal process, the proposal will go to that group for vetting (each focus group or committee has its own individual process for this). It is important that the Session Coordinator work with the Conference Planner of that focus group or committee chair. The Conference Planner will submit a ranking of submissions sponsored by their focus group or committee. While there are no guarantees, the Conference Committee strives to make sure that the top 3 ranked submissions for each focus group or committee are accepted. (This DOES NOT include membership or committee meetings or focus group debut panels which are automatically accepted.) Going further down the rankings depends on the availability of time and space.

**Multidisciplinary submissions must be sponsored by a combination of 2 focus groups and 1 committee or 2 committees and 1 focus group, or 3 focus groups (there must be 3 sponsors). It is your responsibility to contact each FGCP/committee chair to be sure that the focus group(s) and/or committees are willing to be included. Please do not assume acceptance on their behalf unless you have heard back from them.** The Conference Planner/Committee Chair will be ranking all of the multidisciplinary proposals bearing their sponsorship. Rankings will be done by priority and value rankings.

These two lists of rankings received from each Conference Planner/Committee Chair are the primary tools used by the Conference Committee to select panels for the conference.
5. Does my proposal have a better chance of being accepted if I propose it as multidisciplinary? There’s no way of knowing this. It depends on how many submissions come through a specific focus group or committee as either single sponsorship or multidisciplinary as well as on how the panel is ranked. The best thing a Conference Planner/Committee Chair can do to assure (as much as possible) that a panel is accepted, is to rank it in the top 3 of the individual focus group or committee rankings or as the first choice for the multidisciplinary ranking.

6. Could a multidisciplinary submission be listed and ranked as an individual focus group or committee session?
It could, at the discretion of the Conference Planner/Committee Chair. If the Conference Planner/Committee Chair wants to be sure that a multidisciplinary submission is accepted, s/he could place it on that focus group’s or committee’s primary list.

7. How will the MD sessions be ranked?
For the 2012 Conference, the MD sessions will be given two rankings: 1) a numerical ranking (in order of preference for acceptance); and a qualitative score (value of session using a scale of 1 – 5, with “1” being the highest quality.)

Questions to be used for assigning the qualitative score:
1) Does this MD proposal cover a range of focus group and/or committee interests, or do you think it is better suited to sponsorship by a single focus group or committee?
   [Note: if you feel the proposal is better suited to single submission, please contact the other sponsoring Conference Planners/Committee Chairs and the person submitting the proposal. It may be appropriate to shift the nature of the proposal before it is submitted to the Conference Committee.]
2) Does this MD proposal cross disciplinary boundaries, bringing together ATHE members engaged in a range of pedagogical, production-based, and research-based projects?
3) Does this MD proposal provoke interesting questions or challenge assumed knowledge by creating a dialogue between FGs and/or committees that do not collaborate regularly?
4) Does this MD proposal match the quality (questions asked, issues raised, participants included, etc.) of your top three ranked single FG or committee proposals?

8. Does the Conference Planner/Committee Chair need to make two separate rankings lists, or could s/he just submit one?
The Conference Planner/Committee Chair needs to submit two. Even if s/he received zero or 1 multidisciplinary submission, we ask him/her to submit two lists. This assures the Conference Committee that they have indeed received multidisciplinary information from every focus group and committee. Please submit these two lists at the same time.

9. I have an idea for a large panel. Should I submit it as a double session? 
Double sessions are not accepted; however, you may choose to submit two linked
sessions, indicating that one sessions is #1 and the second is #2. Please put a note to the conference committee that these are linked panels and whether or not you wish them to be sequentially scheduled in one room. Note that it is possible that only one of the two sessions may be approved. Each session counts as a session in the rankings, and neither the sponsoring focus group(s) or committee nor the conference committee is obligated to make sure both sessions are approved.

**10. Can I submit a single paper?**
No. Single papers are not admissible. You need to contact a Conference Planner/Committee Chair (or several) of focus groups or committees who might be interested in the subject matter and let them know of your interest in being on a panel. Better yet, think about a provocative panel idea (or a few) that your paper might be a part of, send a notice out over the list serve of some focus groups and committees or affiliate members to see what kind of interest you generate. NOTE: Do this EARLY so people have time to respond, and there is still time to put together a panel. Go to www.athe.org for the contact information.

**11. When will I hear if my proposal has been accepted?**
If you are the Session Coordinator, you will receive notification from the Conference Planner/Committee Chair no later than March 1, 2012. Focus Group Conference Planners will notify conference coordinators of sessions submitted to their focus group. Other sessions (MD, Committee sessions, etc.) will be notified by the ATHE office no later than March 1, 2012. It is the responsibility of the Session Coordinator to inform session participants of the acceptance or rejection of the session.

**13. Do session participants have to register for the conference?**
Participants in all sessions are required to register for the conference even if they receive a conference grant or guest pass. Letters confirming guest passes and/or grants are sent by the ATHE office.

**14. What is the maximum number of sessions in which a single individual may participate?**
Presenters are limited to two (2) appearances. Exceptions are at the discretion of the Conference Committee.

**15. Whom should I contact with questions about the process?**
If you are a Conference Planner from a Focus Group or a committee chair, you can contact your Conference Committee liaison, ATHE VP for Conference: Mark Lococo (mlococo@luc.edu) or Nancy Erickson, ATHE Executive Director, at NEricksn@aol.com.

**16. How do I contact a Focus Group Conference Planner/committee chair?** Contact information for all current FGCPs, committee chairs and affiliate members is available on the ATHE web site at www.athe.org. Look under the tab marked Conference, and then the tab labeled Planners.
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Q. When and how do I submit a request for grant funds or guest passes?
A. Submit your request(s) at the same time as submitting the 2012 Session Proposal. This is completed through an online process. The process will include instructions.

Q. Are there limits to the amount of grant funds that can be requested? A. Yes. The maximum request is $500.

Q. Who qualifies for a grant?
A. Participants who are NOT involved in higher education. These could be US-based artists or those from out of the country, for example.

Q. Can graduate students or undergraduate students apply for funding support to the conference?
A. No, but there will be a limited number of Fellowships that allow for reimbursement of the student fees in exchange for working at the conference registration desk for 6 hours during the conference.

Q. Who can qualify for a Guest Pass?
A. A guest artist who is NOT involved in higher education. If the person is coming in only to do a session, then apply for a Session Guest Pass (SGP).

If the person will be at the conference for the day of his/her presentation, then apply for a One Day Guest Pass (ODGP).

Only foreign scholars and guest artists who are presenting more than one time qualify for an All Conference Guest Pass (ACGP). Also, Award winners, the Keynote speaker, paid workshop presenters and performers qualify for an ACGP.

Q. What if I don't know on Nov. 1 who will qualify for a grant, etc.? For example, Focus Group Debut Panels sometimes award small stipends to the winners.
A. Request the amount of money up to $500 that you hope to disburse at the conference. Once the winners of the competition, such as the FG Debut Panels, have been selected, those names need to be forwarded to the ATHE office by May 1 so checks can be prepared prior to the conference.

Q. What happens if the session has been awarded a grant, but the person cancels? A. Please inform the ATHE office as soon as you know
2012 ATHE DC CONFERENCE GRANT
REQUEST FORM Submission
Deadline: November 1, 2011

Complete the section below that pertains to your request. Submit with the Session Proposal electronically. Grants and Guest Passes are awarded at the same time as Sessions are selected. AV requests after May 1 are subject to a $50 late fee, as well as the cost for the AV and may or may not be approved. Session Coordinators will be notified of grant decisions in early March.

I. CONFERENCE GRANT REQUEST
Conference Grants are awarded to presenters who are not involved in full-time teaching (in higher education).

A. Goals & Objectives of
B. Title of Session
C. Session Coordinator
D. Network/Focus Group

E. Budget
   Lodging:
   Travel:
   Audio-Visual
   Equipment: Other:

(Total Grant Requests Must NOT exceed $500)

II. GUEST PASS GRANT REQUEST
Guest passes are awarded to presenters who are not involved in full-time teaching in higher education. Select one type only.

☐ Session Guest Pass (admission to session only; no program book) - $50 value / per person
   Name of Speaker/Co.:

☐ One Day Guest Pass (1 day admission only) - $150 value / per person
   Name of Speaker:
   Check one: _____ Plenary _____ General Session _____ Workshop

☐ All Conference Guest Pass (complimentary conference registration) Request for those presenting multiple sessions. $260 value / per person
   Name of Speaker/Co.: Session Coordinator:
Thursday, 11 August – 8:30 - 9:30 am  
GRADUATE STUDENT SYMPOSIUM: Opening Meet and Greet

Focus Group: (PDC) Professional Development Committee  
Room: Salon 7, Third Floor  
Session Coordinators  
Cassidy Browning, University of Texas, Austin  
Isaiah Wooden, Stanford University

As the introductory session of the Graduate Student Symposium, this event provides graduate students with an informal setting where they can meet ATHE representatives, including members of the Governing Council, GSSC members, and focus group graduate representatives, as well as other student members from a broad range of programs and universities.

Thursday, 11 August – 9:30 - 11:15 am  
GRADUATE STUDENT SYMPOSIUM: How to Successfully Navigate Graduate School; Writing and Preparing for Publication (Joint Session)

Focus Group: (PDC) Professional Development Committee  
Room: Salon 7, Third Floor  
Session Coordinators  
Cassidy Browning, University of Texas, Austin  
Isaiah Wooden, Stanford University

Participants:  
Leigh Clemons, Louisiana State University  
Writing and Preparing for Publication  
Harvey Young, Northwestern University  
How to Successfully Navigate Graduate School

These two half sessions are designed to offer graduate students at various stages helpful tools and insights on how to successfully navigate their programs and prepare their writing for publication.

Thursday, 11 August – 11:30 am – 1:00 pm  
GRADUATE STUDENT SYMPOSIUM: Career Development Workshop
This roundtable discussion and workshop aims to provide graduate students with advice on best practices for successfully maneuvering the job market.

**Friday, 12 August – 11:30 am – 1:00 pm**
**GRADUATE STUDENT SUBCOMMITTEE, Focus Group Meeting**

Focus Group: (PDC) Professional Development Committee
Room: Salon 7, Third Floor
Session Coordinators
Cassidy Browning, University of Texas, Austin
Isaiah Wooden, Stanford University
Virginia Anderson, CalPoly-San Luis Obispo
Elizabeth Osbourne, Florida State University

This session will provide an opportunity for graduate students to convene and discuss with the chairs and officers of the GSSC the ways in which the subcommittee can better assist students as they maneuver their programs and the ATHE conference.

**Friday, 12 August – 7:30 pm**
**GRADUATE STUDENT SUBCOMMITTEE SOCIAL**

Focus Group: (PDC) Professional Development Committee
Room: Offsite – Berghoff Restaurant
Session Coordinators
Cassidy Browning, University of Texas, Austin
Isaiah Wooden, Stanford University

Join fellow graduate students for dessert and drinks at the historic Berghoff Restaurant! We’ll meet in the Palmer lobby at 7:30pm and walk over together.

**Saturday, 13 August – 1:00 pm**
**GRADUATE STUDENT SUBCOMMITTEE SOCIAL**

Focus Group: (PDC) Professional Development Committee
Room: Offsite – Giordano’s Pizza
Session Coordinators
Cassidy Browning, University of Texas, Austin
Isaiah Wooden, Stanford University

Join fellow graduate students for lunch at the famous Giordano's Pizzeria! We'll meet in the Palmer lobby at 1:00pm and walk over together.
Call for Papers for ATHE Seminars for 2008 Conference
Call for Seminar Topic Proposals for 2009 Conference

ATHE membership must be current in order to apply as participants for seminars. You may join or renew your membership the ATHE website <www.ATHE.org>. ATHE seminars are designed to serve as forums for innovative research, mutual criticism, and pedagogical experimentation among members with specialized interests and areas of expertise. Seminar leaders are empowered by the Governing Council of the organization and the Conference Committee to determine the nature and extent of the work to be completed in preparation for these sessions.

Papers, common readings, compilations of bibliographies, and other exercises or exchanges may be assigned by the leader(s). All written materials are to be duplicated, circulated, and read in advance of the meeting. It is assumed that all participants in a seminar will commit to attending the 2008 conference in Denver, CO, and will be familiar with one another’s work by the time the 2008 conference begins, so that the session can be devoted to fruitful discussion, provocative interchange, and shared discovery.

To seek participation in a seminar, submit a 250 word abstract of your proposed contribution to the seminar by November 1, using ATHE’s online session proposal process available from the ATHE website. You will be notified of your acceptance into the seminar by February 1. All final papers must be finished and distributed to all other seminar members according to the schedule established by the seminar leader, typically by July 1, 2008.

You may apply to as many seminars as you wish, but because of simultaneous scheduling you will be able to participate in only one. It is assumed that seminars and workshops are appropriate for college and university faculty, independent scholars, and graduate students in the later stages of their doctoral work. Newcomers to ATHE and students in the earlier stages of graduate work may wish to familiarize themselves with the seminar approach by auditing such seminars as are open to the membership (some seminar sessions at the conference may be closed at the request of their leaders).

The 2008 Seminars:

Seminar #1: Puppets and Performing Objects in Contemporary Performance
Convener: Claudia Orenstein, Hunter College, CUNY
Performances aimed at adult audiences using performing objects and puppets of every kind have multiplied in the last ten years and now appear regularly at every kind of theatre venue, including on Broadway, in avant-garde houses, and at international theatre festivals. This seminar will address these contemporary works in the hope of fostering greater critical attention on this growing art form and developing an ongoing critical dialogue on this work that bridges many forms of performance.

The seminar hopes to open a conversation between researchers coming from a variety of different backgrounds and perspectives to look at the multifaceted ways performing objects are being used on stage. Papers may examine performing objects' interactions with other theatrical elements and the applicability of different critical frameworks to these performances. Issues to consider include the relationship of performing objects to human performers, to technology, and to design, performing objects and a Brechtian aesthetic, performing object theatre and the mainstream media, intercultural borrowing in performing object theatre, tradition and innovation in puppet performance traditions, critical and aesthetic approaches to performing object theatre (in contrast to other forms of performance), issues of gender and ethnicity in the world of performing objects. The topic of contemporary performing object theatre cuts across areas of research to appeal to those who focus on theatre and technology, avant-garde performance, design, Asian, African and Latin American theatre, popular performance, political theatre, gender and cultural studies. Presentations on puppet theatre aimed primarily at children will only be considered if their critical scope goes beyond children's theatre.

Convener's biography:

Claudia Orenstein received her PhD from Stanford and is Associate Professor of Theatre at Hunter College, CUNY and the CUNY Graduate Center and is the author of FESTIVE REVOLUTIONS: THE POLITICS OF POPULAR THEATRE AND THE SAN FRANCISCO MIME TROUPE and co-author of THE WORLD OF THEATRE: TREDITION AND INNOVATION. She serves as Associate Editor of ASIAN THEATRE JOURNAL and has published in ATJ, THEATER, THEATRE SYMPOSIUM, MIME JOURNAL, and THEATRE JOURNAL on political theatre and intercultural theatre East and West. Her current research is on contemporary puppetry. She has taught courses on both the undergraduate and graduate level and advised graduate exams and theses in this area. She has participated in seminar style panels on Asian Theatre at both ASTR and ACLA.

Seminar #2: The Case for Globalization in Theatre Studies
Convener: Margaret Coldiron, University of Reading (UK)

Too many theatre programs rarely (if ever) venture beyond the established Euro-American canon in the study of theatre—but the world is getting smaller, people are traveling further and film, television and the internet have made previously remote theatrical styles, ideas and techniques easily accessible. There is a lot of border crossing going on. Tourism, migration, displacement and a hunger in the various diaspora for a connection to ethnic theatrical roots make it clear that it is time to think of broadening cultural focus in the teaching and learning of all aspects of theatre, including acting, movement, voice, playwriting, design, literature and history.

This seminar invites those concerned with all theatrical disciplines as well as scholars and
practitioners of both “Western” and “non-Western” theatre: Asia, Africa, Latin America and the Middle East to contribute to a discussion about issues related to bringing a “global” view to the study of theatre.

Convener’s biography:

Dr. Coldiron originally trained and worked as an actress. MA in Text & Performance Studies, King’s College/RADA; PhD Drama Royal Holloway University of London. She is a practitioner and researcher specializing in Asian theatre and masks. As a former Member-At-Large and conference planner for Association for Asian Performance, she convened and chaired panels at AAP conferences 2001, 2002, 2004, and chaired a multidisciplinary panel (AAP, PS, MT-D) at ATHE 2005. Publications include TRANCE & TRANSFORMATION OF THE ACTOR (Mellen 2004) and articles in ASIAN THEATRE JOURNAL, NEW THEATRE QUARTERLY; WOMEN AND PERFORMANCE; CONSCIOUSNESS, LITERATURE & THE ARTS among others. She is a member of Association for Asian Performance and Music-Theatre, Dance focus groups and Performance Studies international.

Seminar #3: Modern Drama: Comparative Approaches
Cody Poulton, University of Victoria, Canada

This seminar is an outgrowth of the convener’s interest in the modern drama movement in Japan in the early 20th century. For Japan, as for many other countries at that time, modernity meant in large part adopting Western models and texts, but at the same time this brought about a tension with their indigenous theatre and other cultural practices that frequently hindered the expression of native or national identity. The realist orientation of much modern drama - particularly the naturalism that was so influential in the 19th century - underscored one important function of the genre: as a mimetic art that aimed to hold a mirror up to society and its ills. Japan, like many other nations living on the periphery of, and perforce obliged to accommodate itself to Western culture, was faced with what Gioa Ottaviani has called a “two-fold learning process” whereby it had not only to assimilate an alien form of drama, but equally foreign modes of thought and behavior. Modern drama for many non-Western cultures has therefore meant a difficult yet creative negotiation between foreign and indigenous forms, a schoolroom or laboratory in which to experiment with novel and often uncomfortable models of modernity. This seminar would examine modern drama from a comparative perspective, inviting scholars of European, American, Asian and other world theatre forms to discuss issues particularly focusing on: the role of the playwright, the text, plot, character and dramatic dialogue.

Convener’s biography:

Cody Poulton teaches Japanese literature and theater at the University of Victoria, Canada. Recent publications include Spirits of Another Sort: The Plays of Izumi Kyoka (Michigan University Press, 2001) and twenty entries on modern Japanese theatre for The Oxford Encyclopedia of Theatre and Performance (2003). He has also been active as a translator of both fiction and drama, for both publication and live stage productions in
Canada, the United States, the United Kingdom, Ireland, Australia and Japan. He translated three kabuki plays for Volumes I and II of Kabuki Plays on Stage (2002) and Hirata Orizaf’s Tokyo Notes for Asian Theatre Journal. His translations of plays by Chong Wishing, Takeuchi Juichiro and Betsuyaku Minoru are in Volumes IV, V and VI of Half a Century of Japanese Theater. He is currently working on two anthologies of modern Japanese drama, including (with Mitsuya Mori and J. Thomas Rimer) The Columbia Anthology of Modern Japanese Drama.

Seminar #4: Production  
Convener: Kurt Daw, SUNY – New Paltz

This seminar is for ATHE members who would like to submit critical or reflective papers concerning productions with which they have had direct connection, as directors, designers, performers, playwrights or dramaturgs.

Proposals should indicate the name, date, and site of the production, along with any other details that help to identify the specific production under discussion. Although not limited to first-person narratives, papers should clearly indicate the nature of the writer’s participation in the production, and how that participation informs the perspective of the paper. All proposals must concern productions already completed by the November submission deadline, as the abstract must indicate the major issues that the paper will address concerning the production and, at least broadly, the conclusions the writer will draw about the experience. Priority for places in the seminar will be given to papers that raise and address issues with broad applicability to academic theater, and which hold the promise of enriching the conversation about the relationship of scholarship and practice.

Convener’s biography:

Kurt Daw is the Dean of the School of Fine and Performing Arts at SUNY – New Paltz, and a former president of ATHE. His is the author of Acting: Thought into Action and Acting Shakespeare and his Contemporaries. He has twice been a participant in NEH seminars at the Folger Shakespeare Library in Washington, DC, which studied Shakespeare in performance. Daw has led panels and workshops for ATHE and the Shakespeare Association of America (SAA) on numerous occasions. He has directed more than fifty production in his career, concentrating especially on Shakespeare and on the operatic repertoire.

Proposing a Seminar for 2009

Only members in good standing may submit seminar topic proposals. Seminar proposals should open a number of pathways into a subject, recognizing that the seminar meeting is an occasion for focused but open discussion among junior and senior scholars and advanced graduate students. The proposal should come from the potential leader(s) with a program title; description of objectives, issues, and potential audiences; and a brief academic biography of the leader(s) that indicates previous experience with seminars in this organization, or sister organizations.
NOTE: All proposals for participation in the 2008 seminars or for topics for the 2009 seminars must be submitted Electronically through the Online Conference Submission Process located at www.athe.org/conference. The site will be available for submission beginning in September 2007.
APPENDIX L
The Association for Theatre in Higher Education (ATHE)

Invites you to Exhibit or Advertise at the ATHE 25th Annual Conference August 2-5, 2012
The Hyatt Regency on Capitol Hill
Washington, DC

PERFORMANCE AS IS CIVIC ENGAGEMENT: ADVOCATE, COLLABORATE, EDUCATE

Just a few months prior to one of our nation’s grandest performances, join us in Washington, DC, as we examine the necessity of theatre in our schools, cities, nation and the world.

How is theatre a mode of advocacy for the arts in general and for higher education more specifically?

How can we use performance to help our students and audiences find their voices as local, national and global advocates?

In what ways is every theatrical event a mode of civic engagement?
Join ATHE in Washington DC for the 26th Annual Conference, “Performance as/is Civic Engagement: Advocate, Collaborate, Educate.” For 2011 Exhibitors returning to the ATHE Annual Conference, a $50 discount on each Exhibit booth space will apply.

Exhibitor Benefits include:
1) One free conference registration
2) List of Conference participants
3) Listing in promotional brochure with March 1 Application
4) Listing of all Exhibitors in Onsite Program Book

Exhibitor Costs:

<table>
<thead>
<tr>
<th>Early Bird (Before 4/1/2012)</th>
<th>On/After 4/1/2012:</th>
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<tbody>
<tr>
<td>$550 College/University</td>
<td>$650 College/University</td>
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<tr>
<td>$650 Other Nonprofits</td>
<td>$750 Other Nonprofits</td>
</tr>
<tr>
<td>$775 For-Profit</td>
<td>$875 For-Profit exhibitors</td>
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</tbody>
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Exhibitor Fee Includes: 1 Six Foot Table, Two Chairs, Wastebasket, Sign, 8 x 10 Pipe and Drape

The Exhibit Floor Plan will follow via email and will be available at www.athe.org/conference in early September. Pre-assigned booths will be given similar locations in the revised plan.

ATHE will contract with a professional decorating company that will provide pre-show and onsite assistance to all exhibitors. An exhibition kit will be emailed approximately 8 weeks before the conference.
An **Onsite Program Book** is provided to all conference attendees, and includes:

- A complete schedule of educational sessions
- A listing of special events
- Awards ceremonies and recipients
- Organizational affiliation of presenters
- Advertisements

Conference attendees **use the Onsite Program Book as their guide** throughout the intensive days of workshops, panel presentations and special performances. Your best outreach to attendees is through this useful conference tool.

*All 2011 Advertisers who purchase ad space in the 2012 Onsite Program Book qualify for a $50 discount on the price list below.*

Send application and fees to ATHE, 5324 Deer Creek Ct., Boulder, CO 80301. Advertisements must be received at the above address no later than June 1, 2012. Contact ATHE with questions about your ad at (888) 284-3737; (303) 530-2167; fax (303) 530-2168; nericksn@aol.com

### Advertising Rates

**Reserve a space to promote your company's products and/or services to this broad audience of theatre artists and theatre administrators and educators in higher education.**

<table>
<thead>
<tr>
<th>Type</th>
<th>Size</th>
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<tbody>
<tr>
<td>¼ page</td>
<td>3 ½ x</td>
<td>$275</td>
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<tr>
<td>½ page</td>
<td>7” x 5”</td>
<td>$52</td>
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<td>7” x 10”</td>
<td>$62</td>
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<td>Inside Front Cover</td>
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*Camera Ready Art work Must Be Submitted by June 1, 2012, to ATHE, 5324 Deer Creek Ct., Boulder, CO 80301*
Exhibitor/Advertiser Application Form

Please copy this form if you have multiple Representatives for onsite; 5 Exhibit Floor Only Badges may be provided. One Full Conference Registration Badge is complimentary. Additional Full Conference Registrations may be available at a reduced price for Exhibitors only ($150 each).

Contact
(Mailing):
Contact
(Onsite):
Company:
Address:

Phone: Fax:
Email: Principal

product/service to be exhibited:

Indicate 1st, 2nd and 3rd choice for booth location (see floor plan inside)
1st 2nd 3rd

Exhibitors which you prefer not to be located near:

Check the type of booth:
☐ For-Profit ($775 by 3/31/12) ☐ For-Profit ($875 after 4/1/12)
☐ Non-Profit ($650 by 3/31/12) ☐ Non-Profit ($750 after 4/1/12)
☐ College/University ($550 by 3/31/12) ☐ College/University
($650 after 4/1/12) (2011 Exhibitors receive a $50 discount off each exhibit booth space.)

Check appropriate box for Advertising:
☐ 1/4 page ($475) ☐ 1/2 page ($625)
☐ Full page ($825) ☐ Inside Front Cover ($1,000)
☐ Inside Back Cover ($1,000) ☐ Back Cover ($1,500)
(2011 advertisers receive a $50 discount off any ad size.)

Payment:
Please reserve No. (#) booth(s) for ATHE 2012 Conference; _____ page advertisement
Enclosed is a check in the amount of $
Charge the payment to Credit Card: / / MasterCard / / Visa / / American Express
Card #: Expiration
date: Name on the Card:
Signature: By signing this agreement, I acknowledge that I (we) will adhere to the terms on the reverse side of this agreement.
Terms and Conditions

The following rules and regulations become binding upon acceptance of this contract between applicant, his employees and agents, and the Association for Theatre in Higher Education (ATHE), the exhibition manager and any additions and amendments thereto that may after be established or put into legal effect by the management.

Space Assignment
Space will be assigned to all applicants on a first-come, first-served basis, in the order in which applications are received. Every effort will be made to assign the exhibitor to one of his/her chosen spaces; however, the exhibition manager reserves the right to make final space assignments or change space assignments after acceptance of the applications, should it be necessary and/or in the best interest of the exhibition.

Payment and Cancellation
A. All applications for space must be accompanied by full payment. Applications failing to comply will necessarily be delayed in processing and assignment of space.
B. Exhibitors canceling must notify Manager in writing by May 1, 2012.
C. Exhibitors who cancel will receive a 75% refund only in the event that the vacated space can be sold to another exhibitor.

Service Order Kit
A Service Order Kit containing general and technical information regarding the exhibition, the facilities of the exhibition site, and pertinent information, instructions and rates regarding the services of the official contractors will be provided to exhibitors in good standing approximately eight weeks before the conference.

Shipping/Handling and Receipt of Freight
The Official Dreyer for the receipt of the exhibit materials and delivery of these materials to the exhibit space will be designated in the Service Order Kit. Shipment of exhibit materials, whether by motor freight (common carrier) or air, should be forwarded in accordance to the specific instructions given by the Official Dreyer in the Service Order Kit. All materials should be sent to the locations designated by the Dreyer, and nothing should be sent to the exhibit site unless the exhibitor has made arrangements with the Dreyer beforehand to receive the materials there. Neither the exhibit facility nor its staff is prepared or authorized to receive or handle an exhibitor's shipment.

Exhibit Standards
ATHE shall have the right to prohibit any exhibit or part of an exhibit which in their opinion is not suitable to or in keeping with the character or purpose of the exhibition. Questionable exhibits shall be modified at the request of the Conference Manager.

Safety
A. Fire regulations require all display material used for the decoration to be flameproof. Any and all electrical equipment, including signs and lights, shall be in good, operable condition and able to pass the inspection of the local Fire Marshall. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this exhibition.
B. The use of flammable materials necessary to the purpose of the exhibit, where no other alternative can be used, must first be brought to the attention of the Convention Manager, in writing, not less than thirty (30) days before the opening of the exhibit, for approval.

Use of Exhibit Space
Exhibitors shall reflect their company's highest standard of professionalism while maintaining the booth during exhibit hours. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet or share the whole or any part of his/her space.

Security/Liabilities/Insurance
A. Security guards shall be furnished during the closed hours of the exhibition. The furnishing of guards shall not increase the liability of ATHE. After exhibit hours, only those exhibitors properly identified and having the permission of the conference management may enter the exhibit.
B. ATHE, the official service contractors, the exhibit facility, nor the members, representatives and/or
employees thereof will be responsible for injury, loss or damage that may occur to the exhibitor, or the
exhibitor's employees or property, from any cause whatsoever, prior, during or subsequent to the period
covered by the
application/contract.
C. ATHE and their agents and employees will not be liable for failure to hold the exhibition as scheduled.
Payments for exhibit space will be refunded in the event,
except that any actual expenses incurred in connection with the exhibition will be deducted if the exhibition
is cancelled thirty (30) days or less prior to the opening date because of fire, an Act of God, the public
enemy, strike, epidemic, or any law, regulation, or public authority that makes it impossible or impracticable
to hold the
exhibition.
D. Exhibitors agree to maintain such insurance that will fully protect the exhibition management and
convention facility from any and all claims under the Workmen's
Compensation Act, and for personal injury, including death, which may arise in connection with the
installation, operation or dismantling of the exhibition display. E. Damage to inadequately packed
property is the exhibitor's own responsibility.
F. Damage to the facility housing the exhibit caused or done by the exhibitor shall be replaced or repaired at
the exhibitor's expense. Additionally, the exhibitor agrees
to protect, save and hold harmless ATHE and the convention facility of and from all loss and/or damage
whatsoever caused to the facility housing the exhibition, or any
part thereof, directly or indirectly.
G. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a nominal cost,
protecting them against the loss/damage to the materials from fire,
theft, accident, etc.
Music Licensing
Exhibitors agree to comply with existing regulations relating to music licensing and agree to indemnify and
hold harmless ATHE and the convention facility against any claims or expenses arising from
noncompliance to these regulations.
Admission
ATHE shall have sole control over all admissions or persons. All persons visiting the exhibit area will be
admitted according to the rules and regulations of the
exhibition or as amended by ATHE.
Amendments to Regulations
Any and all matters and questions not specifically covered by the articles in this contract shall be subject to
the decision of ATHE. The aforementioned terms covered
by this contract may be amended at any time by ATHE in the interest of the exhibition, and notice thereof
shall be binding on exhibitors equally with the foregoing rules
set forth in this contract.
The Hyatt Regency on Capitol Hill
Exhibitor assumes responsibility and agrees to indemnify and defend The Association for Theatre in Higher
Education and The Hyatt Regency on Capital Hill, Hyatt
Hotels Corporation, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates,
employees and agents against any claims or expenses arising
out of the use of the exhibition premises. The Exhibitor understands that neither The Association for
Theatre in Higher Education nor the Hotel Parties maintain insurance covering the Exhibitor's property
and it is the sole responsibility of the Exhibitor to obtain such insurance.
GOVERNING COUNCIL POSITION

DESCRIPTIONS ATHE PRESIDENT

Description: The President chairs the Governing Council and the Operations Committee of ATHE. He/she holds responsibility for ATHE's operations, its relationship with its contractors and staff, and its members. His/her primary focus is on external relationships, between ATHE and the field.

Responsibilities and Duties:

1) Sets the annual schedule of governance meetings, in conjunction with the Executive Director.
2) Calls and chairs meetings of the Governing Council, Focus Group Representatives, and the Operations Committee, as well as the Annual ATHE Membership Meeting.
3) In consultation with the Executive Director and the Operations Committee, prepares the agendas for these meetings. Emails meeting notification and asks for agenda items.
4) Supervises the work of committee chairs, staying in close contact to insure that work is happening according to the Governing Council's charge. Answers questions, guides work, makes suggestions, mostly via email, in between meetings.
5) Communicates with GC and FGRs between meetings via email.
6) Works closely with Executive Director and President-Elect on the daily management of ATHE's affairs.
7) Signs all contracts with vendors and staff. Oversees execution of contracts in conjunction with Executive Director and (in some cases) Conference Committee Chair and other chairs.
8) Serves as ATHE's spokesperson for the press and in other venues.
9) Writes letters on behalf of the organization about issues of concern to the membership and to the field.
10) Maintains and encourages relationships between ATHE and its affiliate organizations.
11) Answers queries from other allied organizations about issues of organizational or professional concern.
12) Consults on the disposition of ATHE's budget; its membership and marketing drive; its membership numbers; its electronic communication networks; its publications; its conference; and all of ATHE's other affairs.
13) Responds to queries from members and other people in the field, nationally and internationally.
THE PRESIDENT-ELECT

The President-Elect's main responsibility is to get to know and understand the workings of ATHE and to formulate his/her goals for his/her term as President.

Responsibilities:

1) The President-Elect chairs the Strategic Planning Committee (SPC).
   - As chair of the SPC, the President-Elect will get first-hand knowledge of ATHE's goals and begin to see how the organization fulfills the goals through the work of the committees, task forces, sub-committees and focus groups.

Strategic Planning Committee Focus:

- All work of the association comes through the SPC.
- The SPC filters proposals from the committees, task forces, sub-committees and focus groups through the Strategic Plan.
- The SPC discusses the proposals and makes recommendations to the Governing Council.
- The SPC also looks to the future of ATHE and, again, recommends additions, deletions, or changes in the Strategic Plan to the GC.
- SPC communication takes place in meetings at the annual conference, online discussion, and, on occasion, in conference calls.

Membership:

1) The President-Elect serves as a member of the Operations Committee and the Governing Council. As a member of these committees, the President-Elect attends and participates in meetings. Depending on the current fiscal year budget, the OC meets via email and conference call throughout the year as needed and in January and at the annual conference.

Depending on the current fiscal year budget, the GC usually meets at the annual conference and in January. It is the responsibility of the President-Elect to participate in online discussion and to vote online on the Operations Committee and Governing Council List Serves.

Communication:

- It is common for the President-Elect to participate closely with the President, Past President and Executive Director in online and telephone discussion of issues as they arise.

Meeting Leadership:

- The President-Elect meets with the Focus Group Representatives at the Annual Conference (lunches and general meetings) and at other designated meetings, such as a retreat.
- The President-Elect attends and participates in the ATHE Annual Membership Meeting of the association at the conference.
- The President-Elect participates in the "Orientation" for Governing Council members and Focus Group Representatives at the annual ATHE Conference.

Other Duties: Including, but not limited to:

- The President-Elect acts as the ATHE liaison when the President is unable to attend a special function.
- Various responsibilities delegated by the President, the Operations Committee and/or the GC, such as Chair of the Transition Team and Co-chair of the Development
Task Force.
ATHE SECRETARY

Responsibilities:

The ATHE Secretary is primarily responsible for recording minutes of the meetings of the Operations Committee (OC) and the Governing Council (GC); for chairing the Electronic Technology Committee (ETC); for maintaining timely communication with ATHE officers, main office, communications director, listserv moderator and web site master, etc.; for collecting and maintaining materials for the ATHE archives (via ATHE staff and in conjunction with the Center for Archival Studies at Bowling Green State University); and for identifying and distributing action items and policies and procedures that have been revised or adopted during ATHE meetings. The Secretary also performs other duties which that may be prescribed by the President, under whose supervision the Secretary operates.

The Secretary should attend all OC and GC meetings and act as recorder, or name a designated person to act as recorder, and record all votes and minutes of all proceedings. Electronic votes or votes via conference call also must be recorded in the minutes. In preparing minutes, attendance, action items, policies and procedures that have been revised/adopted during any of the meetings should be noted. The text of all resolutions should be recorded in the form in which they were passed. Copies of the minutes draft should be sent to the Operations Committee for review and comment. After making any revisions necessary from the responses, a final draft should be prepared and sent to the OC and GC. The final draft of the minutes with all materials distributed at meetings should be distributed submitted, via a motion, for official approval semi-annually for official approval at the next official OC or GC meeting, and filed in the permanent file of minutes. The Secretary should be familiar with the ATHE Operations Manual to be aware of any policy and/or procedure changes that might necessitate manual revisions.

ATHE TREASURER

Responsibilities:

Chair Finance Committee
- Prepare budget with Executive Director
- Oversee Reserve Fund investments
- Recommend investment strategies to Governing Council
- Recommend cost saving measures to Governing Council

Supervise Accounts
- Review and pay bills of ATHE biweekly
- Track expenses in comparison to budget
- Review monthly reports from Executive Director
- Coordinate year-end report
- Coordinate audit and tax preparation in consultation with accountant and Audit Committee

Committees
- Facilitate budget preparation for each committee
- Track expenses of each committee
- Update committee chairs on their budget status
Membership - JHUP
- Review monthly membership updates
- Review membership income

Conference
- Work with Conference Committee on Conference budget
- Coordinate payment of Conference registrants with Conference Comm. Chair
- Review conference registration income reports from Conference management

ATHENE IMMEDIATE PAST

PRESIDENT Position

Responsibilities:

1) Membership on the Governing Council (GC)
   - attendance and participation in meetings and electronic discussions of the Governing Council

2) Chair of the Nominating Committee, including:
   - communicating with the Governing Council, Focus Group Reps (FGRs) and the membership to solicit nominations for the election slate of officers and committee chairs
   - coordinating with the President and the Focus Group Representatives on the selection of Member-at-Large candidates for the Governing Council
   - coordinating with the President and the Focus Group Reps to identify six names for the Nominating Committee election slate
   - coordinating with the President and the Governing Council to identify one GC appointee for the Nominating Committee
   - convening the Nominating Committee to develop the election slate
   - coordinating with the ATHENEWS Editor and Awards Committee Chair to print and distribute the ballot and call for awards nominations
   - coordinating with ATHE administration to collect and tabulate the election results
   - coordinating with the President to inform election winners and losers, the GC, Focus Group Reps and the general membership of the election results

3) Other duties:
   - execution of other appropriate duties, as assigned
**ATHE MEMBERSHIP and MARKETING COMMITTEE CHAIR**

The position **responsibilities** for the Membership and Marketing Chair fall under three categories:

**Membership Services:**
1. in collaboration with the Governing Council, identify M&M Committee members, create a yearly agenda, and lead the committee in its work
2. serve as the ATHE membership contact person to handle member concerns and questions about member services; present viable concerns to the OC and/or GC for discussion
3. maintain regular communication with JHUP through the Executive Director concerning current membership status, mailing deadlines, mailing list rental and rates, details of pieces mailed
4. work with the M&M Committee and JHUP, determine the diversity of ATHE's membership and create strategies to increase diversity
5. in collaboration with ATHE’s president, write or update yearly welcome letters to new individual and organizational members
6. write or update three renewal letters to be accompanied by ATHE renewal forms and mailed out by JHUP each year
7. work with the M&M Committee, create or update new member packets for both individual and organizational members
8. work with appropriate ATHE electronic technology personnel, assist in updating membership information on ATHE's Web site and ATHE on-line

**Marketing:**
1. work with the M&M Committee and the ED, determine marketing strategies for ATHE to increase membership numbers and diversity
2. work with and direct the appropriate ATHE ED, as necessary, in developing the design and/or look of ATHE stationery, logo, and other marketing pieces (like membership brochures)

**ATHE ADVOCACY COMMITTEE CHAIR**

The Advocacy Committee Chair is responsible for fostering and Advocating for theatre arts, theatre education and performance studies in the academy, the nation and internationally through his/her work with the Advocacy Committee (ADV). In working with ATHE’s Strategic Plan, the chair needs to advocate for theatre's place of centrality in higher education. On a national level, the Advocacy Committee Chair is responsible for providing leadership to ADV and the ATHE membership on issues dealing with arts funding and the preservation of the artists as well as theatre educators' freedom of expression. Whenever possible the chair will rally the ADV and ATHE members in lobbying for arts and arts education in the nation and internationally.

*Specific responsibilities include, but are not limited to:*

a) provide leadership and guidance to the ADV's subcommittees, most specifically with the chairs and co-chairs of the subcommittees (the present subcommittees are: Affiliations, Advocacy Information Bank, Advocacy Watch, Expanding Roles,
Survival and Theatre Education Reform and Certification and Interactive Theatre Program;

b) respond promptly, with necessary information, to the email, fax and phone messages of the GC, OC, EDV Subcommittee Chairs and ADV members;

d) respond promptly (seeking information from the OC, GC and ATHE's Administrative Team when needed) to the email, fax and phone messages of ATHE members and the arts community-at-large;

e) fulfill duties assigned periodically by the President, President-Elect, the OC and the GC;

f) provide a yearly ADV budget request to ATHE's Treasurer, by the specified deadline, and solicit budget needs from each subcommittee chair or co-chairs;

g) ensure that the GC approved budget for ADV is adhered to;

h) submit an article for each issue of ATHE-news and coordinate pertinent information from the subcommittee chairs for the newsletter;

i) seek and compile subcommittee mid-year and year-end ADV Subcommittee Activity Reports; j) complete two (as requested by the President) ADV Activities Reports and submit to the GC; k) create and provide on-line (or hard copy) an ADV time-line for subcommittee chairs;

l) oversee the "Learning for a Lifetime" booklet by giving visionary input and administratively maintaining (with the assistance of ATHE's Electronic Technology Committee) the booklet on ATHE's web site and;

m) attend all designated GC meetings;

n) attend the annual GC Business Meeting and the annual ATHE conference;

o) schedule, chair and prepare itinerary for at least one ADV Business Meetings at the annual conference;

p) provide leadership and guidance in working with the ADV, the President, the OC and the Conference Chair in creating exciting, substantial and timely Advocacy panels and plenary sessions for the conference;

q) recruit, reappoint and replace ADV members and specifically chairs of the subcommittees with the approval of ATHE's president;

r) work with the Advocacy Watch Subcommittee in soliciting letters for pertinent Advocacy issues;

s) write letters of protest on behalf of the GC (with its approval) on Advocacy alert
situations as they arise;

t) represent ATHE at various Advocacy related conferences, workshops, and sister Advocacy organizations as monies from our association allows;

u) assist co-chairs in receiving the necessarily web site assistance from ATHE;

v) offer pertinent information and guidance for the incoming ADV Chair; and

w) send archive materials to ATHE's archive (as explained by ATHE's Archives: Policies and Procedures).

Subcommittees:
Advocacy Information Bank Subcommittee
Advocacy Watch Subcommittee
Affiliations Subcommittee
Theatre Education Reform and Certification Subcommittee
Interactive Theatre Program

Task Forces:
Academic Advocacy Communications Task Force
ATHE CONFERENCE COMMITTEE CHAIR

Responsibilities:

1. Convene and facilitate the meetings of the conference committee.
2. Convene and facilitate the meetings of the conference planners.
3. Work with conference planners via e-mail to develop proposals.
4. Work with conference committee to help to bring the other parts of the conference into place -- speakers, performers, special events, etc.
5. Work with conference committee to generate information regarding information for mailing lists, exhibitions mailings, etc.
6. Work with ATHE Executive Director and staff to develop an exhibitions prospectus, develop a design for the conference materials, work on conference program, get information from the hotel, refine contract.
7. Meet with Executive Director and staff in January to confirm the schedule and the program.
8. Work with office/management on the exhibitions area.
9. Work with management/office to develop social events.
10. Work with Communications Manager on press packet to represent the conference to the press -- both local and national. Develop lists of local and national press.
11. Work with ATHE Treasurer/committee/office to develop a conference budget.
12. Work with ATHE committee chairs as appropriate to develop track programming or to facilitate the presentation of awards.
13. Handle requests for information from constituents. (See Conference Manual for more detail- Appendix.)

ATHE CONFERENCE VICE PRESIDENT-

ELECT, CO-CHAIR First Year

Responsibilities:

The primary duty is to assist the Co-Chair with the current conference in whatever way she/he desires. The specific major task is assisting with the actual scheduling of the conference sessions during the January meeting. Additionally, the conference co-chair attends all scheduled meetings of the conference committee and meetings of the conference planners at the previous years' conference.

Other duties include:

Working with ATHE administration on the details of the subsequent conference site.

Working with ATHE administration on session proposal forms, advertising/exhibitor prospectus, agendas for meetings with the conference committee and the conference planners.

Doing the preliminary work with regard to keynote speakers, special guests, site specific programming, and sponsor solicitation.

Developing a timeline for committee creation and initial conference calls.
ELECTRONIC TECHNOLOGY COMMITTEE CHAIR

The Chair and the Electronic Technology Committee are charged with facilitating and expanding opportunities for exchanging information and networking via digital technologies, and for advancing the use of technology in teaching and scholarship.

Responsibilities and Duties:

1.) Oversees the management of ATHE’s electronic resources, in conjunction with the webmaster, the Communications Manager, Executive Director, and any other staff of or contractors with ATHE.
2.) Works with the Communications Manager and/or webmaster or to set and implement policies for ATHE’s electronic resources.
3.) Names subcommittees or task forces and solicits members and chairs as necessary.
4.) Seeks new partnerships with appropriate organizations and continues ATHE’s partnerships.
5.) Consults with ATHE officers, committees, focus groups, and/or task forces regarding the use of new or temporary electronic resources; remands action on these to ETC subcommittees or task forces when appropriate.
6.) Coordinates placement of material from ATHE’s units on ATHE’s web site, listservs, or electronic archives.
7.) Reports semi-annually to the GC and solicits reports semiannually from active subcommittees or task forces.
8.) Communicates regularly with ATHE members on current projects through ATHENews.
9.) Soliciting paper ideas or partnerships with other FGRs or Committees for ETC-focused panels.

THE COMMUNICATIONS MANAGER

The ATHE Communications Manager reports directly to the Executive Director and indirectly to the Secretary and Vice President for Membership and Marketing.

Primary job responsibilities include:
- Editing, creating, and distributing ATHENews on a semimonthly basis from September to May and on a monthly basis in the summer (from June, through August); providing semiannual newsletter statistics reports to the Secretary.
- Receiving and responding to ATHE related inquiries via e-mail (info@athe.org); forwarding inquiries to appropriate parties, such as the Executive Director or Johns Hopkins University Press as necessary.
- Receiving ATHE Job Bank postings, providing quotes for posting, posting items in the Job Bank and providing invoice information to the Executive Director; providing semiannual job bank statistics reports to the Secretary.
- Managing all updates to the ATHE website; updating all pages of the website, except for focus group pages; assisting focus group administrative assistant with updates for focus groups.

Secondary responsibilities include:
- Serving on Electronic Technology Committee (ex-officio).
- Serving on Membership and Marketing Committee (ex-officio).
- Assisting Conference Committee as directed; providing media relations at conference.
- Providing photography services to the association; assisting in coordination of other recording services (videography, podcasts, etc.).
ATHE MEMBER-AT-LARGE (MAL)

Definition of Position:
Members-at-Large (MALs) are nominated and elected by the Focus Group Representatives (FGRs) using a procedure that the FGRs design.

MALs represent on the Governing Council (GC) the membership of ATHE as it expresses its will through membership in Focus Groups and the election of FGRs.

Basic Responsibilities:
Associated most closely with the Governing Council:
- Attend all GC and Joint GC/FGR Meetings (August and any others scheduled).
- Monitor and participate in, when appropriate, all GC activity on the ATHEGC listserv.
- Vote on all GC motions made at meetings or via the ATHEGC listserv.
- Place items suggested by FGRs and Focus Group members on GC meeting agendas.
- Be aware of, report to the GC, and when appropriate, serve as advocate for, opinions and desires of the FGRs and Focus Group members.

Associated most closely with the Focus Groups and FGRs:
- **Attend all FGR Meetings and Retreats (usually August and January)
- Monitor and participate in, when appropriate, all FGR activity on the ATHEFGRCP listserv.
- Solicit responses from FGRs to ATHE issues and actions; lead discussions of significant governance issues and respond to FGR questions or concerns.
- Attend as many Focus Group Business meetings as possible during the conference.
- Facilitate planning and projects involving more than one Focus Group.
- Assist FGRs in organizing any scheduled retreat.

Associated most closely with ATHE as a whole:
- Be a point of contact for inquiries about new Focus Group proposals.
- Promote leadership development in ATHE and the profession in cooperation with FGRs.
- Serve on, and whenever possible, take a leadership role in, GC or association committees and task forces as appropriate. One MAL will serve on each of the following committees:
  Operations, Finance, Conference, Strategic Planning.

Tasks assigned to individual MALs:
- Publish periodic reports of GC activity on the ATHEFGRCP listserv.
- Participate in the Conference Orientation Session.
- Coordinate nomination and election of new MALs. (This task would normally be assigned to a MAL whose term is expiring.)
- Coordinate the election of a representative to the Nominations Comm.
- Attend all meetings and participate in all discussions, planning, and votes of the assigned committee.
- Serve as the KCACTF liaison.

Duties particular to the MAL on the Operations Committee (OC), a position appointed by the President:
- Attend all OC Meetings (usually August and January).
- Monitor, and participate in when appropriate, all OC activity on e-mail.
- Vote on all OC motions made at meetings or via e-mail.
- Place appropriate items suggested by FGRs and Focus Group members on OC meeting agendas.
- Be aware of, report to the OC, and when appropriate, serve as advocate for, opinions and desires of the FGRs and Focus Group members.
- Convene meetings (usually via e-mail) of MALs when appropriate.
- Publish periodic reports of OC activity on ATHEFGR.

**ATHE PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR**

**Responsibilities:**

The chair of the Professional Development Committee has, first of all, to promote the goals of ATHE as stated in the Strategic Plan Mission Statement.

Four subcommittees are within the purview of the Professional Development Committee:
- Assessment Subcommittee
- Chairs and Deans Subcommittee
- Graduate Student Subcommittee
- Mentorship Subcommittee
- Pedagogy Subcommittee
- Tenure and Promotion Subcommittee

Two programs are affiliated with the Professional Development Committee:
- The Writing Mentorship Program is co-coordinated by the PDC working with the Research and Publications Committee
- The ATHE Leadership Institute® is also under the aegis of the Professional Development Committee. However, because the Institute is a pre-conference event, with its own budget and structure, two co-chairs coordinate it in collaboration with the Chair of the Professional Development Committee.

Constituting the membership of the Committee as a whole, which should include the heads of these subcommittees and programs and several additional persons, must be done in conjunction with the President of ATHE before or during the annual conference, so that the committee of the whole can meet at conference and begin work on projects for the new academic year with the cooperation of the PDC members.

The chair of the committee sets the agenda for and calls the meetings of the Professional Development Committee, prior to the conference, in time for members to attend the meetings, and also arranges any conference-call meetings held during the year.

The chair develops a budget for the committee, to be submitted during the fall semester to the Treasurer of the organization. The chair keeps records of expenditures and of all other matters pertinent to the function of the committee and its programs and subcommittees.

The committee chair serves as a member of the Governing Council and communicates with the President and other officers and members on-line, as business occurs, votes are needed, and so forth. As a member of the Governing Council, the chair must also attend a meeting of the Council in January during each of the two years of appointment, as well as several meetings during the annual conference, presenting reports on the committee and task force projects both in January and at the annual conference.

Most important, the chair keeps in touch with committee members and chairs of programs and subcommittees, by phone and e-mail, to ascertain the wishes of the members as to work to be done, and also offers guidance and support to these members in the
accomplishment of their tasks.

**ATEH RESEARCH AND PUBLICATIONS COMMITTEE CHAIR**

Responsibilities:

1. **Chair the Research and Publication Committee.**

   Upon election, the Chair appoints members of the committee who serve for two years. In addition to those selections, the committee includes all of the editors of the ATHE journals, including review editors as voting members. Members of the Governing Council will also be asked to volunteer to serve on committees, and they may elect to serve on Research and Publications. Names of appointees are submitted to the Governing Council for approval, and the Executive Director sends them an official letter from the President, congratulating them on their appointment. The committee size is up to the Chair, but it should include a graduate student and reflect a cross-section of ATHE members.

   The committee meets during the annual conference, and minutes should be taken for a record of discussions, proposals and any recommendations to the Governing Council. The committee is in charge of setting and reviewing the strategic planning goals and help to plan conference panels related to the state of research and publication in the field. The committee may also take on additional projects and may ask for financial support for activities that occur outside the conference.

2. **Oversee the submission of panel proposals in the area of research and publications for the annual conference.**

   The committee is allowed to submit between three and six panel proposals each year, and the VP adjudicates among proposals and makes the final decisions as to which panels will be proposed should more than several be suggested. Some version of the “First-time authors” panel will always be submitted, the responsibility for which alternates each year between the journal editors. This panel usually includes editors from other theatre journals in addition to our own and is focused on the nuts and bolts of getting an article published. The VP often organizes one panel or roundtable that looks at current trends, issues, or a particular concern in the area of research and publication. Other proposals will come from members of the committee and the journal editors. For example, an editor may propose a panel that s/he hopes to develop into a journal’s special issue.

   There is no hard and fast rule regarding the number of panels and roundtables the VP can submit, but they need to be strongly connected to committee’s mission. A portion of the business meeting each year should be devoted to planning sessions for the next annual meeting.

3. **Oversee and support the publication of Theatre Journal and Theatre Topics.**

   This involves working with the editors, as needed, to guarantee the ongoing high quality of the journals. The editors work independently of the VP according to their own operating procedures, but they must submit a report to the Governing Council every year. (An editor from each journal attends the Governing Council meeting at the summer conference and is offered 1 night hotel room reimbursement for this purpose.) The VP serves primarily as an advocate for the mission of the journals and their continuing centrality to the organization, as well as a conduit for recommendations about journal operation that originate with the editors.
4. **Attend and report to the Governing Council meeting in January.**

The VP prepares a report for the January meeting that includes an interim report for the journals. The report covers issues brought up during the year by the research and publications committee, progress toward or changes in the strategic planning goals, and other issues that may arise pertaining to this area (including any financial requests).

5. **Oversee and guide the search for new editors.**

This is a major task and the most important responsibility of the VP. The VP chairs the search committee for all editorial positions, solicits names of potential candidates (from the editors, the members of the committee, and the membership at large), receives applications for the positions and letters of recommendation, makes progress reports to the President, and makes the final recommendation to the Governing Council for approval. The editors play a major, though not exclusive, role in this process by identifying candidates and making their own recommendation to the VP. Although the VP should correspond with and welcome the new editors, the official letter of appointment comes from the President.

Finding strong candidates is not always easy. Candidates are expected to have experience editing and publishing, have University support including an assistant and some course release time; computer, telephone, and mail privileges; and some travel funds. Candidates who are strong, but do not receive institutional support, may still be considered for the position. The searches need to begin a full year ahead of time, and every effort should be made to get a strong and diverse pool of applicants. The VP should keep a list of potential candidates who may be interested in future positions, and this list should be passed on to future VPs.

6. **Communicate and monitor relations with Johns Hopkins University Press.**

This is especially important during the transition of editors and during the periods when a current contract is up for renegotiation.

7. **Provide support to the VP of Professional Development.**

This involves identifying scholars who might be interested in the mentoring program, helping the VP of Professional Development match mentors with mentees, and offer general advice on aspects involving research and publication, as needed.

8. **Communicate with ATHE Officers and contribute to ATHE's mission.**

The VP of Research and Publication should keep lines of communication open with the President, Executive Director, and other GC officers as necessary and deemed appropriate. This may involve participating in conference calls and on-line voting, as well as coordinating activities of the committee to support ATHE’s strategic vision. In general, the VP should find ways for the committee to extend its outreach to the membership at large (e.g., through space on the ATHE website) and work to promote the health and influence of the journals, both inside and outside the organization.
STRATEGIC PLANNING COMMITTEE CHAIR

The Strategic Planning Committee (SPC) Chair is primarily responsible for updating ATHE’s strategic plan in accordance with the needs and goals of the membership. A new iteration of the plan is created every 4-5 years, as deemed necessary by the Governing Council (GC).

Responsibilities and Duties:

1) In approximately the third year of the existing plan, the SPC Chair activates the Strategic Planning Committee (SPC) with the charge to update the plan. The committee consists of: the GC Chairs and a SPC Subcommittee. The Subcommittee includes representation from the Members-at-Large, the Focus Groups and the membership. The SPC Subcommittee is in charge of writing the revised plan and is chaired by the SPC Chair.

2) In the same year, the SPC Chair and Subcommittee work closely with the President in providing mechanisms for the membership as a whole to voice their overall goals and needs for the new iteration of the plan. Mechanisms can include, but are not limited to, an ATHE survey, public forums at the annual conference, on-line discussions, and solicitation of the membership’s views through ATHENews and the ATHEMEMBER listserv.

3) The Chair works with the entire committee to determine the actions of the old plan that have been realized, those that should be deleted and those that should continue.

4) In the fall of the fourth year, the Chair and Subcommittee work closely with the GC Chairs, the Focus Group Representatives, the President and the Executive Director to draft the revised plan. The subcommittee conducts its work on-line and through conference calls.

5) By the January ATHE Business Meetings of the same fiscal year, the SPC Chair presents the draft to the GC for their comments. The draft is closely examined by the GC and the process of rewrites begins.

6) The SPC Chair posts a draft of the plan to the membership via the ATHEMEMBER listserv and ATHENews for their input by February.

7) From January through April of that year, the chair and the subcommittee work closely with the GC Chairs in completing a final version of the new plan.

8) By May, the Chair submits the plan to the GC for their approval.

9) Once approved, the Chair and President present the new plan to the membership at the upcoming annual conference.

10) The Chair works with the Executive Director in disseminating the new iteration of the plan to the entire membership via ATHE’s website, the ATHEMEMBER listserv and ATHENews.

11) The Chair and the SPC is responsible for an ongoing assessment of the implementation of the Strategic Plan.
MEMBERSHIP CATEGORIES AND FEES – revised 2016-2017 membership year

ATHE's individual membership types include:

- **Full-Time Employed Member** $170
- **Part-Time Employed Member** $100
- **Student Member** $75
- **Retired Member** $90
- **Donor Member** $175
- **Patron Member** $200
- **Benefactor Member** $225
- **Lifetime Member** $1,500
- **Organizational Member** $285

*The amount donated which is above the individual membership is tax deductible. See link for online membership form.*
ATHE DOCUMENTS AND E-RESOURCES

ATHE Documents
(available online at https://athe.site-ym.com/?page=Publication_Archive)

- Tenure and Promotion Guidelines
- Partner Benefits Position Paper
- Scholarship for the Discipline of Theatre
- Computer Tools for Theatre Professors (by the ATHE Electronic Technology Committee)
- The Essential Relationship: Curriculum and Production (USITT/ATHE position paper)
- Learning for a Lifetime
- ATHE Outcomes Assessment Guidelines for Theatre Programs in Higher Education
- Teaching and Technology Task Force (Report to Board of Governors, August 1996)
E-RESOURCES - WEBSITE

Links to all E-Resources found at http://www.athe.org/displaycommon.cfm?an=1&subarticlenbr=54

Conference Information

HOTEL AND REGISTRATION INFORMATION - Hotel and registration information for the next conference is generally available on the website by late March or early April.

SESSION PROPOSAL SUBMISSION - All proposals for ATHE conferences are submitted via an online form. The form is made available by no later than September 15, and submissions are due by November 1 of each year for the following year’s conference. Seminar papers are also submitted via this form.

SEMINAR TOPIC SUBMISSION - Seminar topics are submitted two years in advance. For instance, in the fall of 2007, we will be accepting submission of seminar topics for the conference in the summer of 2009. Seminar papers are submitted each year via the online session proposal form.

ONLINE CONFERENCE REGISTRATION - While ATHE accepts reservations by mail or fax, many conference attendees choose to register via the online conference registration system.

Other Information

ATHENews - ATHENews, the newsletter for the organization, is the primary vehicle Focus Groups and the Governing Council use to communicate news about the organization to the membership and to the broader public and is generally published every two weeks. It is delivered via e-mail to members and those subscribed to ATHECAST. Shaun Franklin-Sewell is the editor of ATHENews and can be reached at athenews@athe.org. Governing Council members, Focus Group Representatives, Organizational Members, and Affiliate Members can submit items via e-mail for inclusion in ATHENews.

Bylaws - As an incorporated 501(c)(3) organization, ATHE serves in the public trust. The Bylaws are available to anyone who wishes to review them.

ATHE’s Strategic Plan

Operations Manual - The Operations Manual – which aids Governing Council Members and Focus Group Representatives in the daily business of ATHE – is available online to those members.

ATHE’s Mission, Vision, and Position

Minutes - The minutes of the organization’s meetings are available online.

Focus Groups and Governing Council - ATHE has 23 Focus Groups and Governing Council, most of whose members chair a standing committee of the organization.

Affiliate Members - ATHE has formal relationships with several academic or theatre-oriented organizations.

Fellowships and Grants - ATHE has several grant programs including: grants for guest attendance at the conference, grants for focus group projects (not related to conference), and fellowships for
graduate students to attend the conference.

**Awards** - ATHE has eight awards including the Career Achievement Awards, Outstanding Teacher Award, Outstanding Textbook/Book-length Study Award, Research Award for Outstanding Article, and the Research Award for Excellence in Editing.

**Advocacy InfoBank** - The ATHE Advocacy InfoBank is a one-stop shop for members who want to Advocate for the field of theatre in higher education. ATHE has also prepared a series if papers and reports on various issues including Advocacy, outcomes assessment, and tenure evaluation is available.

**Journals** - The ATHE Research and Publications Committee has prepared a list of journals which accept theatre- and performance-related articles.
LISTSERVS

ATHECAST - A listserv moderator reviews all postings and limits them to theatre-related inquiries only (for instance, recent inquiry was posted regarding signed theatre performances). Members and non-members can subscribe to ATHECAST. To post, send an e-mail to athecast@athe.org.

ATHEMEMBERLIST - This listserv is hosted by ATHE and is for members only. Members who have updated their e-mail address with Johns Hopkins University Press, our member database provider, are automatically subscribed. The Executive Director and the Governing Council use ATHEMEMBERLIST to send out important communications for members only, such as election ballots.

SPECIALIZED LISTSERVS - The Association also maintains several listservs that the leadership uses to conduct business. ATHEOC is a discussion list for members of the Operations Committee. ATHEGC is a discussion list for members of the Governing Council. ATHEFGRCP is a discussion list for ATHE's Focus Group Representatives and Conference Planners. Members of these groups are subscribed to this listserv following their election; to be subscribed, contact Nancy Erickson, Executive Director (nericksn@aol.com), with your correct e-mail address. Various focus groups also have their own listservs. To find out more about those listservs, please visit the focus groups' web pages.

ATHE JOB BANK

VIEWING: The ATHE Job Bank is a job listing service provided by ATHE; viewing postings is free for members. Non-members can view the Job Bank for a small fee ($50 for a one year subscription).

POSTING: Posting to the ATHE Job Bank is an economical way to be sure that more than 1,600 theatre faculty in all disciplines know about your job opening! ATHE Organizational Members can post a position announcement to the job bank for free. Send your post (maximum 200 words) to Shaun Franklin-Sewell at comm@athe.org. If you are not an organizational member, posting to our job bank is still economical for you! Our price is just $.25 (20 cents) per word, to a maximum of 200 words (or $50 per ad, every word over 200 is $1 per word). Your ad runs on our site for 60 days from the date of posting. Send your post to Shaun Franklin-Sewell. ATHE will invoice you for your posting.

MEMBER SERVICES

Johns Hopkins University Press publishes Theatre Journal and Theatre Topics, ATHE's two journals, processes membership orders, maintains the membership database, and provides for online conference registration and financial management. Their online member services include membership renewal, access to the journals, and contact information update. Your member number is required to access these services. (Note: The ATHE membership year is June 1 to May 31).

MERLOT: The Multimedia Educational Resource for Learning and Online Teaching

MERLOT is a leading edge, user-centered, searchable collection of peer reviewed, higher education, online learning materials created by registered members, and a set of faculty development support services. MERLOT’s vision is to be a premiere online community where faculty, staff, and students from around the world share their learning materials and pedagogy in order to improve the effectiveness of teaching and learning by increasing the quantity and quality of peer reviewed online learning materials that can be easily incorporated into faculty designed courses. ATHE is an institutional partner in the MERLOT project, and ATHE members are
contributors and peer reviewers. Each year at the conference, sessions are held to teach ATHE members about MERLOT and its uses.

IN MEDIAS RES
Although not currently live, In Medias Res will be an online database of performance video recordings and sound recordings, as well as CD-ROMs and online resources on performance. Types of performance included will be theatre, dance, performance art, staged opera, musical theater, popular performance, improvisation, mime, puppetry, and related genres. The database will list resources, vendor and access information, and reviews (when provided). In Medias Res will be valuable to teachers wishing to introduce students to styles, works, methods, and important people in performance history; researchers investigating the work of particular directors, actors and performance companies; and, librarians planning to add these resources to their libraries' collections. In Medias Res is a joint project of the Theatre Library Association (TLA), the American Society for Theatre Research (ASTR), and the Association for Theatre in Higher Education (ATHE), produced with the support of the Yale University Library.
ATHE STRATEGIC PLAN – 2011-2016

ATHE Mission: to support and advance the study and practice of theatre and performance in higher education. Goal One:
To promote theatre as an essential component in higher education and as a lifelong tool for learning.

Strategies:
- Assess the state of theatre in higher education on a regular basis
- Disseminate information on lifelong learning aspects of theatre to administrators and advisors
- Annually present new models of practice, research, and institutional structures in theatre.

Goal Two:
To position ATHE as a global participant within higher education.

Strategies:
- Collaborate with international theatre organization for the purpose of
- Increase engagement with individuals and arts organizations

Goal Three
Continue to develop strategic and sustainable partnerships to advocate for and advance the study of theatre and performance in higher education.

- Review current partnerships for viability
- Prioritize partnerships with specific goals
- Work with VPs and FGRs to share responsibility for partnerships

Goal Four:
To support the professional development of ATHE members.

- Develop appropriate and specific documents in support of academic and professional positions supporting full-time teaching positions, research positions, and staff positions necessary for the operation of a theatre department and program to serve members, including adjuncts and graduate students.
- Provide models that are bringing universities into collaborations with local agencies, secondary schools, and advocacy groups.
- Offer effective resources and training for members at all stages of their careers in the expanding field of theatre and performance in higher education.

Goal Five:
Develop strategies for sustaining the administrative and organizational viability of ATHE.

Strategies:
- Increase economic accessibility
- Improve organizational communication
- Regularly review and possibly revise the organizational structure of focus groups, committees, and other sub-groups within the organization.
- To provide opportunities and training for leadership
- Actively pursue corporate sponsorship and other development strategies to maintain fiscal solvency.

Goal six
To continue to diversify participation in every facet of the organization including membership, programming, scholarship and governance.

- Continue to promote diversity across the organization
- Develop goals and metrics that are meaningful and useful.