

# **OREGON THEATRE ARTS ASSOCIATION**

## **Standard Operating Procedures**

### **DESCRIPTION:**

The OREGON THEATRE ARTS ASSOCIATION (OTAA) shall be a division of Oregon Thespians and shall serve the professional development and professional interests of Oregon Theatre Arts teachers at all levels, elementary through university. Though OTAA is an extension of Oregon Thespians, OTAA shall be considered an entity in and of itself with governance established by elected officers as described below. Oregon Thespians shall have the responsibility to oversee and report OTAA finances as part of its yearly financial report to the Educational Theatre Association.

### **PHILOSOPHY & MISSION:**

The OREGON THEATRE ARTS ASSOCIATION (OTAA) is a professional organization made up of Oregon Theatre Arts teachers at all levels, elementary through university. OTAA believes in professional development, honoring outstanding theatre educators & organizations, and creating opportunities for professional and non-professional theatre educators & organizations to interact for the betterment of educational theatre arts in Oregon.

### **PURPOSE:**

The purpose of the OREGON THEATRE ARTS ASSOCIATION is to:

1. Provide professional development opportunities.
2. Promote the interaction of professional theatre with educational theatre
3. Recognize outstanding Oregon-trained theatre educators through the Rex Rabold Memorial Award
4. Recognize outstanding individuals & organizations who have provided exceptional support/service to educational theatre through the Rae Mona Reynolds Humanitarian Award
5. Provide a meeting ground for educational theatre practitioners during the annual State-wide teacher inservice, typically the second Friday in October.

### **MEMBERSHIP:**

Membership in OTAA can be purchased at any time at a rate established by the OTAA board. Typically annual membership is automatic with registration for the annual conference. There shall be two levels of membership; professional, for all professional theatre educators and organizations and pre-professional, for student-teachers and other studying to become Oregon Theatre Arts educators. There will be a 50% concession for pre-professional membership.

### **STATE COUNCIL:**

The Voting Board of OREGON THEATRE ARTS ASSOCIATION will consist of:

1. One President
2. One Immediate Past-President and/or President-Elect
3. One Secretary
4. One Treasurer

Non-voting members may include:

5. Oregon Thespian State Director or designee

### **TERMS OF OFFICE:**

1. The President shall serve two years, taking office the year after election and holding office for two years.
2. The Immediate Past President shall serve one year beyond his term as president
3. The President-Elect shall serve one year prior to taking office as president
4. A Secretary shall serve two years.
5. A Treasurer shall serve two years.

There are no term limits.

### **RESPONSIBILITIES AND DUTIES OF THE OTAA PRESIDENT:**

The OTAA PRESIDENT shall:

1. Plan, organize, and promote the OTAA annual meeting, ensuring professional development & recognition in accordance with the philosophy & purpose of the OREGON THEATRE ARTS ASSOCIATION
2. Preside over all meetings of the board & membership
3. Communicate with theatre education professionals through Oregon Thespians and other communication channels
4. Encourage attendance at the OTAA annual meeting
5. Represent OTAA with the State Dept. of Education and with other political or aligned organizations
6. Attend all Oregon Thespians board meetings and serve as a non-voting member of the board, representing OTAA and reporting on OTAA expenses & activities.
7. Work with the Oregon Thespians State Director to establish an annual budget and to report expenses and income as required by the Educational Theatre Association.

### **RESPONSIBILITIES AND DUTIES OF THE PAST OTAA PRESIDENT & PRESIDENT ELECT:**

1. Attend each meeting called.
2. Assist the OTAA president in any of the above duties as requested by the president
3. Seek out funding & support opportunities for OTAA from outside organizations/individuals.

### **RESPONSIBILITIES AND DUTIES OF THE SECRETARY:**

1. Attend each meeting called.
2. Maintain and publish accurate notes of all business meetings.
3. Maintain and publish an accurate data-base of current and past members.
4. Pass down all records to incoming officers

### **RESPONSIBILITIES AND DUTIES OF THE TREASURER:**

1. Attend each meeting called.
2. Keep & publish accurate records of all OTAA expenses & income.
3. Deposit & record all income & expenses with Oregon Thespians, maintaining a separate register under the auspices of Oregon Thespians account in accordance with the Educational Theatre Association reporting rules for non-profit organizations.
4. Collaborate with the Oregon State Thespian Director to establish a budget & report for OTAA events & expenses.
5. Pass down all records to incoming officers

### **ELECTIONS:**

1. Elections shall occur at each OTAA annual meeting
2. Officer election shall rotate, president-elect and secretary one year, treasurer on the off year.

### **ANNUAL EVENTS:**

1. Annual meeting to be held during the State-wide teacher inservice day, typically the second Friday in October. The annual meeting will include professional development opportunities, a luncheon that features the recognition of the Rae Mona Reynolds & Rex Rabold honorees, and social opportunities.
2. Annual Business Meeting to be held the day after the regular annual meeting for the purpose of electing officers and addressing other OTAA business.
3. Other meetings or events as deemed appropriate by the board and in accordance with the philosophy & purpose of the OREGON THEATRE ARTS ASSOCIATION.