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PROPOSED UPDATES TO BOARD MANUAL

SECTION X: AREA REPRESENTATIVES [JOB DESCRIPTION]

- A) The main job of *** Area Representatives is to represent the interests of *** for theatres and theatre programs in one of the three main regions of the state: East, Middle and West. Counties are associated with regions according to the following:

East – [county names deleted]

Middle – [county names deleted]

West – [county names deleted]

- B) Area Representatives should be active participants on the Board of Directors, providing the Board with advice and feedback relating to *** programs, policies and activities. Specific activities will include:
- 1) Attend all meetings prepared to discuss items of interest to the State at large;
 - 2) Provide input into the agenda for items specific to your area;
 - 3) Offer input to Board discussion of general policy with an eye toward how policies will affect your region;
 - 4) Give feedback – whether your own or collected from others in your area – relating to *** activities including the annual conference;
 - 5) Diversify the discussion among Board members with your own individual and regional influences.
- C) Area Representatives are asked to serve as a liaison between *** and individual theatres or theatre programs in your region, serving as both a resource for information about *** and a conduit for feedback to ***. Specific activities may include:
- 1) Responding to questions from constituents about *** activities via phone, mail or e-mail;
 - 2) Offering support to organizations planning entries into *** Conference events;
 - 3) Recruiting organizations from your region to participate in *** Conference events whenever possible;
 - 4) Gathering news items from your region which can be included in the company newsletter, “Focus”.
- D) As an Area Representative, you should work with your Co-Representative and the Board as a whole to ensure the annual success of the *** Conference. Specific activities may include:
- 1) Developing workshops for presentation at conference;
 - 2) Cultivating resources for workshops at conference, and providing the President Elect with sufficient information to make the workshop feasible, including contact names, addresses and telephone numbers;
 - 3) Encouraging theatre participants in your region to take part in conference activities;
 - 4) Assisting with logistical portions of conference including registration, workshop set up, publications and production tech.

In order to fulfill the goals of Area Representative, a letter like the one that follows can be mailed to addresses provided to you by the Communications Officer:

Contact
Theatre or School
Address
City, State Zip

Dear friend,

We have just been elected to serve the wonderful state of ***** as Representatives for the East Region of the *****. Because we know you love theatre, we want to invite you to become an active participant in programs offered each year by the ***.

The ***** Association was founded XX years ago in order to maximize the impact of the theatre arts on Tennessee by enhancing communication, sharing information, and offering a resource to all lovers of theatre. *** also represents ***** in regional and national organizations including the American Association of Community Theatre, the Kennedy Centre American College Theatre Festival, and the Southeastern Theatre Conference.

The main program of the *** is our Annual Conference, home to state-wide festivals for Secondary Schools, Colleges/Universities and Community Theatres, plus auditions, awards, workshops and networking opportunities. Complete information on *** and on Conference 2006 can be found at our web site, *****, or by calling one of us at the numbers below.

If you have any questions at all about getting involved in *****'s state theatre organization, please call one of us. We'll be happy to answer all your questions and guide you toward getting started.

Also, if you have any news about your theatre, school or organization that you want to share with theatre lovers across the state, please let me know. I'll be sure it gets into our regular newsletter
"*****".

We look forward to hearing from you, and to seeing you at *** Conference 200X in [City],
***** next October [date] through [date].

Sincerely.

Area Rep 1.
Phone

Area Rep. 2
phone