

# **OHIO COMMUNITY THEATRE ASSOCIATION**

## **THEATRE DELEGATE**

### **Job Description**

#### **THE THEATRE DELEGATE SHOULD:**

Attend all OCTA Regional meetings and functions.  
Generate enthusiasm for OCTA and its programs.

Furnish information from their theater to the OCTA Regional Rep or OCTA Executive Committee (i.e. productions, meeting dates, officers names, addresses, phone numbers, special events, and information requested by OCTA).

Furnish your theater information regarding OCTA Board meetings, the OCTA newsletter, forms and information relating to OCTA functions at their meetings and in their newsletters.

Furnish the OCTA Administrative Assistant and Newsletter Editor information regarding your theatre productions.

Oversee registration and entry forms for theater at the Regional level OCTAFests.

Start and/or maintain a folder with information regarding OCTA to hand on to the next delegate.

Act as the theater's connection to the OCTA Resource directory and any other programs under OCTA supervision.

Attend the Annual Conference Meeting where the OCTA Annual review and elections of Board Members takes place.

If the named theatre delegate on file with OCTA is unable to attend the Annual Conference Meeting, the Delegate (and/ or Theatre Representative) may designate another member of the theatre to act as the designated Delegate to attend the Annual Conference Meeting and vote for the Theatre. The Designated Delegate shall register as the Delegate, sign in as the Delegate and vote as the Delegate.