

OHIO COMMUNITY THEATRE ASSOCIATION

REGIONAL REPRESENTATIVES

Job Description

A REGIONAL REPRESENTATIVE SHALL BE:

1. Expected to serve as an active member of the Board of Directors.
2. A Liaison between the State Board and the Regional Theatre Delegates.
3. A clearing house for materials and experience.
4. The person who communicates through contacts, newsletters, resource directory, follow-through and the OCTA website.
5. The Organizational person for regional meetings, workshops and OCTAfest.
6. Expected to cover expenses of telephone, mileage, tickets, meals, housing, postage, and printing.
7. Aware that regional income will come from OCTAfest, workshops, own pocket, theatre's largesse.
8. Expected to attend shows in your region when possible, State Conference, Regional Meetings, OCTAfest, workshops, local meetings and own theatre activities.

9. Expected to attend all called meetings for Regional Reps, including attendance at the OCTA Board Retreat (2 days) and the March Board meeting.

A rep is helpful to your region, local theatre, enthusiasm, and supportive of OCTA Board, cooperative and non-partisan.

You will be asked to assist in the recruitment of new theatres in your region. Work with member theatres to encourage delegate participation, assist with the demands of theatre's that are having local situations.

You will be asked to assist in recruitment of new board members.

Time required will vary with each region.

IMPLEMENTATION of DUTIES

1. Elect or appoint one person to be the Lead Rep with all Reps approval. This person speaks for your region in State Board Meetings, after discussion with the other reps and getting their input and opinions. All regional business is decided upon by all reps. The Lead Rep is the contact person for the OCTA Board of Directors and the Lead Rep has no more authority than the other reps that were elected in the region.
2. If the Lead Rep is unable to attend a regular Board Meeting, then the Lead Rep needs to give the Regions Report to another Rep in the region or to the Regional Rep Coordinator for reporting at the Board Meeting.
3. Through regularly scheduled regional meetings, you can tie in with shows, hold meetings at different theatres in your region or in a delegate/rep home.
4. Topics for meetings should include but not be limited to workshops, local needs, complaints, OCTAfest planning, participation in OCTA Jr., show schedules and audition dates.

5. A rep will attend at least one show per theatre in his/her listing of theatres he/she is responsible to maintain contact with.
6. Maintain communication with your delegates through regular region meetings, telephone, visitations, e-mail and the OCTA website.
7. Ensure that a newsletter is printed for your region containing news of local theatres, audition dates, news of the region and what is happening with the State Board.
8. Regional Reps will caucus during Board Meetings on motions that are presented.
9. Regional bank accounts will include "OCTA" and the Ohio Community Theatre Association Federal ID number as identification of the account and will include the name of a Regional Representative and the OCTA Administrative Assistant. Financial reports will be sent yearly to the OCTA Administrative Assistant for inclusion in the OCTA income-expense tax report as well as the OCTA Annual Report.
10. Each region has a total of one (1) vote.
11. Choose a Treasurer unless all the Regional Reps want the Lead Rep to handle all regional monies.
12. Each region can select a theatre delegate to receive the Outstanding Delegate Award each year if a majority of the regional reps agree that the delegate has done exceptional work with the region, the reps and their theatre.