

# **OREGON THEATRE EDUCATORS ASSOCIATION**

## **Standard Operating Procedures**

### **DESCRIPTION:**

The OREGON THEATRE EDUCATORS ASSOCIATION (OTEA) is a professional organization made up of Oregon Theatre Arts teachers at all levels, elementary through secondary. Though OTEA is an extension of Oregon Thespians, OTEA 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 OTEA finances as part of its yearly financial report to the Educational Theatre Association.

### **MISSION:**

Our mission is to advocate for the advancement and expansion of quality theatre arts education for every child throughout Oregon and to provide professional development for theatre educators statewide.

### **PURPOSE:**

The purpose of the OREGON THEATRE EDUCATORS ASSOCIATION is to:

1. Promote access to quality Theatre Education for all students throughout Oregon
2. Provide professional development opportunities
3. Promote the interaction of professional theatre with educational theatre
4. Recognize outstanding Oregon theatre educators, individuals, and organizations who/that have provided exceptional support/service to educational theatre

### **MEMBERSHIP:**

Membership in OTEA can be purchased at any time at a rate established by the OTEA Board and is good until September 1. Annual Membership is renewable by September 1 each year. OTEA Members receive a discount to OTEA events. There shall be two levels of Membership.

1. K-12 Theatre Educators
2. Post-Secondary Theatre Education Students

Advocates of OTEA are Individuals and Professional Theatre-related Organizations. Advocates provide a financial contribution or donations of goods or services to receive the Advocate designation. There shall be two levels of Advocates.

1. Individual (friend/supporter of Theatre Education)
2. Organizations (businesses/educational institutions/corporations)

### **OTEA BOARD:**

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

1. One President
2. One Immediate Past-President
3. One President-Elect
4. One Membership Secretary

Non-voting Board members may include:

5. Oregon Thespian Chapter Director or designee

### **TERMS OF OFFICE:**

1. Although the President's term is two years, the actual length of service is six years: two years as President-Elect, two years as President, and two years as Immediate Past-President.
2. The Immediate Past President shall serve two years beyond the two-year term as President.
3. The President-Elect shall serve two years prior to taking office as President.
4. The Membership Secretary shall serve a term of four years.
5. There are no term limits.

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

The OTEA PRESIDENT shall:

1. Plan, organize, and promote the OTEA annual meeting, ensuring professional development and recognition in accordance with the mission and purpose of the OREGON THEATRE EDUCATORS ASSOCIATION
2. Preside over all meetings of the Board and membership
3. Communicate with theatre education professionals through Oregon Thespians and other communication channels
4. Encourage attendance at the OTEA annual meeting
5. Attend all Oregon Thespians Board meetings and serve as a non-voting member of the Board, representing OTEA and reporting on OTEA expenses and activities
6. Work with the Oregon Thespians Chapter Director to establish an annual budget and to report expenses and income as required by the Educational Theatre Association

### **RESPONSIBILITIES AND DUTIES OF THE IMMEDIATE PAST PRESIDENT:**

1. Act as Advocacy Liason for OTEA
2. Represent OTEA with the State Dept. of Education and with other political or aligned organizations
3. Attend each meeting called
4. Assist the OTEA President in any of the above duties as requested by the President
5. Seek out funding and support opportunities for OTEA from outside organizations/individuals

**RESPONSIBILITIES AND DUTIES OF THE PRESIDENT-ELECT:**

1. Act as Recording Secretary for OTEA
2. Attend each meeting called
3. Assist the OTEA President in any of the above duties as requested by the President
4. Maintain and publish accurate notes of all business meetings

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

1. Act as Membership Secretary and Treasurer
2. Attend each meeting called
3. Maintain and publish an accurate database of current and past members
4. Pass down all records to incoming officers
5. Keep and publish accurate records of all OTEA expenses and income
6. Deposit and record all income and 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
7. Collaborate with the OTEA President to establish a budget and report for OTEA events and expenses

**ELECTIONS:**

1. Elections shall occur at the OTEA annual meeting
2. Voting members shall include the K-12 Theatre Educators of the organization

**HONORS AND AWARDS:**

1. OTEA has the following honors and awards:
  - a. Rae Mona Reynolds
  - b. Rex Rabold
2. Nominations will be accepted from the voting membership of OTEA by September 1 of each year.
3. The selection process shall be established by the OTEA Board via a committee made up of current and/or past Board members.

**ANNUAL EVENTS:**

1. Annual lesson exchange forum
2. Annual fall conference to be held during the State-wide teacher inservice day, typically the second Friday in October. The annual conference will include professional development opportunities
3. Annual fall business meeting to be held the day after the annual conference for the purpose of electing officers and addressing other OTEA business
4. Annual spring professional development to be held in conjunction with the Oregon Thespian State Festival
5. Other meetings or events as deemed appropriate by the board and in accordance with the philosophy and purpose of the OREGON THEATRE EDUCATORS ASSOCIATION

