



EdTA Main Stage Committee Fact Sheet

Chair: TBA

Vice Chair: TBA

Secretary: TBA

Staff Liaison: Ginny Butsch

Main Stage Committee Description

The purpose of this working committee, with assistance from the staff liaison, is to train main stage adjudicators, facilitate the adjudication process, and make recommendations for future improvements to the application or rubric. This committee is expected to establish a directory of trained main stage adjudicators in the fall/winter and a recommended list of productions to be featured during ITF in the spring. Any EdTA member with experience adjudicating potential main stage productions and/or bringing a main stage production to ITF is eligible to serve on this committee.

Committee Member Terms

Committee member terms will run August 1 to July 31 (ex. 8/1/2021-7/31/2023).

Individuals can serve up to 9 consecutive years on the committee, 3 years as a committee member and up to 2 years in each officer role. After serving for the maximum time, individuals must roll off the committee for a minimum of one year, but may return as a committee member. Officers will consist of committee members who have already served 3 years on the committee, attended the International Thespian Festival in person at least once, and have previously served as a Main Stage adjudicator. Committee members and officers must serve as Main Stage adjudicators. Committee members will determine officers by election. In the event that a committee election cannot determine the new officers, the EdTA staff liaison may appoint the new officers.

The staff liaison may remove committee members if they are absent from 2 meetings per year.

Time Commitment

Committee members will meet monthly for one hour virtually to establish and begin training procedures and then to begin the adjudication process. Meetings will begin in September and occur until adjudication is complete in the spring.

Committee Member Position Descriptions and Responsibilities

Chair Position Description

The Chair's role is to guide the committee members to do the committee's work according to its stated purpose, vision, and mission.

Chair Responsibilities:

- Committee Leader
- Sets Priorities and Agenda
- Facilitates Committee Meetings
- Engages All Committee Members in Meetings / Decisions
- Ensures Governance Compliance
- Succession Planning
- Communicates with staff liaison

Vice Chair Position Description

The Vice-Chair's role is to support both the Chair and other board members. This position is also useful to provide OTJ training for the role of Chair.

Vice-Chair Responsibilities:

- Fulfills Role of Chair in Chair's Absence
- Sounding Board for Chair / Other Committee Members
- Oversees Committee Self-Assessments
- Shares in Governance Compliance Oversight
- Succession Role for Chair

Secretary Position Description

The Secretary is responsible for maintaining all pertinent documentation

Secretary Responsibilities:

- Maintains Committee Minutes
- Ensures Meetings/Procedures Comply with Organization's Bylaws
- Keeps Committee Records
- Takes and Distributes Meeting Minutes
- Facilitates Committee Communications (Meetings Notices, etc.)
- Knowledgeable of State and Federal Filing Requirements and Deadlines (when applicable)

Committee Member Position Description

Committee members are the engine that enable the work of a committee to be accomplished.

Committee Member Responsibilities:

- Serve as Main Stage adjudicators
- Prepare in Advance for Meetings (Pre-read materials and Agenda)
- Engage in Healthy, Productive Discussion
- Make Decisions Based on Organization's Best Interests and its Mission (sets aside personal agendas)
- Honor Commitments Made for Deliverables
- Meet Deadlines
- Alert Chair and/or Staff Liaison to any Issues with Meeting Commitments and Deadlines
- Behave Ethically

Responsibilities of all EdTA committee members:

1. Attend all meetings (in-person, conference call, and virtual), and notify the staff liaison of scheduling conflicts.
2. Review all relevant material prior to meetings. Prepare to contribute and voice objective opinions concerning issues and activities.
3. Accept and complete special assignments when requested.
4. Respond promptly to correspondence and information requests from the staff liaison and other committee members.
5. Maintain current membership in EdTA during the volunteer term.
6. Immediately inform the staff liaison and Chair of the committee if personal or professional circumstances change to the extent that the committee member can no longer perform the above-listed responsibilities.
7. Immediately inform the staff liaison and Chair of the committee of any potential Conflicts of Interest.
8. Make decisions based on what is best for the organization as a whole and set aside all personal agendas.