



EdTA Thespys Committee Fact Sheet

Chair: TBA
Vice Chair: TBA
Secretary: TBA
Staff Liaison: Ginny Butsch

Thespys Committee Description

The purpose of this committee, with assistance from the staff liaison, is to review members' suggestions and feedback and make recommendations for future improvements to the Thespys program rules, adjudication training, rubrics, or process. If recommendations are moved to action by the EdTA staff, committee members will assist in the development of any necessary materials or guidance. Any EdTA member 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. Officers will consist of committee members who have already served 3 years on the committee. 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. Committee members will determine officers by election. If a committee election cannot determine the new officers, then the EdTA staff liaison may appoint the new officers.

Committee members must be approved by their Chapter Director and are required to serve as Thespy adjudicators annually. No more than 1 committee member per chapter shall serve at the same time.

Time Commitment

Committee members will meet as needed for one hour virtually. Meetings will begin in September and occur throughout the year.

Rev. August 2021

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
- Succession Planning
- Communicating 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
- 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 Thespy 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.