



## EdTA Education Committee Fact Sheet

Chair: {Insert Committee Chair Name if Applicable}

Vice Chair: {Insert Committee Vice Chair if Applicable}

Secretary: {Insert Committee Secretary if Applicable}

Staff Liaison: Cory Wilkerson, Education Director

### Education Committee Description

The Education Committee is an EdTA steering committee created to advise on professional learning products and projects sponsored by EdTA; acting as content advisors. The committee will be asked to meet quarterly to review Education Department work in progress and offer informed opinions on the creation of any educational content or materials. The Education Committee will also be asked to review and score RFP's for workshop sessions for the International Thespian Festival and the EdTA National Conference.

Committee members consist of theatre educators and teaching artists representing the diversity of our membership as follows:

- A representative from Technical Theatre Education
- A representative Teaching Artist
- A representative from Higher Ed
- A representative theatre educator from each of seven identified regions: New England, Mid Atlantic, Southern, Middle America, Mid West, Western I and Western II (Pacific). The regions parallel the regions established by state departments of education. See the [State Education Agency Directors of Arts Education](#) website.

### Committee Member Terms

- Committee members are chosen to serve a term of 2 years.
- Committee members are chosen through an "all call" application process, however may be appointed by the Education Director from time to time to fill vacancies as needed.

### Time Commitment

Committee members should plan on the following time commitment:

- Quarterly meetings lasting 60-90 minutes
- Meetings will be held virtually
- Occasionally the committee will be asked to offer an opinion, respond to emails, etc., estimated at 2 -3 hours per year
- Annual RFP scoring for workshops for ITF and Conference estimated at 10 hours per year

# Committee Member Position Descriptions and Responsibilities

*(Template position descriptions and responsibilities are for guidance only. Please edit to suit what is applicable for the committee you are staffing.)*

## Committee Member Position Description

Committee members are the engine that enable the work of a committee to be accomplished. There are no officers or member positions on the Education Committee, all committee members serve in an advisory position, notes are kept by the EdTA staff contact.

## Committee Member Responsibilities:

- Prepare in Advance for Meetings (Pre-read materials and Agenda)
- Engage in Healthy, Productive Discussion
- Remain up to date on EdTA's current educational offerings and guidance (Theatre Educator Pro, webinars, Theatre Curriculum framework, etc.)
- 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.