

**Community Theatre Association of Michigan  
Board and Committee  
Policies and Procedures**

The word community appears in the name of our organization. We believe that a strong community consists of, and is enhanced by, the inclusion of all people, regardless of their race, creed, color, age, gender, sexual orientation, national origin, disability, or any other characteristic protected by law. With this in mind there will be no discrimination or harassment of any kind tolerated at any CTAM sponsored activity. Community theatres in Michigan are stronger for welcoming the entire community to be participants in their artistic and educational endeavors.

## **ROLES AND RESPONSIBILITIES**

### **BOARD MEMBERS**

In addition to duties listed in [Article 7 of the bylaws](#):

- Directors are responsible to help grow membership and raise funds for the organization

### **CTAM PRESIDENT**

- Chairs all Board of Directors meetings
- Prepares a written report for the Board of Directors for every meeting
- Serves as an ex-officio member of each committee.
- Supervises and works in tandem with the CTAM Administrator, provides suggestions, makes recommendations, or gives directions regarding the handling of CTAM's operation.
- Works with and monitors efforts of officers and Board committee chairs to comply with assigned strategic goals, requested deadlines, program needs, etc.
- Guides, encourages, motivates, and assists Board Members towards accomplishing CTAM's goals.
- Helps fellow board members be as effective as possible, both personally and for the good of the organization.
- Be aware of potential opportunities for Marketing and Public Relations and be as visible as possible at all CTAM sponsored functions, and member group activities (including attendance at their productions, meetings, etc.).
- Appoints standing committees members annually, subject to Board approval. Guides their activities as necessary to assist with accomplishing Board strategic goals for the year.
- Serves as chair of the Executive Committee.
- Ensures that all meetings proceed in an orderly fashion.

### **VICE PRESIDENT**

- In the absence of the President, the Vice President assumes the President's responsibilities.
- VP serves as a member of the Executive Committee.
- Works with the CTAM Administrator for conference planning.

## TREASURER

- Responsible for disbursements and investment of CTAM funds and maintains the checking account.
- Coordinates payments of all domain, hosting and meeting accounts as advised by the Webmaster.
- The Treasurer is assisted in their duties by the CTAM Administrator, who manages CTAM's daily operations. Requests for reimbursement are submitted via email to the CTAM Administrator to forward to the Treasurer for request for payment.
- Assumes leadership in the annual budget preparation and approval. The Treasurer works closely with the President and CTAM Administrator. The Treasurer can assemble a committee to assist with budget planning.
- Prepares financial statements (at least profit and loss) to present at each meeting of the Board of Directors. Financial information is also provided by the Treasurer at the Annual Meeting.
- Serves as a member of the Executive Committee.
- Responsible for maintaining all financial documents.
- Files financial reports to government agencies as required.

## SECRETARY

- Takes, transcribes and distributes the minutes of all Board and general membership meetings.
- Serves as a member of the Executive Committee.
- Promotes CTAM annual awards.
- Compiles nominations for the CTAM annual awards program and presents them to the Board for presentation.
- Coordinates presentation and publication of the awards (see notes on Awards in Other Programming section).

## CTAM ADMINISTRATOR (contracted)

- Attends all Board meetings of the Board of Directors.
- Prepares a written report for the Board of Directors for every meeting.
- Prepares and distributes agendas for the Board meetings and maintains official records of the organization.
- Reports all deposits to the Treasurer and submits requests for payments via email with copies of receipts.
- Organizes and manages events including Fall Conference.
- Maintains business files.
- Manages and maintains all contracts.
- Assists the President in making meeting arrangements.
- Maintains and updates the CTAM annual events/meetings calendar.
- Maintains membership roster.
- Sends member group contact information to the Webmaster.
- Sends Affiliate groups productions dates to Webmaster, Social Media and Callboard.

- Sends membership renewal statements.
- Ex-Officio member of all committees.
- Maintains all historical records.

#### WEBMASTER (contracted)

- Secures domain and web hosting services for the organization.
- Designs and maintains the website.
- Works with the Board of Directors to determine what information can be made available publicly via the website (aka, Public Resources, Human Resources/Contacts, etc).
- Secures an online meeting account for the organization.
- Works with CTAM Administrator to administer and maintain an email marketing platform.
- Assists Social Media chair with administering and maintaining the social media accounts.

#### SOCIAL MEDIA MANAGER (contracted)

- Utilizes social media formats to spread the word about CTAM and its member organizations..
- Quickly informs and reacts with our members, friends and interested parties about activities and services of the organization and its member organizations.
- Follows the changing field of social media so CTAM involvement is always visual to member.s
- Watches for opportunities to involve our members by creating a dialog on matters of interest.
- Presents a consistent face for our presence on various social media.
- Makes recommendations to the Board of Directors regarding changes in the programming.

#### CALLBOARD EDITOR (contracted)

- Compiles a (typically monthly) newsletter that promotes the work of CTAM and its member groups.
- Gathers information from the Board and Committee members on events that have happened or upcoming events.

## COMMITTEES

### GUIDELINES

- General:
  - It is the Board of Directors' responsibility to give each committee a clear understanding of the committee's purpose, the long-range goals affected by their actions, applicable deadlines, and any guidelines on how the committee is expected to carry out its responsibilities.
  - Committees should meet on a regular basis beyond the context of a Board of Directors meeting, and report to the Board of Directors at each Board meeting. "Meetings" may be construed as face-to-face or by electronic means.
  
- Committee Chair
  - The Committee Chair is the presiding officer in all committee meetings. The Chair should observe *Robert's Rules of Orders*, but a small committee does not need to be so formal or call for a second on each motion.
  - The Chair is responsible for ensuring that the Committee is doing its intended function. This includes arranging meetings of the Committees as needed.
  - The President and CTAM Administrator are ex-officio Committee members. The President and CTAM Administrator should be copied on all committee minutes, reports, all correspondence, etc.

### STANDING COMMITTEES

- Executive Committee
  - The Executive Committee consists of the Board Officers and the CTAM Administrator.
  - The Executive Committee acts on the behalf of the Board between regularly scheduled board meetings.
  - Actions are limited to issues that cannot wait for the next official Board meeting.
  - The Executive Committee cannot modify the Bylaws.
  
- Nominating Committee
  - Nominating Committee is a standing committee whose purpose is to identify potential board members and present an annual slate of candidates to the CTAM Board President.

## **CURRENT AD-HOC COMMITTEES, as of 2025**

- Adjudication Committee

Adjudication is the process for member groups to receive response and feedback for a specific performance from an individual trained to recognize the strengths and weaknesses of the performance. The purpose is not to change the current production but to use it as a learning experience for affiliate member groups.

- Adjudicators follow established guidelines of AACT adjudication criteria.
- Adjudication Chair identifies trained adjudicators and maintains a list.
- Adjudication Chair accepts requests from member groups and matches the request with a trained adjudicator (in their area, if possible; if outside the area they may need to coordinate a room and board for one night). Introduce both parties and they can complete the transaction.
- Ensures adjudication training is provided periodically, at least once during Festival cycles.

- Programming Committee:

- Develops and coordinates Educational programming for CTAM member groups. Educational components typically fall into four categories: Acting, Directing, Technical and Administration. When possible Youth and Diversity classes should be offered.
- Identifies workshop leaders across the State of Michigan.
- Maintains a list of potential leaders with resources/specialities they are qualified to teach.
- Coordinates workshop offerings at conferences.
- Identifies member groups who are interested in CTAM On The Road to You and works with those groups to coordinate workshops.
- Be available to membership and assist with presenting workshops.
- Provides promotional material on all CTAM programming such as: CTAM On The Road to You, Fall Conference, Webinars, Roundtables, Master Classes, Workshops and any others as they are developed.

## OTHER PROGRAMMING

- Arts Advocacy (individual appointment)  
Identifies and recommends actions to the Board of Directors concerning issues confronting the arts today. This committee (or individual) should work to establish CTAM as a leader in promoting the arts in Michigan and works with the CTAM Board to communicate goals to the greater membership.
  
- Awards  
In order to recognize the achievements of individuals and member groups, this Board selects people or theatres to be honored with the following awards:
  - Robert A. McKenna Award for service to community theatre in Michigan.
  - Dorothy Arnett Volunteer Service Award for long service to their home theatre group **(NOT ANNOUNCED PUBLICLY UNTIL PRESENTED TO HONOREE AT THEIR ORGANIZATION)**.
  - Volunteer Spirit Award for contributions to CTAM over and above serving on the Board of Directors.
  - Anniversary Awards recognition for groups reaching milestone years of existence, i.e. 50th Anniversary, 75th Anniversary, etc.
  
- Playwriting Contest
  - The Playwriting Chair is appointed and/or approved by the CTAM Board President.
  - Sets contest deadlines and criteria each year.
  - Updates rubric each year if necessary.
  - Identifies and secure judges for each year.
  - Distributes scripts, rubrics and materials with deadlines to each judge.
  - Coordinates contest promotion with CTAM Social Media Manager, Webmaster and Callboard Editor.
  
- Goal Setting
  - Board Members set annual organizational goals.
  - Organizational goals should be defined by the November Board meeting.
  
- Strategic Planning
  - Recommendation: Every 2 years hold a meeting to update a long range plan that has 3 to 5 year goals for the organization.
  - Historically CTAM has had a Long Range Planning Committee that met every few years to establish goals over a longer timespan (3-5 years). Over time this method has presented an overwhelming amount of goals to accomplish and only a fraction would end up getting completed as a result of overly ambitious/achievable long range goals.