

CETA Board of Directors

Duties, Expectations and Accountability

Application: <https://forms.gle/M5tSx9h6tNx8zpmK8>

CETA Vision: Every California student will experience the highest standards of theatre arts education.

The California Educational Theatre Association Mission is:

- To support the growth of comprehensive theatre education in the state of California
- To intentionally improve our commitment to Theatre Education that reflects our diverse communities
- To recognize Theatre excellence through awards and scholarships
- To provide valued opportunities & resources for Theatre educators and students
- To serve as a hub for Theatre educators with Theatre organizations statewide.

This mission encompasses pre-K through higher education throughout the State of California.

RESPONSIBILITIES OF ALL BOARD MEMBERS:

- Read and understand the CETA Constitution-Bylaws.
- Support the CETA Vision and Mission Statements.
- Upon election to the Board, each board member commits to attend all scheduled board meetings, the annual state conference and at least two other CETA Events.
- All directors shall make an annual board contribution to CETA (amount set by the full board), due the first board meeting of the year following January 1st. (Bylaws 7.2.3)
- Complete and sign a non-disclosure agreement and conflict of Interest statement.
- PARTICIPATION: Attend all board meetings for the full agenda. Arrangements for absence due to special circumstances should be communicated to the President in a timely manner.
- Chair one committee and serve on at least one other committee.
- Provide scheduled Quarterly Report on all committee work and CETA activities.
- Maintain timely contact through a variety of communication modes.
- Maintain integrity through professional and collaborative conduct in all circumstances and undertakings.

RESPONSIBILITIES AS COMMITTEE (Co-)CHAIR -- Chair one committee and serve on at least one other committee.

- Meet Committee Charter requirements and follow all Board Policies.
- Submit annual or Event Budget for Committee needs by deadline.
- Hold a Committee Meeting between each board meeting w/minutes.
- Upload Committee Report prior to each board meeting agenda by deadline.
- Identify Action Items and create a schedule for completing them.
- Report to the Board at each quarterly board meeting.

Reimbursement for Board Travel or Attendance at CETA events:

Upon submission of receipts/verification of expenses by the board member to the Treasurer, CETA will:

- Reimburse out-of-pocket mileage at the rate of .25/mile (over two-hour driving time) or transportation costs, up to \$150 maximum; and/or arrange and purchase flight transportation to all mandatory events, board meetings and retreats.
- Provide lodging (shared occupancy rate) and meals for board retreats.
- Provide lunch during in-person board meetings.
- Offer board discount for conference registration. (Currently, \$200 discount)

Bi-Annual Retreat

This retreat is held in the years when a new President is elected. The retreat, traditionally held in early January following the CETA board election, is to review our mission and vision, work on long term strategic planning, and determine the Board's priorities. If a President continues for another two-year term, and finances allow, the board may determine to hold a retreat.

Annual Business Meeting

An annual business meeting of the members shall take place at the annual Association conference—whose specific date, time, and location of which will be designated by the President. At the annual business meeting, the members shall elect Directors, Officers who serve as the Executive Board, and Members-at-Large and receive reports on the activities of the Association. (Bylaws Article 6.3)

TIMELINE of Actions to fulfill Responsibilities:

General Board Meeting Dates=Attend & participate in the following mandatory event dates in the calendar year:

July

September

EdTA National Conference in NYC each year

CA State Thespians - all Leadership events

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| 1. August | Pre-Conference Board Meeting IN-PERSON |
| 2. September/October | <u>CETA Annual State Conference</u> IN-PERSON |
| 3. October | Conference Debrief VIRTUAL MEETING |
| 4. January | CETA Bi-Annual Board Retreat IN-PERSON |
| 5. January MLK Wknd | *High School Theatre Festival |
| 6. March | CETA Board Meeting VIRTUAL MEETING |
| 7. March/April | *Middle Stage Fest |
| 8. March/April | *Arts Advocacy Day, Sacramento |
| 9. June | CETA Board Meeting VIRTUAL MEETING |
| | *choose 2 to attend |

Potential Board Members must attend the Annual Business Meeting at the Teachers Conference.

Applications are due: August 31st

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