



Operations Manual

Revised March 2021

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American Association of Community Theatre
AACT Operations Manual

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American Association of Community Theatre

POLICIES

BYLAW POLICIES

AACT is governed by its Bylaws, which can be found in the Addendum and online at www.aact.org/public-aact-documents.

Mission

AACT Helps Theatres Thrive

Purposes

from AACT's Articles of Incorporation, available at www.aact.org/public-aact-documents.

(1) To foster and encourage the development of, and commitment to, the highest standards by community theatres, including standards of excellence for production, management, governance, and community relations and service.

(2) To receive from interested persons and organizations, hold, manage and disburse funds to carry out the foregoing purposes.

(3) To make available services, publications, programs, meetings, and other activities designed to meet the needs of nonprofit community theatres and those actively engaged in or supporting their activities.

(4) To provide leadership for growth in excellence in all aspects of community theatre activity.

(5) To establish and maintain working relationships with persons and organizations in other theatre fields.

(6) To provide a national voice for community theatre and to join with and support other organizations devoted to making known the human, social, cultural and economic values of living theatre and other art forms and the arts generally.

Dissolution

The dissolution of AACT requires an affirmative vote of three-quarters of the entire Board of Directors and must be in full accordance with state and federal statutes for nonprofit corporations. Any assets remaining, after making provision for liabilities, shall be transferred to similar 501(c)(3) organization(s) as selected by the Board of Directors.

Bylaws

The most current version of the Bylaws can be found - <https://aact.org/board-committee-documents>

Membership

The Membership Year is September 1 – August 31.

Membership is non-transferable or assignable.

Any member may resign by filing a written resignation with the Executive Director.

Persons serving on the Board, Nominating Committee, and Endowment Committee must maintain individual membership with AACT.

Regions

The geographic extent of AACT Regions are periodically reviewed and set by the Board. Regions currently are:

- Region 1 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Region 2 - Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania
- Region 3 - Illinois, Indiana, Michigan, Ohio, Wisconsin
- Region 4 - Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Puerto Rico, Virgin Islands
- Region 5 - Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
- Region 6 - Arkansas, Louisiana, New Mexico, Oklahoma, Texas
- Region 7 - Colorado, Montana, Utah, Wyoming
- Region 8 - Arizona, California, Hawaii, Nevada, Guam
- Region 9 - Alaska, Idaho, Oregon, Washington
- Region 10 - Armed Services: Individual and organizational members attached to the United States Military Installations located geographically outside the United States and its territories.

A map of the regions appears on the website at www.aact.org/aact-organization.

Board

AACT is governed by a Board of Directors consisting of Members at Large and Regional Representatives. See current Board members at www.aact.org/Board. Board members must be individual members of AACT. No person may serve as a Board member for more than eleven (11) consecutive years. The third consecutive absence of a Board member removes him/her from the Board. A Board member whose actions are found detrimental to AACT may be removed from the Board by a vote of three-fourths (3/4) of the entire Board. AACT members who feel such action is needed should contact the President or Executive Director.

Regional Representatives

Regional Representatives are appointed by the designated regional theatre associations. If there is no regional association or the association allows the Regional Representative position to remain vacant for more than 90 days, the AACT President shall appoint a Regional Representative for a term of up to three years.

Appointment of Regional Representatives shall be made in writing to the Executive Director and contain the year in which the term expires. Regional Representatives assume office at the close of the annual meeting of Members next succeeding his/her appointment, unless filling the balance of an unexpired term.

Regional Representatives must meet the same requirements as other AACT Board Members

- maintain AACT individual membership
- attend AACT Board meetings per the AACT Bylaws
- serve no more than eleven (11) consecutive years on the AACT Board

Endowment Committee

Members of the Endowment Committee shall be elected by the members of AACT for three-year staggered terms. Endowment Committee members may not serve more than three full terms.

OPERATIONS POLICIES

Privacy Statement

AACT protects the privacy of member data and limits member data available to the public. Only AACT members have access to AACT member directories. Members are expected to respect other members' privacy and to not abuse the privilege of access to member data. The privacy statement is in the Addendum of the Manual and online at www.aact.org/privacy-statement.

Conflict of Interest

Each Board member and staff member shall annually sign acknowledgement of AACT's Conflict of Interest Policy Statement and are responsible for declaring any conflicts of interest.

Staff

The Board has delegated much of the operations of AACT to a paid staff. The chief staff person is the Executive Director who is responsible for operation of the association and execution of the association's goals and objectives. The Executive Director is further responsible for determining staff positions, selection and supervision of staff, and staff remuneration (subject to budget approval by the board). AACT employees shall be directed and guided by provisions of the AACT Employee Manual.

Emergency Staff Succession

The Executive Director shall designate another executive staff person to take charge should the Executive Director become ill, injured, or otherwise unable to work. This person shall immediately notify the President should such a situation occur. If the Executive Director's absence is to be for an extended period of time, the President may appoint an interim executive director and/or delegate some Executive Director duties to other staff, Board members, or other volunteers.

Financial Policies

- The fiscal year end is August 31.
- Banks or other depositories to be utilized by AACT shall be recommended by the Executive Director and approved by the Treasurer.
- Authorized check signers are President, Executive Vice President, Treasurer, Executive Director, and an additional staff member as designated by the Executive Director. Single signature is allowed for disbursements under \$2000, unless payable to the signer. Single signature is allowed for tax deposits up to \$5000. Disbursements \$2000 and over or payable to the signer require approval of a second signer which may be provided by email. However, the Executive Director may authorize payments up to \$25,000 without a second approval if included in an approved budget or contract.
- The Board shall annually approve a two-year rolling budget (for the coming year and the following year). The proposed budget is developed by the Executive Director and reviewed by the Finance Committee before submission to the Board for approval. Committee chairs, and others who may need to, submit budget requests to the Executive Director by May 1.

- Two funds shall be maintained in the accounting records: General and Endowment.
- The accrual method of accounting is used for both financial and taxes reporting. Donations shall be recognized in the period pledged and/or received according to FASB rules; membership and program fees in the period during which the services will be provided.
- Capital Expenditures, Depreciation, and Amortization
 - Items with a useful life of over 1 Year costing over \$1000 shall be capitalized and depreciated:
 - Furniture, Fixtures, and Office Equipment - 5
 - Computers and Peripherals - 3
 - Leasehold Improvements - Lease Period
 - Software with life of over 1 Year costing over \$1000 shall be capitalized and amortized: New programs - 3 Years; Upgrades - 3 Years
 - Other Intellectual Property: Fair market value of over \$1000 and life of over 1 Year shall be capitalized and amortized
 - Patent/Trademark/Copyright - Remaining Legal Life (Without Renewals)
 - Other - 3 years
- The Treasurer shall review bank statements and checking account registers monthly.
- An independent CPA firm shall conduct an annual audit. Audited financial statements are presented for two years (current and prior).
- An Audit Committee shall be appointed to select the audit firm and to review the Audit Report and tax return before submission to the Board and/or filing.
- AACT shall purchase Officers and Directors Insurance.
- The Finance Committee reviews/updates the Financial Policies biennially. (Financial Policies updated June 2021)

Operations Manual

AACT shall maintain an Operations Manual that includes policies, procedures, program descriptions, and job descriptions of key volunteer positions and committees. It is to be updated at least biennially by the Executive Director and reviewed by the President. It can be found at www.aact.org/board-committee-documents.

ADDITIONAL POLICIES (in Addendum)

Privacy Statement
 Conflict of Interest Policy
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 Gift Stewardship Policy
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 Limits of Authority
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American Association of Community Theatre

PROGRAMS & PROCEDURES

Procedures are established to facilitate AACT governance, programs, and operations.

MEMBERSHIP

Membership Types

Individual

- Individual

- First time individual

- Couple (Formerly shared address)

- Senior individual (62+)

- Youth (18 or under)

- Military (Active, Retired, or Wounded Warrior)

- Family (Immediate Family of 4 or more (children 18 or under)

Organization/Association (nonprofit)

- Organization over 1M budget

- Organization with 500K to 1M budget

- Organization with 250K to 500K budget

- Organization with 100K to 250K budget

- Organization with 25K to 100K budget

- Organization with 10K to 25K budget

- Organization with budget under 10K

- Army (Paid by the US Army)

- State Association

- Associate (National Association)

Membership Fees

The Executive Director shall set membership fees as appropriate for the organization and administration of the budget.

Organization/Association Member Contacts

Each organization or association that is a member of AACT may designate two persons to receive AACT communications.

ELECTIONS

The method of conducting the election is set by the Board. See Bylaws for election procedures

MEETINGS

Membership Meetings

Notice of the Annual Meeting of Members will appear in *Spotlight*.

Should a member wish to submit a proxy for a meeting of Members, a proxy form shall be requested from the AACT Office. Completed proxy forms must be received by the Secretary per instructions on the form.

Board Meetings

The President shall set the number and approximate dates of Regular Board meetings for the coming year at the first Board meeting following the annual meeting of Members. Notice of the meetings will appear in *Spotlight* and be emailed to Board members.

VOLUNTEERS and GROUPS

Regional Representatives

The Region Representatives Handbook shall be provided to each new Region Rep upon written notification to AACT of the Region's appointment of the Rep or of appointment by the AACT President. The Region Representatives Handbook shall be reviewed/updated at least biennially with input from the Region Reps.

Regional Reps shall be notified by the AACT office when new memberships are received from their respective regions.

Regional Reps may request from the AACT office information for members and contacts in the AACT database for their region. They may order membership brochures and other materials for use in recruiting members and may request use of an AACT banner for events in their region. AACT budgets limited funds for Regional Reps to travel to represent AACT in states within their respective regions.

State Contacts

The state association office shall be the State Contact if the state has such an office. A particular person in the office should be designated to receive AACT communications. Each state that does not have a state association office, or the state association is not an AACT member or chooses not to have its office as the contact point, shall have a State Contact appointed annually by the Regional Representative. Such State Contact should be a person on the state association board or otherwise active in and knowledgeable of the state association's activities. If there is no state association, the Regional Representative shall appoint as State Contact a person within the state who is knowledgeable about and willing to communicate with the community theatres in the state.

State Contacts shall be individual members or the designated contact for an organizational member of AACT. Regional Representatives shall notify the AACT office of State Contact appointments by August 1 and update the office as soon as possible should the State Contact change mid-year. Current State Contacts are listed at www.aact.org/statecontacts.

AACT Ambassadors and Past Presidents

Persons who have served on the AACT Board for six or more years, but not as President, are designated AACT Ambassadors. AACT provides these persons with a name badge and business cards, if requested. This group, plus the Past Presidents, are a body of knowledgeable individuals who, it is hoped, will continue to promote the benefits of involvement in AACT, its activities, and services.

Committees

Committee members shall be selected by the Committee Chair as needed, except as otherwise designated in the Bylaws or elsewhere in this Operations Manual. Chairs are responsible for informing the Executive Director of persons s/he has appointed, and of those who were appointed, but do not participate, so volunteer records can be accurately kept. Committee lists are posted at www.aact.org/committees-task-forces.

Task Forces

The President shall establish or dissolve task forces as are needed to research, review, plan, and/or develop specific projects to further AACT's mission or facilitate its governance or operations. The President shall appoint the chair, set a timeline, and provide a charge detailing the task to be accomplished. Task force lists are posted at www.aact.org/committees-task-forces.

Committee/Task Force Way of Work

Each Committee and Task Force may adopt rules for its own governance consistent with the Bylaws or with rules adopted by the Board. Each Committee and Task Force will be assigned an executive staff member to provide professional assistance and guidance and to coordinate staff services. Chairs shall communicate with the staff member re: meetings and needs.

Staff Team

The Staff Team consists of employees (executive staff and support staff), contract staff, and volunteer staff. Current staff can be seen on the website at www.aact.org/aact-staff.

Employees - Work full or part time, receiving compensation and employee benefits.

Executive Staff are management positions with responsibilities for programs, publications, member engagement, volunteer participation, etc. Executive staff are often required to travel. They are expected to work office hours, except when traveling or when they need to adjust hours to work with volunteers or otherwise accomplish their jobs.

Support Staff provide office support including customer service, participation processing, and clerical services. Support staff work during office hours, except as approved by the Executive Director.

Contract Staff - Provide specific services as independent contractors.

Volunteer Staff - Provide specific services on a volunteer basis.

Operating Teams

Staff recruit and appoint volunteers to be involved in planning and conducting AACT programs, engaging members, and in AACT communications efforts. The staff member making the appointment communicates expectations and the length of the appointment, provides support to the volunteer or volunteer team, and solicits volunteer input in evaluating programs and activities. Volunteers involved in operations are responsible to the staff member making the appointment. Many volunteer appointments are for specific events or short term projects. There are two ongoing teams: the Membership Engagement Team and the Communications Team.

Travel Expenses Guidelines

If AACT is paying (or reimbursing) for travel expenses, these guidelines should be followed.

Flying

Book travel far enough in advance (usually 4-6 weeks) to get economical rates. AACT only pays for economy and does not cover checked baggage fees, any upgrades, or travel insurance.

Car Rental

If a rental car is needed, select an economy model. AACT carries hired vehicle insurance, so do not expect AACT to pay for insurance.

Reimbursement

By the end of the month or no later than 30 days after the trip, send receipts to the AACT office along with the appropriate request form. Forms can be accessed at www.aact.org/board-committee-documents. (If traveling the last month of the fiscal year, August, please notify the Executive Director in

advance and send receipts ASAP after the trip.) Receipts need to show vendor, date of purchase, dates of travel, and itinerary (cities traveled to). Credit card statements do not provide sufficient information. Receipts can be scanned/emailed or copied/snail mailed.

RECOGNITIONS

Awards Committee

Committee members shall be appointed by the President, with two appointed each year, for three-year, staggered terms, for a maximum of six members. One member of the Awards Committee must be an AACT Fellow.

AACT National Awards

Nominations for AACT National Awards may be submitted by any AACT member online November 1 - January 20 each year. Award recipients are notified in the spring. Awards are presented at the annual meeting of Members or the national event or festival during which the members meeting is held.

AACT Fellows

The AACT highest honor is induction as an AACT Fellow. The Fellows elect incoming Fellows biennially. New Fellows are inducted at the annual meeting of Members or during the national festival.

Spotlight Award

The Spotlight Award recognizes outstanding service to local theatres. AACT organizational members may submit Spotlight Award applications at any time per the instructions on the application form. For information and the application form, go to www.aact.org/spotlight-award.

Years of Service

Pins are presented to AACT volunteers and staff for Years of Service in 5 year increments. Volunteer service recognized by Years of Service pins include service on the Board, Committees/Task Forces/Teams/Program Volunteers, State Contacts, etc.

AACT Logo Usage & AACT Ads

AACT members are entitled to display their association with AACT by displaying the AACT logo, along with "Member of AACT," on their websites and in publications. The AACTFest, AACT NewPlayFest, and other AACT logos may be used by theatres and associations participating in the respective programs. Various logo configurations and file formats are available on the AACT website or by contacting the AACT office. Anyone using the AACT logo shall follow the guidelines and directions in the "AACT Image and Logo Usage Guidelines," which can be downloaded at www.aact.org/logos.

AACT members are also encouraged to place AACT ads in their programs and newsletters. AACT ads can be downloaded at www.aact.org/aact-ads.

VENDOR SUPPORT

Corporate Partners

AACT Corporate Partners provide direct annual support for AACT sponsored programs and events and, in turn, AACT gives Partners greater visibility and discounts on AACT promotional products. Corporate Partner levels and benefits are listed on the website at www.aact.org/become-corporate-partner.

Spotlight Advertising and Mailing List Rentals

Display advertising is available in various sizes in AACT's *Spotlight* magazine. AACT maintains a mailing list of the community theatres AACT knows about (the Known Theatres list) and individuals interested in community theatre. All or parts of the Known Theatres list are available for rental as mailing or emailing lists. Individual lists are available for mailing, but not for emailing. Information is available on the website at www.aact.org/advertise-through-aact.

DONATIONS

AACT is pleased to accept donations, which can be contributed for current AACT programs, services, and operations; designated for specific programs and services; or designated for one or both AACT Endowment Funds.

AACT Endowment Funds

- The Mission and Long Term Sustainability Fund was established to safeguard and sustain the mission of AACT for the future.
- The Festival Fund provides biennial distributions to assist with travel expenses of companies representing their regions in AACT's national festival.

The Legacy Society

Those who commit to endowment contributions of \$5000 or more via direct contribution, pledge, or a planned giving vehicle, such as a bequest or insurance policy are recognized as members of the Legacy Society.

Non-cash gifts are subject to AACT's Gift Acceptance Policy (see Addendum). Endowment distributions are governed by the Gift Stewardship Policy (also in the Addendum).

Donations can be made at www.aact.org. Click on the Donations tab in the top menu.

Donors are listed on the website at www.aact.org/donor-list. Those over a designated amount are listed in the March-April issue of *Spotlight*.

AACT PROGRAMS and SERVICES

AACTFest Festival Program

AACT's Festival program is called AACTFest. It is a two-year cycle consisting of state festivals, which advance winning productions to regional festivals, which select winning shows to perform at the national festival. (Advancing companies and their shows are listed at [aact.org/moving-\[year\]](http://aact.org/moving-[year]) during the spring prior to the national festival.) Specific guidelines, rules, requirements, and other details for AACTFest festivals are covered in the *AACTFest Handbook*, which can be downloaded at www.aact.org/festival-handbook. After each national festival, the *Handbook* is updated for the next cycle based on input from the just ended cycle.

The AACTFest program is guided by the Vice President for Festivals, the Festival Committee, and AACT staff. Each state and regional festival participating in the AACTFest program is assigned a Festival Commissioner to provide guidance and support in advance of the festival and to guide the onsite competition during the festival.

Entering AACTFest starts at the state level. Theatres interested in entering need to contact the state association (see www.aact.org/stateassociations.) or the contact for the state festival as posted in the Calendar at www.aact.org/calendar. If there is no listing, contact the AACT office. If there is no state festival, a theatre can apply to be appointed to represent the state. Each festival sets its entry and registration fees. Theatres that are not AACT members also need to join AACT or pay an AACT Festival Fee to qualify to be considered to move on to the regional festival. AACT membership is required for theatres participating in the regional festival to qualify to be considered to move on to the national festival.

Hosting a state or regional festival is a lot of work, but also a lot of fun. A theatre interested in learning about hosting should contact the state/regional association or contact the AACT office. A helpful resource is the "Guide to Hosting AACTFest" available at www.aact.org/festival-handbook.

State and regional festival chairs should submit information about their festivals as soon as the date or the location is set, using the online form at www.aact.org/festinfo.

A Festival Commissioner is assigned to each festival to provide support and guidance to the festival, especially to the chair, tech director, and adjudicators. AACT Staff and the VP for Festivals are responsible for training and assigning Festival Commissioners, and, along with the Festival Commission Chair, helping the Commissioner provide the best support possible to the festival. The Commissioner should be assigned six months prior to the festival or immediately after the festival chair is appointed. Festivals are asked to waive registration fees for the assigned Commissioner and help with any other expenses they can. Limited reimbursement for Commissioner travel is budgeted by AACT. However, Commissioners, as volunteers, are asked to pay for their own travel whenever possible.

AACT staff provide festival chairs and Commissioners with festival materials, and is responsible for receiving and processing festival forms and Commissioner reports.

Adjudicators are crucial to the AACT festival experience, providing constructive feedback following the performances. AACT maintains a database of evaluations of persons who have adjudicated previous AACT festivals and those who have taken AACT's Adjudication Training. Chairs may contact the AACT office to access the database. Objective and experienced evaluators are selected to provide feedback by the Commissioner at each festival.

AACT conducts Adjudication Training at the biennial national festivals.

AACT NewPlayFest

AACT supports the development of new scripts and seeks to expand the canon of quality works available and suited to community theatres. AACT NewPlayFest is a biennial new play contest. The cycle is named for the year in which it culminates, such as AACT NewPlayFest 2020.

Sample Cycle

First Year

Winter– Producing Theatres Selection - Six AACT member theatres are selected to stage the winning plays.

Winter - Reviewer Selection – Volunteers selected to read and review the scripts.

Spring - Scripts submitted digitally

Summer & Fall – Review of Scripts begin

Fall & Winter – Winning Scripts Selected

Second Year

Winter – Winning scripts/playwrights announced.

Spring - Premiere productions of winning plays begin

Winter– Publication of anthology of the cycle's winning scripts by Dramatic Publishing Company; rights handled by Dramatic Publishing for two years.

Funding to provide grants to assist Producing Theatres and to support operation of the program has been generously provided by the Jack K. Ayre and Frank Ayre Lee Theatre Foundation.

Details of AACT NewPlayFest are on the website at www.aact.org/newplayfest.

Education

Workshops

Education is a strong component of AACT programs. Many festivals, particularly the national festival, include workshops on a variety of subjects conducted by professionals or very experienced community theatre practitioners. Proposals for national festival workshops are requested before each national festival. The RFP (Request for Proposals) can be found about a year before the festival at www.aact.org/workshop-rfp.

Conferences

AACT conducts educational conferences for various theatre positions or subjects. Information for the conferences can be accessed at www.aact.org/educational-events.

Conferences include:

- Community Theatre Management Conference – for volunteers and staff who manage their theatre’s operations, held in June as a pre-conference to the national festival. See www.aact.org/management-conference.
- TEAM Conference – one conference with four tracks: Educational Programing, Directing the Theatre’s Artistic Vision, Development/Marketing, and Technical Theatre Skills. For details go to www.aact.org/team.
- Full-Time Community Theatre Directors Conference – co-sponsored by AACT; conducted biennially in November of odd-numbered years by the University of Wisconsin Continuing Studies.

AACTEd Hours

Recognition of participation in AACT educational opportunities is provided by the awarding of AACTEd Hours. AACT is committed to providing continuing education opportunities for its members who ultimately improve the quality of community theatre operations throughout the country. AACTEd Hours are awarded for hours spent in festival workshops and educational conferences. Certificates showing AACTEd Hours earned are provided to conference participants and cumulative records are kept to provide recognition of ongoing commitment to continuing education.

Youth Programs

AACT has a Youth membership at a deeply discounted fee. Services, such as *Spotlight* magazine, are provided to youth via the AACT website. AACT is in the process of developing programs for youth. Current programs include YouthFest and Youth Leadership Conference.

International

AACT serves as the National Center of the International Amateur Theatre Association (aitaiata.org). AACT has developed relationships with a number of international festivals and identifies/recommends USA productions that may be suitable for international audiences at those festivals.

aactWorldFest

AACT has a tradition of hosting an international festival every four years. In 2017, AACT voted to move the festival to a two year cycle and will be hosted and staged by Venice Theatre in Venice, Florida. The next aactWorldFest will be in 2020. Access details via www.aact.org/aactworldfest.

AACT Publications

- AACT publishes *Spotlight* magazine six times a year. It is mailed to members and is also available online at www.aact.org/spotlight. For *Spotlight* advertising information go to www.aact.org/advertise-through-aact.
- *Boards in the Spotlight* by Twink Lynch is a collection of her boardmanship articles from *Spotlight*. It can be purchased in the Store at www.aact.org/store, by contacting the AACT office, and at some AACT events.
- The *AACTFest Handbook* is the guide for conducting and for entering festivals in the AACTFest program. It can be downloaded at www.aact.org/handbook. It is revised and republished biennially, prior to each AACTFest cycle. Input to the revision is accepted during the spring and summer of odd-numbered years on the AACT website. Look for www.aact.org/aactfest-handbook-feedback.
- *Guide to Hosting Festivals* is a step-by-step guide for planning and conducting festivals. It is available at www.aact.org/handbook.
- Other Manuals – AACT also maintains this Operating Manual, the Region Representative Handbook, and an Employee Manual.
- The AACT website contains numerous articles and other resources.
- AACT often communicates via e-news and email promotions of AACT programs and services.

ASCAP License

AACT negotiated and administers a special ASCAP Community Theatre license to cover the use of recorded music played before and after shows and at intermission for all the theatre's shows, no matter the venue. AACT member theatres receive a 30% discount on the license. The ASCAP license runs concurrent with the AACT membership year and can only be purchased from May-September each year. See www.aact.org/ascap.

AACT Resource Roster

AACT members with expertise and experience in various subjects related to theatre have volunteered to share their knowledge with other AACT members through the AACT Resource Roster. Persons who wish to access the Resource Roster submit their needs via the AACT website at www.aact.org/resource-roster. The AACT Resource Roster Coordinator matches the need to a member of the Resource Roster, who then contacts the member to assist with the expressed need.

AACTList

A listserv for AACT members, AACTList is an avenue for asking questions of other AACT members. Sign up for AACTList is on the AACT website at www.aact.org/aactlist, but after signing up, communication between those on AACTList is via email. Each question and the answers of those responding are emailed to all those on AACTList.

AACT Insurance Program

Designed specifically for community theatres, AACT's insurance program (provided by Kings Insurance) can provide AACT member groups with high-quality, low-cost coverage - including property and general liability, volunteer accident, and directors and officers liability. Contact Nikki or Grice King at 940-612-1300 or by email at Grice@KingGroup.us

AACT Member Discounts

Numerous vendors provide discounts to AACT members. These are listed on the AACT website. Discounts usually run the membership year, but occasionally may have other expiration dates. Details on how to access the discounts vary from vendor to vendor. See www.aact.org/discounts-for-aact-members.

Job Postings

AACT provides a free job posting service at www.aact.org/job-postings. Organizations can post their openings and job seekers can find jobs for which to apply.

Arts Advocacy

AACT advocates for the arts and participates as a National Partner of the national Arts Advocacy Day in Washington, D.C. each spring and encourages theatres and individuals to be active in arts advocacy on state and local levels. Nonprofit organizations are prohibited from participating in elections or endorsing candidates, but may provide educational materials about issues to members, legislators, and others.

AACT ONLINE

AACT Website: aact.org

AACT has been online with www.aact.org since 1996. The current site design was launched in the spring of 2015. The website is the best place to find information about all things AACT. It has AACT programs, member benefits, member profiles, many resources, and much more. AACT membership and event registrations can be handled on the site. The site content, resources, and processes are constantly tweaked and updated.

Site navigation is facilitated by drop-down menus and a multi-function search feature. Type a word into the Search box to find pages with that word or chose the A-Z search to find a list of pages by topic.

Member Only content on the website is often marked in the menu with an asterisks (*) and can only be accessed by an AACT member who is signed in.

When a person signs in, that person's dashboard appears. To return to the dashboard, click on the name in the "Signed in as" box at the top of the screen.

Problems with the site can be reported by clicking on "Report a Website Problem" at the bottom of most pages of the site. Questions about AACT membership, programs, etc. can be submitted by clicking on "CONTACT US" at the bottom of most pages.

Member Search

Members can search for other members by name, location, and by some profile information such as individuals' theatre interests, theatre founding dates and specific programs at aact.org/organizational-member-search

Member Profiles

Profiles of individual and organizational members are available to other members on the website by clicking on the member's name in the member directory at www.aact.org/aact-member-directories. A member can update and add to his/her profile by going to his/her dashboard (sign in or click on the "Signed in as" name at the top of the screen). Click on the pencil icon next to the name toward the bottom of the screen. Representatives of organizational members should see the name of the organization on their dashboard. If the organizational name does not appear, the member should contact the AACT office at info@aact.org.

Events Calendar

AACT promotes state and regional theatre association events, as well as AACT events, via the Calendar on the website (www.aact.org/calendar) and in *Spotlight*. State and regional associations are urged to submit their event info at www.aact.org/eventdata or to send it to the AACT office.

Post Your Event

The AACT website includes a listing of events, such as performances, auditions, and workshops posted by members and others who visit the site. See it at www.aact.org/local-events. There is a link on the page to post an event.

Store on aact.org

The AACT website Store is accessible in the top menu of the website or at www.aact.org/store. Visitors can purchase *Boards in the Spotlight*, AACT logo pins, and AACT note cards with envelopes. The Store is also the location for other items that may need to be purchased through the year. For instance, during the ASCAP license window, theatres that have already paid the membership fee can add the ASCAP license through the Store. In the year prior to the National Festival, non-AACT member theatres can pay the AACT Festival Fee in the Store.

AACTivity

A section of the website called AACTivity provides a way for organizational reps to share their productions, administrative documents, and staff position details. The organization must have an AACTivity account. To request an account or to log into AACTivity go to www.aact.org/aactivity-log.

Productions List

A list of productions with alphabetical grades based on financial success can be viewed by members at www.aact.org/production-list. The list is searchable. Shows on the list show the publisher and the theatre that produced/submitted the production so that either can be contacted.

Play Sources

The AACT website provides several ways to search for scripts at www.aact.org/play-sources.

Playwright Members' Script Listings

AACT member playwrights can list their scripts via AACTivity. They can sign up for AACTivity at www.aact.org/aactivity-log. Visitors to the site can search or browse their scripts at www.aact.org/play-sources.

Resource Library

AACT's Resource Library provides articles on a wide spectrum of topics of importance to community theatres and those who work in them. AACT members can access the Resource Library at www.aact.org/resource-library.

News & Updates/Press Room

News releases and other announcements can be found on the website at www.aact.org/whats-new and www.aact.org/press-room.

Friendly URLs

Many pages on aact.org can be referenced with a short, or friendly URL. For instance, aact.org/aactfest2017 can also be found via www.aact.org/17; aact.org/festival-handbook can also be found via www.aact.org/handbook. When promoting an AACT program or service, Friendly URLs should be used to make the message shorter and friendlier. Friendly URLs are listed at www.aact.org/friendly-urls.

American Association of Community Theatre

Job Descriptions

American Association of Community Theatre

BOARD MEMBER AT LARGE

Term: 3 Years

OBJECTIVE

To provide leadership, direction, and oversight to the American Association of Community Theatre through support, development, and review of policies and goals for the Association.

AUTHORITY RELATIONSHIPS

Responsible to the President, the Board of Directors and ultimately the Membership.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Board of Directors and the Membership.
3. Review agenda and supporting materials and reports prior to meetings to assess outcomes, performances, and effectiveness of AACT. Ensure that AACT adheres to its stated corporate purposes, and that its activities and resources advance its mission.
4. Declare any conflicts of interest. Make decisions based on the best interests of AACT and its members.
5. Serve on committees or task forces and complete special assignments.
6. Enhance AACT's public standing; Advocate for community theatre and the arts whenever possible.
7. Perform other duties as assigned.

American Association of Community Theatre

REGIONAL REPRESENTATIVE

Term: 1-3 years as stated in appointment

OBJECTIVE

To provide leadership, direction, and oversight to the American Association of Community Theatre through support, development, and review of policies and goals for the Association and to further the mission of the AACT within a specific region.

AUTHORITY RELATIONSHIPS

Responsible to the President, the Board, and ultimately the Membership.

RESPONSIBILITIES

1. Maintain a current individual Membership with the American Association of Community Theatre.
2. Serve as a member of the AACT Board of Directors and attend all meetings of the Board and the Membership.
3. Review agenda and supporting materials and reports prior to meetings to assess outcomes, performances, and effectiveness of AACT. Ensure that AACT adheres to its stated corporate purposes, and that its activities and resources advance its mission.
4. Declare any conflicts of interest. Make decisions based on the best interests of AACT and its members.
5. Serve as liaison between the regional association and AACT, if a regional association exists. Report state and regional theatre association activities and concerns of community theatre in the region to the AACT Board.
6. Serve as a liaison between AACT and state associations within the region. Appoint a State Contact for each state in the region.
7. Promote and assist with Association programs and projects within the region, including recruitment of festival hosts, if needed.
8. Enhance AACT's public standing; Advocate for community theatre and the arts whenever possible.
9. Perform other duties as assigned.

American Association of Community Theatre

PRESIDENT

Term: 1 Year

OBJECTIVE

To provide leadership for the American Association of Community Theatre and its Board of Directors.

AUTHORITY RELATIONSHIPS

Responsible to the Board of Directors.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Preside over meetings of the Membership, Board of Directors, and Executive Committee.
3. Serve as chairperson of the Executive Committee and as non-voting ex officio member of all other committees of the Board.
4. Establish/dissolve committees as needed to carry out the work of AACT.
5. Appoint committee chairs, except as otherwise specified in the Bylaws or Operating Manual.
6. Create and dissolve task forces as needed to research, review, plan, and/or develop specific projects to further AACT's mission or facilitate its governance or operations. Appoint the chair, set a timeline, and provide a charge detailing the task to be accomplished. Annually evaluate the need for each task force.
7. Appoint advisors, as needed, i.e.: parliamentarian, legal counsel.
8. Oversee the annual election of Board officers.
9. Provide guidance to and monitor the activities of Board members.
10. Report the state of the Association to the Membership at the Annual Membership Meeting.
11. Supervise the work of the Executive Director, including an annual performance review.
12. Represent the Association at meetings of other organizations.
13. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.

American Association of Community Theatre

EXECUTIVE VICE PRESIDENT

Term: 1 Year

OBJECTIVE

To provide support to the President.

AUTHORITY RELATIONSHIPS

Responsible to the President and the Board of Directors.

RESPONSIBILITIES

1. Maintain a current individual membership in the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, and the Membership. Serve as member of the Executive Committee.
3. Preside over meetings of the Executive Committee, Board, and Membership in the absence of the President and assume other duties, if needed.
4. Serve as Chair of the Nominating Committee with voting rights. Oversee the nominations of Board Members-at-Large and Board Officers in a timely manner.
5. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
6. Perform other duties as assigned.

American Association of Community Theatre

VICE PRESIDENT FOR FESTIVALS

Term: 1 Year

OBJECTIVE

To provide leadership and direction to the festival program of AACT.

AUTHORITY RELATIONSHIPS

Responsible to the President and the Board of Directors.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Membership, Board of Directors, and Executive Committee.
3. Serve as a member of the Executive Committee.
4. Appoint and chair the Festival Committee and provide support to AACT's Festivals program.
5. In partnership with the appropriate staff member, select and appoint persons to be Festival Commissioners. Appoint a Commissioner and Technical Liaison for the national festival.
6. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
7. Perform other duties as assigned.

American Association of Community Theatre

TREASURER

Term: 1 Year

OBJECTIVE

To provide leadership and direction to the funding and financial accountability of the American Association of Community Theatre.

AUTHORITY RELATIONSHIPS

Responsible to the President and the Board of Directors.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, and the Membership.
3. Serve as a member of the Executive Committee.
4. Serve as chair of the Finance Committee.
5. Work closely with the Executive Director in the preparation of the budget, financial reports, tax returns, and other needed reports. Review each month, bank statements, reconciliations and registers.
6. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
7. Perform other duties as assigned.

American Association of Community Theatre

SECRETARY

Term: 1 Year

OBJECTIVE

To ensure the accurate recording and archiving of the actions and activities of the American Association of Community Theatre.

AUTHORITY RELATIONSHIPS

Responsible to the President and the Board of Directors.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, the Membership.
3. Serve as a member of the Executive Committee.
4. Serve as the recording Secretary of the Association.
5. Report the results the annual elections of the Association.
6. Transmit relevant and necessary documents to the archives.
7. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
8. Perform other duties as assigned.

American Association of Community Theatre

COMMITTEE CHAIR and VICE CHAIR

Also for Task Forces and other groups

Term: as specified at time of appointment

OBJECTIVE

To provide leadership and direction to the assigned committee/group.

AUTHORITY RELATIONSHIPS

Responsible to the President or as specified in the Committee job description.

RESPONSIBILITIES (chair):

1. Maintain a current membership with the American Association of Community Theatre.
2. Appoint members of the committee/group, unless appointment is otherwise provided for in the Bylaws or Operations Manual. Provide list of members as requested by staff. Update staff when members are added or become inactive.
3. Ensure the accomplishment of tasks assigned to the committee/group.
4. Plan and conduct committee meetings.
5. Communicate committee activities, accomplishments, needs, and action items to the Board.
6. File committee reports as requested by staff
7. Ensure committee members are active participants in the work of the committee and are informed of decisions affecting the committee.
8. Mentor the Vice-Chair
9. Perform other duties as assigned.

RESPONSIBILITIES (vice-chair):

1. Maintain a current membership with the American Association of Community Theatre.
2. Serve as "chair" in the appointed chair's absence.
3. Work closely with and support the chair to accomplish the work of the committee.
4. Perform other duties as assigned.

American Association of Community Theatre

COMMITTEE MEMBER

Also Task Forces and other groups

Term: as specified at time of appointment

OBJECTIVE

To contribute to planning and conducting activities of a particular committee or group as defined in the group's job description or charge.

AUTHORITY RELATIONSHIPS

Responsible to the Committee/Task Force Chair and ultimately the President.

RESPONSIBILITIES

1. Attend meetings of the assigned Committee or group. Attend the annual Membership meeting, when possible.
2. Execute assignments and provide input to the committee/committee chair in a timely fashion.
3. Consider maintaining a current membership with the American Association of Community Theatre. (Membership is required for the Nominating, Awards, and Festival Committees, and for Festival Commissioners.)
4. Advocate for and increase the visibility of the Association, community theatre, and the arts whenever possible.
5. Perform other duties as assigned.

American Association of Community Theatre

OPERATING TEAM MEMBER or PROGRAM VOLUNTEER

Term: as specified at time of appointment

OBJECTIVE

To contribute to planning and/or conducting activities of a particular AACT program or service.

AUTHORITY RELATIONSHIPS

Responsible to the Staff member making the appointment.

RESPONSIBILITIES

1. Attend meetings of the assigned Team, if applicable.
2. Execute assignments and provide input to the team or staff in a timely fashion.
3. Consider maintaining a current membership with the American Association of Community Theatre.
4. Advocate for and increase the visibility of the Association, community theatre, and the arts whenever possible.
5. Perform other duties as assigned.

American Association of Community Theatre

STATE CONTACT

Term: 1 year

OBJECTIVE

To provide two-way communication between the American Association of Community Theatre and the state.

AUTHORITY RELATIONSHIPS

Responsible to the AACT Regional Representative.

RESPONSIBILITIES

1. Maintain a current Membership with the American Association of Community Theatre as an individual member or designation as the official representative of an organizational member.
2. Serve as liaison between the state association and AACT, if a state association exists. Report state association activities and concerns of community theatre in the state to the Regional Representative.
3. Assist AACT in maintaining an up-to-date list of community theatres in the state.
4. Promote and assist with AACT affiliated state festivals and other AACT programs and projects within the state.
5. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
6. Perform other duties as assigned.

American Association of Community Theatre

NOMINATING COMMITTEE

COMPOSITION

Six AACT members appointed by the President for three-year staggered terms. Committee members may not succeed themselves on the Nominating Committee. The Executive Vice President serves as on the committee, with voting rights. Chair is selected by its members.

OBJECTIVE

To provide a qualified slate of candidates for the annual elections of the Association.

AUTHORITY RELATIONSHIP

Responsible to the President, the Board of Directors, and ultimately the Membership.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Identify qualified candidates for Board Members-at-Large and Officers of the Board, including seeking recommendations from AACT members, Board members, Endowment Committee members, and the Executive Director. Solicit interest in board service from individual and organizational members.
3. Utilizing input from the Board, the strategic plan, and the Executive Director, determine qualities, skills, experiences, geographic representation, and other attributes needed to best fill the open positions and balance the Board.
4. Convene to review prospective candidates, prioritize those who should be contacted for candidacy, and make contacts, ensuring prospective candidates know the responsibilities and requirements of the position.
5. Approve slate of candidates within the time frame established by the chair of the Nominating Committee and the President.
6. Perform other duties as assigned.

American Association of Community Theatre

EDUCATION COMMITTEE

COMPOSITION

Chair appointed by the President. Members appointed by the Chair to fulfill the Committee's charge.

OBJECTIVE

To assess needs and develop educational opportunities for AACT's constituents, including youth.

AUTHORITY RELATIONSHIPS

Responsible to the President.

RESPONSIBILITIES

1. Determine through surveys, listening forums, and other data how AACT can best serve educational needs of constituency theatres.
2. Determine through surveys, listening forums, and other data how AACT can best serve educational needs both for adults and youth.
3. Develop comprehensive plan for implementation of best education opportunities at state, regional, and national level, including time frame, staffing needs, required expertise, and marketing.
4. Continue development of youth programming, including organization and implementation of a national youth festival.
5. Develop "headliner" and "must-do" workshops for the national festival as a marketing tool for the festival and other educational offerings.
6. Develop individual performance and design "competitions," at least on national level. Explore possibilities for regional and national hierarchy.
7. Explore scholarship opportunities for youth, adults, and constituent theatres.
8. Appoint chairs for and oversee subcommittees as they are developed such as Youth Festival Committee, Workshops, Youth Activities, etc.
9. Perform other duties as assigned.

American Association of Community Theatre

AACTFESTIVAL COMMITTEE

COMPOSITION

Chaired by the Vice President for Festivals. Members appointed by the Vice President for Festivals for the Festival cycle.

OBJECTIVE

To develop and maintain guidelines and policies for participating state and regional theatre festivals and for the national festival, and oversee the festival cycle process.

AUTHORITY RELATIONSHIPS

Responsible to the Vice President for Festivals and the President.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Review and recommend changes in the festival rules and policies to the Executive Committee.
3. Recommend persons to serve as adjudicators for the national festival to the Executive Committee.
4. Provide guidance, support, and oversight to the Festival process.
5. Perform other duties as assigned.

American Association of Community Theatre

ENDOWMENT COMMITTEE

COMPOSITION

Nine AACT members appointed by the President for three-year staggered terms. Committee members may serve no more than three consecutive full terms. At the final meeting of the year, the committee members select a chair and a secretary to serve for the following year.

OBJECTIVE

To increase AACT Endowment funds and make recommendations for investment and distribution of the funds.

AUTHORITY RELATIONSHIP

Responsible to the Treasurer, the President, and ultimately the Membership.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Ensure 100% participation of the Committee in contributing to AACT Endowment funds.
3. Plan and conduct solicitations and other activities to raise funds for inclusion in AACT Endowment funds.
4. Build the AACT Legacy Society by recruiting new members and recognizing their support.
5. Review, as needed, investment vehicles, firms, and policies and make recommendations to the AACT Executive Committee.
6. Review, as needed, endowment fund stewardship policies to ensure AACT endowment funds are always used for the purposes of AACT and that restricted funds are used properly. Make recommendations to the AACT Executive Committee.
7. Perform other duties as assigned.

American Association of Community Theatre

AWARDS COMMITTEE

COMPOSITION

Six AACT members appointed by the President: two members each year to staggered three-year terms. At least one member is to be an AACT Fellow. The chair is selected from its members. The chair is elected by the committee from its members at the final meeting of the year to serve during the following year.

OBJECTIVE

To determine recipients and facilitate the AACT national awards bestowed by the American Association of Community Theatre.

AUTHORITY RELATIONSHIPS

Responsible to the President and the Board.

RESPONSIBILITIES

1. Maintain a current individual membership in the American Association of Community Theatre.
2. Receive nominations for AACT National Awards from the Membership, with the exception of the Fellows Award (which is determined by the current Fellows). Convene to determine recipients based on criteria approved by the Board.
3. Appoint an Awards Committee member to oversee the Fellows biennial elections and conduct the Fellows meeting.
4. Consider nominations and determine recipients for the Spotlight Award based on criteria approved by the Board.
5. Determine the need for additional awards. If needed, develop appropriate awards and criteria for Board approval.
6. Perform other duties as assigned.

American Association of Community Theatre

FESTIVAL COMMISSION

COMPOSITION

Chair and Commissioners appointed by the Vice President for Festivals for the Festival cycle.

OBJECTIVE

To provide support to state and regional theatre festivals participating in AACT's Festival program.

AUTHORITY RELATIONSHIPS

Responsible to the Vice President for Festivals and the President.

RESPONSIBILITIES

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Receive training on the *AACTFest Handbook* for the current cycle and best practices for Festival Commissioners.
3. Provide advance and on-site support to state and regional festivals to ensure smoothly operating festivals and positive experiences for entering theatres.
4. Review and recommend changes in the festival rules and policies to the Festival Committee.
5. Perform other duties as assigned.

American Association of Community Theatre

INTERNATIONAL COMMITTEE

COMPOSITION

Chair appointed by the President. Members appointed by the chair.

OBJECTIVE

To develop a network and promote international participation by USA theatres.

AUTHORITY RELATIONSHIPS

Responsible to the Executive Vice President and the President.

RESPONSIBILITIES

1. Serve as a conduit between world-wide festivals and AACT member theatres to encourage and facilitate international participation.
2. Assist international festival organizers in identifying appropriate USA entries for their consideration, and to offer endorsements as merited.
3. Facilitate attendance by Committee members to provide AACT representation at international festivals, develop a network of communication, and to promote mutual participation interest and inclusiveness of an international scope.
4. Recommend to the President persons to be appointed USA Delegates to the IATA General Assembly at least six months before it meets.
5. Perform other duties as assigned.

American Association of Community Theatre

FINANCE COMMITTEE

COMPOSITION

Chaired by the Treasurer. Members appointed by the Treasurer.

OBJECTIVE

To ensure fiscal stability and accountability of the Association.

AUTHORITY RELATIONSHIPS

Responsible to the Treasurer and the President.

RESPONSIBILITIES

1. Review and adjust proposed budgets for the coming two years and recommend Board approval.
2. Assist in setting and planning achievement of funding goals, seeking revenues from a variety of sources.
3. Monitor the financial activity and status of the Association throughout the year.
4. Review and adjust financial policies and procedures biennially or as needed.
5. Perform other duties as assigned.

American Association of Community Theatre

AUDIT COMMITTEE

COMPOSITION

Chair appointed by President. Treasurer serves on the committee. Chair appoints two to four additional members so committee meets criteria listed below.

OBJECTIVE

Oversee AACT's external audit and tax reporting process.

AUTHORITY RELATIONSHIP

Responsible to the President and the Board of Directors.

RESPONSIBILITIES

1. Select an independent auditor to conduct the annual audit. Review/approve the engagement letter.
2. Communicate with the auditor, as needed.
3. Review the audited financial statements and associated reports before acceptance. Present audit report to Board.
4. Review any audit comments and make appropriate recommendations concerning internal controls or changes in accounting procedures.
5. Review the 990, 990T, and/or other tax returns before they are filed.
6. Receive and consider any complaints concerning AACT's accounting, internal control, or other financial procedures and make appropriate dispositions of them.
7. Perform other duties as assigned.

Criteria for Audit Committee Composition

- Committee members should have financial and tax reporting experience in nonprofit organizations.
- At least one member should be considered a "Financial Expert" in Not for Profit Accounting and Tax reporting procedures, such as a CPA or CMA.
- No Audit Committee Member may be an employee or have any direct financial interest in entities servicing AACT.

American Association of Community Theatre

ADDENDUM