

FLORIDA ASSOCIATION FOR THEATRE EDUCATION

EXECUTIVE DIRECTOR DUTIES

The Executive Director serves at the pleasure of the Board of Directors, is appointed for a one year term concurrent with FATE's fiscal year, and is an ad hoc member of the Executive Committee.

General

Maintain and update all membership information.

Process and deposit any incoming funds and pay all FATE bills.

Generate or review any communications to FATE members from the organization.

Generate or review any FATE communications to the general public.

Maintain appropriate insurance coverage – Liability and Officers & Directors policies.

Update and maintain all FATE forms and applications.

Financial

Maintain FATE's bank accounts and credit card.

Maintain all financial records.

Prepare and file annual tax returns.

Prepare and distribute 1099 forms.

Make financial reports at each Executive Committee/Board meeting

Assist Finance Committee in preparation of annual budgets.

Communications

Prepare or review and disseminate all external communications from the organization.

Communicate to members through periodic electronic newsletters and general updates of information.

When appropriate, alert members of impending legislature which can impact the classroom.

Prepare and mail the annual summer (conference) newsletter to all public middle- and high school Theatre teachers in the state, and as many private schools as possible. (about 1500)

Meetings

Schedule and prepare agendas for ALL meetings – Executive Committee, Board and General Session.

When desired, set up and operate Executive Committee meeting through Free Conference Call or other means.

Prepare and disseminate all necessary materials for these meetings.

Arrange for meeting space and hotel accommodations for participants.

Monitor any voting done at the meeting.

When appropriate, offer counsel regarding proposed actions.

FATE Conference

With a site selection team, seek and locate sites for future conferences, then negotiate a favorable contract for the conference. (We are currently contracted through the 2019 conference).

Prepare/update registration materials.

Solicit and schedule all workshop presenters and exhibitors.

Secure all AV and related equipment for the workshops.

Solicit and contract with a keynote speaker. Arrange transportation, accommodations.

Create the conference schedule,. Including the workshops.

Prepare the program and have it printed.

Make food choices for all meals, provide minimum guarantee for each meal.

Arrange accommodations for certain officers, speakers and others.

Negotiate with potential speakers and workshop presenters.

Web Site

Work with web master to keep the site up to date and welcoming.

Provide all necessary information and forms.

Thespian Festival

Arrange for workshops and presenters for “Teachers Only” workshops at State. Supply workshop descriptions and bios to State Director for program.

Obtain list of Troupe sponsors attending State, compare with FATE membership list, provide FATE button to each eligible sponsor and judge.

Prepare materials for FATE exhibit table and staff it throughout the conference.

Organizations

Serve as liaison to Florida Alliance for Arts Education Board. Participate in monthly Board phone calls. Attend annual Summit. Arrange for FATE members to serve on various review panels for FAAE.

Participate in monthly phone calls with Florida Cultural Alliance and disseminate any legislative news and alerts to members.

Complete and file annual report for State Division of Corporations.

Submit financial report for Florida Solicitation of Funds permit.