



Please make sure you have both read and understand all the information outlined below before signing off on this contract as all signatures indicate an understanding and agreement to follow the expectations given.

Name:
Affiliation (School name, troupe #, etc)

3 year tenure

### Expectations

#### **Board Meetings/Hours:**

Adult Board members are expected to attend the following meetings:

- 1) Spring Board Meeting (March/April) not to start before 9:30am or end after 5pm
- 2) Budget Board Meeting (May) not to start before 9:30am or end after 5pm
- 2) Summer Meeting (July weekend) not to start before 1pm on the first day or end after 5:30pm on the final day
- 3) The night before Leadership (September) as well as Leadership
- 4) Winter meeting (December weekend) not to start before 6pm on the first day or end after noon on the final day
- 5) The day/evening before the State Conference as early to pre-conference as is possible to arrive. Board members who are local to the conference site are asked to arrive by noon if possible. Those traveling are asked to arrive by 6pm.

In addition there may be one lunch meeting during the week of ITF with all available Board Members. Date/time/location for this meeting will be arranged the first day of ITF.

#### **Timeline/Expectations:**

See the website for specific dates and locations before choosing to run for office. Meeting start and stop times listed above may be slightly altered but will be posted on the website as well as other forms of communication. Executive Board members who miss 50% of the scheduled meeting time per season (starting at State Conference and ending at Dec meeting) or **any** state conferences (Leadership/State) will be removed from the Executive Board. EBM's who feel they can no longer make the time commitment before their tenure is up may resign or ask to apply and be reassigned to the Activities/Events Board to continue their work on a specific activity/event.

Jan - State Conference

March/April board meeting - State Conference reports & discussion

May board meeting - Set budget for state

July board retreat - Changes created/discussed for state level policy, activities, and events

September - Leadership (including Friday night before, workshops, and elections)

November - Registration for most state activities and events closes

December - State Conference prep

NOTE: Depending on activities and events the EBM is involved in, additional time may be required.

#### **Financial Contributions & Obligations:**

EBMs may expect the following financial support for their tenure in office from MoT:

- 1) \$50 towards transportation to ITF (if attending as a Board Rep)
- 2) Up to 2 nights shared lodging/selected meals provided for the Summer retreat (July)
- 3) Registration, 1 night of shared lodging (night before conference), and dinner for Leadership (Sept)
- 4) 2 nights of shared lodging and 1 provided meal for the Winter Board meeting (Dec)
- 5) ½ Registration of an additional Sponsor for the State Conference (if working on 3 or more state events)
- 6) Board meals or a meal bracelet at the State Conference site
- 7) Shared lodging at State Conference (those board members who wish their own room will be invoiced for ½ cost of room)
- 8) Lunch for the Spring (March/April) meeting

ABM Elects may expect the following financial support pre-tenure of their office:

- 1) 1 provided meal for the Winter Board meeting
- 2) Registration for State Conference (must be assisting with 2 activities/events at state)

All ABMs (including newly elected ones) will need to provide the following funds or materials from their own resources and should not expect the following to be provided

- 1) Transportation to/from all State Board Meetings and additional ITF bus cost if attending and riding the MoT bus
- 2) Meals not outlined above (including meals to/from/during MST Board activities or additional meals at meetings)
- 3) Additional or private lodging not outlined above.

ABM's troupe members (both students and adults) will not be provided transportation, meals or lodging from MoT funds due to them being required to attend MoT activities early per district request or per personal decision to do so.

**Lodging:** Unless previously requested by and arranged for by the MoT, board members will not be provided lodging for meetings where the expectation is for them to only be at the meeting for 1 day (no earlier than 9am and no later than 6pm).

Board members who are staying overnight for reasons other than a direct MoT Board request will be responsible for the cost of the lodging. Any deviation from this policy must come with prior approval of the Chapter Director. If an ABM does not wish to stay in the provided shared lodging (due to but not limited to bringing a family member, , staying in another location, desire for a private room, desire to share a room with a non-board member etc.) they must pay for their own lodging - even if it is a scheduled lodging from above. This paid bill however, may be included in their troupe's Honor Troupe Application as a contribution to the State organization.

Shared lodging assumes up to 2 adult members of the same gender in a room. Rooming assignments will be made with the gender make-up of the Board taken into account. If a room of ABMs wishes to take in additional (up to 2) adult lodgers they may do so with no charge from MoT but both board members in room must agree to the arrangement in advance.

Board members who are local and do not wish to stay in the provided lodging may stay at home, with the same expectations that they will be at the meeting site on time and leave at the scheduled time.

**Transportation:** Transportation to and from all MoT activities is the responsibility of the Board Member. Transportation and funds for transportation will not be provided by MoT. Adult Board members who wish to ride on the ITF Missouri delegation bus (in the even one is booked) will receive a \$50 credit towards the cost of a seat and will be required to pay the additional cost(s) if choosing to ride.. ABMs who are driving district, rented, or personal vehicles to the ITF site should not expect funds towards this method of transportation.

**Board member expectations, confidentiality, and intellectual commitments :** As a volunteer organization, MoT is appreciative of the time board members are willing to commit to furthering the impact it has on educational theatre in the state of Missouri and making MoT a strong organization. It is with this understanding that all board members are expected to meet stated deadlines and put in the time necessary to meet them. In addition, in order to present a united leadership board members are expected to maintain confidentiality in all information and policy discussions held at board meetings until such time they can be published through normal means (i.e. website, newsletter, or other means). Finally, while any forms or policies directly created by board members or MoT activities or events remain their 'intellectual property', it is understood that MoT will be able to use them without payment expected.

**Legal:**

Note that you will be required to submit to (and pass) an online background check before being put on the ballot.

**Signatures**

I have read and understand the above expectations set forth by MoT and feel I can meet them. I understand that my failure to meet these requirements could result in my early removal from office. I understand that a background check will be run in order to verify that I have not been convicted of a violent or sex related crime

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Candidate's Signature

Date

As the principal or supervisor of the above named candidate I have read the above expectation, feel I can support them if they are elected where necessary, and approve of their candidacy to the Missouri Thespian Executive Board.

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Principal's Signature

Date