

KCACTF Region 5 Governing Structure

created 2003; Beate Pettigrew and Executive Committee

amended 2006, 2007, 2008; Tom Woldt and Executive Committee

amended 2009, 2010; Anne Byrd and Executive Committee

amended 2015; Brad Dell and Executive Committee

amended 2018; W. James Wood and Executive Committee

amended 2024; Emily Cherry Oliver, Lindsey Duoos Williams and Executive Committee

Purpose: The purpose of this document is to set forth and define the governing structure of Region 5 in a manner that is consistent with the intent and spirit of the KCACTF National Handbook. This document is by no means definitive, comprehensive or immutable and is devised solely to clarify certain regional governance positions as charged by the KCACTF national committee.

1.0 Regional Executive Committee (REC):

- 1.1** The Regional Chair(s); Regional Vice Chair(s); Representation, Equity, and Diversity (RED) Chair; Design, Technologies, and Management (DTM) Chair; and National Playwriting Program (NPP) Chair constitute the REC. The REC shall:
 - 1.1.1** nominate a candidate or co-candidates for Regional Vice Chair, RED Vice Chair, DTM Vice Chair, and NPP Vice Chair, and recommend the nomination(s) to the National Executive Committee.
 - 1.1.2** oversee the response and selection process for all regional KCACTF entries.
 - 1.1.3** review and act on all recommendations from the KCACTF National Committee in accordance with the national handbook guidelines.
 - 1.1.4** solicit and consider feedback from regional constituents including the Regional Advisory Board (RAB), Student Advisory Board (SAB), Festival Management Team (FMT), Regional Faculty and Students.
 - 1.1.5** attend all regional meetings as requested by the Regional Chair(s).
- 1.2** Conflict of Interest and Ineligibility Rule:
 - 1.2.1** Members of the REC may enter plays as associate or participating productions for which they make any direct artistic contributions. They must recuse themselves in all situations where any conflict of

interest may occur, including productions or other entered work from their institutions, work of their students or colleagues at other institutions in which they have any interest.

- 1.2.2** Regional Chair(s) may enter plays for which they make any direct artistic contribution as participating productions. However such plays will not be eligible to come to regional festivals as an Invited Participating Production.

2.0 Regional Advisory Board (RAB):

- 2.1** The RAB shall be comprised of the REC, the Vice Chairs of RED, DTM and NPP, and the following regional positions: Financial Director, Immediate Past Chair, Registrar, Historian, Irene Ryan Coordinator, Workshop Coordinator, Directing Coordinator, Professional Auditions and Interviews Coordinator, Musical Theatre Intensive Coordinator, Stage Management Coordinator, Hospitality Coordinator, Technical Coordinator, and the Volunteer Coordinator. In addition to oversight of a specific area of the Region 5 festival, members of the RAB also provide updates, suggestions, new ideas, and historical context to the REC as circumstances merit. RAB members will demonstrate a commitment to the region and uphold a high standard for festival activities. The Regional Chair, in consultation with the REC, will provide a description of duties and expectations.

2.2 Terms:

- 2.2.1** RAB members are appointed by the Regional Chair(s) in consultation with the REC.
- 2.2.2** The Regional Financial Director's term will run concurrently with the Regional Chair(s) and may be renewed upon the request of subsequent Regional Chairs.
- 2.2.3** The Regional Vice Chair and Vice Chairs of RED, DTM and NPP will run for three years and automatically move into the positions of Regional Chair, RED Chair, DTM Chair, and NPP Chair unless otherwise specified by the National Committee.
- 2.2.4** All other RAB members will serve one-year appointments that may be renewed upon the request of the Regional Chair(s).

- 2.3** All RAB members are expected to attend all meetings or festival feedback/assessment sessions as requested by the Regional Chair(s) at the Region 5 festival.

2.4 Conflict of Interest and Ineligibility Rule:

- 2.4.1** With the exception of REC members, participating productions from the college or university in which a member of the RAB is employed may be considered for the regional festival, provided the RAB member recuse themselves from any discussion or consideration of that production.
- 2.4.2** A member of the RAB may fulfill a direct or indirect artistic or supervisory capacity in an associate or participating entry from the college or university in which they are employed, but must recuse themselves from any discussion or consideration of that production and where any aspect of that production is discussed for recognition or student awards.

3.0 Regional Selection Team (RST):

- 3.1** The RST shall be comprised of the REC, the Vice Chairs of RED, DTM and NPP, and at least three additional members selected by the REC. RST members will have completed the respondent training, successfully responded to associate entries, and will have demonstrated a commitment to the region, festival activities, and excellence in responding to productions. The RST shall:
 - 3.1.1** respond to participating productions in the region as requested and as their schedule allows.
 - 3.1.2** attend the regional selection meeting to recommend productions to the Regional Chair(s) for invitation to the regional festival.
- 3.2** Terms of Office:
 - 3.2.1** With the exception of the REC, members of the RST will serve one-year appointments and may be renewed at the request of the REC.
- 3.3** Conflict of Interest and Ineligibility Rule:
 - 3.3.1** With the exception of the REC, a member of the RST may fulfill a direct or indirect artistic or supervisory capacity in any participating or associate entry from the college or university in which they are employed, but must recuse themselves from any discussion or consideration of that production and where any

aspect of that production is discussed for recognition or student awards.

4.0 Festival Management Team (FMT):

4.1 The FMT shall be comprised of persons who will provide oversight and leadership for areas of the Regional Festival not otherwise noted above. Creation or deletion of positions is at the discretion of the REC. Anyone interested in an FMT position may contact the Regional Chair(s) for further information.

4.2 Terms of Office

4.2.1 FMT members will serve appointments of one year which may be renewed at the request of the REC.