

## Duties of Chair of University/College Division for the Alabama Conference of Theatre

1. Attend all Board meetings whether in person or electronically.
2. Be a member of the Alabama Conference of Theatre with dues paid in full.
3. Attend the ACT Fall Summit and chair the College/University break-out session and report back to members.
4. Attend, schedule, and chair the College/University Fair/scholarship auditions as part of the Trumbauer Festival:
  - Make sure there's a CD player available
  - Select and secure adjudicators for scholarship audition and then send info to Executive Director so that she can contact them to make further arrangements.
  - Provide adjudicators a criteria rubric for auditions
  - Contact facilities coordinator of the host school and help to set up space for audition
  - Be familiar with rules of auditions listed under the Secondary division on the ACT website
  - Send Call for Interest and Advertise for the Festival. Send out preliminary information to Master College List 4-6 weeks before Festival.
  - Establish a deadline for Colleges committing to attending (ideally, a week before Festival).
  - Put together food/lodging information and send out information to Master College List about audition info, lodging, food (ideally before the Fall Summit)
  - Coordinate student workers at host school to assist in whatever is needed in order to make auditions run smoothly.
5. Attend, schedule, and chair the Southeastern Theatre Conference Pre-screening auditions--College/University Fall Festival:
  - Host venue when available or help secure venue at another location.
  - Help choose a Vice Chair for the following year
  - Work hand in hand with the SETC Auditions Coordinator to help schedule auditions, registrations, find accompanist, find adjudicators (when needed)
  - Find lodging and block out rooms.
  - Secure workshop instructors and/or keynote speakers for Fall Festival (when applicable).
  - Send out emails about workshops and/or keynote speakers to Master College List.

6. Assists Vice Chair in questionnaires, surveys, or other means of gauging the effect of both Trumbauer and the SETC Pre-screening/College/University Fall Festival each year.
7. Budget for both “festivals”:
  - Adjudicators: \$100, lodging, travel , meals reimbursed (SETC prescreening)
  - Workshop people \$75 honorarium
  - Keynote \$850 honorarium and travel