



JOB DESCRIPTION: ASSITEJ Executive Committee members

What is expected from you as an EC member is in general terms, that:

- We expect you to work for the association. The paid staff of ASSITEJ is limited to the Secretary-General and their assistant. The EC is, therefore, a working committee that is part of the running of ASSITEJ International.
- The work that the EC does follows the working plan that is agreed at the General Assembly each Congress
- This work is done at the meetings of the Executive Committee and between meetings (in the working groups that are formed within the EC).
- The EC has 2-3 meetings annually (including Artistic Gatherings and Congress) with a length of between 6-10 days.
- All expenses of the stay are covered by the host of the meeting (accommodation, meals, local transport, tickets).
- International travel expenses are not covered by ASSITEJ. The EC member needs to find the means elsewhere (from the national centre, the company of the EC member, private funds etc).
- ASSITEJ can reimburse the expense of one travel per EC member in the three-year term.
- EC members are expected to work with high ethical standards, work in a spirit of generosity, "opening doors" and sharing the ASSITEJ network locally and globally, and disclosing any potential conflict of interests
- Each EC member comes with a knowledge of their national and regional needs and concerns, but they are expected to work for the global association and therefore to think outside of their own "backyard".

Skills are needed around the following areas:

Policies, Protocols & Fundraising

Ensuring that the policies and protocols of all ASSITEJ activities, projects, programmes, events, etc are in alignment with the Constitution of ASSITEJ, its Vision, Mission and Aims, and with the general policy direction endorsed by the General Assembly at each World Congress of the association.

Interpreting the constitution wherever necessary to respond to specific needs or requirements of members or the EC.

Considering conflicts of interest and making appropriate determinations

Ensuring that where gaps are identified, or other issues, the necessary policies and protocols are devised, and where necessary that constitutional amendments are



suggested which can be taken to the General Assembly at the next World Congress of the association.

To this end, reviewing and updating the Policy and Protocols handbook and the National centre toolkit, as well as other tools as they may be considered necessary and useful.

Oversight of projects created by the Projects working group to ensure that they follow the protocols and policies already devised by the association.

Fundraising: Ensuring that innovative methods of raising funds for the association are found, in line with the values and capacity of the association, and that these efforts are managed in collaboration with the Secretariat.

Administration of all selection processes (for example, for the ASSITEJ Awards, for the Call for Ideas, or where members are preparing bids for upcoming events), ensuring that there is always a transparent process, which is managed appropriately to avoid conflicts of interests. Specific activities may include:

- Development of criteria for selection,
- appointment of juries for selection,
- giving advice to potential hosts of events on ways to strengthen their bids and ensuring that bids meet the requirements of the Policies and Protocols Handbook.

Specific Skills required:

- Cultural policy knowledge and experience
- Arts management knowledge and experience
- Writing and communication skills
- Funder and funding knowledge and experience (international experience preferable)
- Proposal writing and report writing

Publications and Promotion:

Management of all processes towards the creation of publications such as the annual magazine, and sometimes other publications of the association (e.g. ITYARN publications or books on TYA), including

- Reading, selecting and editing articles for publication
- Organising translations of articles where necessary
- Approving a suitable designer



- Planning and overseeing the look and lay-out of the publication with the selected designer
- Signing off final print-ready proofs

Developing and managing communication campaigns, such as the Take a Child to the Theatre Today campaign, which includes

- Overseeing the creation of suitable materials for the campaign (e.g. film materials, print materials, online materials etc.)
- Planning timeframes and deliverables
- Communicating these to members and overseeing the campaign
- Ensuring that members are informed appropriately about the campaign and their participation in it.

Management of all online communication tools, including website, facebook, twitter and instagram accounts

- Planning and preparing changes to website or other online tools,
- Ensuring an active profile and coverage of all ASSITEJ related events
- Working with partners such as hosts of Artistic Gatherings/Congresses, Dialogue for Community and Howlround for alternative means of documentation and sharing of content around ASSITEJ events, as well as to amplify their work

Specific skills required:

- Writing and communication skills
- Design skills
- Editing skills
- IT skills (designing and managing websites, social media tools, etc.)
- Marketing and PR skills

Projects Working Group:

Creating and refining a consistent dramaturgy for the three years of the term, from the Working plan as accepted and proposed by the General Assembly (with input from whole EC)

Interpreting this dramaturgy through practical projects to take place at ASSITEJ Artistic Gatherings or Congresses, for example, the ASSITEJ Artistic Encounters, and/or at Regional workshops, Next Generation residencies, etc.

Planning, overseeing and executing the above range of engagements with members at ASSITEJ events using interactive workshop methodologies and other formats to ensure productive and meaningful engagements



- Planning workshop encounters, Open Spaces, Forums, Fishbowl discussions, etc
- Creating agendas and practically leading experiences to ensure maximum participation of members
- Writing up and reporting on these experiences as required

Working with National centres, Networks and other partners to plan, organise and oversee the successful roll-out of ASSITEJ activities in different parts of the world, including regional workshops, Next Generation residencies and placements, and other engagements. This may include:

- Identification of persons with skills needed for regional workshops
- Selection of participants based on agreed criteria
- Development of programmes of activity
- Oversight and management of these, and ensuring that there is reporting after the fact

Development of online teaching/learning/engagement tools to share knowledge, practices and processes in TYA as part of a proposed “ASSITEJ virtual academy”

This may include:

- Identification of persons with skills needed for the online academy
- Finding online mechanisms for sharing knowledge, practices and processes, including webinars, live streaming, facilitated online workshops etc.
- Selection of participants based on agreed criteria
- Development of programme of activity

Specific skills required:

- Dramaturgical skills
- Project management skills
- Facilitation and communication skills
- Administrative skills
- Knowledge of and experience in running online learning/sharing experiences

Procedures

- Only full members (national centres and professional networks) of ASSITEJ can present a candidate for the EC. Each member can present only **one** candidate.
- The General Assembly elects the members of the EC (The EC has 15 members including President and Secretary-General).
- EC-members are elected for three years (and can be re-elected).
- Candidacies should be sent in writing to the Secretary-General no later than 18 February 2020 in order to circulate nominations to the members of ASSITEJ.
- Please read more in the [constitution of ASSITEJ](#).



From the constitution of ASSITEJ

Article 11 - The Officers

The Officers of this Association are as follows:

- The President
- Three Vice-Presidents
- The Secretary General
- The Treasurer.

11.1. The Officers are charged with specific functions in carrying out the Association's program and submitting reports to the Executive Committee.

11.2 The President shall:

11.2.1 Preside over all General Assemblies, Special and Executive Committee meetings;

11.2.2 Work towards the realisation of the aims of ASSITEJ, as determined by the General Assembly, through implementing the policies of the Association, and proposing projects and practices to accomplish these;

11.2.3 Lead and manage the activities of the Association through motivating and directing the work of the Executive Committee, in alignment with the working plan as adopted by the General Assembly;

11.2.4 Work to ensure that ASSITEJ maintains and develops international and regional contacts through networking, and actively seeks out opportunities that will serve the members of the Association;

11.2.5 Work to ensure that ASSITEJ develops and maintains relationships with relevant stakeholders in theatre, education and children/youth affairs, for the good of the Association;

11.2.6 Propose fundraising strategies, and together with the Executive Committee, work towards the financial and organisational sustainability of the Association;

11.2.7 Communicate the vision of the Association to members, interested parties, the media and the broader public;

11.2.8 Represent the Association at regional or international meetings, or delegate an Officer or member of the Executive Committee to do so on his/her behalf;

11.2.9. Sign or countersign cheques, correspondence, applications, reports, contracts and other documents on behalf of the Association, being entitled to delegate some of these functions, totally or partially, to the Treasurer or Accountant, with explicit mandate of the Executive Committee.

11.2.10 During voting procedures, take the deciding vote in the event of a tie, when decisions cannot be taken by simple majority.



11.3 The Vice Presidents shall:

11.3.1 Assume, separately, the duties of the President, if the latter is not available or act on his/her behalf as a representative of the Association at his/her request;

11.3.2 Actively assist the President in realising the aims of the Association through concrete planning and actions;

11.3.3 Serve as Chairs of Working groups within the Executive Committee, when required to do so;

11.3.4 Lead projects on behalf of the Association;

11.3.5 Represent the Association at international or regional meetings or events;

11.3.6 Advocate for the realization of the Mission and Aims of the Association in their own regional contexts, and internationally, where appropriate.

11.4 The Secretary-General shall

11.4.1 Administer all procedures around membership of the Association including applications, resignations, suspensions or expulsions, as determined by the Executive Committee;

11.4.2 Actively recruit new members to the Association;

11.4.3 Call meetings of the Association (including General Assemblies and Executive Committee meetings) in consultation with the President;

11.4.4 Ensure that a sufficient quorum of members is present at all meetings for purposes of decisions taken being carried;

11.4.5 Compile an agenda for each meeting in consultation with the President, and organize the distribution thereof, and of the minutes of previous meetings to the members for approval;

11.4.6 Organise the events within the meeting, together with the Hosts of the event, to ensure that there is smooth running of these;

11.4.7 Record all proceedings (especially, decisions) of the meetings of ASSITEJ and ensure that they are appropriately stored and made available to members of the Association;

11.4.8 Submit reports on the activities and work of ASSITEJ at all Executive Committee meetings, as well as at the General Assembly;

11.4.9 Represent the Association locally, regionally and internationally, when able and/or required to do so;

11.4.10 Communicate with the members of ASSITEJ on a regular basis about the news of the Association and its members, as well as about ASSITEJ projects, meetings, festivals



and events;

11.4.11 Administer the communication tools of the Association, including but not limited to, the website, the database, the newsletter and all social media;

11.4.12 Organise and monitor the activities and projects coming out of the working plan, together with the President and Working Group Chairs;

11.4.13 Supply the ASSITEJ International Archives with all examples of ASSITEJ publications, materials and relevant objects of significance;

11.4.14 Market the publications of ASSITEJ to the broader community, including the members and interested stakeholders;

11.4.15 Submit to the General Assembly on behalf of the Executive Committee, the working plan which is suggested for the next three year term of office.

11.5 The Treasurer shall

11.5.1 Oversee the administration of the ASSITEJ finances and bank accounts, including all income and expenditure;

11.5.2 Communicate with those either making payment (through sending invoices and receipts) or receiving payment from ASSITEJ;

11.5.3 Keep members updated as to their status within the Association, as this relates to their payment of their annual membership fees;

11.5.4 Prepare the annual financial statements, to be submitted to the Executive Committee for approval, and the mission budget for the General Assembly, also preparing any interim financial reports, if required to do so;

11.5.5 With the President, sign off on all audits of financial account;

11.5.6 Advise the Executive Committee on budgeting and financial strategy;

11.5.7 Prepare financial reports of ASSITEJ projects for funders or stakeholders, when applicable;

11.5.8 Protect the Association's financial assets;

11.5.9 Should some of the functions be delegated, in whole or in part, to the Accountant with explicit mandate of the Executive Committee, the Treasurer shall have the obligation and the responsibility to review the work of the Accountant in order to ensure that each act is fully compliant with the interests of the Association, also having the right to request an external audit.

11.6 In case of any urgent matters not foreseen by the Executive Committee, the Officers are given the right to act at their discretion and will take the first opportunity to report on these matters to the Executive Committee.



The Executive Committee before a working session in Mantua, Italy