



AMERICAN ALLIANCE FOR THEATRE & EDUCATION  
NEW GUARD POLICY MANUAL  
VERSION 1.0 – June 12, 2014

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Membership Director for Networks, 2013-15





# AATE NEW GUARD POLICY MANUAL

## TABLE OF CONTENTS

- AATE New Guard Overview..... 3
- New Guard Membership..... 3
- New Guard Communication..... 3
  - Year-Round Meetings ..... 3
  - New guard List-Serve ..... 3
  - Website Forums ..... 3
- New Guard Annual Projects..... 4
  - New Guard Reception ..... 4
  - New Guard Blog ..... 4
- New Guard Governance..... 5
  - New Guard Co-Chairs..... 5
    - Responsibilities ..... 5
    - Appointment ..... 5
- Genealogy of New Guard Co-Chairs..... 6





## AATE NEW GUARD OVERVIEW

The New Guard is specifically designed to welcome new AATE members and students and to help integrate them into the organization. We serve new members by sparking discourse on topics relevant to the field, facilitating transitions into and between networks, and building relationships across the AATE membership. We serve members of all interests and backgrounds.

## NEW GUARD MEMBERSHIP

The New Guard serves all new members, first-time conference attendees and any interested undergraduate and graduate students.

## NEW GUARD COMMUNICATION

### YEAR-ROUND MEETINGS

The New Guard will have at least two meetings throughout the year outside the timeframe of the annual conference, ideally with one offered in the fall and one in the spring. These meetings may take the form of conference calls, online meetings, or in-person gatherings. The structure and agenda of these meetings will be determined by the New Guard Co-Chairs, in consultation with the New Guard membership at large, as they see fit to best serve the needs of new AATE members.

One effective model that New Guard chairs have employed in the past is to host a series of conference calls throughout the year, each focused on a particular topic of interest to the membership. The Co-Chairs may take advantage of AATE's conference call service (free of charge) to host these meetings. Once the meeting time, date, and topic have been determined, the Co-Chairs invite any and all interested members to call in to discuss their thoughts / questions / experiences related to the topic and / or any other member concerns. Minutes from these meetings can then be distributed to the entire membership so that individuals unable to attend can still benefit from any insights shared at the meetings.

### NEW GUARD LIST-SERVE

The New Guard has the option to set up a list-serve that allows New Guard members to e-mail all other members simultaneously. To set up a list-serve, co-chairs should contact the AATE Central Office for assistance.

### WEBSITE FORUMS

The New Guard has a page on the AATE website that features a discussion board / forum. New Guard members are encouraged to use these resources to ask questions, dialogue, and communicate in between the annual conference and other New Guard meetings.

NOTE: The AATE Board of Directors has determined that forming individual group pages on social media (e.g. Facebook) does not effectively serve the mission of AATE, given the high number of individual groups that could be created. However, the New Guard may use the official AATE Facebook back as a tool for communicating, advertising events, etc., and members are encouraged to join the official AATE Facebook page.



## NEW GUARD ANNUAL PROJECTS

### NEW GUARD RECEPTION

The New Guard co-chairs are responsible for planning and hosting a reception on the opening night of the national conference. In past years, this has been known as the “Mentor/Mentee Reception” and “New Guard Reception.” The overall purpose of the reception is to welcome new members and to help facilitate connections between new AATE members and veteran members to spark dialogue and potential for new collaborations. New members, veteran members, AATE board members and network chairs are all encouraged to attend.

In the past, this reception has sometimes involved pairing ‘mentors’ with ‘mentees’ prior to the conference, so that individuals had specific people to meet during the event, ‘speed networking’ at which either new or veteran members stayed at specific tables while members of the other group rotated through the tables every few minutes, and other similar events.

The co-chairs should begin communication with the AATE office and the Chairs for the annual conference in February to plan the reception.

### NEW GUARD BLOG

The New Guard will use a public blog platform (such as wordpress.com) to provide online resources for new members and potential members. The New Guard co-chairs will be responsible for curating blog posts from AATE members. The New Guard blog will be a place for new members to orient themselves with the organization, and a source of information for first-time national conference attendees. Blog posts may include interviews, personal reflections, AATE news and announcements relevant to members.

## NEW GUARD GOVERNANCE

### NEW GUARD CO-CHAIRS

The New Guard Co-Chairs envision goals for and carry out the mission of the New Guard each year.

### RESPONSIBILITIES

The New Guard Co-Chairs shall:

- Serve the membership of the by overseeing all New Guard initiatives, projects, communications, and finances with enthusiasm, integrity, and transparency.
- Serve as liaisons between New Guard and the AATE Board of Directors in partnership with the Membership Director for Networks & SIGs / Network Council Chair.
- Facilitate at least one New Guard meeting in-person at the AATE Conference and an additional three meetings throughout the year.
- Collaborate with the Membership Director for Networks & SIGs both in-person at the AATE conference and throughout the year through conference calls / online meetings.
- In consultation with their members, plan and oversee the execution of AATE Projects as described earlier in this manual.
- Manage the New Guard page on the AATE website & moderate the network list-serve.

### APPOINTMENT

New Guard Co-Chairs serve for two years and are selected separately on alternating years. Those interested in filling the out-going Co-Chair's position will submit their name for consideration at the beginning of the national conference to the current Co-Chairs. On the last day of the conference, a committee consisting of the current and out-going Co-Chairs, the Membership Director for Networks & SIGs, and other AATE leaders will select an applicant to fill the open position. The incoming Co-Chair will begin service immediately following the end of the national conference.

### ELIGIBILITY

Any member of AATE is eligible to express interest in the position of New Guard co-chair. Each chair will serve a term of two years that commences at the Membership Meeting at the annual conference in the year in which they are appointed. One chair is appointed each year, thus terms are staggered (in any given year one co-chair will be in the first year of her/his term, while the other is in the second year of her/his term). In the event that a chair resigns or is otherwise removed from office before the end of her/his term, a special appointment may be made to complete the rest of her/his term.

## GENEALOGY OF NEW GUARD CO-CHAIRS

2013-2015	Meredyth Pederson
2012-2014	Bradford Forehand
2011-2013	Emily Freeman
2010-2012	Brianna Stapleton Welch
2009-2011	Donald Amerson
2008-2010	Molly Gittelman
2008-2009	Meriah Sage
2006-2008	Matt Omasta
2006-2008	Laurie Melnik
2004-2006	
2002-2004	Talleri McRae
2002-2004	Leigh Jansson
2001-2002	
1999-2001	Jennifer Chapman
1999-2001	Diane Nutting
1997-199	Stephani Etheridge Woodson