

Electric City Playhouse

Policy and Procedures Committee

The Policy and Procedures Committee shall ensure the bylaws, policies, and procedures of Electric City Playhouse are in compliance with Federal and South Carolina statues and regulations regarding nonprofits. *(Bylaws are the legal document with provisions relating to conduct of affairs, duties of the directors, and the responsibilities of its officers and employees. Policies and procedures are the operational guidelines to implement the affairs of the organization and the duties of the directors, officer, and employees.)*

The committee shall:

- Review bylaws and all current policies and procedures at least one time during the calendar year;
- Maintain, review annually, and revise as necessary a production manual that addresses aspects of producing a show, including but not limited to
 - Definitions and responsibilities of positions,
 - Process of planning and carrying out a production,
 - Use of building and equipment, and
 - Set construction guidelines.
- Review proposed changes in bylaws and policy/procedures as brought by Board members;
- Recommend proposed changes in bylaws, as needed;
- Recommend proposed changes in current policies and procedures, as needed;
- Develop recommended policies and procedures as new issues arise; and
- Bring all updated and draft bylaws, policies, and procedures to the Board of Directors for final approval.

The Committee shall be chaired by the President of ECP.

The Committee shall consist of two additional members.

Members of the committee shall include

- One additional Member of the Board of Directors, and
- One ECP member, not seated on the Board of Directors, as defined in the Bylaws.

The Chair shall solicit and appoint members of the committee. Committee members' names shall be recorded by the President no later than the February Board meeting.

The Committee shall meet at least two times per year. The committee chair and committee members are encouraged to maintain regular contact between the minimum number of meetings as set forth in policy by utilizing technology.

The President/Chair shall place the date, time, and place of all scheduled full committee meetings on the ECP master calendar no later than ten calendar days prior.