

INTRODUCTION

The Policies in this Manual were initially drafted by a Policy Committee in 2011-13, based on:

- a) Expansion of provisions in the Society's Registered Constitution and Bylaws
- b) Prior Board resolutions from 1997-2012
- c) Remembered traditions, practices and procedures
- d) Personal views and suggestions of committee Members

The initial draft was amended as required, and approved by the Board 18 July 2013.

Policies are created and amended by Board resolutions. If any proposed resolution conflicts with an established policy, it is the Chair's duty to call attention to that fact before a vote is taken.

There is no provision for any "executive decision" that conflicts with established policy.

Policies are further amplified by:

- a) References to government laws & regulations & our Society's registered Constitution & Bylaws ("Governing References"-left-hand column of policy document)
- b) Procedural documents, such as Board organizational charts and calendars
- c) Committee terms of reference (TORs) & members' job descriptions ("Subordinate References" – right-hand column of Policy document)
- d) Addenda (which may include any of the above)

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Managers – Rentals, Costume Bank, Safety, Lighting, Sound, Keymaster

Addendum 7 List of job descriptions, Production team – Director; Set, Lighting & Sound Designers, Tech and Admin Producers

SECTION A - DEFINITIONS

Board	The elected Directors of the Society, acting as a group
Director	An elected Member of the Board
Directors – Elect	Those Directors who have been elected in May, but who do not take office until the AGM in September
Executive	An informal and misleading term referring to the Board
Facilities	Land, building, equipment & supplies owned by the Society
Fiscal Year	12 months ending 30th June
Job Description (JD)	The outline of the delegated authority, tasks, and reporting requirements associated with any Member's position, as drafted by the incumbent and approved by the Board
Maintenance	The schedule inspection, upkeep, repair, replacement & disposal of any Facility, (including the keeping of inventories & records)
Member	An Active, Life or Honorary Member of the Society
Natural Person	A person that is not a Company or other Institution
Production Period	The time when a Powerhouse production has exclusive use of the auditorium, stage, control booth, scene shop, upper dressing room & sound & lighting facilities; and priority access to the green room, club room and foyer
Mission Statement	Para 2 of the Society's Constitution
OZone	The Okanagan Zone of Theatre BC
Season	Current season – year ending 31st August next Upcoming season – year beginning 1st September next Following Season – the year following the Upcoming Season (N.B. For greater clarity, a season is described as [e.g.] 2012/13 season)
Terms of Reference (TORs)	The outline of the delegated authority, tasks, and reporting requirements of a committee appointed by the Board

SECTION B – MEMBERSHIP

Governing References	Policy	Subordinate References
BL2.1(a)	Policy B1 – Active Membership	Application form
BL2.2, 2.6	a. Applications. May be submitted at any time to the Membership Director, on a form approved by the Board that includes Members' obligations, privacy waivers, previous experience & volunteer preferences.	Calendar
BL2.3	b. Fees. Must accompany the application, at the annual rate ratified at the preceding AGM, pro-rated for the balance of the current season.	AGM agenda
BL2.1(b)	c. Acceptance. Upon receipt of application the future Member is able to start rehearsing or other volunteer work with the theatre. The membership application is subject to acceptance by the Board.	Calendar
BL9.2	d. Members must have a current membership for 30 days prior to voting on any Powerhouse business.	AGM agenda
BL2.1(c)	e. Privileges. Participation in Society activities & attendance at production previews.	Calendar
	Policy B2 – Honorary Membership	JD Admin Prod.
	Nomination of any natural person may be submitted to the Board in writing, by any Active or Life Member. Must be renewed at each AGM. No voting privileges	Code of Conduct
	Policy B3 – Life Membership	Harassment Policy
	Nomination, based on exemplary service to the Society, may be suggested by any Active Member and submitted to the Board. Criteria for Board approval will include the candidate having been an Active Member for at least 25 years.	
	Policy B4 – Theatre BC/Okanagan Zone Membership	
	Group Membership paid by Society. Individual fees paid by Powerhouse only as needed for participation in a Theatre BC Festival entry.	
	Policy B5 – Complaints & Suggestions	
	May be made to any Director, who will pass it on to the appropriate Board Member for action, and will ask the Secretary to include the matter in the agenda for the next Board meeting.	

SECTION C – GOVERNANCE

Governing References	Policy	Subordinate References
BL5,6.1, 6.2 BL4.2, 7.1, 7.2	Policy C1 – Election of Directors Nominating Committee appointed by Board in March, elections held in May.	Committee TORs Calendar
BL 8.1 BL9	Policy C2 – Job Descriptions Reviewed by incumbents in April, changes approved by Board in June.	JDs, Calendar JDs, TORs. Calendar
	Policy C3 – Appointments, Calendar, Committee TORs The Board must in June assign duties to all Directors, and appoint members to committees and all supervisory positions for the upcoming season	Calendar, President's JD
	Policy C4 – Board Meetings Monthly, scheduled in August. Special meetings at call of Pres. In camera sessions for privacy and contractual discussions.	Calendar, President's JD
	Policy C5 – General Meetings Scheduled in August for September (AGM), November, January, March, May (elections). Special meetings at call of President.	

SECTION D – FINANCIAL CONTROL

Governing References	Policy	Subordinate References
BL3.6.5	Policy D1 – Budgets	JDs Treasurer, VP Prod
BL3.6.5	a. Annual budget – prepared by Treasurer, in consultation with individual Directors and appointees. Approved by Board prior to AGM, and by Members at AGM.	JD Treasurer
BL7.2.3	b. Production budgets – prepared by Treasurer in consultation with VP Productions	Contract terms
BL3.3	c. Festival budgets – prepared by Treasurer in consultation with show producers.	JD Treasurer
	Policy D2 – Bookkeeping	Reviewers' TORs
	By contract, supervised by Treasurer	Calendar
	Policy D3 – Personal Expenditures (for Powerhouse) Refunds authorized by Treasurer.	
	Policy D5 – Advances & Debit Cards Cash advances and debit card withdrawals are permitted for production expenses only.	
	Policy D6 – Cheques Signed by 2 of 3 Directors appointed by Board. No pre-signed cheques.	
	Policy D7 – Account Reviewers Appointed by Board, report to Board by August, and to Members at AGM	
	Policy D8 – Borrowing (see Bylaw)	

SECTION E – COMMUNICATIONS

Governing References	Policy	Subordinate References
BL4.1	Policy E1 – Publicity	JD Publicity Dir.
	All communications to public responsibility of Publicity Director.	JDs Membership Director, Spotlight Editor, Website Mgr.
	Policy E2 – Information to Members re Powerhouse activities	
	To be routed through Membership Director to Spotlight Editor. Supplemented by email & Members Only section of website (to include calendar, organization chart & links to Job Descriptions and Policy Manual.	

SECTION F – PRODUCTIONS & WORKSHOPS

Governing References	Policy	Subordinate References
BL5, 7.2.1	Policy F1 – Planning	Calendar
BL3.6.2	a. “Upcoming season” – In April, Board to confirm program, including	Calendar
LPEC	i. Choice of shows & Directors, based on Artistic Cttee report	Calendar
Safety Standards Act	ii. Productions dates	TORs Artistic Committee
Prov. Regs.	iii. Number of performances & times	Calendar
	iv. Appointing Tech and Admin Producers for first show (in consultation with show director)	.
	v. Schedule appointment of Producers for remaining shows at least three months ahead	JDs Lighting & Sound Mgrs, Tech Prod., Designers & Crew
	vi. Preliminary decision about Festival entries	JD House Mgr.
	b. “Following season” – In May, Board to decide	JD Tech Prod. & Admin Prod.
	i. Length of Production Periods (see Section A – Definitions)	
	ii. Production dates, based on pre-planning, public holidays and competing events; liaison with Rental Manager re: provisional bookings; provision for possible holdovers and Festival entries	
	c. Artistic Committee – appointed in June to plan workshops for “upcoming season” & productions for “following season”. Committee to report to Board monthly, and submit final recommendations in March	
	Policy F2 – Implementation	
	Responsibility of VP Prod., including support of production teams, & post-mortems	
	a. Holdovers – at discretion of Board, based on recommendation of Marketing & Publicity Director, and in liaison with Rentals Manager and Producer , based on 100% sell-out by opening night. No advance publicity.	
	b. Stage lighting – lighting manager to be first point of contact for Tech Producer, Lighting Designer & operating crew,	
	c. Stage sound – Sound Manager the first point of contact for Tech Producer, Sound Designer & operating crew for any issues arising during the production process	
	d. Hearing Assistance – provided free to audience Members, under control of House Manager/Head Usher	

- e. Items borrowed for production – Tech Producer responsible for return in good order; any [problems to VP Tech. Thank you notes by Admin Prod.
- f. Food & Liquor – provided at Opening night only, before show time
- g. Festival entries – Remount subject to confirmed rentals
- h. Paid Workshops – Board to approve contracts (4 Mar 13)

SECTION G – FACILITIES

Governing References	Policy	Subordinate References
BL3.6.3	Policy G1 – Development Plan	Calendar
LPEC	Board to prepare a 5-year plan, and review annually	JD VP Facilities
LPEC	Policy G2 – Maintenance	JD Lighting Mgr.
BL7.2.2, 3.6.3	Purchases at discretion of VP Facilities (within budget line items)	JD Sound Mgr.
Prov. Regs.	Equipment disposal recommended to Board by VP Facilities	JD VP Facilities
	Policy G3 – Stage Lighting	JD VP Prod.
	Equipment, instruments, cabling & light bars to be the responsibility of the Lighting Mgr.	Contract form
	Policy G4 – Sound Equipment (inc. Hearing Assistance)	JDs Rentals Mgr.
	To be the responsibility of the Sound Manager.	& VP Facilities
	Policy G5 – Loans	Calendar
	a. Of lighting, sound or scene-shop equipment must have the approval of VP Facilities	JDs Supervisory Techs.
	b. Of costumes or props must have the approval of VP Productions	JD House Mgr.
	Policy G6 – Theatre Rentals	JD Supervisory Tech
	a. Contract form approved by Board, signed by Rental Mgr.	Contract form
	b. Excluded facilities – Costume Bank, Props Room & contents, Office, Former Dark Room, Outside store room, Scene Shop equipment & supplies	Contract form
	c. Firm bookings for “Upcoming Season” available in May of current season, deposit non-refundable	JD Costume Mgr
	d. Provisional bookings available for “Following Season”, subject to priority Powerhouse use (refundable deposit)	TORs Costume Committee
	e. Supervisory Technicians (Powerhouse Members) approved by Board, paid by tenant; duties to include protecting Powerhouse interests. May use scene shop equipment & supplies.	JD VP Facilities
	f. House Manager, approved by Board, paid by tenant, to be present when audience in. To provide hearing assistance equipment in return for deposit (car keys, credit card etc).	
	g. Service of food and alcohol subject to Provincial regulations	
	h. Tenants to receive safety briefing (inc. special effects) by hired Supervisory Technician.	
	Policy G7 – Costume Bank	
	a. Management – contract position, appointed by Board	
	b. Donations – acceptance at discretion of Manager. Donors to be advised that retention & disposal is at Powerhouse discretion	
	c. Disposal – at discretion of Costume Committee	

d. Rental limitations – other non-profit & artistic groups & schools (by appointment). No rentals to general public

Policy G8 – Scene Shop

Private use by Members at the discretion of VP Facilities.

Private use by Members at the discretion of VP Facilities.

SECTION H – RECORDS & ARCHIVES

Governing References	Policy	Subordinate References
	Policy H1 – Management	JD Archives Mgr
	Archives Manager to be appointed by Board	JD Treasurer
	Policy H2 – On-site Storage	JD Treasurer
	a. Archival files & images	JD Club Photog.
	b. Current administrative files – in office	JDs Archives &
	c. Minutes of meetings (except in camera minutes) – in office	Costume Bank Managers
	Policy H3 – Off-site Storage	Costume Bank Managers
	a. Financial records & digital copy of images (Cadox backup system)	
	b. In camera minutes – bank safety deposit box	
	Policy H4 – Museum Donations	
	At discretion of Archives Manager or Costume Bank Manager	

SECTION J – SAFETY & SECURITY

Governing References	Policy	Subordinate References
Fire Regs.	Policy J1 – Safety	JD Safety Officer, JD VP Facilities
City Restrictions	Safety Officer appointed by Board; if not a Director, supervision & incident reporting via VP Facilities	JD VP Facilities
	Policy J2 – Security	JD Keymaster
	a. Surveillance, internal doors & cupboards, VP Facilities	Contract terms
	b. Main entrance – keys & codes by Keymaster	
	c. Alarm response after hours by contractor	
	Policy J3 – Safety	
	Our membership captures people of all ages. To reduce legal implications and safety concerns we will not permit distribution of Powerhouse Theatre keys to minors and/or vulnerable adults. We will not allow this group to be in the building unsupervised.	
	Minor: Person under the age of 19	
	Vulnerable adult: a person aged 16 or over whose ability to protect himself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise.	