

Policy Manual

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

D) practices and procedures, 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) Members' job descriptions ("Subordinate References")

d) Addenda (which may include any of the above)

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Section A Definitions – (in addition to those in Board Bylaws)

Section B Membership – Active, Honorary, Life: Theatre BC, OZone, complaints, suggestions

Section C Governance – elections, meetings, appointments, TORs & JDs

Section D Financial control – budgets, bookkeeping, personal expenditures, debit cards, cheques, a/c reviewers, borrowing

Section E Communications – publicity, information to members

Section F Productions & workshops – planning, implementation, holdovers, supervision, festival entries

Section G Facilities – Development Plan, Powerhouse use, lighting & sound, rentals, lending and borrowing, scene shop

Section H      Records & archives – Management, storage, donations

Section J      Safety & Security

Addendum 1 Constitution & Bylaws

Addendum 2 Skeleton Org. Chart

Addendum 3 Outline Board Calendar

Addendum 4 Outline Committee TORs – Artistic, Costume, a/c Reviewers

Addendum 5 Code of Conduct – Harassment Procedures

Addendum 6 List of job descriptions, President, VP-Tech, Facilities, Sec., Treas.,  
Publicity/Business Director, Directors-at-Large, Managers – Admin and Tech Rentals, Costume  
Bank, Safety, Lighting, Sound

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

## SECTION A - DEFINITIONS

**Active Member**            A member of the Society that is a working volunteer in the productions,  
workshops, upkeep or administration of the theatre within the past season

**Board**                      Board of Directors of the Society

**Director**                  An individual who has been designated, elected or appointed, as the case may  
be, as a member of the board of directors of the Society

**Directors – Elect**        Those Directors who have been elected in May, but who do not take office  
until the AGM in September

**Facilities**                Land, building, equipment & supplies owned by the Society

**Firm Booking**          A rental that is scheduled for the current season after the Powerhouse  
productions have been booked and the space can be guaranteed available

**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, for modification and final  
approval by the Board

**Maintenance**        The inspection, upkeep, repair, replacement & disposal of any Facility (including  
the keeping of inventories & records)

**Member**                An Ordinary, Life or Honorary Member of the Society

**Minor**                  Person under the age of 19

Natural Person        A person that is not a Company or other Institution

Production Period    The time when a Powerhouse production is in rehearsal and performance

Mission Statement    Para 2 of the Society's Constitution

OZone                The Okanagan Zone of Theatre BC

Provisional Bookings A rental that is scheduled before the Powerhouse productions have fully scheduled their Production Period and the thus the space cannot be guaranteed

Season                Current season – year ending 31st August next –  
Upcoming season – year beginning 1st September next

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.

**SECTION B – MEMBERSHIP**

<b>GOVERNING POLICY REFERENCES</b>	<b>SUBORDINATE REFERENCES</b>
BL2	<b>Policy B1 – Active Membership</b>
BL2.1(a)	a. Acceptance. Upon application of membership, the future Member is able to start rehearsing or performing other volunteer work with the theatre.
BL 2.1(b)	B. The membership application is subject to acceptance by the Board. The Board may deny acceptance if a hostile takeover is suspected, or the person has a known history of misconduct, or whose actions would negatively affect the the public standing of Powerhouse Theatrical Society
BL2.1(c)	c. Privileges: Participation in Society activities
BL 2.2(b), 2.3	<b>Policy B2 – Honorary Membership</b>
	Nomination of any natural person may be submitted to the Board in writing, by any Ordinary or Life Member. Must be renewed at each AGM.
BL 2.3(c)	<b>Policy B3 – Life Membership</b>
	Nomination, based on exemplary service to the Society, may be suggested by any Ordinary or Lifetime Member and submitted to the Board. Criteria for Board approval will include the candidate having been an Active Member for at least 25 years.
	<b>Policy B4 – Theatre BC/Okanagan Zone Membership</b>

Group Membership paid by Society. Individual fees paid by Powerhouse only as needed for participation in a Theatre BC Festival entry.

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**Policy B5 – Complaints & Suggestions**

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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.

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**SECTION C – GOVERNANCE**

<b>GOVERNING REFERENCES</b>	<b>POLICY</b>	<b>SUBORDINATE REFERENCES</b>
BL4.5	<b>Policy C1 – Election of Directors</b>	
	Nominating Committee appointed by Board in March, elections held in May.	
BL 8.1	<b>Policy C2 – Job Descriptions</b>	JDs
BL9	Reviewed by incumbents in the Spring, changes approved by Board as needed	JDs
	<b>Policy C3 – Appointments, Calendar</b>	
BL4.16(a)	The President must assign duties to all Directors. The President and Board must appoint members to committees and all supervisory positions for the upcoming season meeting including: Artistic Committee and Chair, Rentals administration manager, Rentals technical manager, Lighting Manager, Sound Manager, Grid Manager, Costumes Manager, Front of House Manager, Youth Coordinator, Bar Manager, Properties Manager, Scene Shop Manager, Archives Manager, OZONE representative, Playwright chair, Volunteer Coordinator and Diversity Chair. Other managers and committees may be created as the Board sees fit.	President’s JD
	<b>Policy C4 – Board Meetings</b>	
	Monthly meetings scheduled in August. In camera sessions for privacy and contractual discussions	

**SECTION D – FINANCIAL CONTROL**

<b>GOVERNING REFERENCES</b>	<b>POLICY</b>	<b>SUBORDINATE REFERENCES</b>
	<b>Policy D1 – Budgets</b>	JDs Treasurer

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	a. Annual budget – prepared by the Treasurer, in consultation with individual Directors and appointees. Approved by the Board prior to AGM, and by Members at AGM.	JD Treasurer
	b. Production budgets – prepared by Treasurer in consultation with VP Productions	
	c. Festival budgets – prepared by the Treasurer in consultation with show producers.	JD Treasurer
<b>Policy D2 – Bookkeeping</b>		
BL4.16e	By contract, supervised by Treasurer	
<b>Policy D3 – Personal Expenditures</b> (for Powerhouse)		
BL4.16e	Refunds authorized by the Treasurer.	
<b>Policy D5 – Advances</b>		
	Cash advances are permitted for production expenses only. When possible, our Powerhouse account should be used instead of personal purchases (eg. Fabricland).	
<b>Policy D6 – Cheques</b>		
	Signed by 2 of 3 Directors appointed by the Board. No pre-signed cheques are allowed.	
<b>Policy D7 – Account Reviewers</b>		
	Appointed by Board, report to Board by 60 days after receipt of financials from the accountant Auditors must be appointed at the AGM	

## SECTION E – COMMUNICATIONS

GOVERNING REFERENCES	POLICY	SUBORDINATE REFERENCES
	<b>Policy E1 – Publicity</b>	JD Dir. Of Communications and Marketing
	All communications to public are the responsibility of Director of Communications and Marketing. These may be delegated to a committee or advertising company or other professional organisation	JDs Director of Communications and Marketing

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**Policy E2 – Information to Members re Powerhouse activities**

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- A. All outgoing information to be routed through Membership Director

Information may alternatively go out through the Marketing company through the Director of Communications and Marketing. Supplemented by email to members, Members Only section of website (to include calendar, message board and organization chart) Job Descriptions and Policy Manual

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- B. Emails and phone numbers that are used for Powerhouse business (such as shows) should not be used for any other purpose unless express permission is given. Cast and crew contact lists and information therein are confidential and not to be disseminated in order to respect the privacy of our members. Requests for other communications should go through the Director of Membership.
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**Policy E3 – Clear Standard for Communication**

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- a. The Board of Directors, and all their appointees (managers, committees and creative teams) shall respond to emails/messages within 48 hours. The Secretary shall respond for the Board to all requests, comments and complaints that they will be addressed at the next Board meeting. If there is an expected absence or delay, it must be communicated. A professional tone should be maintained in all communications.
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- b. When possible all board meetings, committee meetings and productions meetings should be in person to encourage community and positive discourse. Only under extreme circumstances should this not be followed
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**SECTION F – PRODUCTIONS & WORKSHOPS**

GOVERNING REFERENCES	POLICY	SUBORDINATE REFERENCES
	<b>Policy F1 – Planning</b>	
	a. “Upcoming season” – In May or June, Board to announce program, including	
	i. Choice of shows & Directors along with both producers and any other critical personnel based on Artistic Committee or Artistic Directors report. All directors and producers must be appointed by the Board.	
	ii. Productions dates and times -- as voted upon by the Board	
	iii. Number of performances – as voted upon by the Board	
	iv. Preliminary decision about which production is chosen from current or past productions for Festival entry, should be voted upon by the Board in the Fall before the festival, as per festival deadlines.	
	b. Length of Production Periods (see Section A –Definitions)	
	c. Artistic Committee – appointed in October to plan workshops and productions for “upcoming seasons” Committee to report to Board monthly, and submit recommendations of shows and directors to the Board 18 months before the show opens, one at a time.	
	D. The Chair of the AC should be chosen by the Board. When voting on a production or director, in the event of a tie, the show should go on for approval by the Board.	
	Policy F2 – Implementation	
BL 4.16bii	Productions are the responsibility of VP Productions. All directors, producers and their teams will report directly to the VP Productions and must adhere to any reasonable request issued in relation to the function, safety, scheduling or operational requirements of the show. VP Productions is head of the Powerhouse creative team and needs to be heard on creative matters for all productions.	
	Workshops are the responsibility of VP Productions, a Director at Large or other appointed person or committee.	

	a. Holdovers – at discretion of Board, Cast and crew must be informed at the outset of the production of the potential for holdover.	
	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 – Producers responsible for return in good order to donors	
	f. Food & Liquor – Food provided at Final Dress rehearsal reception by the Board. Closing night food is provided by the admin producer/show budget. Food may also be provided on the day of strike. Liquor provided for purchase if coordinated with Bar Manager or Stage Manager.	
	g. Festival entries – Remount and rehearsals shall be facilitated by VP/Director of Productions. The rentals manager should be liaised with on use of the theatre and they should come to an agreement, then formal approval given by the President, depending on focus of current Board.	
	h. Paid Workshops – Board to approve contracts	
	i. Directors must not be chosen for directorship at Powerhouse Theatre unless they have first directed a one-act play at the Powerhouse with mentorship of an experienced Powerhouse director. Part of the process is having an assessment done by the VP Productions or their delegate to determine if more mentorship is needed. This is not necessary in the case of Professional directors. Professional Directors will be asked for their resume and possibly published critiques	
	J. Artistic vision for each production shall rest with the Director; however, this vision must not override the operational, safety, financial or logistical needs of Powerhouse Theatre and its members. The Board reserves the right to intervene where the proposed creative vision is not functional, safe, feasible, or advancing the goals set by the Board of Directors.	

	<p>K. Creative teams will be assigned or confirmed through the established volunteer process in consultation with the VP Productions. Directors and producers will not hold final authority over selecting or dismissing members of their creative team, although great care will be taken to make sure that teams are collaborative and cohesive.</p>	
	<p>L. Directors and the VP Productions will provide input and recommendations regarding casting; however, final casting decisions will rest with the Board of Directors (or casting panel approved by the Board). The VP Productions is required to be at all auditions and call-backs; delegation of this duty is not recommended.</p>	
	<p>M. Before rehearsals begin, all Directors must attend a formal orientation with the VP Productions and sign a Production Agreement acknowledging:</p> <ul style="list-style-type: none"> <li>- Line of Authority</li> <li>- Reporting expectations</li> <li>- Communications standards</li> <li>- Required deliverables such as rehearsal plans, schedules, budgets, etc</li> <li>- Consequences of failing to meet minimum expectations</li> <li>- Have read Bylaws, Policies and Job Description</li> </ul>	
	<p>N. All Directors must follow a standardized production timeline including set deadlines for:</p> <ul style="list-style-type: none"> <li>- First full production meeting</li> <li>- Rehearsal Schedule meeting with VP Productions and President</li> <li>- Casting recommendation submission</li> <li>- Music/directorial plan submission (if applicable)</li> <li>- weekly check-ins</li> </ul> <p>Any missed deadlines must be documented and flagged to VP Productions</p>	
	<p>O. VP Productions will hold regular check-ins with the director which shall be documented by the VP Productions digitally, including what is working, what is needed, and any identified risks. This may happen monthly or biweekly, increasing as opening approaches</p>	

	P. All Production teams shall adhere to the Production Handbook, and they must confirm that they have read it, understood it, and will follow it. Questions may be raised to the President, or VP Productions.	
	Q. If there are multiple shows on a day, the cast and crew will be allowed to leave the building, uncostumed, and will be required to return to the theatre a minimum of 1hr prior to curtain. The cast and crew must not be under the influence of drugs or alcohol during the production.	Code of Conduct

**SECTION G – FACILITIES**

<b>GOVERNING POLICY REFERENCES</b>	<b>SUBORDINATE REFERENCES</b>
<b>Policy G1 – Development Plan</b>	
Board to prepare a long-term plan, and review annually	
<b>Policy G2 – Maintenance</b>	
Purchases at discretion of Director Facilities (within budget line items)	
Equipment disposal recommended to Board by Director Facilities	JD Dir Facilities
<b>Policy G3 – Stage Lighting</b>	
To be the responsibility of the Lighting Manager liaising with Director of Facilities	
<b>Policy G4 – Sound Equipment</b> (inc. Hearing Assistance)	
To be the responsibility of the Sound Manager liaising with the Director of Facilities	
<b>Policy G5 – Loans</b>	
a. Of lighting and sound equipment must have the approval of the lighting and sound managers and the Director of Facilities. or Scene-shop equipment must have the approval of Director of Facilities and Scene shop manager	
b. Of props must have the approval of Properties Manager and VP/Director of Productions	
<b>Policy G6 – Theatre Rentals</b>	
a. Contract form approved by Board annually, signed by Rental Admin Mgr.	Rental Contract form

b. Excluded facilities – Costume Bank, Props Room & contents, Office, Outside store room, Scene Shop equipment & supplies	Rental Contract form
c. Firm bookings for-current season, deposit non-refundable	
d. Provisional bookings <b>subject to priority Powerhouse use</b> (refundable deposit)	
e. Supervisory Technicians (Powerhouse Members) approved by Board, paid by tenant; duties to include protecting Powerhouse interests. May use scene shop equipment & supplies.	
f. House Manager, approved by Board, is to be present when audience in. They should provide hearing assistance equipment in return for deposit (car keys, credit card etc). They should be paid by tenant on that night,	
g. Service of food and alcohol subject to Provincial regulations and at the responsibility of the renter. Only water allowed in auditorium	
h. Tenants to receive safety briefing (inc. special effects) by hired Supervisory Technician.	
i. The Board will review the contracts and fees for rentals each year by Dec, which will take effect in January	Rental Contract, Fees
<b>Policy G7 – Costume Bank</b>	
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 Manager	
d. Rental and loan limitations – other members, non-profit & artistic groups & schools (by appointment). No rentals to general public	
<b>Policy G8 – Scene Shop</b>	
Private use by Members at the discretion of VP Director of Facilities or Scene Shop Manager	

## SECTION H – RECORDS & ARCHIVES

**GOVERNING POLICY  
REFERENCES**

**SUBORDINATE  
REFERENCES**

<b>Policy H1 – Management</b>		
	Archives Manager to be appointed by Board	JD Archives Manager
<b>Policy H2 – On-site Storage</b>		
	a. Archival files & images	JD Archives Manager
	b. Current administrative files – in office	
	c. Minutes of meetings (except in camera minutes) – in office	
<b>Policy H3 – Off-site Storage</b>		
	a. Financial records & digital copy of images (Cadox backup system on computer and in-cloud)	
	b. In camera minutes – bank safety deposit box, in a sealed envelope	
<b>Policy H4 – Museum Donations</b>		
	At discretion of Archives Manager, Properties Manager or Costume Bank Manager	

## SECTION J – SAFETY & SECURITY

<b>GOVERNING REFERENCES</b>	<b>POLICY</b>	<b>SUBORDINATE REFERENCES</b>
Fire Regs.	<b>Policy J1 – Safety</b>	
City Restrictions	Safety Officer appointed by Board; supervision & incident reporting via Dir of Facilities	JD Dir of Facilities
	<b>Policy J2 – Security</b>	
	a. Surveillance, internal doors & cupboards, <del>VP</del> Dir of Facilities	
	b. Main entrance – keys & codes by Director of Facilities	
	c. Alarm response after hours monitored by contractor	
	<b>Policy J3 – Safety</b>	
	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.	

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