

Policy for Oversight and Reporting of Sudbury Savoyard Events (the Designated Responsible Individual - DRI)

Ratified by the Sudbury Savoyards Board of Trustees on July 18, 2006

UPDATED 2 June 2020

Events and activities conducted under the Savoyards' name are sanctioned by the Board of Trustees for a particular instance or recurring set of instances. (The expectation that the Board will continue to plan for annual G&S or similar large-scale shows can be considered a "recurring set" of instances.) The Board is tasked in the Bylaws with the selection of shows and sanctioning other activities, and selecting staff (producers and directors, and others, as necessary).

When the Board sanctions a Savoyard-identified activity or event, it will ensure that the activity has a Designated Responsible Individual (DRI) to serve as the official contact and communications authority between the activity and the Board. The DRI's Principal Contact among the Trustees will normally be the Chairman. The DRI will ensure that the activity operates under and within the bylaws, policies, and procedures of the Sudbury Savoyards.

The DRI's title is not relevant to this role. For a stage production, it is likely to be "Producer." For a non-theatrical event (craft fair, parade float, or community sing-out, for example), it is likely to be "Coordinator" or "Organizer." For a tasked-out production (a presentation run by or contracted to an outside group, for example), it might be just an otherwise untitled liaison between the presenting organization and the Board.

The DRI may or may not be a Trustee. If the Chairman is the designated DRI, another Trustee will serve as Principal Contact with the Board, as noted above.

The Designated Responsible Individual is accountable to the Board during the preparation for and execution of the event, and is responsible for delivering a final report to the Board after the event. The content and format of such a report will vary depending on the type of event, and will be agreed between the Board and the DRI when the activity is sanctioned. All reports will include financial data, including moneys spent and income or donations received, and a summary of the planning and execution of the activity itself, including participants and significant outside contacts. The simplest events might only warrant a presentation to the Board by the DRI, though it is expected that even such simple reports would be prepared in writing for archival purposes. Complex events like stage shows would likely include written reports from many subordinates contributing to the event, the goal being to facilitate future execution of similar events by accumulation of job descriptions and how-to lists.

Where the Board decides to sanction an event and does not have a DRI in place at the outset, an interim DRI will be designated from among the Trustees. This situation typically occurs in preparation for the next year's G&S show, when the event (the main show) is scheduled typically 16 months in advance of production and recruiting a Producer isn't generally practical until several months later.

[end]