



TAG 839 Committees Protocol:

The Animation Guild (TAG), IATSE Local 839 is an organization comprised of members with a wide range of talents and passions who are encouraged to volunteer on various committees within TAG. Our goal is to create the space and structure for all committee members to thrive and contribute to the welfare of TAG, and develop new skills and a sense of community.

TAG operates under its Constitution and By-Laws, California and U.S. labor law, laws governing non-profit organizations, along with Robert's Rules of Order. Our committee chairs and members are not expected to master any of these; however, what follows is a guide that will help members' work for TAG conform to the laws under which we operate. TAG's Business Representative, our Executive Board, and staff are available to answer questions and help support the goals of each of our committees. The Executive Board and our Business Representative embrace members' ideas and commitment, welcome their contributions to TAG, and look forward to working together for the benefit of our membership.

Composition of Committees:

- TAG's Constitution provides that our President establishes all committees and approves all committee work. The President also appoints all Committee Chairs.
- TAG's President and Business Representative are ex-officio members of each committee.
- The President appoints members to their respective committees based on Committee Chair recommendations.
- The President and/or Business Representative must review Committee Protocol with each new Committee Chair.
- All Committee Chairs and Committee Members must be TAG members in good standing.

Coordination and Reporting:

Because one committee's outreach could inadvertently affect the work of another TAG project, or that of another committee or affiliated organization, committees must coordinate their efforts with TAG's Executive Board via regular reports on their goals and activities.

- New committees must create a brief mission statement and identify both long term and short term goals.
- The Committee Chair or an assigned Committee Member must record attendance for each meeting.
- The Committee Chair is responsible for ensuring that minutes or notes are taken at each meeting. All records (attendance and minutes) should be sent to the office within 14 days of each meeting.
- The Committee Chair must report the activities of their committee at TAG's bi-monthly General Membership Meetings. If the Committee Chair isn't available, they may designate a replacement.
- A brief Committee report must be sent to the office liaison by the last Friday of the month so that it can be shared at the Executive Board meeting, which occurs every first Tuesday of each month.
- All Committee Chairs must attend a quarterly Committee Chairs meeting, where all Chairs will meet with the TAG President and Business Representative to report on goals, activities, and concerns.
- Committee Chairs are responsible for informing all Committee Members of committee protocols.



Finances:

TAG is a non-profit organization and the Executive Board must prioritize expenses accordingly. If any committee needs funding, these rules must be followed:

- If funds are needed to help achieve any committee goal, the committee must create a proposal with a budget that includes a list of requested items along with approximate costs. This proposal can be presented in person or in writing at the Executive Board meeting, every first Tuesday of the month.
- All reimbursements for approved expenses are to be submitted in a timely manner to the TAG bookkeeper using our Reimbursement Form, which includes the date, purpose of expenditure, names of members in attendance and an itemized receipt. No alcohol expenses will be reimbursed.
- Expenses that have not been pre-approved by the Executive Board cannot be reimbursed.
- Reasonable food expenses may be approved by the Business Representative on a case-by-case basis.

Administrative Support:

- TAG's Business Representative is the supervisor of TAG Local 839 staff, and is responsible for setting priorities for the use of staff time.
- As resources permit, committees may be assigned a TAG staff liaison to assist with light administrative duties. Staff liaisons are not required to attend TAG committee meetings.
- If you need to book a room, please call the office and a staff member will assist you with arrangements.
- TAG staff are employees of Local 839, and are entitled to be shown the same level of respect and professional decorum as TAG members would expect in their own workplaces.

Scheduling a Meeting at The Animation Guild/Hulett Hall:

- Call TAG at 818.845.7500 to speak to our staff, who can help search the calendar for availability and book rooms for meetings and events.
- The names and phone numbers of two contacts responsible for leading/hosting the meeting will be required when booking a room, and the person making the reservation must attend the meeting.
- An approximate headcount is necessary when planning a meeting. The Committee Chair or an assigned Committee Member should collect RSVPs or make arrangements with TAG staff to assist in doing so.
- Audio/Video for meetings should be reserved in advance through the TAG office.
- Approved food orders must be requested through the office at least 24 hours in advance of the planned meeting time.
- All meeting hosts must be trained on how to lock up at the end of their meeting or event, and are responsible for leaving the building properly secured.

Have additional questions? Please email: brooke.keesling@tag839.org