



HANDBOOK

As Updated by the Executive Committee 11/2012

"Any reference in this Handbook to words "he, his, or himself" is understood to mean "he/she, his/her, himself/herself."

This Handbook shall not be amended, repealed, or altered, in whole or in part, except by a majority vote of the Board of Directors.

Table of Contents

Purpose of the World Clown Association Handbook

Executive Committee Officers – Elected

- President
- Immediate Past President (one year in odd numbered years)
- President-Elect (one year in even numbered years)
- Vice President
- Education Director
- Marketing Director

Executive Committee Officer – Appointed

- Treasurer
 - Legal and Insurance Committee
- Alley Director
 - Alley of the Year Committee
 - Alley of the Year Award Guidelines

Additional Elected Board of Directors

- Awards Director
 - Legacy of Laughter Guidelines
- Clown Ministry Director
- Regional Directors
- Caring Clown Director and Committee

Additional Appointed Board of Directors

- Jr. Joey Director

Independent Contract Providers

- Business Manager
- Editor

Designated Committee Chairs and Committees

- Nominating Committee (Under President-Elect in even years and Past President in odd years)
- Bylaws and Handbook Committee (Under President-Elect in even years and Past President in odd years)

Committee Chairs and Committees

- Business Services Committee
- Election Committee
- Convention Committee-Current Convention
- Convention Committee-Future site
- Publications Committee
- Bo-Dino Scholarship Committee
- Jr. Joey Committee
- Clown of the Year Committee
 - Clown of the Year Guidelines
- Lifetime Achievement Committee
 - Lifetime Achievement Award Guidelines
- CAVE (Clowns Aiding Veterans Everywhere) Committee
- Long Range Planning Committee
- Membership Committee

Additional Appointed Officials

Historian

Ambassador to Clowns

Handbooks of the World Clown Association

President's Handbook

Publication Handbook

Alley Handbook

Jr. Joey Handbook

Convention Handbook

Competition Rules and Guidelines

Bo-Dino Scholarship Handbook

Board of Directors Meetings

Mid-Term Executive Committee Meeting

Annual Board of Directors Meeting

WORLD CLOWN ASSOCIATION HANDBOOK

This Handbook has been compiled to give direction to the officers and directors of the World Clown Association. It lists a variety of duties and responsibilities for each officer and director but it is not meant to be a total listing of all that is required. Each officer and director should strive for excellence in their position, go beyond what is expected and show a vision and ability in their position that will truly reflect the purpose of the World Clown Association as shown in the Bylaws:

PURPOSE: “The World Clown Association exists to serve the needs of member clowns, to serve the needs of local affiliate clown alleys, and to promote the art of clowning throughout the world.”

The Officers and directors of the World Clown Association are a team and each year’s success will be measured by the communication and information that helps the Association progress to a higher level of professionalism in the art of clowning.

This Handbook is to be used in conjunction with the Bylaws, Convention Handbook, Publications Handbook, Jr. Joey Handbook, President’s Handbook, Bo-Dino Scholarship Handbook, Competition Rules and Guidelines, and other written directives of the Association

EXECUTIVE COMMITTEE OFFICERS – ELECTED

PRESIDENT – Refer to the President’s Handbook for further discussion and clarification on presiding over this office.

How Elected: President-Elect is voted into office by mail-in ballot every other year in even years, and then automatically assumes the office of President the following year. President serves for a 2-year term.

Reporting Responsibilities:

1. Quarterly Report to the Board of Directors
2. Works with Past President and President-Elect to submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
3. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
4. Report to the General Membership at the General Membership Meeting

Bi-Annual (every two years) Duties:

1. Appoint Treasurer, Alley Director, Jr. Joey Director,
2. Appoint Committee Heads for the following committees: Convention Committee-current, Convention Committee-future site, Bo-Dino Committee, Publications Committee, Election Committee, Clowns Aiding Veterans Everywhere Committee (CAVE), Clown of the Year Committee, Lifetime Achievement Committee, Business Services Committee, Jr. Joey Committee.

Annual Duties:

1. Chair the General Membership Meeting
2. Appoint a Sergeant at Arms before every General Membership Meeting
3. At his discretion, may present, to a deserving member “The President’s Humanitarian Award”.

Semi-Annual (twice a year) Duties:

1. Preside at the Board of Director’s Meeting and the Executive Meetings
2. Prepare Agenda for the Mid-term, Executive Committee, and General Membership Meetings

Quarterly Duties:

1. Provide a Quarterly Report to the Board of Directors
2. Receive and Review Reports from all Officers and Directors
3. Receive and Review Reports from the Convention Committee

Ongoing Duties:

1. Chair the Executive Committee
2. Communicate matters to the membership or to the Board as may, in his opinion, tend to promote the welfare and increase the duties as are necessarily incident to the office of President.
3. Vote on matters coming before the Board of Directors or the General Membership meeting if his vote affects the outcome.
4. Serves a two-year term of office and shall not be elected to the office of President-Elect for a period of two years following the expiration of his term of office, but may be elected to the office of President-Elect after that time.
5. Co-sign on all checks over \$250.
6. Write a President's Article for each issue of Clowning Around magazine.
7. Works with Editor and Publication Committee to choose at least 3 cover photos and write supporting cover articles for designated covers of Clowning Around magazine.
3 or 4 issues per year are designated: Incoming President, Clown of the Year, All Around Clown, Featured Convention Lecturers/Performers,
8. Oversee financial reports regularly.
9. Be a model representative in terms of public relations and public exposure in all opportunities.

IMMEDIATE PAST PRESIDENT

How Elected or Appointed:

1. The current President automatically succeeds to Immediate Past President at the conclusion of his term of President and serves a one year term in the odd-numbered years.

Reporting Responsibilities:

1. Serve as a member of the Executive Committee and submit quarterly reports to the current President for the Board of Directors
2. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
3. Submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
4. By-law and Handbook Committee reports to this office (in odd numbered years).
5. Nominating Committee reports to this office (in odd numbered years).

Annual Duties:

1. Attend the General Membership Meeting
2. Chair the Nominating Committee (in odd numbered years).
6. Chair the By-law and Handbook Committee (in odd numbered years).

Annual Duties:

- 1 Update the President's Handbook

Quarterly Duties:

1. Attend the Executive Committee and Board Meetings
2. Submit reports for the Mid-term and General Membership Meeting

Ongoing Duties:

1. Provide advice and guidance to the current President
2. Perform other duties as assigned by the current President.
3. Write an educational article for each issue of Clowning Around.
4. Be a model representative in terms of public relations and public exposure in all opportunities.

PRESIDENT-ELECT

How Elected: President-Elect is voted into office by mail-in ballot for a one-year term in even-numbered years, and then automatically assumes the office of President the following year. Filling the unexpired term as President shall not prevent the President-Elect from the automatic assumption of the office of President.

Reporting Duties:

1. Serve as a member of the Executive Committee and submit quarterly reports to the current President for the Board of Directors
2. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
3. Submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
4. By-law and Handbook Committee reports to this office (in even numbered years).
5. Nominating Committee reports to this office (in even numbered years).

Annual Duties:

1. Chair the Nominating Committee (in even-numbered years) and report to the current President
2. Chair the By-Law and Handbook Committee (in even-numbered years) and report to the current President

Quarterly Duties:

1. Attend the Executive Committee and Board Meetings
2. Submit quarterly reports for the Mid-term and General Membership Meeting

Ongoing Duties:

1. Preside at meetings of the Association and the Board of Directors in the absence of the current President.
2. Fill the unexpired term as President in the event that the office of President is vacated.
3. Perform other duties as assigned by the current President.
4. Write an educational article for each issue of Clowning Around.
5. Be a model representative in terms of public relations and public exposure in all opportunities.

VICE PRESIDENT

How Elected: Is voted into office by mail-in ballot every other year in even numbered years.

Reporting Duties:

3. Serve as a member of the Executive Committee and submit quarterly reports to the current President for the Board of Directors.

1. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
2. Receive and review monthly reports of the activities of the Convention Committee as the liaison between the Convention Committee and the Executive Committee, including, but not limited to, reports from the the Competition Director, the Education Director, the Marketing Director, and the Convention Committee Chair.
3. Receive and review reports of the local Host Alley for the Convention if there is one.
4. Receive and review reports from the Regional Directors on regional and national clown conventions or training programs and submits this data for publication in the World Clown Association media.

Annual Duties:

1. Oversee the Regional Directors

Quarterly Duties:

1. Attend the Executive Committee and Board Meetings
2. Submit reports for the Mid-term and General Membership Meeting

Ongoing Duties:

1. Serve as the liaison on the Convention Committee to the Executive Committee and communicates information as necessary.
2. Oversee the Regional Directors.
3. Work with the Regional Directors to maintain a regional resource directory listing clown events, educational suppliers, and activities from each region that will be an ongoing resource for the Association members
4. Write an educational article for each issue of Clowning Around.
5. Be a model representative in terms of public relations and public exposure in all opportunities.

EDUCATION DIRECTOR

How Elected: Voted into office by mail-in ballot every other year in odd years.

Reporting Duties:

1. Serve as a member of the Executive Committee and submit periodic reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Annual Duties:

1. Provide lecturers, performers and educational supply dealers for the Annual Convention in coordination with the Convention Committee.
2. Serve as a member of the Convention Committee
 - A. Fill in lecturer and performer slots in development of the schedule.
 - B. Work with convention committee to assign the areas for classrooms, educational supply dealers rooms, and performances and determine the seating arrangements to be passed on to the hotel for setup
 - C. Negotiate contracts with lecturers, performers, and educational supply dealers as outlined in the Convention Handbook. Preference will be given to suppliers who are actively supporting the World Clown Association as demonstrated by, but not limited to, advertising in 'Clowning Around', lecturing or performing without fees, or other forms of tangible support.
 - D. Place a request in the contracts with the educational supply dealers for optional donations to the Bo Dino scholarship fundraiser.
 - E. Prepare a spreadsheet tracking lecturers and performers, class titles, fees paid, and contact information for future use. Include educational supply dealers who lecture or trade space for a lecture or performance, items for sale, fees paid, and contact information for future use
 - F. During the convention, coordinate the opening and locking of the educational supply dealers areas
 - G. Work with the Current Convention Committee Chair to provide a Photographer for the annual convention.
3. Maintain any educational material owned by the Association for the benefit of the general membership.

Quarterly Duties:

1. Attend the Mid-term, Board, and General Membership Meetings, and any other meetings that may be called for the Executive Committee.

Ongoing Duties:

1. Write an educational article for each issue of Clowning Around.
2. Develop a resource directory of lecturers and performers for the use of member alleys.
3. Respond to questions about clown education from the general membership.
4. Be a model representative in terms of public relations and public exposure in all opportunities.

MARKETING DIRECTOR

How Elected:

1. Voted into office by mail-in ballot every other year in odd years.

Reporting Duties:

1. Serve as a member of the Executive Committee and submit periodic reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Ongoing Duties:

1. Develop and apply methods to increase membership.
2. Update forms and applications related to membership
3. Promote public relations via the media, writing press releases, ads, and handling informational distribution.
4. Coordinate with other clown-related organizations, events, and activities.
5. Promote International Clown Week events (August 1-7 each year) for the Association.
6. Develop membership retention materials.
7. Explore advertising with other regional clown organizations and annual events, checking on type of publication the organization has, the cost for advertising, number of issues each year and dates to have copy in for each issue, making recommendations to the Executive Committee where the Association should be advertising.
8. Decide how many World Clown Association membership flyers and convention registration forms to send for goody bags for regional conventions and clown-related events. Get the contact to assure they will be included; then get them printed and sent.
9. Prepare the convention registration flyer for the following convention in time each year to be distributed at the current year's convention.
10. Develop a photo release form for everyone to sign at the annual convention.
11. Develop press releases for media in the area surrounding the convention site with information about the convention and contact information.
11. Develop press releases for all members attending the convention to be given them to promote their clowning and World Clown Association upon their return home.
12. Assist the Alley Director with publicity materials to encourage members to start new alleys.
13. Write an educational article for each issue of Cloning Around.
14. Be a model representative in terms of public relations and public exposure in all opportunities.
15. Appoint and Chair the Web Site Committee to oversee the WCA Web Site.
16. Work directly with the webmaster to insure additions, corrections and financial aspects of the web site.
17. Design and prepare a new membership brochure for use with the membership renewals in April and update for membership recruiting throughout the year as necessary.
18. Develop the membership brochures in English, Spanish, and other languages as requested by the Executive Committee.
19. Provide guidance to incoming officer, after completing term, in an effort to insure a smooth transition of the website and promotional materials.

EXECUTIVE COMMITTEE OFFICERS - APPOINTED

TREASURER

How Appointed: Appointed by the current President with the approval of the Executive Committee

Reporting Duties:

1. Monthly financial reports to the Executive Committee.
2. Financial Report to the General Membership at the General Membership meeting.
3. Report preparation of annual tax returns as required by law.
4. Prepare year-end financial report to be published in Clowning Around.

Annual Duties:

1. Select and hire a CPA firm to annually compile the financial records and prepare any tax returns.

Quarterly Duties:

1. Attend the Executive Committee, Board and General Membership Meetings.
2. Submit reports for the Mid-term and General Membership Meeting.

Ongoing Duties:

1. As a member of the Executive Committee, attend the Mid-term Meeting and General Membership Meeting
2. Reconcile bank statements within 10 days of their receipt.
3. Provide a copy of the financial statement to each member of the Executive Committee within 30 days of receipt of bank statements.
4. Pay all normal and regular monthly bills of \$250 or less by his signature only. Checks over \$250 require the signature of President and Treasurer.
5. Co-chair the Legal and Insurance Committee with the Business Manager.
6. Write educational articles for Clowning Around.
7. Approve or deny requests for use of the World Clown Association logo in order to protect the trademark and integrity of same.
8. Be a model representative in terms of public relations and public exposure in all opportunities.

LEGAL AND INSURANCE COMMITTEE

How Appointed:

1. Appointed by the current President, as needed, with the approval of the Executive Committee

Reporting Duties:

1. Reports as necessary to the President, with copies to the Treasurer and Business Manager, whenever matters of insurance or of a legal nature are required.

ALLEY DIRECTOR

How Appointed: Appointed by the incoming President with the approval of the Executive Committee

Reporting Duties:

1. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Ongoing Duties:

1. Act as liaison to the alleys of the World Clown Association
2. Attend the Executive Committee Meeting, Board Meeting and General Membership Meeting at the annual convention.
3. Work with the Business Manager to oversee and distribute all alley registration and renewals to and from each alley
4. Coordinate and distribute alley packets to new alleys.
5. Sign new alley charters
6. Oversee the printing and upkeep of the Alley Handbook.

7. Maintain an inventory of “The Art of Clown Makeup” video, “Strutter’s Complete Guide to Clown Makeup” book, “The ABC’s of Parliamentary Procedures”, and “Best of Clowning Around” book while supplies are available, or items chosen to go into the alley packet at the direction of the executive committee
8. Handle questions or concerns from the alleys
9. Chair and oversee the Alley of the Year Committee
10. Distribute recognition awards to alleys applying for Alley of the Year.
11. Arrange for and present the Alley of the Year Award which is procured by the Business Manager
12. Communicate with Regional Directors regarding potential new alleys in each region.
13. Follow up on alley non-renewals and share the information with the appropriate Regional Director for their assistance.
14. Encourage Regional Directors to develop new alleys in each region.
15. Contribute an article for each issue of Clowning Around dealing with alleys.
16. Be a model representative in terms of public relations and public exposure in all opportunities.

ALLEY OF THE YEAR COMMITTEE

How Appointed:

1. The current President with the approval of the Executive Committee appoints the Alley Director, who then appoints the committee members for the purpose of choosing the Alley of the Year.

Reporting Duties:

1. The Alley Director will report to the President and Business Manager of WCA as requested but not less than quarterly.

Duties of the Chairperson:

1. Submit any recommended changes to the Alley Of the Year Award program to the Executive Committee for approval.
2. Maintain and follow the Alley of the Year Guidelines for the Applications due each year on January 31, as follows:
 - A. The Alley must be a current WCA Alley in good standing
 - B. What impact has your Alley had in your community?
 - a. Nursing home/Veterans visits
 - b. Hospital/Hospice work
 - c. Civic groups
 - d. Parades, walks, public events
 - e. Schools (all ages)
 - f. Holidays/Festivals
 - g. Libraries
 - h. Other
 - C. Clown Education
 - a. Clown classes
 - b. Scholarships available for clowns from Alley money
 - c. Alley lectures/Seminars
 - d. Number of educational activities offered to the Alley
 - e. Recruiting new members
 - f. Alley morale and participation
 - g. Alley material available to members (books, videos, etc.)
 - D. Conventions
 - a. Attending and participating members
 - b. Sponsoring/Hosting
 - c. Presentations

- E. Grants
 - a. Funds received for Alley
 - b. Funds received for community
- F. Alley Participation in International Clown Week
- G. Total number of current WCA members
- H. Why our Alley should be ALLEY OF THE YEAR.

ADDITIONAL ELECTED BOARD OF DIRECTORS

AWARDS DIRECTOR

How Elected:

1. Voted into office by mail-in ballot semi-annually in even years.

Reporting Duties:

1. Submit periodic reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Annual Duties:

1. Serve as a member of the Convention Committee
2. Oversee all competitions at the annual convention.
3. Assemble a panel of judges for each competition and provide them with the guidelines for judging each individual category.
4. Make the competition rules available to all competitors (copies of rules procured by Business Manager and provided to competitors by Awards Director).
5. Propose any changes to the competition rules for review and approval of the Executive Committee by the midterm meeting, in order to apply at the following convention.
6. Any changes in the competition rule changes must be published on line and in 'Clowning Around' magazine at least 90 days prior to the competition.
7. Arrange for the Master of Ceremonies for Single and Group Skit Competitions.
8. Organize and submit the list to the Business Manager for all award medals for the competitions and other medals including the Clown of The Year Award, Lifetime Achievement Award, Publication Award and any other awards of the Association. Business Manager will procure the listed awards.
9. Work with the convention committee to assign the areas for competitions and determine the seating arrangements, sound system, backdrops, staging, and electrical needs to be passed on to the hotel for setup.
10. Work with the Business Manager to prepare and provide all score sheets and competition sign-up materials.
11. Make arrangements for timing and scoring of all competitions, including a visual timer and timekeeper, runners, backstage personnel, tally keepers, and sound technician.
12. Present the awards and provide for the presentation of slides at the Annual Awards Banquet.
13. Coordinate with Education Director to ensure competitor photos are take for use at the Awards Banquet.
14. Provide the Editor of Clowning Around with the list of winners and related photos.
15. Develop a judges training program.
16. Write an educational article for each issue of Clowning Around.
17. Review the qualifications of those wishing to compete to insure they are members in good standing and eligible according to the Competition Rules.
18. Be a model representative in terms of public relations and public exposure in all opportunities.
19. Directly oversees 'Legacy of Laughter' award and works with the executive committee to determine the appropriate recipient, and maintains and follows the Legacy of laughter guidelines, as follows:
 1. This award shall be awarded to a person who has shown, over many years, the ability to make people smile, laugh, have empathy and shed a tear on occasion through their antics and abilities in their clown character.

2. This award shall be awarded to a person whose exemplary clowning skills have entertained generations through any of many different clown venues. Their understanding of the Art of Clowning has been evident through many years of providing laughter with their excellent use of humor, skills, and physical comedy.
3. This award shall not be given twice in a lifetime.
4. Award can be presented to a living person or posthumously.
5. This award to be given to an individual with a 3rd party nomination, not to be self nominated.
6. This is not an annual award. The winner of this award will be decided by the Executive Committee and need not be awarded each year; it shall be given to the individual at the annual convention or at a special presentation chosen by the Executive Committee.
7. This award will not be monetary
8. This award may include a medal and/or plaque to commemorate the event.
9. This award should be awarded whether or not the person has been a part of WCA in a leadership capacity on the organization's board of directors or any other capacity .It should be based on the work/entertainment that clown has done and the impact it has had on the public and fellow performers.

CLOWN MINISTRY DIRECTOR

How Elected: Voted into office by mail-in ballot every other year in even years.

Reporting Duties:

1. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Annual Duties:

1. Prepare a Clown Ministry Worship Service at the annual convention that educates our members in techniques of using clown arts and skills to minister within their own religious denominations or persuasion (clown skits, mime, music, magic effects, artist, poems, stories, etc).
2. Be prepared to give invocations as necessary at the Annual Convention suitable to all faiths: Annual Board Meeting, Annual General Membership Meeting, and Annual Awards Banquet.
3. Provide a Memorial Tribute at the Annual Convention for those members who have died during the previous year.
4. Teach classes on gospel clowning and non-denominational clown ministry concepts at the annual convention at the request of the Education Director.

Ongoing Duties:

1. Write an educational article for each issue of Clowning Around, including such things as inspirational biographies, poems, stories, tricks, routines, caring clown practices and techniques
2. Be on call for members who may wish to talk or have a concern.
3. Be a model representative in terms of public relations and public exposure in all opportunities.

CARING CLOWN DIRECTOR

How Elected:

Voted into office by mail-in ballot every other year in even years.

Reporting Duties:

1. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Duties of the Chairperson:

1. Develop a relationship with caring clowns in all venues such as (but not limited to) hospitals, nursing homes, assisted living facilities, palliative care, Veterans facilities, charity events and fund raisers for special needs, mental facilities, prisons, and other venues that might be suggested by our membership.

2. Develop and maintain a Caring Clown Handbook describing all of the functions of the committee, including a Caring Clown Code of Ethics.
3. Share with the WCA Education Director research and caring clown educational materials appropriate for publications and/or the WCA website.
4. Work cooperatively with the WCA Education Director providing caring clown speaker information for the annual convention's lecture sessions.
5. Appoint subcommittee chairs and oversee their work in developing educational information in the following areas:
 - A. Facilities with Caring Clown Programs, including but not limited to, hospitals, nursing homes, assisted living facilities, palliative care, veterans facilities, charity events and fundraisers for special needs, mental facilities and prisons.
 - B. Work with the WCA Business Manager to form and maintain a database of caring clown names, addresses, etc.
 - C. Bibliography of Caring Clown books, periodicals, and other reference media.
 - D. Database development and maintenance of websites that focus on Caring Clowning.
6. Write an educational article for each issue of Clowning Around, including such things as inspirational biographies, poems, stories, tricks, routines, caring clown practices and techniques

Duties of the Caring Clown Committee:

1. Hold an annual meeting at the time and place of the annual convention.
2. Search and develop information on hospitals, nursing homes, and other facilities as mentioned above with ongoing caring clown programs.
3. Develop a database of caring clowns with names, addresses and information as to locations where they serve.
4. Develop a bibliography of caring clown books, periodicals, and other reference media.
5. Develop a database of websites that focus on Caring Clowning.
6. Initiate work toward the development of curriculum for the potential establishment of a Caring Clown Certification program.
7. Provide above information, in an acceptable format, for inclusion on the WCA website, as well a copy in Clowning Around magazine.

REGIONAL DIRECTORS

How Elected:

Regional Directors are voted into office every two years by mail-in ballot on either even or odd years depending on region as listed in By-Laws

Reporting Duties:

1. Submit four reports per year as follows;
 - a. A first and third quarter report on the World Clown Association activities within the region to the Vice President the dates as specified by the Vice President.
 - b. A comprehensive Mid-Year report on the first 6 months of activities within the officers region to be given to the Vice President, President, and Business Manager, dates specified by the Business Office Manager
 - c. Comprehensive Annual Report on the year's activities within the officers region to the Business Manager, President, and Vice president dates to be set by the Business Office Manager.
2. Procure information on regional and national clown conventions or training programs within his area for publication in Clowning Around.

Annual Duties:

1. Attend the Board of Directors meeting at the annual convention

Quarterly Duties:

1. Submit report on the World Clown Association activities in his region to the Vice President.

Ongoing Duties

1. Solicit new members.
2. Promote the World Clown Association in his region for both the clown community and general public.
3. Send a welcoming letter or card to each new member in his area.
4. Work with the Vice President to maintain a regional resource directory listing clown events, educational suppliers, and activities from his region that will be an ongoing resource for the Association members
5. Submit articles for publication in *Clowning Around* on a regular basis.
Articles in the Regional Section should include activities and information from the Regional Director's specific region. Additional articles may be submitted of an educational nature for inclusion in the magazine in other sections.
6. Reside in the area he is representing.
7. Interact with other Regional Directors to assist clowns who are re-locating to another area to help them find an alley.
8. Assist Alley Director in establishing new alleys
9. Work with convention committee and host alleys as needed for convention held in his region.
10. Distribute World Clown Association information and flyers throughout the region: libraries, schools, civic groups, etc.
11. Maintain a list of clown events, educational suppliers, and activities for referral to members in his region.
12. Attend as many clown-related events as possible.
13. Stay informed and be an educational resource to everyone.
14. Follow-up on all inquiries, be responsible, and be accessible.
15. Be a model representative in terms of public relations and public exposure in all opportunities.

ADDITIONAL APPOINTED BOARD OF DIRECTORS

JR. JOEY DIRECTOR

How Appointed:

Appointed annually by the incoming President with the approval of the Executive Committee

Reporting Duties:

1. Submit a quarterly report to the Education Director, with a copy to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Ongoing Duties:

1. Attend the Board Meeting and General Membership Meeting at the annual convention.
2. Serve as an intermediary between the Jr. Joeys and WCA, recommending to the Board changes for improving the Jr. Joey program.
3. Contribute articles for each issue of *Clowning Around* dealing with Junior Joey matters.
4. Recruit Junior Joey memberships, alleys, and participation.
5. Reply to inquiries and provide help with problems or questions concerning the Junior Joey's program, membership, alleys, and convention participation.
6. Oversee the Junior Joey scholarships, including selections committee, levels of awards, and raising the scholarship funds.
7. Present the Junior Joey Participation and Makeup Competition Awards at the banquet.
8. Edit the monthly Junior Cyber-Alley e-mail newsletter, collecting items and Q&A from the Juniors and age appropriate informational articles from adult clowns and maintain the cyber-alley member list.
9. Set up the Junior Joey programs for the convention including: the schedule of lectures, selection of lecturers, space needs and layout, present Competition Awards, letters to parents of participating Juniors, parent introductory letters, on time drawings, and Junior Joey Convention Manuals.
10. Maintain the Junior Joey Director's Handbook.
11. Oversee the Junior Joey Program of WCA as set forth in the Jr. Joey Director's Handbook.
12. Be a model representative in terms of public relations and public exposure in all opportunities.

INDEPENDENT CONTRACT PROVIDERS

BUSINESS MANAGER

How Selected:

When this position becomes vacant, solicitation for applications for this position will appear in Clowning Around. Applications will be received and reviewed by the Business Services Committee and a recommendation forwarded to the Executive Committee. After evaluation and selection, a contract will be entered into between the chosen applicant and the Executive Committee, signed by the current President of the World Clown Association and the selected applicant. After the first year's contract, additional contracts are ongoing.

Reporting Duties:

1. A monthly activity report that reflects significant accomplishments and major activities for the previous month will be sent to the Executive Committee, Regional Directors, and all Appointed Officers. Information to be included, but is not limited to, will be new members, total membership, sales of merchandise, insurance records, and convention records.
2. Collect quarterly reports from officers and directors and distribute them to the Executive Board for review.
3. Make all reports required by law

Annual Duties:

1. Make a full report of all matters and business pertaining to his office to the members at the General Membership Meeting.
2. Serve at the Registration Desk at convention
3. Prepare convention badges and tickets for various events.
4. Provide the Awards Director with a list of current World Clown Association members for the convention
5. Work with the Awards Director to procure all award medals for the competitions and other medals including the Clown of The Year Award, Lifetime Achievement Award, Publication Award, Alley of the Year Award, and any other awards of the Association.
6. Attend the Executive Committee Mid-Year Meeting, take minutes, and provide minutes to the entire Board of Directors within 15 days after the conclusion of the meeting.
7. Attend the annual General Membership Meeting, take notes, and provide minutes to the Executive Committee within 15 days following the meeting for their review. The final form is sent within 7 additional days to the Editor of Clowning Around for publication.
8. Send out World Clown Association renewal information to all World Clown Association members prior to May 1.
9. Remind all members and alleys between July 1 and August 31 who have not renewed to do so.
10. Order name badges for new officers and Life Member badges.

Quarterly Duties:

1. Keep a complete record of all meetings of the Association and of the Board of Directors.
2. Attend Board meetings, takes minutes, and provide minutes to the entire Board of Directors within 15 days following the meeting.

Monthly Duties:

1. Provide information, including but not limited to, regional membership lists to Regional Directors or other members of the World Clown Association Board of Directors as required.
2. Provide to Regional Directors a list of all new members each month.

Ongoing Duties:

1. Record votes or actions of the Executive Committee
2. Keep archival copies of books and records of the Association.
3. Sign papers pertaining to the Association as he may be authorized or directed to sign by the Executive Committee or Board of Directors.
4. Keep the corporate seal and affix it to all papers requiring a seal.

5. Keep complete membership, insurance, and convention records.
6. Maintain a photo file of officers and committee heads for the use of the Marketing Director, Editor, and for other projects of the Association
7. Perform such other duties as required of him by the Board of Directors of the Association.
8. Assume responsibility for day to day operations and record keeping of the Association.
9. Ensure that services are provided in a professional, timely and accurate manner in accordance with direction from the current President
10. Collect and respond to all World Clown Association correspondence, telephone, and email requests of members or potential members in a timely and professional manner
11. Serve as Registrar for the annual World Clown Association convention, which includes keeping a record of all attendees, depositing fees, providing a list of attendees as required by the Executive Committee
12. Maintain an office at his expense where all World Clown Association files, records, merchandise, magazines, and supplies will be kept in an appropriate fashion. This office will include a dedicated phone/fax line which will be used for World Clown Association matters and paid for by World Clown Association. A storage facility for archival records will be provided by the World Clown Association
13. Maintain an e-mail address for communication with officers and members, which will be paid for by the World Clown Association
14. Be available by phone during normal business hours. During periods of absence, an answering system will be used for messages.
15. Manage a database consisting of World Clown Association member records on a personal computer and printer system provided by the Association. The data base will maintain all information contained on the World Clown Association Member Application plus insurance information as required to manage the insurance program.
16. Provide a copy of the World Clown Association database to the Treasurer and/or President for audit purposes as required by the World Clown Association Executive Committee.
17. Provide the Editor with a mailing list as needed for WCA publications.
18. Coordinate with the Alley Director to maintain a data base of World Clown Association Alley Affiliates
19. Serve as the liaison with the insurance broker, managing all aspects of the World Clown Association Professional Liability Insurance Program, including processing insurance certificates, additional insured certificates, and other such requests by members of World Clown Association.
20. Provide the insurance company with a monthly list of primary additional insurance members.
20. Provide the Treasurer with a monthly report of insurance sales.
21. Collect and deposit all membership, convention, merchandise, and insurance monies; however, the Business Manager will not engage in selling insurance unless he is a licensed insurance agent.
22. Mail a "New Member Packet" including, but not limited to, a personalized membership card, welcome letter and list of available World Clown Association merchandise to new members.
23. Provide World Clown Association letterhead, magazines, membership labels, merchandise and other materials as required.
24. Perform other duties as assigned by the World Clown Association President
25. Maintain current copies of Bylaws and all World Clown Association Handbooks for distribution to new officers and committee chairs as they assume office.
26. Forward a current membership list to the appointed chair of the Election Committee for use in tabulating ballots.
27. Renew the trademark at the appropriate time.
28. Create the newsletter Not Quite Clowning Around throughout the year in months that do not have an issue of Clowning Around magazine.
29. Deposit all monies in a Federally Insured bank account and provide to the WCA Treasurer all bank statements, deposit tickets and credit card records.

EDITOR

How Selected:

When this position becomes vacant, solicitation for applications for this position will appear in Clowning Around. Applications will be received and reviewed by the Publication Committee and a recommendation forwarded to the Executive Committee. After evaluation and selection, a contract will be entered into between the chosen applicant and the Executive Committee, signed by the current President of the World Clown Association and the selected applicant.

Reporting Duties:

1. Report to the chairman of the Publication Committee.
2. Report monthly to Treasurer and Publication Committee Chair the status of advertising income, delinquent accounts, and any publication problems.

Ongoing Duties:

1. Oversee the publication of Clowning Around as set forth in the Publication Handbook.
2. Contribute articles of an editorial nature for publication in the magazine.
3. Proactively seek new advertisers for Clowning Around.
4. Maintain a system to insure that payments from advertisers are received by the World Clown Association.
5. Propose changes in advertising rates to the Publications Committee Chair.
6. Coordinate with other clown associations or publishers to trade advertisement based on comparable monetary value.
7. Prepare and submit IRS Form 1099 to those associations or publishers with whom we trade advertisement, with a copy to the Treasurer.
8. Be familiar with all material contained in the Publication Handbook and, where appropriate, propose necessary changes.
10. Work with Publications Committee Chair, and President to select Clowning Around covers and prepare feature cover articles.
11. Oversee material to be printed giving special attention to withholding articles which are self-serving, or self-promoting or not in the best interest of the WCA.
12. Withhold all ads which are in poor taste or not in the best interest of WCA.

DESIGNATED COMMITTEE CHAIRS

NOMINATING COMMITTEE

How Designated:

Chaired by the President Elect (in even numbered years) and Immediate Past President (in odd numbered years).

Reporting Duties:

1. Report to the current President as requested but not less than quarterly.

Ongoing Duties:

1. Establish a slate of nominees for election, preferably listing 2 candidates for each open office.
2. Report the proposed slate to the Executive Committee at the Mid-term Meeting.
3. Collect biography and photos from each candidate for publication with the ballot in the convention issue of Clowning Around.

BYLAWS AND HANDBOOK COMMITTEE

How Designated:

Chaired by the Immediate Past President (in odd numbered years) and President Elect (in even numbered years)

Reporting Duties:

1. Report to the current President as requested but not less than quarterly.

Ongoing Duties:

1. Review the Bylaws.
2. Propose changes as specified in Article XII of the Bylaws regarding Amendments.
3. Review the Association Handbook.
4. Recommend Proposed Handbook changes to the Executive Committee for approval and then acceptance by majority vote of the Board of Directors.

APPOINTED COMMITTEE CHAIRS AND COMMITTEES

BUSINESS SERVICES COMMITTEE

How Appointed:

The current President with the approval of the Executive Committee appoints the Chairperson of the Business Services committee who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the current President as requested but not less than quarterly.

Duties of the Chairperson:

1. When the position of Business Manager becomes vacant, make recommendations of the Business Services committee to the Executive committee from the submitted bids reviewed by the Business Services Committee.
2. Oversee the position of the Business Manager to develop the highest standards for the Association's business procedures.

Duties of the Business Services Committee:

1. When the position becomes vacant, work with the Chairperson to set bid specifications for the Business Manager position
2. Review submitted bids for the Business Manager position and make recommendations to the Chairperson of the Business Services Committee who will report these to the Executive Committee for approval.

ELECTION COMMITTEE

How Appointed:

The current President with the approval of the Executive Committee appoints an alley of the Association as the Election Committee. The current President or a designated member of the alley will serve as the Chairperson and liaison with the current President of WCA.

Reporting Duties:

1. The Chairperson will report to the current President as requested.

Duties of the Chairperson:

1. Serve as liaison with the current President of WCA to understand the procedures for ballot counting that are required.
2. Report to the current President of WCA as requested when the votes are tallied.
3. Forward the actual ballots to the current President of WCA.

Duties of the Election Committee:

1. Receive and count the annual ballots.
2. Validate the ballots against the membership list received from the Business Manager
3. Sort the ballots to assure that only those within a region vote for that Regional Director.
4. Report back to the Chairperson with the results who will then report the results to the current President of WCA with a copy to the President-Elect of WCA.

CONVENTION COMMITTEES

CONVENTION COMMITTEE – CURRENT CONVENTION

How Appointed:

The current President with the approval of the Executive Committee appoints the Chairperson of the Convention Committee – Current Convention, who then appoints the committee members.

Reporting Duties:

The Chairperson will report to the current President, with copies to the Vice President and Business Manager, of WCA as requested but not less than quarterly.

Duties of the Chairperson:

1. Oversee the planning, promotion, and conducting of the annual convention utilizing the Convention Committee – Current Convention and the members of the Association.
2. Submit recommended changes to the Convention Handbook to the Executive Committee for approval.

Duties of the Convention Committee – Current Convention:

1. Plan and budget the current convention in accordance with instructions in the Convention Handbook.
2. Promote the convention in coordination with the Marketing Director and in accordance with instructions in the Convention Handbook.
3. Conduct the convention, utilizing members of the Convention Committee and the Association in accordance with instructions in the Convention Handbook.
4. Recommend changes to the Convention Handbook at least annually and submit to the Chairperson for submission to the Executive Committee for approval.

CONVENTION COMMITTEE – FUTURE SITE

How Appointed:

The current President with the approval of the Executive Committee appoints the Chairperson of the Convention Committee, Future Site, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the current President, with copies to the Vice President and Business Manager, of WCA as requested but not less than quarterly.

Duties of the Chairperson:

1. Recommend locations of future convention sites to the Executive Committee for approval.
2. Submit recommended changes to the Convention Handbook to the Executive Committee for approval.

Duties of the Convention Committee-Future Site:

1. Investigate and evaluate potential convention sites.
2. Recommend locations of future convention sites to the Chairperson for reporting to the Executive Committee.
3. Prepare a convention budget in accordance with instructions in the Convention Handbook.
4. Recommend changes to the Convention Handbook at least annually and submit to the Chairperson for submission to the Executive Committee for approval.

PUBLICATIONS COMMITTEE

How Appointed:

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Publications Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the current President of WCA as requested but not less than quarterly.

Duties of the Chairperson:

1. Maintain the Publications Handbook.
2. When the position of Editor/Printer becomes vacant, make recommendations of the Publications committee to the Executive Committee from the submitted bids reviewed by the Publications Committee.

3. Submit changes recommended by the Publications Committee for the Publication Handbook at least annually to the Executive Committee for approval.
4. Oversee the positions of Editor and Printer and work with the Publications Committee to develop the highest standards for our publication, Clowning Around.

Duties of the Publications Committee:

1. Set editorial and design guidelines to produce a high quality publication as specified in the Publications Handbook.
2. When the position becomes vacant, set bid specifications for the Editor/Printer position.
3. Review submitted bids for the Editor/Printer position and make recommendations to the Chairperson of the Publications Committee who will report these to the Executive Committee for approval.
4. Recommend changes to the Publication Handbook at least annually and submit to the Chairperson of the Publications Committee who will report these to the Executive Committee for approval.

BO-DINO SCHOLARSHIP COMMITTEE

How Appointed:

1. The current President with approval of the Executive Committee appoints the Chairperson of the Bo-Dino Scholarship Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the current President, with copies to the Education Director and Business Manager, of WCA as requested but not less than quarterly.
2. The Chairperson will report to the WCA Business Manager on recommended recipients at least 30 days prior to the convention.

Duties of the Chairperson:

1. Promote the Bo-Dino Scholarships to the World Clown Association members through articles in Clowning Around.
2. Provide the criteria and format for the Bo-Dino Scholarship application to be published in Clowning Around.
3. Provide an additional report to the World Clown Association Business Manager for distribution to the Executive Committee 30 days prior to the convention.
4. Coordinate with the Executive Committee on the maximum number of scholarships to be awarded in each year.
5. Assemble a committee from a cross-section of the World Clown Association membership to recommend the selection of recipients from the submitted applications.
6. Maintain an inventory of Bo-Dino Scholarship patches. New recipients receive a patch automatically with their scholarship. Former scholarship recipients may purchase a patch.
7. Announce and present the scholarship winners at the Annual Awards Banquet.
8. Recommend changes to the Bo-Dino Scholarship Handbook at least annually and submit to the Executive Committee for approval.
9. Maintain the Bo-Dino Scholarship Handbook
10. Develop arrangements for and oversee the Bo-Dino Scholarship Auction at the Annual Convention.

Duties of the Bo-Dino Scholarship Committee:

1. Review applications submitted and recommend the selection of recipients for the Bo-Dino Scholarship awards to the Committee Chairperson.
2. Recommend changes to the Bo-Dino Scholarship Handbook to the Committee Chairperson at least annually.
3. Work with the Chairperson to develop and run the Bo-Dino Scholarship Auction at the Annual Convention.

JR. JOEY COMMITTEE

How designated:

1. Chaired by the Jr. Joey Director

Reporting Duties:

1. Included in the Jr. Joey Director's Reports to the current President, with copies to the Education Director and Business Manager.

2. Assists the Jr. Joey Director in raising funds for the Jr. Joey Scholarships and Sponsorships.
3. Coordinate with the Executive Committee on the maximum number of scholarships to be awarded in each year.
4. Recommend the selection of recipients from the submitted applications.

CLOWN OF THE YEAR COMMITTEE

How Appointed:

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Clown of the Year Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the Awards Director of WCA, with copies to the Alley Director and Business Manager, as requested but not less than quarterly.

Duties of the Chairperson:

1. Submit recommended changes to the Clown of the Year Guidelines at least annually to the Executive Committee for approval.
2. Maintain and follow the Clown of the Year Guidelines, which are as follows:
 - a. Nominees must have been a member of the World Clown Association for at least a full year prior to the award year.
 - b. Clowning activities considered are limited to those within the past five (5) years.
 - c. Criteria must include: Activities done for the World Clown Association, articles written for "Clowning Around" magazine, and offices held in the World Clown Association within the above five (5) year timeframe.
 - d. Consideration should be given for participation in conducting convention activities, including as a judge, lecturer or delegate.
 - e. Consideration should be given for actions to promote and perpetuate the art of clowning, internationally, nationally, and in community involvement.
 - f. Consideration should be given for helping other clowns improve their appearance, clowning techniques and presentations.
 - g. Consideration should be given for clown related awards for competitions and/or community involvement.
 - h. Only nominations from third parties should be considered.
 - i. Submits name to Business Manager who orders appropriate Plaque for the winner.
 - j. Announce the winner and award the plaque at the banquet.

Duties of the Clown of the Year Committee:

1. Review applications submitted and recommend the selection of recipients for Clown of the Year awards to the Committee Chairperson.
2. Recommend changes to the Clown of the Year Guidelines to the Chairperson for submission to the Executive Committee for approval.

LIFETIME ACHIEVEMENT COMMITTEE:

How Appointed:

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Lifetime Achievement Award Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the Awards Director, with copies to the Alley Director and Business Manager, of WCA as requested but not less than quarterly.

Duties of the Chairperson

1. Submit any recommended changes to the Lifetime Achievement Award program to the Executive Committee for approval.

2. Maintain and follow the Lifetime Achievement Award Guidelines, with nominations due January 15 of each year, which are as follows:

Eligibility for this award is based upon:

- k. A substantial number of years as an active member of WCA
- l. Leadership in the association such as: served as an elected and/or appointed official or major committee chairperson
- m. Support for the Association through frequent published articles in CLOWNING AROUND, attended a number of WCA conventions, and served as a committee member
- n. Assistant in the improvement of the association through development and/or revisions to the WCA's by-laws, handbooks, and/or competition rules.
- o. A high standard of ethics in the area of clowning and his/her personal life

Award Limitations:

- a. Award can be presented to a living member or posthumously.
- b. This is a once-in-a-lifetime-of-service award
- c. The award may or may not be presented annually depending upon a qualified individual being nominated, as judged by the Lifetime Achievement Award Committee.
- d. Members of the Selection Committee are not eligible for this award, nor are they given the opportunity to make nominations for the award.
- e. Members of the Executive Committee are not eligible for this award.

Members wishing to make nominations for the Lifetime Achievement Award will be asked to provide as many of the following as possible:

- a. Biography specifically focusing on the individual's WCA achievements
- b. List of offices and committee memberships or chairs for which the candidate served
- c. Provide an approximate number of articles the candidate wrote for Clowning Around magazine
- d. Number of years the candidate has been a member of WCA
- e. WCA conventions attended by the candidate
- f. Work done on unique WCA initiatives (for example creation of new programs, hosting a WCA convention, etc.)
- g. Work done in representing and/or promoting the WCA outside the association.
- h. Noteworthy creation of copy or revisions of text in various WCA handbooks.
- i. List of awards such as the WCA Clown of the Year, and any special President's awards.

Duties of the Lifetime Achievement Award Committee:

3. Review applications submitted and recommend the selection of recipients for the Lifetime Achievement Award to the Committee Chairperson.
4. Recommend changes to the Lifetime Achievement Award Guidelines to the Chairperson for submission to the Executive Committee for approval.

CLOWNS AIDING VETERANS EVERYWHERE (C.A.V.E.) COMMITTEE

How Appointed:

The current President with approval of the Executive Committee appoints the Chairperson of the C.A.V.E. Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will submit a quarterly report to the President, with copies to the Marketing Director and Business Manager, for distribution to the officers at the mid-term and annual Board Meetings.
2. The Chairperson will also provide this report to the Director of C.A.V.E.

Duties of the Chairperson of C.A.V.E.:

1. Work directly with the Director of C.A.V.E. on request for clowns to entertain in a Veterans Administration Facility.

2. Work directly with Regional Directors and general membership to develop a committee of clowns to entertain in a Veterans Administration Facility.
3. Provide a website address for the membership to use to acquire address information for Veterans Administration Facilities.
4. Write articles for “Clowning Around” reporting on the activities of the membership visiting Veterans Administration facilities.
5. Attend the Board Meeting and General Membership meeting at the Annual Convention.

Duties of the Committee Members:

1. Work with the Chairperson of C.A.V.E. to plan and conduct entertaining programs for Veterans Administration Facilities on a regional or local basis.
2. Send a report to the Chairperson of C.A.V.E. following any program done.
3. Recommend improvements and changes to the Chairperson of C.A.V.E. from their experiences with the program.

LONG RANGE PLANNING COMMITTEE

How Appointed:

1. The current President with approval of the Executive Committee appoints the Chairperson of the Long Range Planning Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the current President, with copies to the Alley Director and Business Manager, of WCA as requested but not less than quarterly.

Duties of the Chair and Committee:

1. To develop medium and long range plans for the Association and provide this information to officers and officials of the Association for their use in future plans.

MEMBERSHIP COMMITTEE

How Appointed:

1. The current President with approval of the Executive Committee appoints the Chairperson of the Membership Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the Marketing Director, with copies to the President and Business Manager, of WCA as requested but not less than quarterly.

Duties of the Chair and Committee:

1. To develop plans and programs to increase membership in the Association

ADDITIONAL APPOINTED OFFICIALS

HISTORIAN

How Appointed:

The current President with the approval of the Executive Committee appoints as Historian someone who is knowledgeable and interested in the history of clowning generally and specifically interested in the history concerning the World Clown Association.

Reporting Duties: Submits a report twice a year to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings

Ongoing Duties:

1. Submit articles to Clowning Around designed to share insights on the history of clowning throughout the world.
1. Serve as the WCA’s resource contact for any member, media or institutional inquiries regarding historical clown information.
2. Assemble historical clown information.

3. Provide guidance to the WCA leadership regarding historical milestones in clowning that should be recognized by the organization.
4. Provide direction toward the development of our organizations archives.
5. At the direction of WCA leadership, or independently conduct literature research regarding specific aspects or questions concerning clowning.
6. Provide direction to the WCA, as well as other organizations as to means by which to recognize historically significant clowns and clown accomplishments.
7. Assist not only the WCA, but also other organizations by providing historical clown information or advice at their request.

AMBASSADOR TO CLOWNS

How Appointed:

The current President with the approval of the Executive committee appoints the Ambassador to Clowns.

Ongoing Duties: This is an honorary appointment to an individual who is recognized as a significant clown arts performer and authority. This person will be expected to exhibit the highest personal integrity as they assist the association in promoting the art of clowning in all parts of the world. This individual should work toward the overall betterment and understanding of clowning.

HANDBOOKS OF THE WORLD CLOWN ASSOCIATION:

Other Handbooks of the Association include, but are not limited to:

1. President's Handbook
2. Publication Handbook
3. Alley Handbook
4. Jr. Joey Handbook
5. Convention Handbook
6. Competition Rules and Guidelines
7. Bo-Dino Handbook

BOARD OF DIRECTORS MEETINGS

MID-TERM EXECUTIVE COMMITTEE MEETING

The Executive Committee should hold a Mid-term meeting to conduct day-to-day business of the Association. The current President may invite guests as necessary.

All reasonable expenses for the Mid-term meeting will be paid by the Association. This meeting should be held at an "airline hub" to help keep the cost down.

A full report will be made to the entire Board of Directors in a timely manner.

ANNUAL BOARD OF DIRECTORS MEETING

The Association will hold an annual Board of Directors meeting at the convention site on the evening preceding the start of the annual convention. An Executive Committee meeting may be held preceding the complete Board of Director meeting to discuss personnel issues and matters of an executive nature.

All reasonable expenses for this evening preceding the start of the convention will be paid by the Association, such as room and food services but excluding any travel expenses.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted and approved by the Board of Directors at Laughlin, NV, March 18, 2006.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Fairbanks, AK, April 16, 2007.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Orlando, FL, April 12, 2008.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Denver, CO, March 15, 2009.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Winnipeg, MB April 17th, 2010

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at East Elmhurst, NY March 13th, 2011

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Executive Committee at San Diego, CA, November 5th, 2012