

**Royal Scottish Country Dance Society
Vancouver Branch**

BOARD RESPONSIBILITIES

Responsibilities of the Full Board and each Member of the Board

- Carries out the purpose of the Branch as detailed in Paragraph 2 of the Constitution
- Manages the Branch and provides direction
- Sets policy for the Branch
- Encourages formation of new clubs
- Appoints Nominating Committee
- Appoints representatives or delegates to RSCDS HQ meetings
- Approves budgets
- Appoints and discharges sub-committees and decides their responsibilities and reporting structure
- Establishes financial guidelines for the operation of the Branch
- Appoints directors to the United Scottish Societies Auditorium Company Ltd.
- Appoints representative to the Highland Games Committee
- Establishes policy for payments from the various funds established by the Branch
- Decides on expulsion or reinstatement of a Member.

The following are the specific responsibilities of each separate position:

Chairman - normal items associated with the Chair and liaises with other clubs

- President and Chief Executive Officer of the Branch
- Presides at General Meetings
- Presides at Board Meetings
- Oversees the smooth running of the Board and the Branch
- Arranges for annual planning meeting
- Is available for consultation by any director, club or Branch Member
- Visits local clubs and encourages the development of an appreciation of the role of the Branch
- Prepares an annual budget for operations under his/her direct control

Vice-Chairman - fills in for Chairman

- Takes over from Chairman if Chairman not available
- Attempts to coordinate the timing of all Branch and club events in the Vancouver Branch area
- Attempts to coordinate the timing of events in the Vancouver Branch area with other SCD events sponsored by Seattle Branch, Victoria Branch and other Vancouver Island clubs.
- Arranges for preparation and distribution of an annual events calendar

- Co-ordinates all bookings of hall rentals for Branch events
- Prepares an annual budget for operations under his/her direct control

Corresponding Secretary - deals with all correspondence and liaises with RSCDS HQ

- Communicates with RSCDS HQ
- Arranges for promotion and distribution of any special materials received from RSCDS HQ
- Brings to the Board all communications from RSCDS HQ
- Attends to all correspondence
- Provides manuals for the directors at the beginning of each year
- Notifies RSCDS HQ of names and addresses of the Branch and all directors
- Maintains a binder of newsletters from other Branches
- Ensures communications from RSCDS HQ are available to all Members
- Prepares an annual budget for operations under his/her direct control

Recording Secretary - takes Minutes and has custody of important documents

- Issues notices of meetings of Board and Members
- Keeps minutes of all Branch and Board meetings and ensures that all material presented at these meetings is attached to the minutes
- Distributes minutes of all Branch and Board meetings and has them available
- Arranges for reports to be made to the Board and to the Branch from each person reporting to the Board on a schedule determined by the Board
- Keeps custody of minutes and all other important records and documents, except those kept by the Treasurer. When these are no longer current they are passed to the archivist
- Arranges for custody of shares (2/19) in the United Scottish Societies Auditorium Company Ltd.
- Prepares an annual budget for operations under his/her direct control

Treasurer - deals with all aspects of the finances of the Branch

- Manages all financial aspects of the Branch
- Receives, banks and accounts for all monies received by the Branch
- Disburses money subject to correct authorization
- Keeps up-to-date accounts for the Branch
- Prepares financial statement for review by the Auditor and presentation to the Annual General Meeting
- Invests all funds under the direction of the Board
- Distributes money from all separate funds held by the Branch
- Ensures that the Branch operates within financial guidelines established by the Board
- Arranges for a budget to be prepared annually and submitted to the Board for approval
- Arranges for changes to the budget to be approved by the Board
- Arranges for a budget to be prepared annually for the Pearl Holmberg Fund that is consistent with a five year plan
- Provides financial statements to RSCDS HQ

- Keeps financial records to comply with the Society Act
- Maintains charity registration including receiving a refund of GST
- Maintains Society Act registration
- Arranges for insurance required by the Branch
- Prepares an annual budget for operations under his/her direct control

Membership Secretary - deals with all administrative items concerned with membership

- Distributes RSCDS material (including Bulletins) to Members
- Collects Branch dues
- Issues receipts and Membership cards
- Maintains up-to-date Register of Members
- Provides Membership lists and statistics to the Board
- Notifies Newsletter Editor of names and addresses of all Members who receive the newsletter
- Provides Membership Lists
- Keeps contact information for all clubs within the Branch area
- Arranges for visits to all clubs to promote membership in the Branch
- Arranges for the supply and distribution of printed promotional materials
- Prepares an annual budget for operations under his/her direct control

Member at Large - Publicity Director - deals with all aspects of publicity

- Publicizes events in the Greater Vancouver Region
- Arranges advertising in media of all forms
- Produces flyers for distribution to promote dancing and Branch events
- Promotes SCD through links to the White Cockade and others avenues
- Issues press releases
- Chairs Publicity Committee
- Ensures an annual budget is prepared for the Publicity Committee operations

Member at Large - Events Co-ordinator - deals with organizing Branch events

- With the assistance of the Social Committee, ensures that all aspects of every event established by the Board are scheduled and organized. The events are:
 - Pearl's Party in the fall
 - Betwixt and Between Party at Christmas
 - Burns Supper
 - Workshop and Ball in the spring
 - Pearl Holmberg Workshop and Dance
 - Class socials
 - Any other event established by the Board
- Chairs the Branch Social Committee of non-Board Members to assist at all events
- Recruits members of the Branch Social Committee

- With the Teacher Co-ordinator ensures that refreshments are available at teacher candidate exams
- Arranges for refreshments for Board meetings
- In charge of RSCDS refreshment cupboard in kitchen of Scottish Cultural Centre
- Keeps manuals for each event to guide future Events Co-ordinators
- Ensures an annual budget is prepared for the Social Committee operations
- Ensures a budget is prepared for each separate Branch event

Member at Large – Member’s Liaison - deals with the needs of Branch Members and with making all Members feel welcome and at-home at the Branch

- Considers the special needs of new Members and institutes programs to welcome new Members to the Branch (but within the framework of separate clubs, where appropriate) and give them information on SCD items when they join
- Seeks out and responds to the needs of Members
- Prepares an annual budget for operations under his/her direct control

Two Members at Large

One of these Members assists the Member at Large – Events Co-ordinator

Past Chairman – sits on the Board for one year following the end of her/his term of office

The following are the responsibilities of persons who should be appointed annually and report to the Board:

Teacher Co-ordinator - deals with all aspects of the Branch classes

- Appoints teachers for Branch classes
- Offers and organizes Branch dance classes (including collection of fees)
- Determines proficiency level of all Vancouver Class members and assigns them to the appropriate class
- Organizes other Branch dancing events such as technique classes, etc.
- Organizes local teacher candidate classes every two years
- Organizes Branch workshops with the Events Co-ordinator
- Arranges dance programs for Branch events
- Ensures Branch classes are operating satisfactorily and holds teacher's meetings at least twice a year Arranges for preparation and distribution of dance program notes
- Organizes all aspects of Stanley Park dancing in the summer
- Arranges for informal demonstrations (e.g. at the Highland Games)
- Provides advice and support for teaching staff
- Recommends payment of honoraria to teachers, musicians and Demonstration Team teacher
- Promotes communication/integration/socialization between Vancouver Class members
- Establishes and maintains contact with Vancouver Class dancers
- Provides welcoming atmosphere at instructional classes and other events
- Responsible for the RSCDS cupboards at the Centre and material within these cupboards
- Prepares an annual budget for operations under his/her direct control

Monthly Newsletter Editor

- Publishes a monthly newsletter
- Arranges for distribution of the monthly newsletter
- Member of the Publicity Committee
- Has custody of the computer provided by the Branch for preparation of the monthly newsletter

Shop Manager

- Provides dance books and leaflets, music and other dancing, RSCDS or Branch related merchandise through the Branch shop
- Promotes the availability of material through the Branch shop

TAC Representative

- Meets with the Board and keeps them informed of TAC activities
- Liaises with TAC

Funds Committee

Operates within the Terms of Reference for this committee established by the Board

Children's Committee Representative

- Liaises with Children's Committee
- Represents Children's Committee to the Board
- Arranges for Medal Tests
- Promotes Scottish Country Dancing for children generally within the Branch area

Demonstration Team Director

- Organizes and runs the Branch demonstration team
- Liaises with the Teacher Co-ordinator
- Member of the Publicity Committee
- Ensures an annual budget for operations of the Demonstration Team is prepared

Ceilidh Director

- Organizes and runs Ceilidhs
- Provides budgets and accounts of Ceilidh activities
- Publicizes Ceilidh activities
- Ensures an annual budget for Ceilidhs is prepared

Web Site Manager

- Maintains the Branch Website
- Arranges for website aliases to be updated
- Keeps website up-to-date and relevant
- Member of the Publicity Committee and reports to it

The following are the responsibilities of persons who may be appointed as necessary:

Equipment Manager

- Keeps inventory of all Branch owned equipment, except that under the control of the Publicity Committee
- Ensures that all Branch sound equipment is kept in good working order
- Ensures that Branch sound equipment is available as required at the place that it is required
- Arranges for regular maintenance of all Branch sound equipment
- Has a familiarity with sound systems in general and the Centre one, in particular

Archivist

- Arranges to keep archives of the Branch in good order
- Arranges for safe custody of Branch archives
- Arranges for appropriate material to be transferred to the Branch archives
- Is conversant with material that should be part of the archives (e.g. appropriate photographs, dance programmes, advertisements, and other memorabilia, etc. as well as Branch records) and arranges for this material to be archived

Librarian

- Has overall care and control of the Branch library
- Makes new acquisitions for the Branch library so that it contains a good selection of up-to-date dance descriptions and is a useful resource for teachers within the Branch
- Arranges for items to be lent from and returned to the library
- Keeps an inventory of all material within the library
- Only makes purchases from Branch funds after this has been approved by the Board
- Prepares an annual budget for the library operations

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