

**Royal Scottish Country Dance Society
Vancouver Branch**

BOARD AND COMMITTEE POSITION RESPONSIBILITIES

1. Board Positions

Responsibilities of the Full Board and each Board Director

- Carries out the purpose of the Branch in accordance with the Constitution
- Manages the Branch and provides direction
- Encourages membership in the Branch
- Sets policy for the Branch
- Ensures that there are opportunities for social dancing, dance instruction and teacher training throughout the year in the Lower Mainland
- Encourages formation of new Clubs
- Appoints Nominating Committee
- Appoints representatives or delegates to RSCDS HQ meetings
- Approves budgets
- Appoints and discharges Committees and specifies their responsibilities and reporting structure
- Appoints Committee members and other positions according to predetermined guidelines
- Establishes financial guidelines for the operation of the Branch
- Appoints Directors to the United Scottish Societies Auditorium Company Ltd.
- Appoints a representative to the B.C. Highland Games Committee
- Establishes policy for payments from the various funds established by the Branch
- Decides on expulsion or reinstatement of a Member in accordance with the Constitution
- Board Directors serve as a liaison between Members and the Board

The following are the specific responsibilities of each separate position:

President - normal items associated with the Chair

- 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
- Liaises with other Clubs outside the Lower Mainland
- Publically thank or have his representative thank the lead-coordinator and his/her team at all Branch events

Vice-President - fills in for President

- Takes over from Chair if the President not available
- Liaises with all dance groups in the Vancouver Branch area to assist with the development of an optimal schedule of social dancing and events throughout the year
- 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 correspondence and liaises with RSCDS HQ

- Arranges for the distribution of any special materials received from RSCDS HQ
- Circulates to the Board all communications from RSCDS HQ
- Attends to all correspondence
- Notifies RSCDS HQ of names and addresses of the Branch Officers and Directors
- Circulates notices, as requested to Branch Members via MailChimp

Recording Secretary - takes minutes and has custody of important documents

- Records the minutes of all Board meetings, Annual General Meetings, any extra ordinary meetings and ensures that all material presented at these meetings is attached to the minutes
- Distributes the draft minutes (subject to revision) of all Board meetings to Board Members, Club Contacts and all others who have requested copies. In Camera Minutes are not circulated but are either read out to the Board Members at the Board Meeting, or printed out for each Board Member to read, and are then destroyed at the end of the meeting.
- Distributes the final minutes and attachments of all Board meetings, except for In Camera minutes, to Board Members, Club Contacts and all others who have requested copies.
- Sends a copy of the final minutes of all Board Meetings, minus the attachments, to the web master.
- Keeps custody of minutes and all other important records and documents, except those kept by the Treasurer
- Keeps a separate record of In Camera Minutes.
- As of January 2019, printing of the minutes and storage at the SCC was discontinued. The minutes will be stored by the Recording Secretary in either Google Drive or Google Docs. They will also be stored on a separate USB thumb drive to be passed down to subsequent Recording Secretaries. The minutes will also be stored on a thumb drive for storage in the safe at the SCC. They will be stored on an annual basis and each thumb drive will contain the minutes from January – December of each year.
- Keeps an electronic record of all Minutes and Attachments and important Branch documents on a USB thumb drive.
- Sends a copy of the draft AGM minutes and a final copy of the previous year's AGM minutes to the Web master.
- Keeps track of the dates of all the Board Members' terms of office, and when each Board Member's term is up

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

Specifically, but without limiting the Treasurer's overall responsibility, the Treasurer

- Manages all financial aspects of the Branch including banking and keeps accounting records and financial statements
- Reports on the financial condition of the Branch to the Board, the Annual General Meeting, appropriate regulatory authorities, RSCDS HQ, the person appointed to review the accounts, and any other appropriate Members, persons or organizations
- Invests or distributes all funds under the direction and authorization of the Board
- Ensures that the Branch operates within financial guidelines established by the Board
- Prepares and administers estimates of the future financial condition of the Branch and, when requested, assists other Members in preparing these estimates
- Maintains the charity registration with the Canada Revenue Agency
- Regularly obtains GST refunds from the Canada Revenue Agency
- Arranges for required insurance that is authorized by the Board
- Arranges for the filing of any tax returns for the Branch
- Is an *ex officio* member of all Board committees that spend Branch money

Director at Large - Membership Secretary - deals with all administrative items concerned with membership

Receives and processes Membership Applications from Branch, Clubs, individuals, and online

- Obtains RSCDS Edinburgh membership number for new applicants
- Enters name of new member, contact information, & membership type into both RSCDS Edinburgh and Vancouver Branch electronic databases
- Updates information in databases as necessary
- Issues permanent membership cards, new member packages, & beginner coupons to new members
- Forwards any membership fees collected to the Treasurer
- Notifies Branch database manager of any email address changes for updating 'Mail Chimp'

Organizes distribution of information regarding membership

- New membership fees sent to those responsible for updating Branch website, Paypal, and White Cockade
- Distributes Renewal Letter and Membership Application form to Branch & Clubs

Arranges for membership materials

- Requests membership cards & new members packages from RSCDS Edinburgh
- Updates beginner coupon

Other

- Attends meetings of the Vancouver Branch Board as a voting member, reporting on membership statistics and issues

- Produces mailing labels for White Cockade
- Distributes Annual Calendar of Events to Branch & Clubs
- Twice yearly, ensures that the membership information in the Branch and RSCDS Edinburgh databases are the same for the current year
- From the RSCDS Edinburgh database, prints on-line Order invoice for paying Vancouver Branch dues
- Arranges with Treasurer to pay the dues

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

The role of the Publicity Director is to deal with all aspects of publicity, develop community awareness of Scottish country dancing, create interest and motivate individuals to become involved in Scottish country dancing.

Specific duties are outlined below.

The visual aspect to develop community awareness of Scottish country dancing

- organizes RSCDS participation in parades, festivals and community events
- seeks opportunities for involvement in parades, festivals and community events
- liaises with organizers of parades, festivals and community events
- arranges details such as registration, entry fee
- publicizes those events in media of all forms
- encourages participation from the dancing community
- writes articles for the White Cockade on the successful conclusion of the event

Personal contact to create interest in Scottish country dancing

- takes every opportunity, ongoing throughout the year, and at every appropriate occasion, to promote Scottish country dancing
- distributes information about clubs and classes to individuals
- discusses the value of joining a club for exercise and social well-being
- emphasizes the special benefits of dancing over other forms of exercise
- searches out opportunities to promote Scottish country dancing with groups

Administrative

- chairs Publicity Committee
- communicates regularly with editor, webmaster, demonstration team manager and others
- prepares the annual budget for publicity
- updates and arranges printing of advertising brochures
- distributes advertising brochures to many locations and continually seeks out new places to display promotional materials

Director at Large - Events Co-ordinator - deals with the organization of Branch events

- Leads and recruits volunteers for the social aspects of all RSCDS events
- Coordinates the provision of refreshments at teacher candidate exams
- Arranges for refreshments for Board meetings
- Supervises the RSCDS refreshment cupboard in the kitchen of Scottish Cultural Centre
- Keeps notes and manuals for each event to guide future Events Co-ordinators
- Ensures an annual budget is prepared for Social Committee operations
- Ensures a budget is prepared for each separate Branch event

Director at Large - Dancing Co-ordinator – previously referred to as the Teacher Co-ordinator

- Ensures that there are ample opportunities for social dancing, dance instruction and teacher training in the Vancouver area
- Deals with all aspects of Branch classes
- Appoints teachers for Branch classes
- Offers and organizes a range of dance classes for the Branch (including collection of fees)
- Determines proficiency level of all Branch class members and assigns them to the appropriate class
- Organizes local teacher candidate classes every two years
- Organizes Branch workshops with the Events Co-ordinator
- Arranges dance programs and music for all Branch events
- Organizes all aspects of Stanley Park dancing in the summer
- Arranges for informal demonstrations (e.g. at the B.C. Highland Games)
- Provides advice and support for teaching staff
- Arranges payment of honoraria to teachers and musicians for Branch Classes and Branch Events
- Promotes communication/integration/socialization between Branch Class members
- Provides welcoming atmosphere at Branch instructional classes and other Branch events
- Controls the RSCDS cupboards at the Centre and material within these cupboards
- Prepares an annual budget for operations under his/her direct control

Director at Large - 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, in particular the sound system installed at the SCC

Other Directors at Large

- These Members assist other Directors and Coordinators as directed by the Board

Past President

- Sits on the Board for one year following the end of his/her term of office
- Assists with the promotion of the RSCDS and the Vancouver Branch

2. Committee Positions

The Chairs and membership of the following Standing Committees shall be appointed, re-appointed or ratified annually at the first Board meeting following the Annual General Meeting. The Chairs of these Committees report to the Board.

Nominating Committee

- The Nominating Committee is comprised of at least 2 Members, none of whom is a Director
- The Board provides a list to the Committee of current Directors showing the expiry date of their current terms
- The Committee:
 - o Is appointed annually by the Board in January
 - o Convenes in February
 - o Asks all current Directors if they are willing to remain on the Board for the duration of their term, or to extend it (within the terms of the constitution)
 - o Follows up on nominations of possible Directors, ideally looking to have a good cross section from all Clubs in the lower mainland
 - o Obtains the agreement of candidates to stand for election, in writing for those unable to attend the AGM
 - o Informs the Board of the proposed slate of candidates
 - o Publishes the slate of candidates in the edition of the Monthly Newsletter immediately preceding the Annual General Meeting and on the Website asking if there are any further nominations
 - o Makes up a poster of the slate for the AGM
 - o Arranges for someone to conduct the nominations at the AGM

3. Other Positions

The following are the responsibilities of persons who may be appointed, re-appointed or ratified annually at the first Board meeting following the Annual General Meeting. These persons report to the Board:

Monthly Newsletter Editor

- Publishes the Vancouver Branch newsletter under guidelines provided by the Board
- Arranges for distribution of the newsletter
- Liaises with the Website Manager to coordinate the material for hard copy and for the website

TAC Representative

- Meets with the Board on an as required basis and keeps it informed of TAC activities
- Liaises with TAC
- Liaises with local teachers and organizes educational sessions for local TAC members

Demonstration Team Artistic Director

- With support from the Demonstration Team Manager, organizes and directs the Branch demonstration team in accordance with guidelines provided by the Board
- Liaises with Lower Mainland Teachers for recruitment of Team members
- Arranges for the Demonstration Team to elect a Demonstration Team Manager to assist with the management of demonstrations
- Works with the Demonstration Team Manager to ensure that 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

Website Manager

- Maintains the Branch Website
- Arranges for website aliases to be updated
- Keeps website up-to-date and relevant
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When the following appointments are made, the responsibilities are:

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
- Arranges for access to the materials upon request
- Arranges for Branch Minutes and White Cockade newsletter to be put on a memory stick on an annual basis

B.C. Highland Games Representative

- Represents the RSCDS Vancouver Branch on the B.C. Highland Games Steering Committee

Revised November 2019

Adopted by the RSCDS Vancouver Board on November 7, 2009

Replaces the document “Board Responsibilities” dated January 2005 and March 2007