

# **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:**

##### **Chair** - 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-Chair** - fills in for Chair

- Takes over from Chair if Chair 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 all 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 and all Directors
- Ensures communications with 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 all Branch and Board meetings
- 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 as directed by the Board and has them available
- Prepares and distributes to attendees at Annual General Meetings copies of the agenda, reports and minutes of the previous AGM
- Arranges for reports to be made to the Board 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
- Places a copy of each set of minutes and attachments into the archives
- 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
- Prepares and distributes to Board Directors a binder containing a copy of the RSCDS/Vancouver Branch Licence Agreement, Constitution, Bylaws, Directors' contact information, minutes of the last Board meeting, Board And Committee Position Responsibilities and any other pertinent information useful to Directors
- Keeps track of the dates of all the Board Members' dates of office, and when each Board Member's term is up

**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
- Provides regular monthly financial updates to the Board in an agreed and standard format
- Prepares financial statement for review by the person appointed to review the financial statements and presents them to the Annual General Meeting
- Invests all funds under the direction and authorization of the Board
- Under direction from the Board, distributes money from the 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 annual 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
- Establishes a timeline for the creation of individual components of the budget by individual Board members in order that the Board can review the aggregated budget in a timely fashion

**Membership Secretary** - deals with all administrative items concerned with membership

- Distributes RSCDS material (including Bulletins) to Members
- Sends out information letters with application forms in the late summer to all Clubs and unaffiliated members
- Distributes the calendar cards
- Prints labels monthly for the mailing of the White Cockade
- Collects Branch dues
- Issues receipts and Membership cards
- Maintains both alphabetical and Club lists, along with the mailing list and a running list for the Treasurer
- Maintains up-to-date Register of Vancouver Branch members in RSCDS Headquarters Membership List
- Provides Membership lists and statistics to the Board
- Maintains the confidentiality of the Membership Lists and only releases copies as directed by the Board
- Keeps contact information for all Clubs within the Branch area
- Prepares an annual budget for operations under his/her direct control

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

- Chairs Publicity Committee
- Publicizes Branch activities and events in the Lower Mainland and beyond
- Arranges advertising in media of all forms
- Produces flyers for distribution to promote Branch activities and events
- Issues press releases
- Ensures an annual budget is prepared for the Publicity Committee
- Seeks opportunities to promote performance teams
- Arranges for the supply and distribution of printed promotional materials

**Member 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

**Member at Large – Children’s Programs Liaison – deals with all children’s activities**

- Attends meetings of children's dance group committees and reports to the Board
- Fosters and encourages cooperation between children's dance groups
- Provides liaison between children's dance groups and the Board

**Other Members at Large**

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

**Past Chair**

- 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.

## **Funds Committee**

- The Funds Committee was formed when the management of the Mrs. Thomas Bingham, C. Stewart Smith, Pearl Holmberg and Mary Wattum Funds was assigned to a single committee
- The Committee:
  - Is comprised of at least 2 Members
  - Operates within the Terms of Reference for this committee established by the Board
  - Does not control the monies in Funds nor have any direct responsibilities for them
  - Receives requests from applicants and then, based on the guidelines of the purpose of the original Fund, makes a recommendation to the Branch Board
- If the recommendation is accepted by the Board, Fund monies are awarded in the name of one or more of the above funds and payment is made by the Treasurer

## **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:
  - Is appointed annually by the Board in January
  - Convenes in February
  - 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)
  - Follows up on nominations of possible Directors, ideally looking to have a good cross section from all Clubs in the lower mainland
  - Obtains the agreement of candidates to stand for election, in writing for those unable to attend the AGM
  - Informs the Board of the proposed slate of candidates
  - 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
  - Makes up a poster of the slate for the AGM
  - Arranges for someone to conduct the nominations at the AGM

## **Publicity Committee**

- The Publicity Committee is comprised of:
  - The Publicity Director – the Chair
  - The Monthly Newsletter Editor
  - The Website Manager
  - The Demonstration Team Artistic Director
  - Additional Members as selected by the Publicity Committee
- The Committee is responsible for all aspects of publicity for the Branch including:
  - Promotion of Scottish Country Dancing in general

- o Promotion of all dances and workshops
- o Promotion of Dancing in Stanley Park
- o Attraction of new dancers
- o Promotion of the RSCDS at the B.C. Highland Games
- The Committee meets as required at the call of the Publicity Director

### **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:

#### **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

#### **Monthly Newsletter Editor**

- Publishes the Vancouver Branch newsletter under guidelines provided by the Board
- Arranges for distribution of the newsletter
- Serves as a member of the Publicity Committee
- Provides custody of the camera, computer and software programs provided by the Branch for preparation of the monthly 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
- Serves as a member of the Publicity Committee and reports to it

**When the following appointments are made, the responsibilities are:**

### **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

## **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

## **B.C. Highland Games Representative**

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

## **Thistle Ball Steering Committee Representative**

- Represents the RSCDS Vancouver Branch on the Thistle Ball Steering Committee

Chair duties amended March 7, 2015

Adopted by the RSCDS Vancouver Board on November 7, 2009

Replaces the document "Board Responsibilities" dated January 2005 and March 2007