

Grey Bruce School of Dance-Executive Roles & Expectations

Updated May 2019

The Executive Board and Staff acknowledge and support the vital role of volunteers in achieving the Grey Bruce School of Dance mission. Volunteering is a privilege and not a right. As such, guidelines and expectations of our volunteers need to be defined. This document forms the basis for our volunteer expectations. The purpose of this document is to provide overall guidance and direction to the Executive Board, staff, and any other volunteer. These terms are intended for internal use only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Grey Bruce School of Dance reserves the exclusive right to change any of these terms at any time and to expect adherence to the changed term(s). Areas not specifically covered by these terms shall be determined by the President.

Confidentiality

Executive Members and Staff are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as an Executive Board Member, whether this information involves a single staff, volunteer, student, or other person or involves overall business of Grey Bruce School of Dance.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of Grey Bruce School of Dance are subject to dismissal. No executive member will be terminated until the executive member has had an opportunity to discuss the reasons for possible dismissal with the President and one other board member. Possible grounds for dismissal may include, but are not limited to: gross misconduct or insubordination to the President, fellow Executive Members, or Staff, falsifying information, theft of property or misuse of equipment or materials, abuse or mistreatment of students, staff, or other executive members, failure to abide by policies and procedures, and failure to maintain confidentiality. The process for dismissing a volunteer is as follows:

- a. Problems that arise with executive members will be handled promptly. Initially by President and one other executive member who are responsible to discuss concerns with that executive member, then by the full executive board if the problem or concern persists.
- b. During these conversations, president and executive members will review policies and procedures of the board, clarify roles, and ensure that both parties understand these roles and expectations.
- c. If the problem continues to persist after initial meeting, all matters will be presented to the majority executive board to decide appropriate action.
- d. Executive members may be dismissed immediately, and without prior conversation, if their actions are of a criminal nature or place Grey Bruce School of Dance in a compromising or liable position. The appropriate authorities will also be informed and charges could be laid.
- e. If resignation is the outcome, there is to be a 1 year sabbatical for said volunteer from serving on the executive board in the future.
- f. If dismissal is the outcome, said volunteer cannot hold position in executive in the future.

Executive Board Role Description

Purpose: To complete the tasks to plan, implement, and evaluate the school of dance.

Responsibilities:

1. Must attend 50% of board meetings.
2. Accept responsibility to share workload. Volunteers for and willingly accepts assignments and completes them thoroughly and on time. They are asked to report back to full executive on matters relating to their assignment. Executive members do not involve themselves with other Executive Member positions, unless assistance or input is requested.
3. Stay informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
4. Gets to know other committee members and builds a collegial working relationship that contributes to consensus. Express opinion clearly and allow others to express theirs and accepts decisions of the majority
5. Supports fundraising for the Grey Bruce School of Dance
6. All correspondence (letters, meetings, etc) must involve the President and be presented in a timely and professional manner.
7. All comments and concerns are to be directed to the Executive Board as a whole. When a concern is raised to an individual executive member, a standard answer should be given "thank you for your concerns, can you please make those concerns known in writing so I can take them to the executive board to be addressed".
8. Confidentiality must be upheld at all times
9. Grey Bruce School of Dance finances and board meetings are not public documents and information shared at these meetings must remain confidential
10. Must submit a valid police reference check every three years.
11. Reports to the executive board.
12. Is aware that although covered by insurance through GBSD, there is a potential need to have your own personal insurance. You are, in turn, a director and could take on a personal liability of the school.
13. If required for position function, the executive member will bring a price, and/or proof, quote etc. to executive prior to any action being taken, for Executive final approval.
14. Must be a GBSD member or past member.

Past President Role Description (if there is no past president items will be delegated by president accordingly.)

Purpose: To assist the president and executive board in the operation of the Grey Bruce School of Dance.

Responsibilities:

1. Follows the roll description of the executive board.
2. Work closely with the current president, mentoring and assisting throughout the term.
3. Assists the newly formed executive.
4. Position is for one year unless the president extends their term to 2 years in which case the past president may remain as such for no more than 2 years in total.
5. Assist fellow executive members in their roles where needed, specifically with costumes & recital needs.

President Role Description

Purpose: To oversee the operations of the Grey Bruce School of Dance and ensure its effectiveness

Responsibilities:

1. Follows the roll description of the executive board and is a member of GBSD and must be an executive member for **TWO** full dance season before taking on the role of President, and must be a member of the executive board during the preceding year
2. Does not vote on issues unless there is a tie vote
3. Provides leadership to the Board of Directors, who sets policy
4. Chairs meetings of the Board and develops the agenda, to be sent out 1 week prior to the vice, treasurer, past president, then sent out to all executive members.
5. Encourages Board's role in planning
6. Serves *ex officio* as a member of committees and attends their meetings as needed
7. Negotiates GBSD contracts in conjunction with the Treasurer and/or Vice President on an annual basis by **June 1st**.
8. Discusses issues confronting Grey Bruce School of Dance with the Executive Board
9. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns, and will address any response as per Boards decision.
10. Monitors financial planning and financial reports.
11. Will address parents and teachers regarding concerns following Board resolution, unless otherwise delegated by the President.
12. Provides an annual budget, with assistance from the Treasurer, to the board for members approval by October meeting annually
13. Other duties as assigned by the Executive Board
14. Must submit a valid police reference check every three years
15. To be the contact person in partnership with the Admin thru website email, and GBSD phone (will gather voicemails weekly) and then bring concerns to the executive table and/or pass messages on to the appropriate executive member.
16. To be the exec contact along with the vice-president for the teachers, unless a teacher rep is assigned. When emails are sent please CC the vice to make sure the communication loop is closed.
17. Oversees all executive members regarding their positions, expectations and time lines.
18. Acts as the executive contact for the studios' land-lord in partnership with the treasurer, unless otherwise delegated.
19. Check and gather the mail from our mailbox. (to be checked at least once a week)
20. Is the contact person for booking recital, run thru, dress rehearsal location, in partnership with the treasurer
21. Checking for additional sponsorship, grants and additional monies available for the studio.
22. Keep running lists of agenda items from month to month as well as newsletter items in preparation for the monthly exec meetings
23. Will appoint an executive member to oversee the running of our Summer programs, more surrounding summer camps(crafts, schedule, etc)

Vice President Role Description

Purpose:

Responsibilities:

1. Follows the roll description of the executive board and is a member of GBSD and must be an executive member for **TWO** full dance season before taking on the role of Vice President, and must be a member of the executive board during the preceding year
2. Assist the current president and be ready at a moment's notice to fill the president role by becoming familiar with the president's duties and the schools policies and procedures.
3. Any and all correspondence (letters, meeting, etc.) must involve the president.
4. Substitutes into any position that becomes unexpectedly vacant with no replacement available from the executive.
5. Preside over meeting when the president is absent or when called to assist. Help resolve any conflict of interest issues involving the president as may arise.
6. To be the exec contact along with the president for the teachers, unless a teacher rep is assigned. When emails are sent please CC the president to make sure the communication loop is closed.
7. Assumes responsibility of supporting teachers with paperwork required to attend dance festivals outside of our competitive program.
8. Responsible for getting at the list of classes who will be attending the Walkerton Rotary Music Festival for the current dance season. Receiving and filling out the cards, getting a cheque for the amount from the treasurer.
9. Creating a schedule for the teachers for our GBSD run through day at the community hall/theatre. Taking lead on that day to make sure there are exec available for crowd control and at the sign in table.

Treasurer Role Description

Purpose: To Ensure development and board review of financial policies and procedures, managing the day to day financial needs of the Grey Bruce School of Dance.

Responsibilities:

1. Follows the roll description of the executive board and is a member of GBSD and must be an executive member for **two** full dance seasons before taking on the role of Treasurer, and must be a member of the executive board during the preceding year
2. Under direction of the executive manages the finances on a day to day basis
3. Administers fiscal matters of the Grey Bruce School of Dance
4. Ensures development and board review of financial policies and procedures
5. Any and all correspondence (letters, meetings, etc) must involve the President.
6. Brings to each Executive Board meeting, invoices, cheque books and bank deposit books for review by the Board
7. Verbal financial reporting at each meeting including balance of all accounts
8. Will pay invoices by-weekly and payroll will be paid within seven (7) days from receipt of invoices (invoice may be received electronically or in hard copy).
9. Provides an annual budget, with assistance from the President, to the board for members approval by October meeting annually
10. Negotiates GBSD contracts in conjunction with the President on an annual basis by **June 1st**.
11. Is responsible for delivering the season's financial records to the accountant for review and making him/herself available to answer any questions the accountant may have.
12. Acts as the executive contact for the studios' land-lord in partnership with the president, unless otherwise delegated.
13. Will be responsible to follow up on monies owing in partnership with the bookkeeper, and will notify gbsd families what is owed. Will keep executive up to date in this process.
14. Will track fundraising amounts for each family ensuring they raise the required \$100. Then bring the cheques to the exec that need to be cashed.
15. Is the contact person for booking recital, run thru, dress rehearsal location, in partnership with the president
16. Is the main person who has the studio debit card and credit card unless needed by another exec or teacher for studio purchasing.

Registrar/Admin

1. Record minutes, type, and distribute to exec members within one week of meeting to ensure items needing done can be done before the next meeting date.
2. To be the contact person in partnership with the president thru website email, and GBSD phone (will gather voicemails weekly) and then bring concerns to the executive table and/or pass messages on to the appropriate executive member.
3. Preparation of the recital program, unless otherwise delegated by the president. Which would include collecting class lists, acknowledgements, Ads, 5/10 year award list, Walkerton Festival list and marks, Prez message, Teacher assistants and executive names, Teacher page, ect, and sending all to the printer.
4. Will maintain copies of all executive emails and correspondence, if needed for official record keeping).
5. Will review with executive and prepare/print/order all forms needed for registration.(Medical, volunteer(get from volunteer coordinator), and registration double copy forms.
6. Maintain current dance year files and records in an organized fashion. When year is over, disposal of information in a safe and secure way and then place those files and records at the GBSD studio.
7. Organize the GBSD studio health binder that is left in the GBSD office. Also, supply a lists of health concerns to the teachers regarding their dancers
8. Make up Family Files for current dance season and keep them up to date as registrations come in
9. Check and gather the mail from our mailbox. (to be checked at least once a week)
10. Will manage facility bookings (GBSD rec classes, GBSD competitive teams, rentals, ect), will be the main key holder of studio keys
11. Any another task being asked by executive
12. Follows the roll description of the executive board.
13. Any and all correspondence (letters, meetings, etc) must involve the President.
14. Organizes and distributes teacher/class binders, and keeps sign in and sign out sheets current. Class binders are to be checked weekly and any changes communicated back to the president specifically during September-December.
15. Manages all class reps, and keeps them informed of concerns, changes, ect...
16. Must collect & monitor parent rep /teacher/executive police checks and first aid certificates from teachers

Costume Coordinator Role Description

Purpose: To coordinate costumes for the recital and ensure costumes are complete before picture day.

Responsibilities:

1. Follows the roll description of the executive board.
2. Under direction of the executive manages the seasons costume needs of the Grey Bruce School of Dance
3. Any and all correspondence (letters, meetings, etc) must involve the President.
4. Receives volunteer sewer information **list** from the Volunteer Coordinator and reports back to the Volunteer coordinator regarding completion of hours by picture day.
5. Contacts volunteer sewers in November to confirm their availability to sew and their sewing ability
6. Meets with the teachers to confirm how many sewing projects are required and to encourage use of previous costumes from GBSD inventory. With the use of GBSD costume forms, organizes and keeps track in designated teacher/class binders.
7. Contacts volunteer sewers to inform them of their projects, pick up days/times and return dates
8. Contacts volunteer sewers to ensure that the projects are coming along fine and there will be no trouble with the costumes being completed by picture day.
9. Re-inventory and clean current season costume before the AGM, unless otherwise delegated.
10. To formulate a list of paid sewers to be used and called upon if needed.
11. Within this position there will be one designated measuring day and fitting day for costumes, with the acknowledgement that there may be adjustments needed on a per dancer basis.
12. To act as a liaison between the teachers and the volunteer/paid sewers. You are not required to create or purchase costumes.
13. To manage, organize, and oversee transportation of all costumes for festival, recital, and other events GBSD is involved with in conjunction with the president and recital coordinator.
14. Make table place cards for each routine for picture day and recital. Cards should have on them: Song name, number of kids in class, all the costume pieces & accessories.
15. Review all costumes after each festival/show to ensure all pieces are there and arrange mending if needed.

Recital/Volunteer Role Description

Purpose: To coordinate the annual spring recital for the Grey Bruce School of Dance

Responsibilities:

1. Follows the roll description of the executive board.
2. Under direction of the executive manages the season's recital coordination for the Grey Bruce School of Dance
3. Any and all correspondence (letters, meetings, etc) must involve the President.
4. In charge of organizing, ordering items, and picking up for recital day, such as, bottled water, bouquet of flowers for those receiving (TAs/Teachers/award recipients), 5 year ribbons/pins, 10 year award plaques, single roses to be sold, gift for all dancers. Please tender these items each year.
5. Ask 10-year award dancers which dance picture they would like on their plaque and order through the photographer on picture day.
6. Get a list of parent volunteers from the volunteer coordinator by February 1st. Call all volunteers and assign them a particular job, and let them know what time to meet the night of dress rehearsal for the run down of assigned jobs and the expectations of them. You are to lead this meeting before the rehearsal starts. Have sign in and sign out sheets for both dress rehearsal and recital weekend for parent volunteers.
7. Order recital tickets, letter them for easy selling and connect with the treasurer to set up selling times. Please tender these out each year.
8. Book sound system for dress rehearsal and recital weekend, confirm person to run sound. Connect teachers with sound person, so that they have the correct song order.
9. Create recital order, unless otherwise delegated.
10. Make signs for all doors (no boys allowed, volunteers only, exec only..) and recital order Bristol board to be posted in each room where dancers are located. Have sign in and sign out lists for all room locations.
11. Have copies of the recital order with dancer names for the volunteers who are lining classes up, in each room location.
12. Have volunteers designated to the spots listed in the recital manual.
13. Ensure "fanny packs" are ready to sell water, roses and cookies with a float from the treasurer.
14. Oversees "set-up" for dress rehearsal/recital with such things as tables, chairs, the live feed, receiving costumes and racks...
15. Send home letters to parents prior to dress rehearsal explaining what to expect during rehearsal, and recital weekend.
16. Tidy up after each show, and final inspection of all rooms occupied over the recital weekend.
17. Under direction of the executive manages the parental volunteer hours for the Grey Bruce School of Dance in partnership with the treasurer.
18. Using the Registrars list, completes a list of all dance families and their preferred volunteer duties for distribution to the coordinators (sewing, recital, fundraising, picture day)

19. Follows up with coordinators to ensure that each family has been contacted and/or has completed their volunteer requirements
20. Contacts dance families who have not volunteered, before recital weekend, to either have them complete their hours during the recital or to inform them that their volunteer cheque will be cashed.
21. Contact all of the volunteers who will be assisting with the recital weekend, assign volunteers to a specific show, and share this information with the Recital Co-Coordinator by January 21st. It is the responsibility of the other coordinators to contact the volunteers to ensure their availability.

Fundraising Role Description

Purpose: To coordinate fundraising events or sales for the Grey Bruce School of Dance.

Responsibilities: to run annual fundraising events throughout the dance season as well as throughout the summer.

1. Follows the roll description of the executive board.
2. Under direction of the executive manages the seasons fundraising needs of the Grey Bruce School of Dance
3. Any and all correspondence (letters, meetings, etc) must involve the President.
4. Coordinates the annual fundraisers for GBSD.
5. Receive parent volunteer list from volunteer coordinator, if there are any special volunteer requests for these events (when recital or class rep is not able to be fulfilled)
6. Keeps current updates of amounts raised by each family/fundraiser, and sends updates of these amounts to the treasurer. At the end of the season sends a list of families that have not met their quota to the treasurer so that those amounts can be collected.

Media & Community / Support Role Description

Purpose: To make GBSD visible in our community (physically as well as visually) and to assist, when asked, fellow board members in the coordination of their duties

1. Follows the roll description of the executive board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.
3. Assists fellow executive members in their roles where needed. Specifically with costume and recital needs.
4. Attends all events for the Grey Bruce School of Dance to assist on site at each event, specifically registration events and assists in registrations
5. To update social media networks eg: Facebook, Twitter and Instagram as well as keep our website current, and supply the parents/dancers with newsletters/Ads/posters, unless otherwise delegated by the president
6. To connect with lead teacher for support
7. To research and keep an ear out to what is going on in our surrounding communities to make GBSD present. e.g.. Canada Day, Sights & Sounds

Competitive Rep Role Description

Purpose: To assist the president and executive board in the operation of the Grey Bruce School of Dance Competitive Program.

Responsibilities: oversee all competitive operations

1. Follows the roll description of the executive board.
 2. Any and all correspondence (letters, meetings, etc) must involve the President
 3. Work closely with the teachers and parents of our GBSD competitive team of dancers.
 4. Work closely with the Competitive lead teacher to pick, confirm and register competitions (3) for our team(s) that they will be attending.
 5. Fielding any issues or questions that arise back to the exec.
 6. Communicating with competition event coordinators and relaying information back to the competitive families
 7. Holding a parent meeting 1 or 2 times throughout the year and communicating with them consistently
 8. Having parent reps assigned for each competitive class
 9. Attending all competitive 'things' e.g.. competitions, meetings, discussions
 10. Pick out 3 or more competition for the executive to approve. (Have ready for the August meeting, they will choose three.)
 11. Have all competitive teachers read the rules and regulation for each competition.
- * Deadlines for registration there are usually the end of August (deposits) and December 1 (competitions).
12. Follow up with Treasurer and make sure all checks are mailed out on time.
 13. Have all the dancers information ~names, birthday, style of dances before the December competition deadlines.
 14. All music for each routine has to be sent in with some of the registration. (In December)
 15. Check into registration table at all competitions before they start, keep a record of scores during the competitions and bring trophies/money back to the studio.
 16. Keep a record of all the students earning over the course of the dance season. Checks/credits will be made/given out to the students by recital.
 17. Keep payment records of any money owing for special events; example~ pictures.

Picture Day/ Support Description

Purpose: To assist the president and executive board in the operation of the Grey Bruce School of Dance, and to assist, when asked, fellow board members in the coordination of their duties

Responsibilities:

1. Follows the roll description of the executive board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.
3. Receives list from Volunteer coordinator for picture day parent volunteers (if any), when day is complete reports back volunteer names and hours completed, and organizes volunteers and executive members for picture day to run smoothly.
4. Secures and confirms photographer (picture day) and videographer (dress rehearsal & recital shows) for the current dance season. Also, tendering out both positions on a 2-year cycle.(next will be the 2019-2020 season). Send no & yes for each recital show and total of DVD/MP4 sold to videographer after the celebration night. Choose date for DVD/MP4 pick up at studio.
5. Send out picture day forms to all classes in a timely manner with clear instructions and picture times.
6. Check in with Costume coordinator to ensure completion of costumes for picture day.
7. Organize the executive to help run set up and picture day smoothly.
8. Communicate with the treasurer, and recital head to set up ticket sales for picture day.
9. To complete the picture day schedule
10. Assists fellow executive members in their roles where needed.
11. Attends all events for the Grey Bruce School of Dance to assist on site at each event, specifically registration events.
12. Connect with 10 year dancers to ensure they chose a picture for their 10 year plaque.

Support Role-Facility Description

Purpose: To assist, when asked, fellow board members in the coordination of their duties

1. Follows the roll description of the executive board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.
3. Assists fellow executive members in their roles where needed.
4. Attends all events for the Grey Bruce School of Dance to assist on site at each event, specifically registration events and assists in registrations
5. Under direction of the executive manages facility needs and brings concerns, comments, and needs regarding the facility to the executive table or as directed by the president
6. Organizes and implements the facility cleaning schedule including purchasing supplies needed for the facility with the approval of the executive, such as supplies for first aid kits, cleaning supplies etc. Overseeing our volunteer cleaners.
7. To making sure we are abiding by town by-laws in regards to fire procedures, as well as checking our fire escape plan is current.

Support Role-Events Description

Purpose: To assist, when asked, fellow board members in the coordination of their duties

1. Follows the roll description of the executive board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.
3. Assists fellow executive members in their roles where needed.
4. Attends all events for the Grey Bruce School of Dance to assist on site at each event, specifically registration events and assists in registrations
5. Will organize or delegate all aspects of our birthday party package. Including cupcakes, ordering pizza, securing a teacher, set-up and anything else needed. Monies may be collected through this process but will be given to the treasurer.
6. Will oversee special events such as Santa, Christmas Parade, Summer-Sights and Sounds/ July 1. Also, will work with Fundraising with events like dance-a-thon/dance party etc

Support Role Description (if there is no Past President position filled)

Purpose: To assist, when asked, fellow board members in the coordination of their duties

1. Follows the roll description of the executive board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.
3. Assists fellow executive members in their roles where needed. Specifically with costume and recital needs.
4. Attends all events for the Grey Bruce School of Dance to assist on site at each event, specifically registration events and assists in registrations