

# **Grey Bruce School of Dance-Executive/Director Roles & Expectations**

## **Updated July 2020**

The Executive/Director Board and Contract Personnel 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, Contract Personnel, 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/Director Members and Contract Personnel are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as an Executive/Director Board Member, whether this information involves a single Contract Personnel, 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/Director Members, or Contract Personnel, falsifying information, theft of property or misuse of equipment or materials, abuse or mistreatment of students, Contract Personnel, 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/director members will be handled promptly. Initially by President and one other executive member who are responsible to discuss concerns with that executive/director member, then by the full executive/director 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/director board to decide appropriate action.
- d. Executive/director 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**

**Members: President, Past President, Vice President and Treasurer**

**Purpose:** To complete the tasks to plan, implement, and evaluate the Grey Bruce School of Dance.

**Responsibilities:**

1. Must be a GBSD member or past member.
  - i. Must attend 75% of board meetings.
  - ii. Meets monthly prior to board meetings
2. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
  - i. They are asked to report back to full executive on matters relating to their assignment.
  - ii. Accept responsibility to share workload.
  - iii. Reports to the executive board.
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.
  - i. 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 as a whole.
  - i. 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”.
  - ii. Executive members do not involve themselves with other Executive Member positions, unless assistance or input is requested.
8. Confidentiality must be upheld at all times
  - i. 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.
12. Is aware that although covered by Directors’ 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. Check for additional sponsorship, grants and additional monies available for the studio.

## **Past President Role Description**

**(past president items will be delegated by president accordingly if unfilled)**

**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/director members in their roles where needed, specifically with costumes, fundraising and 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/director member for **TWO** full dance seasons before taking on the role of President, and must be a member of the executive/director board during the preceding year (*Unless due to unforeseen circumstances and the role is left vacant*)
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 5 days prior to the vice, treasurer, past president, Registrar/Admin 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 1<sup>st</sup>**.
8. Discusses issues confronting Grey Bruce School of Dance with the 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 executive 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/director 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
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 prepare the seasons schedule in partnership with Registrar/Admin and Teachers

## Vice President Role Description

**Purpose:** To oversee the operations in partnership with the President the Grey Bruce School of Dance and ensure its effectiveness

### Responsibilities:

1. Follows the roll description of the executive/director board and is a member of GBSD and must be an executive member for **TWO** full dance seasons before taking on the role of Vice President, and must be a member of the executive/director board during the preceding year (*Unless due to unforeseen circumstances and the role is left vacant*)
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 school's 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 executive 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 classes attending Walkerton Rotary Music Festival
  - i. Speaking with Teachers regarding which classes they will send
  - ii. Receiving, filling out the cards, gather cheque from Treasurer.
  - iii. Returning them to registrar before deadline
  - iv. Following up to receive schedule
  - v. Advising Teachers and classes of schedule and expectations
  - vi. Take lead on day/days of Festival
9. Creating a schedule the run through day at the community hall/theatre.
  - i. Circulate schedule to teachers for approval.
  - ii. Taking lead on that day, ensuring safety and schedule is followed
10. Support all executive/director members with guidance and fill in when required
11. Responsible for facility needs
  - i. Arranges contracts with cleaners
    - a. Provide cleaners with keys and schedule
  - ii. Responsible for purchasing necessary products for cleaning
  - iii. Ensures first aid kits are stocked and visible
12. To making sure we are abiding by town by-laws in regards to fire procedures
  - i. Ensure our fire escape plan is current.
  - ii. Fire extinguishers are in working order

iii. Fire exits are clear of debris, snow and ice

## 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/director member for **TWO** full dance seasons before taking on the role of Treasurer, and must be a member of the executive/director board during the preceding year (*Unless due to unforeseen circumstances and the role is left vacant*)
2. Under direction of the executive manages the finances on a day to day basis
3. Administrates 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 1<sup>st</sup>**.
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.
  - i. 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.

## Director Board Role Description

**Purpose:** To complete the tasks to successfully operate the Grey Bruce School of Dance.

### **Responsibilities:**

1. Must be a GBSD member or past member.
  - i. Must attend 50% of board meetings.
2. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
  - i. Accept responsibility to share workload.
  - ii. They are asked to report back to executive on matters relating to their assignment.
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.
  - i. 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.
  - i. When a concern is raised to an individual director 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 to be addressed”.
  - ii. Director members do not involve themselves with other Executive/Director Member positions, unless assistance or input is requested.
8. Confidentiality must be upheld at all times
  - i. 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 Directors’ 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 director member will bring a price, and/or proof, quote etc. to executive prior to any action being taken, for Executive final approval.
14. Check for additional sponsorship, grants and additional monies available for the studio.



## **Registrar/Admin**

1. To be the contact person in partnership with the president thru website email and bring concerns to the executive table and/or pass messages on to the appropriate executive member.
2. Organizes and is responsible for the following
  - i. Class binders, which are to be organized by studio and night.
  - ii. Keeps sign in and sign out sheets current and replenished
  - iii. To be checked weekly and any changes communicated back to the president and teacher specifically during September-December
3. Maintain current dance year files and records in an organized fashion, electronically when possible. When year is over, disposal of information in a safe and secure way and then place those files and records at the GBSD studio.
4. Organize the GBSD studio health binder that is left in the GBSD office. Supply a list of health concerns to the teachers regarding their dancers
5. Will manage all facility bookings for the studio
6. Is responsible for providing, tracking/recording and retrieval of studio key holders
7. Will maintain copies of all executive emails and correspondence, if needed for official record keeping).
8. Make up Family Files for current dance season keeping them up to date as registrations come in
9. 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.
10. 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, Pres message, Teacher assistants and executive names, Teacher page, etc. and sending all to the printer.
11. Must collect and monitor parent rep/teacher/executive police checks and first aid certificates from teachers
12. Any another task being asked by executive
13. Follows the roll description of the executive board.
14. Any and all correspondence (letters, meetings, etc.) must involve the President.

## Costume Coordinator Role Description

**Purpose:** To coordinate costumes for the recreational and competitive branches for Grey Bruce School of Dance

### **Responsibilities:**

1. Follows the roll description of the director 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. Ensures all costumes for the recreational branch are completed before Picture Day.
5. Ensures all costumes for the competitive branch are completed before competitive dress rehearsal.
6. Receives volunteer sewer information **list** from the Volunteer Coordinator and reports back to the Volunteer coordinator regarding completion of hours by picture day.
7. Contacts volunteer sewers in December to confirm their availability to sew and their sewing ability
8. Meets with the teachers to confirm how many sewing projects are required and to encourage use of previous costumes from GBSD inventory.
  - i. With the use of GBSD costume forms, organizes and keeps track in designated teacher/class binders or electronically if preferred
9. Contacts volunteer sewers to inform them of their projects, pick up days/times and return dates
  - i. Follow up with volunteer sewers to ensure that the projects are coming along fine and there will be no trouble with the costumes being completed by required timelines.
10. To formulate a list of paid sewers to be used and called upon if needed.
12. Within this position there will be one designated measuring week and fitting week for costumes, with the acknowledgement that there may be adjustments needed on a per dancer basis.
13. To act as a liaison between the teachers and the volunteer/paid sewers. You are not required to create or purchase costumes.
14. 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.
15. Make table place cards for each routine for picture day and recital.
  - i. Cards should have on them: Song name, number of kids in class, gender, all the costume pieces and accessories.
16. Review all costumes after each festival/show to ensure all pieces are there and arrange mending if needed.
17. Re-inventory and clean current season costume before the start of next season, unless otherwise delegated

## **Recital/Volunteer Role Description**

**Purpose:** To coordinate the annual spring recital and organize volunteers for the Grey Bruce School of Dance

### **Responsibilities:**

1. Follows the roll description of the director board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.

## **Recital**

1. In charge of tendering, ordering and picking up for recital
  - i. TAs/Teachers gifts
  - ii. Award recipients, 5-year ribbons/pins, 10-year award plaques
  - iii. Single roses, cookies to be sold
  - iv. Gift for all dancers.
2. Ask 10-year award dancers which dance picture they would like on their plaque and order through the photographer on picture day.
3. Create recital order, unless otherwise delegated.
  - i. Send to board and teachers for review and approval
4. Call/email all volunteers and assign them a particular job.
  - i. Advise them on what time to meet the night of dress rehearsal to review expectations.
    - a. You lead this meeting before the rehearsal starts.
5. Have sign in sheets for dress rehearsal and recital weekend for volunteers.
6. Have dancer sign in/out sheets for run through, dress rehearsal and recitals
7. Tender, order and pick up recital tickets.
  - i. Arrange with Board for selling times
8. Book sound system for dress rehearsal and recital weekend.
9. Connect with lighting operator for required times of use.
10. Source a volunteer to run sound.
11. Connect with teacher responsible for arranging music to recital order.
  - i. Ensure teachers have done this prior to dress rehearsal
  - ii. Ensure teacher responsible is at dress rehearsal and recital 1 hour before start time.
12. Have copies of the recital order with dancer names for the volunteers who are lining classes up, in each room location.
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. Notify 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.

## **Volunteer**

1. Under direction of the executive manages the parental volunteer hours for the Grey Bruce School of Dance in partnership with the treasurer.
2. Using the Registrars list, completes a list of all dance families and their preferred volunteer duties for distribution to the coordinators
3. Arranges class reps for each recreation class.
  - i. Providing teachers with list of reps
  - ii. Providing reps with class list
  - iii. Ensure agreements are signed by each rep
  - iv. Follows up with teachers to ensure reps are completing duties as required
4. Follows up with coordinators to ensure that each family has been contacted and/or has completed their volunteer requirements
5. 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.

## Competitive Rep Role Description

**Purpose:** To coordinate and oversee the Competitive Branch of Grey Bruce School of Dance

**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.
  - i. At the discretion of execution have a subcommittee to assist in the program
  - ii. Arrange fundraising to assist with the competitive program
4. Work closely with the Competitive lead teacher to pick competitions (3) for our team.
  - i. Have all competitive teachers read the rules and regulation for each competition.
5. Pick out 3 or more competition for the executive to approve.
  - i. Have ready for the August meeting
6. Register competitions (3) for our team that they will be attending.
7. Follow all deadlines as set out by the competition's guidelines
  - i. Have all the dancer's information: names, birthday, style of dances, length of routine
  - ii. All music for each routine has to be sent in with the registration
8. Follow up with Treasurer and make sure all checks are mailed out on time
9. Communicating with competition event coordinators and relaying information back to the competitive families
10. Holding a parent meeting 1 or 2 times throughout the year and communicating with them consistently
11. Having parent reps assigned for each competitive class
12. Attending all competitive 'things' e.g. competitions, meetings, discussions
13. Arranging and coordinating "dress rehearsal" at SHHS.
14. Working in conjunction with the costume coordinator to ensure deadlines are met
15. Fielding any issues or questions that arise back to the executive.
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.

## **Fundraising Role Description**

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

**Responsibilities:**

1. Follows the roll description of the director board.
2. To run annual fundraising events throughout the dance season as well as throughout the summer.
3. Under direction of the executive manages the seasons fundraising needs of the Grey Bruce School of Dance
4. Actively sources out different fundraising options. Bringing them to the Board to decide.
5. Any and all correspondence (letters, meetings, etc) must involve the President.
6. Must be present for collection of forms and distribution of products
7. Works in conjunction with the Treasurer to ensure product is paid and deposits are made in a timely matter
8. 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)
9. Keeps current updates of amounts raised by each family, and sends updates of these amounts to the treasurer.
  - i. 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 / Events Role Description**

**Purpose:** To make enhance the media and community visibility, along with help coordinate events held by Grey Bruce School of Dance

1. Follows the roll description of the Director board.
2. Any and all correspondence (letters, meetings, etc) must involve the President.

### **Media**

1. Attends all events for the Grey Bruce School of Dance to assist on site at each event.
  - i. Takes a variety of photos at all events
2. To update social media networks: Facebook, Twitter and Instagram
  - i. Update website, unless otherwise delegated
  - ii. Supply the parents/dancers with newsletters/Ads/posters, unless otherwise delegated
3. To research and source events our dancers/board can attend to boost visibility in the community
4. Connect with Wightman television to promote our annual recital
5. Book with CIP events we are able to participate in
6. Takes photos and videos of dancers and events to publish on social media

### **Events**

1. Attends all events for the Grey Bruce School of Dance to assist on site at each event.
2. Organize or delegate all aspects of our birthday party package.
  - i. 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.
2. Will oversee special events
  - i. Breakfast with Santa, Christmas Parade, Summer-Sights and Sounds, Canada Day
  - ii. Will work with Fundraising with events like dance-a-thon/dance party

## **Support Director Board Role Description**

**Purpose:** To complete the tasks to successfully operate the school of dance.

### **Responsibilities:**

1. Must attend 25% of board meetings.
  - i. Priority meetings: Season start, Breakfast with Santa, Picture Day and Recital.
2. See roles of Director.

## **Picture Day/ Support Description**

**Purpose:** To coordinate the annual picture day for Grey Bruce School of Dance

### **Responsibilities:**

1. Follows the roll description of the Director 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),
  - i. Reports back volunteer names and hours completed
4. Secures and confirms photographer for picture day
5. Secure and confirms videographer for dress rehearsal and recital shows for the current dance season.
6. Tenders out both positions on a 2-year cycle. (next will be the 2021-2022 season).
7. Send no or yes for each routine for each recital show as decided on by the teacher to be included on the DVD
8. Order DVD/MP4 after the celebration night. Choose date for DVD/MP4 pick up at studio.
9. To complete the picture day schedule, provide to Executive for approval
10. Send out picture day forms to all classes in a timely manner with clear instructions and picture times.
11. Check in with Costume coordinator to ensure completion of costumes for picture day.
12. Organize the executive and volunteer (if any) to help run set up and picture day smoothly.
13. Connect with 10-year dancers to ensure they chose a picture for their 10-year plaque.
  - i. Collect photo and provide to Recital coordinator before recital

## **Support**

1. Assists fellow executive members in their roles where needed.
2. Attends all events for the Grey Bruce School of Dance to assist on site at each event



## **Support Role-Costume**

**Purpose:** To assist, Costume Coordinator with their duties

1. Follows the roll description of the Director 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
5. Under direction of Costume Coordinator, will assist in organizing costume room
6. Be present for the designated measuring week and fitting week for costumes, with the acknowledgement that there may be adjustments needed on a per dancer basis.
7. To assist in the management, organization, transportation of all costumes for festival, recital, and other events GBSD is involved with in conjunction with the president and recital coordinator.
8. Assist in the re-inventory and clean current season costume before the start of next season
9. Assist in costume repair after each festival/show or during recital to ensure all pieces are complete and in working order

## **Support Roles 2 Members- 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