

## **Chapter 8**

### **Standing Committees**

#### **8.1 Overview**

- a) The Board has established five Standing Committees to conduct its day-to-day work. These are:
- Operations Committee
  - Dance Committee
  - Information Technology Committee
  - Club Liaison, Recognition and Awards Committee
  - Publicity and Promotions Committee
- b) All Directors and Officers must sit on at least one of the Standing Committees and may serve on more than one Standing Committee if they so desire.
- c) The Officers of the Board constitute the Board's Operating Committee which is chaired by the President.
- d) The RDTA and OACA representatives are members of Dance Committee.
- e) The Editor of Square Time and the regional representatives (North-West, South-West and South- East) are members of the Club Liaison Committee.
- f) The President is a defacto member of all Standing Committees.
- g) At its May meeting the Board elects the Chairs of the Standing Committees for the year and confirms the membership of each of the standing committees.
- h) Non-Board members may serve on any of the Standing Committees, with the exception of the Operations Committee; however, the Chair of each Committee must be a member of the Board.
- i) Committees are to meet regularly and maintain records of their decisions. Meetings may either be in person or via electronic media.
- j) Committee Chairs are to keep the Board apprised of the activities of their Committees through regular reports to the Board.
- k) If a Committee Chair cannot attend a Board meeting, another member of the Committee may make the report on behalf of the Chair.

## **8.2 Committee Roles**

### **a) Operations Committee**

The Operations Committee is responsible for overseeing the financial activities of the Association; setting Board priorities; planning Board activities; scheduling Board and Council of Dancer meetings, and setting their agendas; ensuring the election of Officers and overseeing the operations of the Standing Committees. Operations Committee is also responsible for proposing to the Board nominations for honours and awards from the Ontario Square and Round Dance Federation, the Canadian Square and Round Dance Society and such other organizations as may be judged appropriate.

### **b) Dance Committee**

Dance Committee is responsible for planning; organizing and running all EOSARDA sponsored dances. In addition, the Committee periodically reviews the Association's policies, practices and procedures in regard to the operation of regional dances and recommends to the Board such additions, deletions and modifications to its dance policies, practices and procedures as it considers desirable.

Dance Committee is responsible for maintaining an up-to-date Dance Manual which sets out the procedures for planning, organizing and operating an dance. This manual is available for club use if desired.

### **c) Publicity and Promotions Committee**

Publicity and Promotions Committee (P&P) is responsible for identifying and exploiting opportunities to publicize Square, Round and Line Dance activities across the region and for planning, organizing and coordinating the Association's involvement in such activities, including the annual Fall Recruiting Drive.

P &P is also responsible for designing advertising brochures and other advertising material for the use of the Association and its member clubs; creating and maintaining descriptions of best advertising practices and making them available to member clubs; upon request, providing clubs with advertising advice and guidance; and facilitating the exchange of advertising-related information among clubs.

### **d) Club Liaison, Recognition and Awards**

Club Liaison and Recognition and Awards Committee is responsible for ensuring the timely and accurate flow of information between the Association and member clubs; maintaining up-to-date contact lists for all member clubs; ensuring that the Board is aware on a timely basis of significant club activities occurring in the region; reviewing applications for financial assistance for recruiting and club promotion activities and making recommendations to the Treasurer re payment; and ensuring that significant club anniversaries and other significant occasions are identified in a timely manner and duly recognized by the Board by presentation of a suitable certificate or other memento at the time that the club marks that event or anniversary.

As part of its communications activities, the Committee is responsible for the quarterly

publication of Square Time and for issuing regular broadcast messages to clubs and member associations concerning up-coming events in the region.

The committee is also responsible for coordinating the Association's involvement in annual new dancer achievement ceremonies across the region.

e) Information Technology Committee (IT Committee)

The IT Committee is responsible for establishing and maintaining the Association's Internet presence including:

- developing and maintaining the Association's Web Site;
- developing and maintaining the Association's presence on Social Media sites such as Face Book and Twitter;
- coordinating the posting of club and Association information on Dance-Ottawa;
- ensuring that a responsible person is selected to carry out the functions of a Web Master;
- overseeing the activities of the Web Master; and
- Providing the Web Master with advice and guidance as required.

Upon request, the IT Committee provides advice and guidance to Clubs seeking to establish, up-grade or maintain their own Internet presence.

**8.3 Working Groups**

- a) From time-to-time, the Board may establish Working Groups to deal with special matters such as Hearing Assistance and Web Site Renewal. Working Groups will usually include representatives from several Standing Committees and will be chaired by a person designated by the Board. Non-Board members may be members of a Working Group.
- b) Working Groups will be given a clear mandate by the Board with specific terms of reference. Deadlines will be established in agreement with the Board,.
- c) Working Groups will report their progress to the Board on a regular basis.
- d) Working Groups will be dissolved upon completion of their assigned task.