

Chapter 8 Standing Committees

8.1 Overview

- a) The Board conducts its day-to-day work through five Standing Committees. These are:
 - The Executive
 - Dance Committee
 - Publicity
 - Club Liaison
 - Technology
- b) The President is an ex-officio member of all committees.
- c) Directors are expected to sit on at least one committee and may serve on more than one committee if so desired.
- d) At its first meeting following its election, a new Board is to select a Chair for the year for each committee and confirm each committee's membership.
- e) With the exception of the Executive, non-Board members may serve on any of the committees. However, the Chair of each committee must be a member of the Board.
- f) Committees are to meet regularly either in person or via electronic media and maintain records of their decisions.

8.2 Board Responsibilities

- a) In establishing the five Standing Committees the Board of Directors has in no way delegated its responsibility for establishing policies and procedures. These remain the exclusive purview of the Board as a whole.

8.3 Committee Responsibilities

- a) Where a Committee's activities are consistent with established policy and fall within the budget allocated to that activity, the Committee may carry out its responsibilities without the having to seek Board approval.
- b) However, the Committee Chair of any committee may at any time choose to refer any item to the Board as a whole for a decision
- c) Committee Chairs are to keep the Board apprised of the activities of their Committee through regular reports to the Board.

8.4 Committee Mandates

a) The Executive

The Officers of the Board constitute the Executive which is chaired by the President.

The Executive is responsible for:

- overseeing the financial activities of the Association;
- administering the Association's club and dancer registration program;
- creating and maintaining a documentary record of the Association's deliberations, decisions and activities;
- scheduling Board and Council of Dancer meetings, and setting their agendas;
- ensuring the election of Officers and the appointment of Committee Chairs;

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- 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;
- periodically reviewing the Association's policies, practices and procedures in regard to the operation of regional dances and recommending to the Board such additions, deletions and modifications to its dance policies, practices and procedures as it considers desirable;
- maintaining an up-to-date Dance Manual which sets out the procedures for planning, organizing and operating a regional dance. This Manual forms Chapter 20 of EOSARDA's Procedures Manual and is available for club use if desired.

By virtue of their position, representatives of the Ottawa Area Callers Association (OACA) are members of Dance Committee.

c) Publicity

Publicity is responsible for:

- identifying and exploiting opportunities to publicize Square, Round and Line Dance activities across the region;
- planning, organizing and coordinating the Association's involvement in such activities, including the annual Fall Recruiting Drive;
- 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

Club Liaison is responsible for ensuring the timely and accurate flow of information between the Association and member clubs. Among other things, it does this by:

- reviewing applications for subsidies for club new dancer recruiting activities and for Dance Leader training; making recommendations to the Treasurer re payment and reviewing and processing requests for OSRDF Bursaries;
- organizing the Board's involvement in annual New Dancer Celebrations;
- administering the Club Visit Dangle Program;
- 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; and
- coordinating the application of the Association's Scheduling Conflict Policy pursuant to

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Chapter 26 of the Procedures Manual.

As part of its communications activities, Club Liaison is responsible for the quarterly publication of Square Time, therefore the Editor of Square Time is a member of Club Liaison.

e) Technology

Technology is responsible for:

- establishing and maintaining the Association's internet presence including:
 - developing and maintaining the Association's Web Site,
 - ensuring that a responsible person is selected to carry out the functions of a Web Master,
 - providing the Web Master with advice and guidance as required, and
 - overseeing the activities of the Web Master;
- providing a vehicle for the electronic distribution of EOSARDA Bulletins;
- establishing and administering the Association's policy on Hearing Assistance; and providing advice and assistance to clubs as required;
- manage & maintain EOSARDA's Hearing Assistance Systems
- manage & maintain EOSARDA's Sound Systems
- developing and maintaining the Association's presence on Social Media sites such as Facebook and Twitter; and
- providing, on request, advice and guidance to Clubs seeking to establish, up-grade or maintain their own Internet presence.

8.5 Working Groups

- a) From time-to-time, the Board may establish Working Groups to deal with special matters.
- b) Working Groups will usually include representatives from several Committees and will be chaired by a person designated by the Board. Non-Board members may be members of a Working Group.
- c) Working Groups will be given a clear mandate by the Board with specific terms of reference. Deadlines and project milestones will be established by the Working Group subject to the Board's approval
- d) Working Groups will report their progress to the Board on a regular basis.
- e) Working Groups will be dissolved upon completion of their assigned task.