

Festival 2014

Description of Committee Duties

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Foreword

1. All Committees will work closely with the Group Chair, who will report on all committee activities at each Board Meeting (see #6, below).
2. Group Chairs will be expected only to oversee the tasks of their assigned committees. If they wish, at the same time, to work on a committee, they are not to neglect the duties of the other committees within their Group.
3. In most cases, Group Chairs will be expected to manage the finances of their committees (once their budgets have been approved), and should only require approval from the Board on “big-ticket” items.
4. Each Committee shall draw up a timeline for their specific duty, and the Group Chair shall monitor the progress of each Committee in relation to their timeline. It is understood that circumstances may require necessary adjustments to that timeline. Timelines shall be considered “flexible” items that will be adjusted as work progresses.
5. Where Committee timelines overlap with other Committees’ duties, they must keep in touch with each other to assure mutual progression.
6. Group Chairs shall report on the progress of said timelines at each Board Meeting.
7. Board Meetings will be held strictly for the purpose of reporting on the progress of each committee. To keep the meetings within the scheduled 2-hour time frame, committee reports will be expected to be distributed, electronically, one week prior to a scheduled Board meeting, so meetings can be restricted to dealing with necessary items, and not getting oral reports from every committee.

Chair/Co-Chair

The Chair/Co-Chair shall oversee the overall organization of the Festival. All Group Chairs report to the Chair at the Festival Board Meetings.

The Chair/Co-Chair shall be ex-officio members of all Groups and Committees.

The Chair and/or Co-Chair shall act as a signing authority for the Festival.

In the case that the Chair withdraws from the position, the Co-Chair will temporarily fill the role of Chair until the role can be filled. If the Co-Chair resolves to take on the duty of Chair, it will be his duty to find an alternate Co-Chair.

Vice Chair

The Vice Chair shall be the official liaison with EOSARDA and will be responsible to make the required reports to EOSARDA at each Board meeting.

The Vice Chair, along with the Chair/Co-Chair, shall be fully informed of all that goes on within the various Committees.

In the case that the Chair withdraws from the position and the Co-Chair does not choose to take over the Chair, the Vice Chair shall temporarily take the role of Chair until such time as the role can be filled. If the Vice Chair resolves to take on the duty of Chair, it will be his duty to find an alternate Vice Chair.

Secretary

The Secretary shall be official recorder of meetings of the Festival Board. The Secretary has voting rights.

The Secretary shall:

- attend all Board meetings, or advise the Festival Chair if he/she is unable to attend a meeting so that alternate arrangements can be made for taking minutes;
- prepare all minutes on a computer and distribute by email;
- prepare the minutes as soon as possible after each meeting; send a draft copy to the Festival Chair for review; and then send the final version out to Board members.

➤ **Education Group**

The Group Chair shall be considered a member of all Education Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

Festival Dress Committee

The Festival Dress Committee is responsible for the Festival dress of Festival 2014. It shall:

- Prepare a plan and budget and submit to the Board for approval;
- Prepare a number of possible outfit designs to recommend to the Board for approval;
- Prepare and distributes patterns;
- Provide information to Publicity;
- Order and distribute material, if necessary;
- Encourage EOSARDA dancers to attire in Festival dress, and,
- Prepare a final report of the Committee activity.

Discussion Groups Person

The Discussion Groups Committee is responsible for organizing suitable panels, clinics, and/or discussions as part of Festival 2014. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Coordinate people willing to participate in panels, clinics, or discussions, as per completed registration forms, in conjunction with the Dance Committees (Program);
- Stage the panels, clinics, and discussion; and,
- Prepare a final report of the Committee activity.

Heritage Committee

The Heritage Committee is responsible for arranging a heritage display during Festival 2014. The displays have traditionally had a strong square dance activity flavour and have been open from early morning to late at night for the full three days of the Festival. The displays may be staffed or be self-explanatory. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Advise the Board, if required, on the theme of the Heritage Display;
- Gather material on the subject;
- Arrange for any needed construction;
- Provide information to Publicity;
- Arrange for the construction of any needed items;
- Arrange for volunteers to assist in manning the Heritage Room, and,
- Prepare a final report of the Committee activity.

Sewing Room Committee

The Sewing Room Committee is responsible for organizing the Sewing Room at Festival 2014. It will consist of one room with demonstrations and pattern copying. It shall:

- Prepare a plan and budget and submit to the Board for approval;
- Organize sewing room;
- Organize suitable clinics;
- Arrange for advertising for the clinic(s);
- Prepare information to Publicity;
- Arrange for the construction of any needed items;
- Run the Sewing Room; and,
- Prepare a final report of the Committee activity.

Facilities Group

The Group Chair shall be considered a member of all Support Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

Venue Committee

The Facilities Committee is responsible for the interface between the Festival and Ottawa Convention Centre (and any other contracted facilities). The Committee will act as the prime contact for the Ottawa Convention Centre for the Festival. The Committee shall:

- Determine the security requirements for the Festival at the Ottawa Convention Centre and negotiate for its use;
- Prepare an available parking list for the Ottawa Convention Centre area and provide this to interested Committees;
- Determine the first aid requirements for the Festival and negotiate a contract to provide it;
- Act as a go-between the Festival committees and the Ottawa Convention Centre during the Festival; and,
- Prepare a final report of the Committee activity.

Hospitality Committee

The Hospitality Committee is responsible for cold water, hospitality rooms and refreshments, and arranging official dinners for the Festival. Most of these requirements will be satisfied by contracts. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Arrange for a necessary hospitality room/event(s) (including but not necessarily limited to: Solos; Leaders);
- Arrange for suitable food for hospitality events (TBD);
- Arrange for any required official meals;
- Arrange for continuous ice water in dancing areas during the Festival; and,
- Prepare a final report of the Committee activity.

Flooring Committee

The Flooring Committee is responsible, if required, for the laying and taking up of portable flooring material to cover carpets in the dancing halls. The Committee will work closely with Program to determine which rooms will require portable flooring. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Research the success or failure of previous conventions using flooring material;
- Recommend to the Board suitable solutions;
- Arrange for the procurement of suitable flooring material;
- Arrange for the installation and removal of the flooring material; and,
- Prepare a final report of the Committee activity.

Decorations Committee

The Decorations Committee is responsible for decorating the facilities during the Festival. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Prepare an overall decorations plan;
- Recruit clubs or dancers to decorate halls;
- Purchase or have purchased any needed material for the decorations;
- Schedule decoration times;
- Assist in the decorations, if required;
- Inspect all decorated rooms;
- Arrange for the taking down and disposal of all decorations; and,
- Prepare a final report of the Committee activity.

Ops Centre Committee

The Ops Centre Committee is responsible for the hour-by-hour running of the Festival events during the Festival. The Ops Centre is usually staffed the entire time that the Festival is in progress. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Arrange for necessary tools/equipment that might be needed to successfully run the Centre;
- Recruit sufficient personnel to staff the Centre during the Festival;
- Draw up a duty roster for the Centre;
- Run the Centre during the Festival; and,
- Prepare a final report of the Committee activity.

Finance Group

The Group Chair shall be considered a member of all Finance Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

The Group Chair shall

- Act as an advisor to the Board on all business procedures;
- Be responsible to review the insurance requirements of the Festival and liaise with the Support Group, EOSARDA, Ontario Federation, and the Society to ensure adequate coverage;
- Assume the responsibility for arranging for the Post Convention Financial Audit, and any other Audit activity that is required by the Association, Federation, Society, or any other Government body;
- Prepare a final approved Budget from Board approved budgets;
- Act as the watchdog of the approved budgets for the Board;
- Liaise with other Committees on budget items to ensure up to date and realistic projections are available; and,
- Prepare a final report of the Committee activity.

Treasurer

The Treasurer shall have overall custody of Festival 2014 funds and perform all duties normally associated with a treasurer. The Treasurer shall:

- Keep & maintain financial records for the Festival.
- Maintain constant contact with Registrar as fees arrive (note: Registrar will deposit fees)
- Reconcile bank account to registrar figures.
- Set up and use on-line access to Bank account.
- With the Chair and Co-Chair, have signing authority on bank account (two signatures required, one of which must be the Treasurer's).
- Open Bank & Investment accounts as needed.
- Invest Capital
- Prepare financial statements as required.
- Prepare a final report of the Committee activity.

Grants & Sponsorships Committee

The Grants & Sponsorships Committee is responsible to investigate any and all avenues of possible grants and sponsorships that may be obtained by Festival 2014. The Committee shall:

- Investigate any and all possibilities of grants and/or sponsorships that may be available to the Festival from governments and private sector companies.
- Prepare a plan and budget and submit to the Board for approval;
- Prepare the applications for grants and sponsorships for review by the Board and for signature of the Festival Chair and Finance Group Chair;
- Maintain contact with respective Governments and private sector companies until all necessary obligations have been fulfilled; and
- Prepare a final report of the Committee activity.

Ways & Means Committee

The Ways & Means Committee is responsible for coordinating or planning the raising of money outside of registrations and Grants & Sponsorships. This is money that stays in Ontario if the Festival makes a profit, or provides the means to put on a quality Festival if registrations are down and costs are up. The Committee will:

- Come up with ideas to raise money for Festival 2014;
- Prepare a plan and budget of suggested ideas* to submit to the Board for approval;
- Arrange the purchase and sale of approved items; and,
- Prepare a final report of the Committee activity.

*At the September 2011 Board Meeting, the Vendors' Village (AKA Square Dance Shops) and the Fashion Show, were considered Ways and Means projects and were moved from Facilities and Education, respectively. For historical records, their job descriptions are posted here:

Fashion Show Committee

The Fashion Show Committee is responsible for the holding of a fashion show in conjunction with Festival 2014. It shall:

- *Prepare a plan and budget and submit to the Board for approval;*
- *Coordinate people willing to participate in the Fashion Show, as per completed registration forms;*
- *Arrange the Event program;*
- *Provide information to Publicity;*
- *Run the Fashion Show on the assigned date and time; and,*
- *Prepare a final report of the Committee activity.*

Square Dance Shops Committee

The SD Shops Committee is responsible for SD shops for the Festival. The Committee shall:

- *Prepare a plan and budget and submit to the Board for approval;*
- *Recommend to the Board suitable rates;*
- *Contact square dance shops for possible Festival attendance;*
- *Arrange suitable contracts for square dance shops;*
- *Inform all incoming SD shops on unloading and loading procedures;*
- *Monitor SD shops area during the Festival to ensure compliance with all Westin Hotel, City of Ottawa, Ontario, and Federal rules;*
- *Ensure the SD shops space is vacated and cleaned up on time; and,*
- *Prepare a final report of the Committee activity.*

Program Group

The Group Chair shall be considered a member of all Program Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

Sound Committee

The Sound Committee is responsible for the sounding of the Festival. The success of any convention depends to a great extent on the quality of the sound. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Prepare specifications for dance hall sounding;
- Obtain sound equipment from local Callers;
- Prepare suitable contracts for use of equipment for a rental fee;
- Monitor the installation and testing to ensure it meets specifications;
- Monitor throughout the Festival for optimal performance; and,
- Prepare a final report of the Committee activity.

Square Dance Committee

The Square Dance Committee is responsible for scheduling the callers to the square dancing halls during the Festival. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Liaise closely with the Registrar with regard to number of Callers registered;
- Contact callers regarding their participation in Festival 2014;
- Working closely with the Round Dance Committee, Special Groups Committee, and Discussion Groups Committee, to prevent scheduling conflicts, prepare the caller final schedules;
- Include in the final schedule an "Introduction to Square Dance" for visiting spectators to participate in;
- Monitor the final schedule and adjust as necessary;
- Arrange with the Ottawa School Board for students to assist in recording and reporting floor loading (in all dance halls) throughout the Festival;
- Assist the Ops Centre in the implementation of the schedule; and,
- Prepare a final report of the Committee activity.

Round Dance Committee

The Round Dance Committee is responsible for scheduling the Cuers to the round dancing halls during the Festival. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Liaise closely with the Registrar with regard to number of Cuers registered;
- Contact Cuers regarding their participation in Festival 2014;
- Working closely with the Square Dance Committee, Special Groups Committee, and Discussion Groups Committee, to prevent scheduling conflicts, prepare the Cuer final schedules;
- Include in the final schedule an "Introduction to Round Dance" for visiting spectators to participate in;
- Monitor the final schedule and adjust as necessary;
- Assist the Ops Centre in the implementation of the schedule; and,
- Prepare a final report of the Committee activity.

“This Ain’t Square or Round Dancing” Groups Committee

The TASRD Groups Committee is responsible for scheduling the leaders for clogging, contra, line dancing, and wheel chair dancing during the Festival. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Liaise closely with the Registrar with regard to number of Leaders registered;
- Contact leaders regarding their participation in Festival 2014;
- Working closely with the Square Dance Committee, Round Dance Committee, and Discussion Groups Committee, to prevent scheduling conflicts, prepare the leader final schedules;
- Monitor the final schedule and adjust as necessary;
- Assist the Ops Centre in the implementation of the schedule; and,
- Prepare a final report of the Committee activity.

Outdoor Event(s) Committee

The Outdoor Event Committee is responsible for conducting outdoor dance event(s) in conjunction with the Festival, to bring the event and the Activity into the public eye. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Arrange a suitable space for the outdoor event(s);
- Arrange for permission and equipment for the outdoor event(s);
- In conjunction with the Schedule Committee, arrange for the outdoor event staff;
- Prepare the outdoor event program;
- Provide information on the outdoor event(s) to other committees;
- Conduct the outdoor event(s); and,
- Prepare a final report of the Committee activity.

Trail In / Trail Out Dances

The Program Group will:

- Prepare a plan and budget and submit to the Board for approval;
- Ensure word is sent out to as broad an area as possible that we are looking for Clubs/Associations to host Trail In and Trail Out dances;
- Provide information to Publicity;
- Assist EOSARDA Clubs in running dances in the few days prior to and following the Festival, and,
- Prepare a final report of the Committee activity.

Publicity Group

The Group Chair shall be considered a member of all Publicity Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

Advertising/Promotion Committee

The Promotion Committee's prime responsibility is to attract dancers to the Festival. The Committee must work closely with other Committees to ensure correct information is being used in the ads. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Prepare a Halifax demonstration program, including gathering props (as needed), recruiting dancers, and arranging with Halifax for a time to make the demonstration;
- Determine the publication frequency and ad deadlines for square dance media in the local area and worldwide;
- Prepare and place local area ads and information for Square Time, Border Boosters, T&D Topics, and SWOSDA Bugle from July 2010 to July 2012;
- Prepare and place worldwide ads for the July 2012 to July 2014 period;
- Do two mass mailings to clubs in the 2012 to 2014 period;
- Produce and mail five newsletters in conjunction with the Registration Committee; and,
- Prepare a final report of the Committee activity.

Ambassador Committee

The Ambassador Committee is responsible for the Festival Ambassador Program. The Committee shall:

- Recruit an area ambassador couple/single in each association area who will act as an information source for Festival 2014;
- Recruit a contact in each club and other organizations who will act as an information source for Festival 2014;
- Handle non-registration correspondence to and from area ambassadors and official contacts;
- Design and have produced, in coordination with the Festival Chair, area ambassador badges and official contact ribbons.
- Prepare a final report of the Committee activity.

Media Committee

The Media Committee is the link between the media and the Festival. They work with the media to ensure the information is available and accurate regarding the Festival. In particular, the Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Recruit escorts for visiting non-dancing officials;
- Prepare instructions for escorts;
- Maintain a log of visiting officials and provide 100% escorts while on site;
- Keep in contact with all committees to obtain up-to-date, accurate, and interesting information about the Festival;
- Gather media lists;
- Prepare, send out, and follow up with distributed media kits;
- Operate a Media Room during the Festival; and,
- Prepare a final report of the Committee activity.

Tourist & Spectator Committee

The T&S Committee is responsible primarily for tourist and general information for both dancers and spectators. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Gather general tourist information, including (but not limited to): road maps, local tours, tourist attractions, restaurants, medical emergency facilities, and other information considered useful;
- Produce, or have produced, a square dance information brochure for spectators;
- Establish with the approval of the Board the spectator policy for the Festival;
- Design and have produced spectator ribbons, and arrange for the sale of spectator ribbons with Registration;
- Solicit tour, store, restaurant, and/or entertainment discount coupons, and pass all tourist type "freebies" and information to Registration for the registration kit stuffing;
- Set up an Information Booth and arrange for tables for the tourist tour operators;
- Arrange for the construction, installation, and maintenance of a message board and a notice board during the Festival;
- Liaise with the Program Group to arrange for opportunities for non-dancers to try square dancing, round dancing, and clog/contral/line dancing;
- Arrange with Registration for production of a registration list of who is at the Festival;
- Arrange for Lost and Found as part of the Information Booth;
- Staff the Information Booth during the Festival; and,
- Prepare a final report of the Committee activity.

Souvenir Booklet Committee

The Souvenir Booklet Committee is responsible for producing a souvenir booklet of Festival 2014. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Gather previous versions of souvenir booklets;
- Produce a mock-up booklet for Board approval;
- Recommend for Board approval ad prices and solicit ads;
- Arrange for official welcome letters;
- Arrange for the production of camera ready copy;
- Arrange for the printing of the souvenir booklet;
- Distribute copies of the souvenir booklet to all advertisers;
- Arrange with Registration for the inclusion in the registration kits of ordered souvenir booklets;
- Arrange with Registration for the sale of souvenir booklets; and,
- Prepare a final report of the Committee activity.

Ceremonies Committee

The Ceremonies Committee is responsible for the banner parade, opening ceremonies, and closing ceremonies. The banner parade is usually held 10:00 Thursday morning. The opening ceremonies are usually held at 7:00 PM on the Thursday of the Festival. The closing ceremonies are usually held 8:00 PM on the Saturday of the Festival. These times are adjusted to suit the location and events. For these three events, the Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Arrange for set up of event space, guests, signs, flags, and other needed equipment for any ceremony;
- If required for the banner parade, arrange for police escorts, bands, a marshalling area, a parade route, and a parade permit;
- Working closely with the Festival Chair, arrange a detailed program for the Opening and Closing Ceremonies;
- Contact or ensure the contact of all guests and officials;

- Prepare and print any needed programs;
- Provide information on the events to other committees;
- Ensure the smooth execution of each event; and,
- Prepare a final report of the Committee activity.

Registration Group

The Group Chair shall be considered a member of all Registration Committees. It is the Chair's responsibility to report on the Group's Committees actions to the Board at every Board Meeting. Ideally, the Chair will arrange meetings with the Chairs of each Committee to keep track of how the Committees are progressing. Reports to the Board are encouraged to be submitted electronically to the Festival Secretary for distribution and review in advance of the Board Meeting.

Registrar

The Registrar's responsibilities shall be to maintain the registration database by processing incoming registrations, and provide reports, generated from the database, as requested by Committees, Groups, or the Festival Chair.

Registration Committee

The Registration Committee is responsible for all other areas regarding registration of Festival attendees. This includes designing registration forms, receiving registration, depositing funds, sending receipts, design and production of the Festival badge, preparing registration packages, and staffing a registration table at prior Festivals and the Registration Desk during the Festival. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Send receipts to registered dancers;
- Design the registration forms;
- Arrange for production of all Festival badges and dangles;
- Plan and arrange for a registration table at Conventions prior to 2014, including liaison with Finance on the handling of funds, and all decoration needed;
- Prepare the registration kits;
- In conjunction with the Volunteers Committee, staff the Registration Desk during the Festival;
- Prepare a final report of the Committee activity.

Camping/RV Committee

The Camping/RV Committee is responsible for arranging suitable facilities for registrants who wish to camp or use recreational vehicles. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Survey commercial camping/RV facilities to determine what is available;
- Arrange for commercial camping/RV facilities;
- Arrange for a suitable dry RV facility at a convenient location;
- Prepare an information sheet on camping/RV for interested registrants;
- Investigate and arrange for transportation, if feasible;
- Arrange for security, if required;
- Act as a camping/RV resource for the Information Booth during the Festival; and,
- Prepare a final report of the Committee activity.

Hotel Committee

The Hotel Committee is responsible for monitoring all aspects of hotel arrangements contracted with area hotels through Ottawa Tourism. The Committee shall:

- Liaise with Ottawa Tourism concerning hotel room blocks arranged with area hotels;
- Working closely with the Finance Chair, enter into contracts with hotels, as required;
- Provide Registration with details of hotels' proximity to the dance halls;
- Provide Registration with details of hotel accessibility to the dance halls with or without venturing outdoors;
- Maintain regular contact with each hotel to monitor registrations; and
- Prepare a final report of the Committee activity.

Welcoming Committee

The Welcoming Committee is responsible for welcoming incoming dancers to Ottawa. The Committee shall:

- Prepare a plan and budget and submit to the Board for approval;
- Determine appropriate welcoming sites;
- Design and produce welcoming signs for the various sites;
- Prepare and forward Festival information to appropriate Ontario ports of entry;
- Obtain approval for local highway signs;
- Prepare and erect local highway signs;
- Arrange for ham radio/CB support;
- Prepare and distribute Festival information to ham radio/CB operators;
- Recruit welcoming dancers;
- Welcome dancers during the Wednesday and Thursday of the Festival;
- Take down all erected signs; and,
- Prepare a final report of the Committee activity.

Volunteers Committee

The Volunteers Committee is responsible for finding volunteers to help with various duties at the Festival.

Working closely with the Registrar and the committees who require volunteers to assist them during the Festival, the Committee shall:

- Solicit volunteers from EOSARDA Clubs and other registrants;
- Maintain a list of volunteers from which Committees may recruit those they need for their various duties;
- Prepare a final report of the Committee activity.