**Roles and Responsibilities of OSSDF Executive members**

1. Duties of Past-President: *(we don’t have one)*

1. Becomes the advisor, who holds a non-voting position, for the incoming Executive Committee after their period in office as President.

**2. Duties of the President:**

1. Presides over all meetings of the Executive members.
2. Is the official spokesperson of the Executive members and of OSSDF.
3. Is responsible for the effective operation of all OSSDF events and ensuring that all Executive members fulfill their duties efficiently and abide by the Constitution.
4. Is responsible to create the budget for the events of OSSDF with the Director of Finance
5. Is responsible for preparing all communication with the Administrative Assistant.
6. Is responsible for the allocation of additional duties.
7. Is ex-officio member of all sub-committees.
8. Is one of two signing members.
9. Shall act upon opinions and concerns brought forth by OSSDF Executive members.
10. The President shall compile the annual report and hold meetings with each Executive member to finalize any details that pertain to the Executive member’s responsibilities including those of the Teacher’s Council. Said persons shall then publish their finished report and prepare it for distribution.
	1. **Duties of the Vice-President Operations:**
		1. Shall assist the President in his/her duties.
		2. Shall assume all powers of the President in their absence.
		3. Is responsible for relaying information between the Executive members and the President regarding various activities and events taking place under the direction of OSSDF.
		4. Shall perform any additional duties pertaining to OSSDF as assigned by the President.
		5. Shall oversee the opinions and concerns brought forth by OSSDF Members.
		6. Shall keep a record of the Executive members’ attendance throughout the year and will notify the President if any Executive members show a lack of commitment to their responsibilities.
		7. Is responsible for assigning duties to Communications Coordinator and Event Coordinator and internal board relations.
		8. Is responsible for the scheduling of the event specifically the competition and workshops in consultation with the President and VP Outreach.
		9. Is responsible for overseeing the administration of Awards and Scoring.
		10. Is responsible for providing a survey after each event to attendees with a focus of receiving feedback from educators; adjudicators; workshop leaders; alumnus and participants.
		11. Is responsible for the booking of accommodations for the Executive members and necessary staff and volunteers.

**4. Duties of the Vice-President Outreach:**

1. Shall assist the President in his/her duties.
2. Shall assume all powers of the President in his/her absence.
3. Is responsible for relaying information between the Executive members and the President regarding various activities and events taking place under the direction of OSSDF.
4. Shall perform any additional duties pertaining to OSSDF as assigned by the President
5. Shall oversee the opinions and concerns brought forth by OSSDF Members.
6. Shall keep a record of the Executive members’ attendance throughout the year and will notify the President if any Executive members show a lack of commitment to their responsibilities.
7. Is responsible for assigning duties to the Membership & Recruitment Coordinator and Development Coordinator and managing the relations with external affiliates.
8. Is responsible for the recruitment of adjudicators and key event players (host, videographer, photographer, music playlist coordinator etc.) in consultation with the President and Vice-President Operations.
9. Is responsible for overseeing the recruitment of security, first aid and volunteers for the event.
10. Is responsible for distributing contracts to Adjudicators, Key Players, and staff/volunteers made available by the Administrative Coordinator.
11. Is responsible for vendors, if applicable, or resources to support our endeavours, ie, Dance Ontario.
12. Is responsible for the planning and implementation of scholarships and financial allocations (awards for dancers/schools) in consultation with the Director of Finance.
13. **Duties of the Director of Finance:**
14. Is one of the two signing authorities.
15. Shall create, administer, and oversee all banking matters of OSSDF.
16. All financial matters must be approved by the Director of Finance or the President in consultation with the VPs.
17. Is responsible for preparing monthly statements of expenses and revenues to be available for all Executive Members.
18. Is responsible for preparing a budget for approval by the Executive Members  and continually updating the budget when any changes occur.
19. Is responsible for compiling a budget to be submitted to various organizations for funding in conjunction with the Executive Members.
20. Is an ex-officio member of all committees dealing with monetary matters to ensure the continued solvency of OSSDF.
21. Is responsible for preparing necessary cheque payments throughout the year and making required deposits.
22. Is responsible for working with the Event Coordinator and Executive Members when making decisions regarding the event Venue.
23. Is responsible for the Front of House management and finances at the annual event.
24. Must prepare an annual budget including budgets for events and provide monthly updates and reports. If there are drastic changes mid-year, a new budget is required.
25. Is responsible for preparing the Year End finances for the accountant.
26. **Duties of the Administrative Coordinator:**
27. Preparing and distributing the Agenda of all meetings and making them available to Executive Members.
28. Recording of minutes at all meetings of the Executive Members.
29. Shall keep a record of all OSSDF agendas, minutes, forms and contacts.
30. Is responsible for the distribution of the Annual OSSDF report.
31. Is responsible for the creation of the OSSDF event program with assistance from the Event Coordinator.
32. Is responsible for the creation of staff/volunteer contracts and updating handbooks.
33. Is responsible for the creation/updating of all contracts: adjudicator, workshop leader, vendors, staff/volunteer etc. and accompanying handbooks.
34. Works with responsible parties for the distribution of contracts.
35. Is responsible for letting the Communications Coordinator know if they have to cover the minutes at meetings that you are unable to attend.
36. Is responsible for overseeing event registration with the Event Coordinator, Development Coordinator and Membership Coordinator.
	1. **Duties of the Event Coordinator:**
		1. Is responsible for researching potential venues with the assistance of the Director of Finance and the Executive.
		2. Is responsible for reserving event venue, and ensuring necessary deposits are made in a timely manner toward the overall costs.
		3. Is responsible for liaising with venue staff to ensure appropriate technical - sound, lighting, cables, cyclorama, technician support; staff support, hours of use, space.
		4. Is responsible for catering the banquet and meal planning for the duration of the event.
		5. Is responsible for event decor including lobby, stage, and banquet, and entertainment as needed.
		6. Is responsible for researching potential accommodation with the assistance of the Director of Finance and the Executive.
		7. Is responsible for reserving a block of hotel accommodation for schools, and ensuring teachers are notified accordingly.
		8. Is responsible for working with the Director of Finance regarding expenses for  OSSDF events.
		9. Is responsible for maintaining a report of each event and keeping a record of planned action.

**8. Duties of the Communications Coordinator**

1. Is responsible for creating and designing promotional material to promote OSSDF and OSSDF events.
2. Is responsible for ensuring promotional media is created by the given deadlines in order to effectively promote events.
3. Shall work closely with the VP Operations to obtain the required information needed to be present when designing posters and social media content.
4. Is responsible for managing the OSSDF social media accounts (Facebook, Instagram, Twitter).
5. Is responsible for drafting all OSSDF communications to teachers and members to be reviewed by the President and VPs.
6. Maintain a record of OSSDF promotional materials.
7. Is responsible for photographing OSSDF events for promotional use.
8. Is responsible for compiling and relaying any OSSDF website updates to the Webmaster, and reviewing updates once made for accuracy.
9. Is responsible for working with the Host, Videographer and Photographer.
10. Is responsible for working with the Director of Finance regarding expenses for OSSDF promotions and website development.
11. Is responsible for taking minutes for any meeting that the administrative coordinator is unable to attend.
	1. **Duties of the Development Coordinator:**
		1. Shall perform any duties pertaining to external funding.
		2. Shall create, administer and oversee grant and scholarship applications.
		3. Maintain a record of OSSDF funding applications.
		4. Is the official spokesperson for the development of OSSDF.
		5. Is responsible for organising meetings as required for assistance with grant writing.
		6. Is responsible to actively seek continuing education in grant writing.
		7. Is responsible to assist with the registration process with the Administrative Assistant.
		8. Is responsible for seeking out event coverage and interviews within local communities and media.
		9. Is responsible to draft a plan for future growth including consideration of small regional events.
	2. **Duties of the Membership & Recruitment Coordinator:**
		1. Is responsible to draft and implement a plan to increase the attendance of Secondary schools at the event.
		2. Is responsible to draft and implement a plan to include elementary participants at the event.
		3. Is responsible to draft and implement a plan to include post-secondary students at the event.
		4. Is responsible for the recruitment of Workshop Leaders.
		5. Is responsible for distributing contracts to workshop leaders made available by the Administrative Coordinator.
		6. Is responsible for communicating with the event coordinator and Administrative Assistant on a regular basis in preparation of the event.
		7. Is responsible for communicating with the Teacher’s Council Coordinator regarding desires and concerns of the teachers representing the schools attending OSSDF events.
		8. Is responsible for overseeing all workshop matters at the event - introductions,

monitoring behaviour, thank yous, distribution of payment, involvement in banquet and artistry showcase.

* 1. **Duties of the Teacher’s Council Coordinator:**
		1. Is our liaison with dance teachers in schools.
		2. Is responsible for organizing monthly meetings with the OSSDF Teacher’s Council - a group of dance teachers who are nominated/appointed and accept to attend monthly meetings that support OSSDF events.
		3. Is responsible for submitting a monthly report to the Executive that brings the concerns, ideas and feedback from the OSSDF Teacher’s Council to the Executive for review.
		4. Is responsible to assist the Executive with communicating and planning activities that concern the involvement of students at OSSDF events.
		5. Is the “educational voice” of the Executive to inform the Executive of the current requirements from the boards of education that will assist in planning OSSDF events.
		6. Is responsible for organizing members of the Teacher’s Council to assist the Executive members with OSSDF events when possible.

Duties of all: Shall write a section of the Annual OSSDF report that pertains to said person’s duties and submit to the President in a timely manner prior to the AGM.