

SCD Auckland Region Region Committee Role and Responsibilities Guidelines

These guidelines assist the Region Committee and those people taking on a role, know what responsibilities are assigned to them or the subcommittee they convene.

The Region Committee can create other subcommittees and/or re-assign responsibilities to achieve the objects specified in the Constitution, which are:

- Foster Scottish Country Dancing as authorised by the RSCDS.
- Promote social relationships between Scottish Country Dancers.
- Generally, advance the objects of the RSCDS.

PART 1

Role and Responsibilities of Region Office Bearers, Convenors and Region Committee Members

The Region Committee works together as a team.

The Region Committee is accountable to the Region members. The Region Committee

- provides Region members with minutes of Region Committee meetings, and the agenda and reports presented to the Region Committee by the Treasurer, Branch Liaison Coordinator and subcommittee Convenors; and
- presents reports to the AGM, including the President's Report and Annual Review, the Annual Financial Statements, and the Branch Liaison Coordinator's Report.

The Region office bearers are:

- President
- Vice-President (if a Vice-President is elected)
- Secretary
- Treasurer
- Branch Liaison Coordinator

The Region Committee appoints a Convenor for each of its subcommittees.

1. Role and Responsibilities of Region President

The Region President is the leader of the Region Committee. The President is the 'public face' of the Region.

Constitutional responsibilities

The requirements set out in the Region Constitution are

- The President is the chairman of the Region Committee
- The AGM receives a President's Report and Annual Review
- The President is one of the people authorized to operate the Region bank accounts

Region policy responsibilities

In terms of its Delegation of Authority Policy, the Region Committee has delegated the following:

To the President and Secretary:

- Correspondence and reporting as necessary for efficient operation of the Region.
- Hall and other venue bookings.

The Secretary or President may sub-delegate those tasks as required.

To the President, Secretary and Treasurer (acting together):

- Unbudgeted operating expenditure up to \$500, where payment is required before the next Region Committee meeting.

To the President:

- The disposal of an asset worth less than \$200.
- The purchase of an asset (for example dance publications, music, sound equipment, publicity equipment, catering equipment) costing less than \$200 (GST inclusive).

Other responsibilities

The President usually chairs the AGM.

2. Role and Responsibilities of Region Vice President

The Region Constitution provides that the AGM may elect a Vice-President.

The Region Vice-President assists the President, and deputizes for the President, as requested.

The Constitution and Region Policies do not detail any responsibilities for the Vice President.

There is no requirement for the Region Vice-President to go on to be the Region President.

3. Role and Responsibilities of Region Secretary

The Region Secretary is the key administrator for the Region. The Secretary works closely with the Region President, Region Branch Liaison Coordinator and Region Treasurer.

Constitutional responsibilities

The responsibilities of the Region Secretary set out in the Region Constitution are

- Receiving Notices of Motion to be considered at the Region AGM
- Giving members of the Region notice of the AGM, Notices of Motion, and any Special General Meetings.
- Managing any postal/email ballot required to change the Region Constitution.

Region policy responsibilities

In terms of its Delegation of Authority Policy, the Region Committee has delegated the following:

To the President and Secretary:

- Correspondence and reporting as necessary for efficient operation of the Region.
- Hall and other venue bookings.

The Secretary or President may sub-delegate those tasks as required.

To the President, Secretary and Treasurer (acting together):

- Unbudgeted operating expenditure up to \$500, where payment is required before the next Region Committee meeting.

Other responsibilities

The Region Secretary's responsibilities include:

- Receiving, managing and replying to correspondence, including emails. The Secretary may delegate responsibility to reply to correspondence to an appropriate person.
- Working with the Region President to prepare agendas for Region Committee meetings and the AGM.
- Preparing minutes of Region Committee meetings and the AGM.

4. Role and Responsibilities of Region Treasurer

The Treasurer is responsible for day-to-day financial operations, including record keeping, reporting to each Region Committee meeting, and preparation of annual financial statements. The Treasurer is responsible for managing the Region bank accounts, including investing surplus funds on term deposit.

Constitutional responsibilities

The responsibilities of the Region Treasurer set out or implied in the Region Constitution are

- The Treasurer is one of the people authorized to operate the Region bank accounts.
- The Treasurer would usually present the annual financial statements prepared in accordance with financial reporting standards, on behalf of the Region Committee.
- The Treasurer would usually arrange for the nomination of an independent chartered accountant to review the annual financial statements.

Region policy responsibilities

The Region Treasurer is the office-bearer with primary responsibility for the Finance Policy and the Delegations of Authority Policy.

In terms of its Delegation of Authority Policy, the Region Committee has delegated the following to the Treasurer (acting together, if necessary, with another authorized signatory):

- The creation or renewal of a term deposit.
- The making of grant applications.
- The authority to make payments for expenditure approved by the Region Committee, and expenditure approved by the President (or person sub-delegated by the President) or Sub-Committee Convenor in terms of the above.

In terms of its Delegation of Authority Policy, the Region Committee has delegated the following:

To the President, Secretary and Treasurer (acting together):

- Unbudgeted operating expenditure up to \$500, where payment is required before the next Region Committee meeting.

Other responsibilities

The Region Treasurer's responsibilities include:

- Ensuring all money received by the Region is deposited promptly into the appropriate Region bank account.
- Ensuring payments are supported by appropriate evidence, and are not made in cash.

- Ensuring the Region complies with the Finance policy. Advising committees on financial matters, as required.
- Maintaining full and complete records of money received and paid by the Region.
- Preparing a financial report for each Region Committee meeting.
- Reviewing and assisting sub-committees to prepare budgets for classes / events.
- Preparing the annual financial statements, and arranging for these to be reviewed by the independent chartered accountant appointed as reviewer.
- Managing the RSCDS annual membership renewal process for the Region.
- Reporting annually to the NZ Branch on the Region's finances.

5. Role and Responsibilities of Region Branch Liaison Coordinator

The Branch Liaison Coordinator assists the Region President and Region Secretary with communications between the Region and the NZ Branch.

Constitutional responsibilities

The requirements set out in the Region Constitution are

- Presenting a Branch Liaison Report to the AGM

Other responsibilities

The Branch Liaison Coordinator's responsibilities include:

- Keeping the Region Committee and members informed about NZ Branch and RSCDS news and happenings, including matters to be discussed at the NZ Branch and RSCDS AGMs.
- Providing information to the Communication & Publicity team, to publicize NZ Branch and RSCDS events, and to keep members informed.
- Seeking input from members (usually at the AGM) to inform how the Region delegates will vote at the NZ Branch AGM.
- Organizing the Region voting delegates at the NZ Branch AGM.
- Presenting a report on NZ Branch and RSCDS matters at the Region AGM.

The Branch Liaison Coordinator works closely with the Region Secretary, as NZ Branch and RSCDS communications may be received through the Region Secretary.

Note: The Region Treasurer is responsible for the annual RSCDS membership renewal process. This is not a responsibility of the Branch Liaison Coordinator.

6. Role and Responsibilities of the Convenors of Region subcommittees

The Social Convenor's role is covered by the Social Committee Role and Responsibilities guideline. The role involves planning, organizing and implementing the annual social events programme for the Region, and reporting to the Region Committee.

The Classes Convenor's role is covered by the Classes Committee Role and Responsibilities guideline. The role involves planning, organizing and implementing the annual classes programme for the Region, and reporting to the Region Committee.

The Communication & Publicity Convenor's role is covered by the Communication & Publicity Committee Role and Responsibilities guideline. The role involves developing and implementing strategy and tools for the communication of activities and events within the SCD community in the Auckland Region and also to promote Scottish Country Dancing.

Each Convenor has delegated authority from the Region Committee to incur financial obligations, that are within the budget the Region Committee has approved.

Convenors will liaise as necessary with fellow Convenors, and Region office bearers. The Region Committee works together as a team.

7. Role and Responsibilities of other Region Committee members

Region Committee members are usually involved in at least one of the Region sub-committees. They may also be asked to undertake other tasks for the Region.

Please consider your personal interests and skills, and discuss with the Region President what you can contribute to support dancing in the Region.

PART 2

Role and Responsibilities of Classes Committee

The Classes Committee is responsible to the Region Committee. Its role is to plan, organize and implement the annual classes programme for the Region, and report to the Region Committee.

The Classes Convenor has delegated authority from the Region Committee to incur financial obligations such as venue hire, teacher's and musician's class and travel reimbursements, and morning/afternoon tea incidentals, that are within the budget the Region Committee has approved for classes.

The Classes Convenor will liaise with the Social Convenor on events such as the Spring Class and Dance, which involve both committees. The Classes Convenor may delegate any action listed below to members of the Classes Committee.

Planning the programme

1. Request expressions of interest (in mid-July to August) from all active certificated teachers in the Region. This form gathers information for both the Classes Committee and the Social Committee. It asks teachers
 - a. what classes they are interested in teaching in the following year
 - b. the dates they are available
 - c. their preference for working with a musician or recorded music in their class
 - d. what Region social events they would be interested in planning and briefing.

The teachers to be invited may be discussed with the Region Committee during the development phase. Once the class programme has been determined, the expressions of interest will be destroyed in hard copy and electronic form.

2. Ask Northland teachers about their availability for the Northland Day School, and their suggestions for the teacher.
3. Prepare class programme, ***for approval by Region Committee*** at its December meeting. The programme will indicate the class levels, teachers, and proposed class locations.
4. Prepare preliminary draft budget for classes, ***for approval by Region Committee***.

Organising classes

1. With approval of the Region Committee, the Classes Committee may select and invite an out-of-Region teacher to take classes for the Region. Confirm date, level of class/es, and location in writing. Ensure teacher is aware of the need to provide a report after the classes.
2. Adjust programme dates if necessary to fit in with out-of-Region teacher's availability.

3. Book venues. Adjust programme dates if necessary to fit with venue availability.
4. Advise Region Committee of any changes in dates.
5. Invite within-Region teachers, confirming date, level of class, and location. Ensure teachers are aware of the need to provide a description for the class and a report after the class.
6. For each class, discuss music with the class teacher.
7. Arrange music for each class.
 - a. If a musician is requested, invite the musician to play for the class. It is the teacher's responsibility to liaise with musician regarding the lesson plan.
 - b. Organise sound equipment and operator if required.
8. Appoint a class registrar for each class and notify the class teacher who this is.

Implementing the programme – publicity, registration, on-the-day organisation

1. Classes Convenor to provide class information (date, class level, location, description of class (provided by the teacher), and fees) to Communication & Publicity team. Consider providing a map showing class location.
[The Communication & Publicity team will publish the information through the Region website and *Ready to Dance* email and class flyer, and more widely, as appropriate, including in private SCD newsletters (such as *Reel News*).]
2. Registration will be online. The Region website will contain the information needed to register for the class.
3. Liaise with Online Registration System manager (Duncan Laidlaw) to update the standard registration form, with details specific to each class (date, class level, location, class fees). Registration form should state that registration is NOT complete until the Region has received class fee.
4. Liaise with Treasurer regarding registration form wording about payment of class fees, and details of the Region bank account into which fees should be paid. The preferred method is online banking, or for those not doing that, depositing their fees into the Region bank account at any branch of the ASB.
5. Class Registrar needs to record attendance at the class and to organise tea, coffee, milk, food for morning and/or afternoon tea. The Class Registrar should organise extra helpers as necessary if the class is large.
6. Class Registrar to liaise with teacher and musician, regarding any assistance they require.
7. Should any fees be paid in cash on the day, the Class Registrar will liaise with the Treasurer, who will ask the Class Registrar to deposit the money into the Region bank account at an ASB branch.

Reporting

1. Classes Convenor will prepare a brief report for each Region Committee meeting. This report will cover any class that has been held, including numbers attending, and the teacher's report. [These Reports are used to compile the Annual Report each year.]
2. The reports to the Region Committee might also include requests for changes to the approved programme; new events; recommendations from the Classes Committee for approval by Region committee, such as recommended class fees; responses to anything that the Region Committee has referred to Class Committee; and suggestions to Region.
3. Provide a copy of correspondence and emails to Region Secretary to record as Region correspondence.
4. Provide details of financial commitments (e.g. hall bookings) to Region Treasurer.

PART 3

Role and Responsibilities of Social Committee

The Social Committee is responsible to the Region Committee. Its role is to plan, organize and implement the annual social events programme for the Region, and report to the Region Committee.

The Social Convenor has delegated authority from the Region Committee to incur financial obligations such as venue hire, musicians and sound technician, and supper incidentals, that are within the budget the Region Committee has approved for the social event.

The Social Convenor will liaise with the Classes Convenor on events such as the Spring Class and Dance, which involve both committees. The Social Convenor may delegate any action listed below to members of the Social Committee.

Planning the programme

1. Prepare social calendar of events ***for approval by Region Committee*** at its December meeting. The programme will indicate the dances / social events to be held, and proposed locations.
2. Prepare preliminary draft budget for social events, ***for approval by Region Committee***.
3. Discuss with the Region Committee the proposed musicians and briefers.

Organising events

1. Book venues. Adjust programme dates if necessary to fit with venue availability.
2. With approval of the Region Committee, the Social Committee may invite out-of-Region musicians to play for an event.
3. Adjust programme dates if necessary to fit in with out-of-Region musicians' availability.
4. Advise Region Committee of any changes in dates.
5. Invite within-Region musicians and briefers. Confirm date and location.
The Region Guidelines *How to Get the Best from the Band*, and the *Musician's Checklist* provide helpful guidance on all the arrangements that need to be agreed with musicians. Refer <http://www.aucklandscd.org.nz/index.php/eb-event-booking/members-and-dancers/region-policies-and-procedures>
6. Provide details of financial commitments (e.g. venue hire, band, sound technician) to Region Treasurer.
7. Advise Treasurer of the arrangements made with the Band. The Treasurer will require a copy of the completed checklist and/or your written agreement / email confirming band arrangements as evidence to support the band's invoice, and pay the band.

8. Organise sound equipment and sound technician, if required. Advise the Treasurer if using a sound technician who is separate to the band. Tell the Treasurer what the agreed fee is. Ask any external providers to send their invoice by email to the Treasurer.
9. Appoint a door person. Ask them to liaise with Treasurer regarding obtaining a list of those who have pre-paid, and accounting for and depositing the money taken at the door, into the Region bank account.
10. Appoint a supper co-ordinator and team. Advise the Treasurer, so that the Treasurer knows who to expect expense reimbursement claims from.
11. Consider public health safety applicable to the event and plan for a safe event.

Implementing the social programme – publicity and admin beforehand

1. Social Convenor to provide event information (date, location, description of event, and entry fees) to Communication & Publicity team. Consider providing a map showing location.
[The Communication & Publicity team will publish the information through the Region website and *Ready to Dance* email and class flyer, and more widely, as appropriate, including in private SCD newsletters (such as *Reel News*).]
2. Liaise with Treasurer regarding any online pre-payment for the event. That is, information about payment of entry fees, and details of the Region bank account into which fees should be paid. The preferred method is online banking, or for those not doing that, depositing their entry fees into the Region bank account at any branch of the ASB. The other option will be paying at the door.

Implementing the social programme – On-the-day

1. Collect venue keys. Organise venue set up and decoration if required.
2. Ensure there is appropriate signage at event about pricing, the possibility of photography, and any current public health messages.
3. Liaise with band regarding their set-up and sound checks.
4. Check lighting.
5. Check briefer's stand and microphone.
6. Check toilets.
7. Liaise with supper co-ordinator and team.
8. After the event. Ensure the dismantle / clean up / pack out team know what needs to be done. Have a plan.
9. Final venue check – all lights off, check toilets, venue securely locked.
10. Return venue keys. The Region will be unable to re-claim any bond until the keys are returned.

Reporting

1. Social Convenor will prepare a brief report for each Region Committee meeting. This report will cover any event that has been held, including numbers attending. [These Reports are used to compile the Annual Report each year.]
2. The reports to the Region Committee might also include requests for changes to the approved programme; new events; recommendations from the Social Committee for approval by Region committee, such as recommended entry fees; responses to anything that the Region Committee has referred to Social Committee; and suggestions to Region.
3. Provide a copy of correspondence and emails to Region Secretary to record as Region correspondence.

PART 4

Role and Responsibilities of Communication & Publicity Committee

The Communication & Publicity Committee is responsible to the Region Committee. The role involves developing and implementing strategy and tools for the communication of activities and events within the SCD community in the Auckland Region and also to promote Scottish Country Dancing.

The Communication & Publicity Committee works closely with the Region President, Region Secretary, Classes Convenor, Social Convenor, and NZ Branch Liaison Coordinator, and reports to the Region Committee. The Communication & Publicity Committee works with any Region Committee member requesting communications and/or publicity assistance for any activity.

The Communication & Publicity Convenor(s) has(have) delegated authority from the Region Committee to incur financial obligations that are within the budget the Region Committee has approved for publicity and communication purposes.

A team approach is essential for communication. The Communication & Publicity Convenor(s) delegates any action listed below to members of the Communication & Publicity Committee, or another appropriate person.

General

We communicate with three groups: current dancers; potential/new dancers, dancers visiting Auckland. We are inclusive in our communications and recommendations: considering the whole Region; clubs, both large and small; and the age range of dancers from 5 to 95.

Internal communication

- Maintain and operate an email system (email lists and templates) to provide:
 - a) regular newsletters to all dancers in the region such as Ready To Dance;
 - b) information as required to clubs and mailing list and
 - c) out of region SCD community.

Maintain guidelines for the content of newsletters and the handling of communications e.g. the passing of dancers, out-of-region events, related Scottish activity (to ensure consistency of approach).

- Maintain and update the region's website with information for all three target groups: existing dancers, new dancers, visitors to Auckland. An important element of this communication is the Auckland Region calendar.

- Compile the Auckland Region calendar from event information provided by clubs and other sub-committees, noting that the Auckland Region Committee merely records events from clubs and does not set or approve dates for clubs.
- Maintain a directory of contacts for Auckland clubs and make this available to dancers in the region in some appropriate form. Liaise with the Region Secretary to undertake this.
- Assist as required other sub-committees or Region Committee members with the design of materials such as programmes, forms, publicity material, promotion of RSCDS membership or any other documents.

External communication

- Ensure that the website is regularly reviewed from the perspective of people outside the Auckland SCD community, and newer dancers.
- Maintain Facebook and any other social media such as YouTube channel.
- Develop and maintain publicity supplies, such as banners, business cards, information sheets.
- Support clubs as required with publicity.
- Respond to requests for SCD displays and/or demonstrations (including Tartan Day, Highland Games, Clans Dinner, etc.). Delegate to an appropriate person, club or group.
- Identify opportunities for communication in New Zealand Branch and RSCDS publications such as New Zealand Dancer, Kiwi News. Liaise with Branch Liaison Co-ordinator to identify communications to be undertaken by the co-ordinator and communications from the sub-committee.

Reporting and recommendations

- The Communication & Publicity Convenor(s) prepares a brief report for each Region Committee meeting.
- The Communication & Publicity Committee is forward-looking, and recommends relevant communications platforms to the Region Committee.

This committee is designed to be a virtual sub-committee meeting via electronic means.