

CONSTITUTION OF THE MOOSE JAW FESTIVAL OF DANCE ASSOCIATION

Article 1 - NAME

The name of this organization is: "**MOOSE JAW FESTIVAL OF DANCE ASSOCIATION**", (hereinafter "the Association").

Moose Jaw Festival of Dance Association presents the following approved activities:

Dance Inspirations
Dance Challenge

Article 2 - LOCATION

The place of business and administration of this Association is in the City of Moose Jaw, Saskatchewan.

The mailing address is Box 1184, Moose Jaw, SK S6H 4P9

Article 3 - MISSION STATEMENT AND PURPOSE

3.1 Mission Statement

To promote the art of dance through a volunteer run, adjudication driven annual dance competition in Moose Jaw, that provides an outlet for dancers to pursue their passion, and provides awards and scholarships based on merit.

3.2 Purpose

To advance, promote and encourage generally the study and practice of the art of dance, either alone or in conjunction with the related arts.

Article 4 - MEMBERSHIP

- a. All persons who reside in the city of Moose Jaw, Saskatchewan and surrounding area, and have shown agreement with the stated objectives of the Association shall be eligible for membership in the Association.
- b. Membership in the Association shall be \$1.00/year payable in person at the Annual General Meeting and members shall be presented a copy of the current Constitution of the Association. Membership fees may be revised upon passing a resolution at the AGM preceding the membership year they are to be in effect.

- c. Any member of the Association may tender his/her resignation at any time to the Recording Secretary, and such resignation shall be accepted provided that all fees shall have been fully paid, and such resigning member shall not be entitled to any refund of the fees such member may have paid.
- d. Membership by proxy is not permitted.
- e. If unable to attend the AGM, a person may become a member of the Association at any regular meeting providing full payment of fees and other conditions of membership have been met.

Article 5 - BOARD OF DIRECTORS

5.1 Eligibility

- a. To be eligible to hold office as a Director a person shall be a member in good standing.
- b. A member in good standing is defined as a member who:
 - 1. Has paid membership dues in full.
 - 2. Is committed to moving the Association forward in order to carry out its Mission Statement and Purpose.
 - 3. Has established respectful relationships with members of the Association.

5.2 Composition

- a. The Board of Directors shall consist of a minimum of seven (7) and a maximum of ten (10) positions.
- b. The Board of Directors of the Association shall consist of the President, Vice President, Treasurer, Secretary, Director of Scholarships, Director of Facilities, Director of Registration, and Corresponding Secretary.
- c. The following Director positions make up the Executive Committee:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Director of Scholarships
- d. The number of Directors may be increased or decreased by special resolution at any meeting of the Association.
- e. At any given time, the members affiliated with a particular dance school or its associated schools shall not make up more than 50% (or as fair and equitable as feasible) the composition of the Board of Directors of the Association.

5.3 Director Agreement

- a. Property and business of the Association shall be managed by the Board of Directors who may exercise all such powers of the Association. The Board of Directors are bound by legal statutes or as directed within this Constitution. The Board of Directors may delegate all or any of its powers to such committees as are established by it under these bylaws.
- b. Directors shall not be entitled to any remuneration other than for reimbursement of reasonable expenses incurred in the exercise of duties. All reimbursements shall be made within budgetary guidelines.

5.4 Election

- a. Nominations for Board of Director positions shall be accepted from the floor at the Annual General Meeting.
- b. Directors may be elected by acclamation; otherwise election of Directors will be by secret ballot.
- c. Directors shall be elected for a term of two years.
- d. The Vice President shall take on role of President when it becomes open. If the Vice President chooses to decline the role of President, nominations for the President position shall be open at the AGM for members in good standing only. The Vice President may be nominated for an additional term if the role of President is declined.
- e. The role of President and Treasurer may be maintained by the same Director for a maximum of three (3) consecutive two (2) year terms.
- f. Any vacancy on the Board of Directors occurring through the death, resignation, or disqualification of a Director shall be filled for the unexpired term by the majority vote of the membership. Such vacancies shall be filled as soon as possible at the next regular, special, or Annual General Meeting following the announcement of the vacancy.
- g. A member may hold more than one Director position simultaneously, at the discretion of the Association. The number of Director positions held by one member shall not exceed three (3).
- h. The President, Treasurer, and Compliance Officer shall not be eligible to hold multiple Director positions.

Article 6 - MEETINGS

6.1 Annual General Meeting

- a. The Association shall hold a regular Annual General Meeting in each calendar year for the election of Directors and the transaction of such other business as may properly come before such meeting.
- b. Notice of the Annual General Meeting shall be sent not less than 30 days before the meeting to each member entitled to attend the meeting. The notice shall specify the place, date and time of the meeting. Notice of the AGM shall be published via social media and website.
- c. A quorum at the Annual General Meeting shall constitute 51% of the membership.
- d. Business transacted at an annual meeting includes:
 - 1. The consideration of the financial statement;
 - 2. The report of the Directors and/or committees;
 - 3. The election of Directors and Compliance Officer; and
 - 4. The appointment of a Professional Accountant/Income Tax Preparer.

6.2 Regular Meetings

- a. The membership shall hold regular meetings to keep the members informed and aware of the activities and operations of the Association during periods preceding such general meetings, receive updates, and assign activities to standing and adhoc committees.
- b. The first regular meeting of the Association shall be held immediately following the Annual General Meeting.
- c. Regular meetings of the Association will be held, whenever possible, the third Thursday of each month between September and May of each year, or at an alternate frequency so selected by the membership.

- d. The membership may, by resolution, fix a set time and place for the holding of such meetings. In the event that a fixed time and place shall be established for such regular meetings, it shall not be necessary for notice to be given of each meeting so long as it shall have been given to the members of the time and place fixed for the holding thereof.
- e. A quorum for any meeting of the Association shall be 51% of the eligible voting membership.
- f. Robert's Rules of Order shall govern this Association in all matters not provided for in this Constitution of the Moose Jaw Festival of Dance Association.

6.3 Special Meetings

- a. Any member may call a special meeting upon request in writing stating the objectives of the proposed meeting signed by one-quarter (1/4) of the members of the Association. Reasonable notice of the time and place of each meeting shall be given by the President or Secretary to each member of the Association by email.
- b. Special meetings of the Board may be called by the President whenever deemed necessary, and must be called by the President if requested in writing by two (2) Directors of the Board. Reasonable notice of the time and place of each meeting shall be given by the President or Secretary to each member of the Association by email.

Article 7 - VOTING

7.1 Regular Meetings

- a. All questions arising at any regular meeting shall be decided by a majority of the votes cast by the eligible voting members in attendance. Each member in good standing shall have one vote per question, there shall be no vote by proxy.
- b. New members shall gain voting privileges after attending two (2) regular meetings. New members shall not be counted for quorum until voting privileges are established.
- c. Returning members must have attended a minimum of two (2) meetings in the previous Association year (September to May) to retain voting privileges in the current Association year. Voting privileges shall be reinstated after attending two (2) meetings. Such members shall not be counted for quorum until voting privileges are established.
- d. The President shall be entitled to one vote per question at all meetings.
- e. The Compliance Officer shall vote only to break a tie.
- f. Voting shall be by a show of hands except where a secret ballot is requested by a member.

7.2 Annual General Meeting

- a. All members in good standing have one vote per question at the AGM. There shall be no voting by proxy.
- b. The President shall be entitled to one vote per question at the AGM.
- c. The Compliance Officer shall vote only to break a tie.
- d. New members who join the Association at the time of the AGM shall not vote at such AGM and shall not be counted for quorum. These members may vote at the AGM occurring in the following year upon renewal of their membership.

7.3 Online Voting

- a. Resolutions requiring a vote may be conducted by electronic vote at the discretion of the President and/or Secretary.
- b. All electronic voting must be preceded by a discussion period at least 24 hours prior to the calling of the vote.
- c. The secretary shall announce the commencement of the 24 hour period and draw attention to all relevant prior discussions.
- d. The calling of the vote shall end discussion on the matter.
- e. All electronic motions must be sent to the Secretary who will automatically second the motion, which does not constitute a vote in favor of the motion.
- f. All electronic motions must be added as an addendum to the minutes with a brief summary and presented for adoption at the next meeting.

Article 8 - DUTIES OF THE BOARD OF DIRECTORS

8.1 President

- a. Shall preside at all meetings of the Association.
- b. Shall be chairperson of the Association.
- c. Shall be a member ex officio of all regular and special committees.
- d. Shall perform such other duties as usually pertain to this office or as shall be designated by the Association.
- e. Shall sign all contracts authorized by the Association including financial authorization and shall do so in conducting regular business of the Association and/or as a directive of the Association.
- f. Shall work with the Compliance Officer to ensure the removal and addition of committee member from the Google Drive
- g. Shall act as a media spokesperson for the Festival, or delegate an appropriate member to do so on behalf of the Festival.
- h. Shall, whenever possible, avoid chairing committees

8.2 Vice President

- a. Shall assist the President in the performance of their duties as directed.
- b. Shall perform the duties of the president in the event of any temporary inability, disability, or absence.
- c. Shall ensure that Constitution and Syllabus are reviewed.
- d. Shall take on role of President when it becomes open. If the Vice President chooses to decline the role of President, nominations for the President position shall be open at the AGM for members in good standing only.
- e. Shall research and apply for eligible grants

8.3 Treasurer

- a. Shall be the custodian of the financial records and funds of the Association.
- b. Shall sign with the President or Vice President, in the name of the Association, all contracts authorized by the Association.

- c. Shall perform such other duties as are usually pertinent to this office or as may be required of them by the Association.
- d. Shall hold budget meeting prior to December 31st
- e. Shall present the budget for approval at the January meeting

8.4 Secretary

- a. Shall record the minutes of all meetings of the Association.
- b. Shall disperse the minutes to all members at least 10 (ten) days after a meeting.
- c. Shall keep the register of members.
- d. Shall attend to the giving and serving of notices for all meetings, agenda items, or other notices as necessary.
- e. Shall determine eligible voting members for the purpose of quorum.
- f. Shall maintain official minute book.
- g. Shall ensure that all electronic voting is recorded and presented with the minutes at the following meeting.

8.5 Director of Scholarships

- a. Shall be responsible for all scholarships and correspondence to all donors.
- b. Shall collect and co-ordinate with Treasurer all donations prior to Festival.
- c. Shall distribute all donations to winners.
- d. Shall ensure adjudicators are well informed of all awards during Festival week.
- e. Shall ensure the collection of Adjudication Sheets after each session and transfer the marks to the computer program.
- f. Shall ensure the scanning of Adjudication Sheets for audit purposes.
- g. Shall ensure the mailing of all Adjudication Sheets to the studios.
- h. Shall be a Signing Officer for Scholarship awards only.
- i. Shall ensure the printing of Adjudication Sheets and distribution of awards and labels.
- j. Shall lead Scholarships Committee.

8.6 Director of Facilities

- a. Shall liaise with all out-sourcing groups.
- b. Shall book Auditorium, associated rooms and meeting rooms.
- c. Shall book all required equipment.

8.7 Director of Registration

- a. Shall receive and check all entries and liaise with Studios regarding entries.
- b. Shall coordinate with Treasurer to ensure all entry fees are paid.
- c. Shall be responsible for Dedicated Computer program and all required corrections/updates.
- d. Shall send program to printer.
- e. Shall distribute completed competitor Entry Lists to the Studios.

- f. Shall assist Programming Committee.
- g. Shall maintain a list of studios to invite to the Festival.

8.8 Director of Publicity

- a. Shall work to promote the Festival to studios and to the public.
- b. Shall be Lead Administrator on all social media accounts.
- c. Shall post to social media all announcements from the Association, and any relevant interest pieces.
- d. Shall work with President in all job duties.

8.9 Director of Volunteers

- a. Shall maintain volunteer sign up software
- b. Shall head up volunteer recruitment
- c. Shall prepare all volunteer job descriptions
- d. Acts as volunteer liaison during Festival
- e. Recruits Clubs and organizations wanting to fulfill volunteer roles

Article 9 - COMMITTEES

- a. The Board of Directors may establish and constitute standing and ad hoc committees.
- b. A list of Standing Committees and their Terms of Reference can be found in Appendix A – Standing Committees.
- c. A list of Ad Hoc Committees and their Terms of Reference can be found in Appendix B – Ad Hoc Committees.

Article 10 -COMPLIANCE OFFICER

- a. The Compliance Officer shall be elected for a two-year term by the general membership. The CO is a stand alone position.
- b. The Compliance Officer must attend regular and special meetings of the Association. The Compliance Officer shall not vote at such meetings but shall act in an advisory capacity only.
- c. The Compliance Officer is granted one vote per question at the Annual General Meeting. In the event of a potential tie, the Compliance Officer shall abstain from voting at the AGM.
- d. The CO shall not be entitled to any remuneration other than for reimbursement of reasonable expenses incurred in the exercise of duties. All reimbursements shall be made within budgetary guidelines.

10.1 Duties of Compliance Officer

- a. Ensure Association activities and Members follow applicable regulatory and legal requirements, as well as internal policies and procedures.
- b. Investigate and resolve complaints, concerns, and non-compliance issues relating to the Constitution, Syllabus, and applicable regulatory and legal requirements.
- c. Ensure that the Constitution and Syllabus are reviewed annually.
- d. Complaints/concerns must be received in writing, all external communications related to compliance matters will be re-directed immediately to the CO.
- e. Complaints/concerns may be received in person or by phone for the duration of the Dance Inspirations and Dance Challenge events.

- f. Complaints/concerns, no matter how received, must be documented. The investigation and resolution of issues may be reported to the Association and applicable governing and legal agencies at the discretion of the CO. In order to preserve confidentiality and privacy when required, it is not mandatory to report all issues to the Association.
- g. The CO may request another Board Member to attend during investigation or resolution of an issue on an as needed basis.
- h. The CO has authority to seek legal counsel if necessary and within budgetary guidelines.
- i. Communications are confidential and documentation is retained by legal counsel to preserve confidentiality.
- j. Shall work with the President to ensure the removal and addition of committee member from the Google Drive
- k. Shall ensure the upkeep of the Google Drive

Article 11 -AMENDMENT OF CONSTITUTION

- a. Any current member of the Association may propose an amendment to the Constitution or Bylaws in advance of the Annual General Meeting (AGM) or any regular meeting. Notice of a proposed amendment must be provided by the Member of the general Membership, ensuring they provide not less than thirty (30) days of prior notification of the amendment in advance of the meeting. Further, notice of the motion to amend the Constitution or Bylaws shall be included in the Agenda provided to its members.
- b. Amendments can be proposed for a regular meeting or the Annual General Meeting.
- c. The proposed amendment must be voted on by eligible members in attendance at the meeting.
- d. An amendment must be passed by a simple majority of eligible members in attendance.
- e. All amendments, additions or deletions to this document must be filed with the appropriate government agencies and legal representation.

Article 12 -FINANCIAL & AUDIT

12.1 Audit Requirements

- a. The books, accounts, and records of the treasurer shall be audited at least once each year by a duly qualified accountant, appointed by resolution of the Association at the Annual General Meeting. A complete and proper audited statement of the standing of the books for the previous year shall be submitted by such auditor or auditors at the annual meeting of the Association.
- b. The books and financial records of the Association may be inspected by any member or the representative of any member at the annual meeting provided for herein or at anytime upon the person desiring to inspect the same giving reasonable notice and arranging a time satisfactory to the officer or officers who have charge thereof. Each member of the Board of Directors shall at all times have access to such books and records.

12.2 Borrowing of Funds

For the purpose of carrying out the objects of the Association, the Board may:

- a. Borrow money on the credit of the Association,

- b. Limit or increase any amount to be borrowed,
- c. Secure the payment of monies borrowed in such manner as it thinks fit.

12.3 Investing of Funds

- a. The Board of Directors shall have the power to invest the funds of the Association in such manner and in such investments when advisable.

12.4 Management of Funds

- a. The income and property of the Association howsoever derived shall be applied to and towards the promotion of the purpose and objectives of the Association as set forth in the application accompanying these bylaws and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or howsoever by way of profit to any member of the Association.
- b. The Association shall open and maintain an account at a bank or credit union as determined by the Board of Directors.
- c. All entry fees, advertising fees, scholarship donations, grants and promotions, unless defined otherwise, shall go into one General Fund.
- d. All expenditures from the General Fund shall be made with prior approval from the membership.
- e. The Association's year end shall be on October 31st.

12.5 Signing Officers

- a. All cheques drawn on the account of the Association shall be signed by any two of the following: the Treasurer, the President, the Vice-president or the Director of Scholarships.
- b. Withdrawals from the General Fund shall require two Signing Officer signatures.
- c. Secondary signatures should not be initiated until recipient portion completed on cheque.

Article 13 -EXPULSION

- a. The Association has the right to move, in the form of a motion supported by $\frac{2}{3}$ majority vote, for the resignation of any member or Director who:
 - 1. Has committed or been convicted of a criminal offence while in office.
 - 2. Has consistently failed to perform his/her duties of office.
 - 3. Has knowingly violated the governing laws of this Association.
 - 4. Has conduct unbecoming a member of the Association.
- b. The member proposed to be expelled shall be given no less than fifteen (15) days notice in writing of the date set for a meeting of the Association to hear and consider the case of the member to be voted on for expulsion. The member has the right to appear in person or by his/her representative before the Association and to be heard by the Association before it shall take any final vote on the question of expulsion.

Article 14 -CONFLICT OF INTEREST

14.1 Conflict of Interest Defined

The following circumstances shall be deemed a Conflict of Interest:

- a. A Director or member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the Association for goods or services. All such circumstances shall require a duty to recuse from any discussion, decision, debate or vote on the matter.
- b. A Director or member (or a family member of any of the foregoing) has a material financial interest in a transaction between the Association and any person or entity. All such circumstances shall require a duty to recuse.
- c. Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the Association. All such circumstances shall require a duty to disclose only so that the best interests of the Association are not compromised by personal interests.

14.2 Procedures

- a. Prior to committee action on a contract or transaction involving a Conflict of Interest, a Director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such recuse and disclosure shall be reflected in the minutes of the meeting.
- b. A Director or committee member who will not be in attendance at a meeting at which he or she has reason to believe that the committee will act on a matter in which the person has a Conflict of Interest shall disclose to the President of the meeting all facts material to the Conflict of Interest. The President shall report such recuse and disclosure at the meeting. Such recuse and disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in the discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a Conflict of Interest may not vote on the contract or transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

Article 15 -CODE OF CONDUCT

The **Members Code of Conduct** describes the expectations and obligations associated with membership in the Association which is a registered charity under the Income Tax Act (Canada). As a condition of membership, all Members are required to abide by the **Members Code of Conduct** as follows:

- a. Members will practice fairness, honesty, integrity and transparency at all times and will encourage others to act in such an ethical manner without discrimination.

- b. Members will consistently display high personal standards and, at all times, contribute to a positive and healthy environment for all including interpersonal respect, appreciation of differences, and respect for one another's human dignity.
- c. Members will demonstrate diligence and attend to their volunteer duties in a timely and professional manner.
- d. Members will respect the dignity of others and refrain from the use of profane, insulting, or otherwise offensive language that constitutes harassment or abuse of others who are participating in the Association.
- e. Members will not use confidential information obtained through their association with the Association to further their private interests and will otherwise avoid conflicts of interest.
- f. Members will abide by the principles laid out in this Members Code of Conduct and comply with all applicable By-Laws, rules and regulations, resolutions and policies of the Association
- g. All work of the members shall become the property of the Association, including items posted in the Google Drive.
- h. The altering or removal of archived documents from the Google Drive without just cause shall be considered unlawful.

Article 16 -DISSOLUTION OF ASSOCIATION

After paying or making provision for payment of all liabilities of the Association, including the costs and expenses of such dissolution, assets shall be exclusively distributed to one or more qualified donees as defined in The Income Tax Act.

Appendix A - STANDING COMMITTEES

A.1 Program Book Advertising Committee

Terms of Reference

The purpose of this committee is to initiate and liaise with sponsors for all advertising and preparation of the Association Program Book.

Duties of Program Book Advertising Committee

1. Prepare annual advertising letter, distribute to the Association.
2. Contact past advertisers to see if they are interested in renewing their ads.
3. Approach new businesses for advertising.
4. Track all advertising (size, cost, special requests or trades, contact name and info, whether ad has been paid for).
5. Handle all incoming calls and emails regarding advertising.
6. Co-ordinate with businesses to assure ads are to their specifications (proofs approved, etc.).
7. Liaise with Printer regarding various aspects of program including but not limited to: cover (approved by committee), quotes, adjudicator bios, admission prices, next year dates, thank-you ads, corrections etc.
8. Proofread to assure ads match requests, size and that there are no typos or other mistakes.
9. Invoice advertisers immediately following Festival, or provide receipt if paid.
10. Pick up programs after printed. Drop programs off at Ballet to Broadway for presale and local dance studios. Bring programs to Festival.
11. Co-ordinate with Treasurer regarding accounts receivable and accounts payable
12. *Note: Director of Scholarships ensures the Scholarship Information is accurate and sends to the printer. The President supplies the Committee Message and Member Listing.*

A.2 Facilities Committee

Terms of Reference

The purpose of this Committee is to assist the Director of Facilities in the execution of their duties.

Duties of Facilities Committee

1. Assist with the installation of the Marley floor
2. Acquisition of videographer/photographer, lighting director, music director
3. Dressing room management during Festival
4. Other duties as required by the Director of Facilities

A.3 Dance Challenge Committee

Terms of Reference

This committee will consist of two (2) teams.

- Team One will be for planning and development of the Dance Challenge event
- Team Two will be the implementation team for the Dance Challenge event. Team Two will be chaired by an individual with no family member(s) participating in the current Dance Challenge event and will consist of members who also have no family members participating.

Duties of Dance Challenge Committee

1. Receive prior budget approval for Dance Challenge Awards.
2. Ensure Dance Challenge follows same standards of Dance Inspirations. Update Dance Challenge rules and entry requirements yearly, as needed, and ensure Studios receive the information.
3. Ensure awards (banners/plaques/trophies) are ordered.
4. Prepare a Marking Sheet template for the Dance Challenge.
5. Prepare program for Dance Challenge after Studios submit their eligible high mark groups.
6. Co-ordinate Dance Challenge event and provide support to Adjudicators as required.
7. Collect marks, enter into Computer program to determine winners, and notify Scholarship Committee of Scholarship winners.

A.4 Constitution Committee

Terms of Reference

The purpose of this committee is to keep under review the Constitution.

Duties of Constitution Committee

1. Responsible to examine and keep under review the Constitution to ensure legislative documents are updated annually.
2. Responsible to ensure any amendments are submitted to the membership for approval.
3. Responsible for submission of legal documents and any approved amendments to CRA.
4. Responsible to liaise with the appropriate government agencies to ensure all legislative and regulatory requirements are in place.
5. Responsible to seek legal counsel for amendments as needed.

A.5 Syllabus Committee

Terms of Reference

The purpose of this committee is to research and ensure our Syllabus is up to date with current trends. This will allow the Association to remain competitive while still serving our Mission Statement and Purpose.

Duties of Syllabus Committee

1. Meet each year within 45 days following the Association approved events.
2. Responsible to research current trends across Canada.
3. Responsible to prepare and submit a report with the recommended changes for the September meeting.

A.6 Scholarships Committee

Terms of Reference

The purpose of this committee is to assist the Director of Scholarships in the execution of their duties.

Duties of Scholarships Committee

1. Assist the Director of Scholarships in any duties required. Such duties may include but are not limited to:

- a. Seeking new scholarship donations or grants
- b. Preparing awards sheets for Adjudicators
- c. Entering marks into the computer program
- d. Scanning Adjudication Sheets
- e. Printing Adjudication Sheets, award certificates, labels, etc.

Appendix B - AD HOC COMMITTEES

B.1 Hospitality Committee

Terms of Reference

The purpose of this committee is to provide grab-and-go snack/beverage items to teachers, volunteers, and Association members in order to sustain them as they work at the Festival.

Duties of Hospitality Committee

1. Purchase snack/beverage items for both the volunteer and teacher rooms.
2. Ensure the volunteer and teacher rooms have all necessary equipment and supplies (water cooler, refrigerator, napkins, plates, cutlery, etc.).
3. Set up the volunteer and teacher rooms the evening prior to Festival as well as each morning.
4. Clean up the volunteer and teacher rooms each evening.
5. Check on the volunteer and teacher rooms throughout each day to ensure supplies are well stocked.

B.2 Gifts and Appreciation Committee

Terms of Reference

The purpose of this committee is to select and purchase, within budgetary guidelines, thank you gifts as required by the Association.

Duties of Gifts and Appreciation Committee

1. Ensure that a gift is purchased for each Adjudicator.
2. Ensure that gifts are purchased for each studio's welcome package.
3. Ensure that a gift is purchased for each daily volunteer appreciation draw.
4. Additional gifts may be purchased at the discretion of the Association on an as needed basis.

B.3 Adjudicator Selection Committee

Terms of Reference

The purpose of this committee is to hire qualified Adjudicators for the Dance Inspirations and Dance Challenge events.

Duties of Adjudicator Selection Committee

1. Ensure that Adjudicator invite letters, offer letters and contracts are up to date.

2. Wherever possible, a member with no children participating in the Dance Inspirations or Dance Challenge events shall serve as the Adjudicator Contact. Any correspondence prior to Dance Inspirations shall occur through the Adjudicator Contact.
3. Maintain a list of potential Adjudicators and their contact information.
4. Through the Adjudicator Contact, invite a selection of Adjudicators for the upcoming year. Hire three (3) Adjudicators out of those who are available.
5. Arrange transportation for each Adjudicator to and from Moose Jaw.

B.4 Programming Committee

Terms of Reference

The purpose of this committee is to create the schedule for the Dance Inspirations event.

Duties of Programming Committee

1. Acquire an extract of all entries out of Dance Comp Genie. Ensure that group entries also contain the names of all participants.
2. Organize entries into their categories according to the Syllabus and build a preliminary schedule using the Programming spreadsheet.
3. Ensure that participants have at least five (5) numbers between their routines to allow for adequate costume change time.
4. Arrange entries in file folders (one folder per session) in the order that they are to be entered into Dance Comp Genie.
5. The Director of Registration will complete the schedule in Dance Comp Genie and will handle any schedule changes or conflicts as they arise.

B.5 Awards and Merchandise Committee

Terms of Reference

The purpose of this committee is to select and purchase, within budgetary guidelines, any awards and merchandise as required by the Association.

Duties of Awards and Merchandise Committee

1. Maintain a record of inventory of all award items (medals, pins, trophies, etc.).
2. Ensure additional items are re-ordered based on entry numbers and current inventory.
3. Proofread to ensure that items have no typos, are the correct colour, have the correct logo and text placement, etc.
4. Order merchandise to be sold during the Dance Inspirations event, or outsource the creation and sale of merchandise to an outside vendor.
5. All vendor requests are to be approved by the Association.

B.6 Doors and Fundraising Committee

Terms of Reference

The purpose of this committee is to organize the admission and raffle/50/50 sales at the Festival

1. Assist the Director of Volunteers as needed
2. Order and keep inventory of entry wristbands
3. Acquire relevant fundraising licenses and file reports with the appropriate agencies
4. Assist the Treasurer as needed with management of admission and fundraising funds at the Festival

MOOSE JAW FESTIVAL OF DANCE ASSOCIATION 2023

I have read, understand and agree to abide by the principles laid out in the Constitution of the Moose Jaw Festival of Dance and agree to comply with all applicable By-Laws, Code of Conduct, Conflict of Interest, rules and regulations, resolutions and policies of the Moose Jaw Festival of Dance.

MEMBER NAME (PRINT & SIGN)	DATE
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