



NBDA Policies, Rules & Regulations

Northern Beat Dance Academy
Box 2244, Lac La Biche, AB T0A 2C0
Email: dancellb@gmail.com
Website: <http://nbdallb.weebly.com/>

Studio Location:

Bold Center
8702 - 91 Ave
Lac La Biche, AB T0A 2C0

Welcome to Northern Beat Dance Academy!

The registered name of the society is the Lac La Biche Dance Society referred to as the "Society" and operating as Northern Beat Dance Academy.
In this policy the Society will be referred to as NBDA.

The quality of our program is due in part to the hard work by all involved; instructors, dancers, parents and volunteers. These policies are designed to assist you and your dancer with procedures, policies and events throughout the year. Please read it carefully and keep it handy for future reference.

Welcome, New Parents!

If this is your first year with NBDA, you are in for an exciting year!

The Society prides itself on being fun and interactive. All parents are encouraged to get involved and participate in NBDA events and initiatives throughout the year.

We understand that there is a lot of information to process! All parents/guardians must sign up for our Remind App as soon as possible, we share a lot of information here. It may seem like a lot at times but please don't be afraid to ask questions! Fellow dance parents and members of the executive will be some of your best resources for current information.

Above all, please remember that dance is an enjoyable activity. Keeping this in mind for your dancer and your family it will help ensure they keep their love of dance for years to come.

We hope you enjoy your year with NBDA and that you continue to be a part of our dance family!

Philosophy

NBDA strives to develop the individual talent of every dancer by balancing technical dance training with performing opportunities. NBDA believes that all dancers deserve the opportunity to become more confident, healthy and strong while learning important life skills. We want our dancers to develop positive personal and social growth through dance experiences.

The dancers will

- a) improve self-confidence.
- b) learn to work as a team.
- c) develop the ability to accept constructive criticism.
- d) develop stage presence and performer's composure.

Dance with your heart and your feet will follow.

Northern Beat Dance Academy Policy Information

The following information is a breakdown of all our policies. Please familiarize yourself and your dancer with this information. The Board of Directors may update policies on a yearly basis, so please take the time to read through each section thoroughly.

1) Policies are a working document

1. Our policies are designed by our Society and are owned by society members.
2. Sections of these policies should be reviewed on a yearly basis as needed.
3. Members must be given the opportunity to submit policy suggestions and updates.
4. Policies will be accessible to the members and public on our webpage.

2) Policies Agreement

These policies offer our dancers and their families a clear understanding of their commitments and responsibility to NBDA.

By registering with NBDA, I agree to read the policies and ensure that my dancers and I follow the rules of the Society and abide by the regulations stated in it.

3) NBDA Behaviour and Suspension Policy:

NBDA is committed to ensuring that we operate a society that is free of bullying and harassment of any description. In addition, and in collaboration with our policy, we have developed a Code of Conduct for both dancers and parents to ensure that all dancers, instructors, parents and visitors to the society are treated respectfully and without discrimination. The Code of Conduct is a set of key guidelines for which every dancer and their parents and/or guardians is expected to comply and uphold with a specific focus on behavior and studio etiquette. NBDA reserves the right to cancel or refuse the enrollment of a dancer for the following reasons: non-payment or excessive late payment of dance fees, not observing the rules of the dance studio, if the dancer has needs which we cannot adequately meet, or physical and/or verbal abuse towards instructors, executive or dancers, by a parent or dancer. The above decision will be communicated in writing to the dancer and the guardians indicating the effective date and the reason for the suspension of the dancer's enrollment. The President of the society is responsible for the administration of this policy and is authorized to conduct any necessary investigation and obtain any further clarification when necessary.

For further and more detailed information on removal of the dancer from dance classes, please read our Behaviour and Suspension policy appendix.

4) Studio Behavior

1. Parents must monitor their dancers when they are outside of the studio. It is very important that we maintain positive and good relations with the Bold Centre and its staff. Please clean up after yourself and others by throwing all unwanted food and garbage in the many bins throughout the facility.
2. Vandalism of any kind to the studio, posters, walls, etc., is grounds for dismissal or fees to repair damages done.

3. Acting in a dance studio waiting room is similar to how you would behave in any public waiting area. It's important to be respectful, considerate, and mindful of the space and people around you.
4. Keep noise levels down: Dance studio waiting rooms are typically small spaces, so try to maintain a quiet and respectful environment. Avoid talking loudly, playing music from your phone or other devices or other children running around the studio.
5. Mind your personal space: Be mindful of the space around you. Keep your belongings organized and out of the way to ensure there is enough room for everyone. Please ensure that your dancer is not doing dance moves or tricks in the studio waiting room.
6. Be courteous and polite: Treat the volunteers, instructors, and other parents or dancers with respect and courtesy. A friendly attitude goes a long way in creating a positive atmosphere.
7. Be aware of your surroundings: Pay attention to announcements, schedules, or any instructions provided by the executive. This will help you stay informed about class timings, events, and any changes.
8. Theft of any kind at the dance studio will result in immediate dismissal.
9. To avoid losses, we recommend all belongings be labeled. Northern Beat Dance Academy cannot be held responsible for missing personal items if lost or stolen. Jewelry, phones and any other valuables should be left at home or in a secured location.
10. No outdoor shoes permitted in the dance studio, please place shoes inside the cubbies provided.
11. Please ensure that there are no dancers or children in the boxing area at any time. This is not our space or equipment and may be asked to leave the Bold Centre by staff.
12. Only instructors and dancers are permitted in the classroom during class time unless invited in by the instructor. This is for all ages and if younger dancers need a break, they must exit the classroom to avoid distracting the other dancers and class instruction.

6) Dress Code

Uniformity in dancewear allows the instructors to assess how well the dancers are implementing the technique being taught, problems with alignment, and other important aspects of dance training. Please refer to the Dress Code handed out for this year's dance season.

1. Dancers are required to abide by the instructor's dance attire and hair requirements.
2. Cover ups may be worn to and from class but may not be worn during class or in place of proper dance attire.
3. After the announced deadline, dancers without proper clothes or shoes will not participate in class.
4. Any exceptions to dance attire due to personal, medical, or religious reasons need to be submitted in writing to the club and approved prior to the start of the first class.
5. If your dancer misplaces a belonging, please check the lost & found. We discard unlabeled, unclaimed items at the end of each month. NBDA is not responsible for lost items, labeled or unclaimed.

7) Drop off and Pick Up

1. Dancers/Parents must adhere to the Bold Center Policy when picking up or dropping off their dancers.
2. Be on time: Arrive at the dance studio on time to drop off or pick up your dancer or attend your class. Punctuality is essential in dance, and it sets a good example for your dancer.

8) Class Observation

1. There may be a schedule announced at the beginning of the year or monthly for parent viewing (instructor dependent). It is our philosophy that the purpose of dance class is to instruct, not just perform.
2. DO NOT enter the classroom during the class for any reason even if the class is changing shoes or taking a break. Siblings not participating in a dance class must always be accompanied by a parent and will be expected to follow the rules of the studio.

9) Absences & Tardy

1. If injured, the dancer will still be required to observe class. However if it's an infectious disease please follow the AHS guidelines. Instructors must be notified of any illnesses as soon as possible.
2. Attendance will be a contributing factor for class placements and offering of extra dances in future years.
3. Dancers must arrive at least 10 minutes before class.
4. NBDA must be notified at least 24 hours in advance of any special absence, tardy or early pick-up. This can be done on the website by completing the absence form https://docs.google.com/forms/d/e/1FAIpQLSfl_ODTZpHQggn6atDReVDp3PTJaVrzxlyumffGL65EDuM1zQ/viewform
5. It is important to attend all classes and be punctual. If the instructor feels as though the dancers are not ready to perform, they have the right to pull the dancers from competitions and performances without any refunds.
6. If a student misses 3 classes in any class, an attendance reminder email will go out, at 5 absences an attendance meeting will be required with the student/parents/instructor/hr committee. If the student reaches 7 absences, an additional meeting will take place with the student/parents/instructor/hr committee to discuss participating in choreo at instructor discretion, this could result in the dancer being pulled from the choreo, competition, and any other performances, and fees will not be refunded.
7. Mandatory tech classes will be included in the absence report and will follow the same rules.

10) Registration

1. Payments can be made by credit card, online through the Parent Portal and or e transfers.
2. One-time payments made by cheque or cash may only be collected by the Treasurer; please make arrangements to meet by contacting the treasurer at dancellb.treasurer@gmail.com.
3. Dancers must be registered before attending any dance classes. The Instructor will not be accepting registration forms/payment.
4. Accounts missing any of the required documents are considered Not in Good Standing and classes will be suspended until all above requirements are met.
5. Previous accounts must be paid in full before the following year's registration can be initiated.

11) Placement

1. A dancer may be moved to a different level during the first few weeks of class, at the Instructor's discretion (see below).
2. You will be informed of any changes to your dancers class assignment or schedule. Please note that the schedule is not finalized until October 1st and changes may be made up to that date.

12) Fees

1. Class fees are subject to change from year to year. All fees are available for viewing on the Parent Portal and Website.
2. Accounts more than 2 months in arrears will be frozen and the dancer will not be allowed to participate until payments are made.
3. Missed classes due to account in arrears, will be considered unexcused, and will fall under the Absentee Policy.
4. There are no refunds for tuition, costume fees or competition fees. Please make sure if your dancer doesn't enjoy classes to let the NBDA Registrar know by email before the end of the trial period.
5. Prorated Refunds will be considered if the dancer moves to a new town or provides a doctor's note showing an injury or illness that prohibits them from completing the dance season.
6. Tuition is calculated on the entire dance year (September-May) and is the same each month, including those shortened by holidays/closures.
7. All tuition fees will be finalized by October 1st.
8. Tuition Fees could be paid in 6 monthly payments from November 1st to April 1st. Please let the treasurer know if you would like auto payments set on your account.
9. Payments are due no later than the last day of each month.
10. All competition dancers will be required to pay \$100 per competition per dancer by September 30th. All competition fees are to be paid in full by February 1st.
11. Dancers with outstanding fees may be withdrawn from competing in competitions. Any accounts in arrears may be prohibited from competitions and/or community performances and recitals.
12. By Feb 1st 50% of your account must be in good standing.
13. Registration fee subsidies may be available to families who meet the eligibility criteria for Kidsport. Check out their website at <https://kidsportcanada.ca/alberta/lac-la-biche/> for more information and application forms

13) Costumes

1. The instructor will choose group dances and the costume which they feel will be appropriate for the music. Cost of the costume is the responsibility of the dancer/ parent/ guardian. If you have cultural or religious costume preferences, please inform the instructor before the start of class to make arrangements.
2. Costume pieces and props may be needed in addition to the costume fees and the cost is the responsibility of the dancer/parent/guardian.
3. Measurements will be taken of each dancer in the beginning of the dance season and costumes ordered as soon as possible.
4. A \$75 fee per costume will be posted to your account once costumes have been decided. For 10 week classes a \$10 fee will be added to your jackrabbit account for costumes.
5. Costumes will not be ordered without payment. Costumes may be more than the deposit amount. Anything above the \$75 will be due before costume pick up if full deposit was collected. This the breakdown for payments:
 - **1-5 Costumes full deposit amount due before ordering.**
 - **6-10 Costumes \$375 due before ordering.**
 - **11+ costumes 50% of the amount owing is due before ordering.**
6. After the group order, dancers/parents/guardians are responsible for any additional costs for ordering a late costume.

7. Costumes will not be released unless accounts are in good standing and any additional costume charges are paid in full.
8. Payments for costumes and competition fees are NON-REFUNDABLE.
9. Costume and tight fees will be posted to your account after they are finalized.
10. Costumes are not made custom to each dancer. Regardless of the reason for alteration needed, they are the responsibility of the dancer's family.
11. Please remember that there is absolutely no eating or drinking (except water) while in costume.
12. Dancer's families will be responsible for the cleaning and repair of their own costumes if they are damaged before the end of the season.

14) Dance class changes/withdrawal

1. A parent/guardian must give notice in writing through email when withdrawing from a class. All class changes must have approval. No changes can be made after the end of the 2 week trial period, unless written medical documentation has been provided. Email sent to dancellb.registrar@gmail.com.
2. Class changes are at the discretion of the instructor.

Written notice given by the last day of the trial period in September	No fees, fundraising or volunteer commitments will be owed.
Written withdrawal because of injury or move	Pro-rated refund of fees, volunteer cheque returned.
Written notice of withdrawal other than above	All fees are collected.
Withdrawal with no written notice	Families will be charged for all fees, fundraising obligations, and volunteer commitments. They may be charged costume fees if applicable.

15) Technique Classes

1. Our initial breakdown of technique classes will be by instructor discretion. However, based on a child's skill and ability a dancer may be moved by an instructor assessment only.
2. Dancers may do technique classes for a style of dance and not participate in the choreography class of that style other than ballet. However, to be in a choreography class, you must be in a technique class of that style.
3. Ballet tech and choreo is mandatory for all levels of dance except for Hip Hop and Tap Streams.
4. Hip Hop Tech is a requirement for Intermediate 2 and Hip Hop Crew.

16) Solo/Duets/Trios

Dancers will be chosen based on the following criteria:

1. Physical ability.
2. Mental and emotional readiness.
3. Attendance.
4. Commitment in all classes.
5. Age of a dancer may be a consideration but not a determination.
6. Dancers will be chosen at the discretion of the instructors after a discussion between all instructors.

7. Parents are welcome to commission our instructors outside of class time for a solo/duet/trio separately, if their dancer wants an additional performance, or if they did not receive an offer from the studio. Instructors will decide how many extra solo/duets/trio they will be offering for the season.
8. Extra solo/duet/trio fees will be paid directly to the instructor.
9. These extra performances will perform at competition only and not at year-end.
10. Only the offered solo/duet/trio spots will perform at year end. Instructor's picks may be selected to perform at year-end as well.
11. Instructors have the right to decline a solo/duet/trio commission if they think the dancer is not ready for one that season.
12. All first-year dancers will not receive a solo or be considered for competition unless invited by an instructor after an assessment/audition.
13. Dancers are expected to practice at home in between practices with the instructors. It is very frustrating both for the instructor and the dancer if they are having to spend time relearning choreography that was already taught.
14. Solos/duets/trios dancers must be registered in the following classes:
 - a. They must be registered in Ballet Tech and Choreography class for all styles excluding Hip Hop & Tap
 - b. If they are doing a Jazz, Lyrical, Contemporary or Hip Hop solo/duet/trio, they need to also be in the Choreo class of that discipline.
15. If the instructor for any reason feels as though the soloist, duet or trio are not ready to perform at any time during the year they have the right to pull it for competitions and performances without any refunds. If for some reason your dancer must miss practice it is the family's responsibility to change the practice time with another dancer and give the instructor reasonable notice (at least 48 hours) so they can be prepared for that practice.

17) Dancer/Society Commitment

1. Dancers have the right to dance at other studios without prejudice from NBDA instructors or parents. However, they may only compete with NBDA.
2. Classes taken at other studios may not conflict with regular classes at NBDA and events with NBDA will be prioritized over outside events with other studios.
3. Disciplines that are not offered at NBDA may be choreographed by an outside instructor with permission from the board and instructors.
4. Dancers of NBDA cannot offer any type of classes independently from our society for their own profit. If you are not a current instructor, you may offer privates for families on a one to one basis for technique and conditioning but not choreography. Any privates that are offered not by current instructors are not associated or insured by NBDA. NBDA is not liable for any issues that may arise to either dancer or families during privates that are offered outside of NBDA.

Note: If you are only taking technique classes at NBDA the above statement does not apply to you.

18) Class Cancellations and Make-Up Classes

1. Each day of the week can have 1 snow day or sick day without being made up.
2. Dance cancellations due to weather and road conditions will be determined by road advisories.
3. Classes will be canceled when: The Wind Chill exceeds -45 degrees Celsius, or the outside air temperature is measured at or exceeds -40 degrees Celsius.
4. If school buses are canceled, dance classes will still run and will be modified.

5. If weather or road advisories are in effect and classes are running, an absence exception may be made. Please contact the club with extenuating circumstances.
6. If a second day is missed due to weather and/or illness every effort will be made to make it up until the end of February. After February, it will be at the Instructor's discretion, due to time constraints with competitions.
7. Classes will still run on no school days with the exemption of holidays.

19) Information

1. You will be updated with information during the season such as upcoming events, fundraising opportunities, classes canceled due to weather/illness, competitions, year end information and more.
2. It is the responsibility of all parents to **sign up for the remind app and subscribe for emails on jackrabbit parent portal**. Please check the website for current information.
3. Please be sure that your email is correct in the portal. At least one parent/guardian must register for emails and you cannot opt out of emails.
4. If you change your email it is your responsibility to update it in the portal.
5. You can also find information at <http://nbdallb.weebly.com/> or our Facebook page Northern Beat Dance Academy.

20) Parental Inquiries, Concerns and Incidents (Communications Policy)

1. If you have a question and are unsure of where to find the answer please contact the club using the remind app or email the executive at dancellb@gmail.com. You will receive acknowledgement of your email within 48 hours.
2. Concerns must be brought forward using the concern form https://docs.google.com/forms/d/e/1FAIpQLSfMQ0ImUuzwqgiFdvKny8Q7C4aL3PIW0mc_bVg_QzNCvyB2kQ/viewform (found on website) and will be brought to the attention of the executive and instructor team for review.
3. The incident form is to be filled out in the case of something happening to you or your dancer in the dance studio that you would like the board to know about. https://docs.google.com/forms/d/e/1FAIpQLSeus5fxtIV_Z1d6340jiPE6BJbxVAclE_U0i6L0pggluAb-Rw/viewform
4. Concerns and Incidents will be added to the agenda of our next monthly executive meeting for discussion.
5. As we have many junior instructors we ask that parents do not approach them at any time to discuss concerns/issues. All concerns/issues must be brought forward to the club using the above forms.
6. Parents are not to approach instructors between classes to talk about any issues. Families cannot text, call, or contact our instructors on any social media.

21) Fundraising

As a non-profit society we strive to keep costs low, therefore we ask our dancers/parents to complete fundraising activities throughout the year. This is for all classes that run the entire season.

See Fundraiser Policy in Appendix for more information.

22) Credit

1. To earn back a credit equal to \$500 - Volunteer for an Executive position (President, Vice President, Secretary, Treasurer, Director At Large, etc.).
2. To earn back \$200 - Volunteer for a committee such as the Costume Committee or the Special Events Committee.
3. Executive positions and committee positions do not need to fundraise or volunteer however they are expected to help at all major events for the club.

23) Year End Commitment

All families must complete one shift which is 4 hours in length at **one** of our year end shows. Sign-up sheets will be available closer to the shows.

1. A **\$250 fee (per family)** will be charged to any family who does not complete their year end commitment.

24) Injury

Our society takes the prevention of injuries very seriously. It is extremely important that the dancer seek qualified medical assistance promptly to ensure that acute injuries do not become chronic problems. An incident /injury report must be filed by the instructor at the time of the injury.

If a dancer has an injury they must still attend all classes and take notes however to return to participating in class a dr note is required.

25) Competitions

1. If a dancer misses a competition without 48-hour notice/instructor permission beforehand or doctors note they will be pulled from all other competitions.
2. Information regarding the competition dates, time, location, rules, etc will be sent out prior to the competition. This also includes the information regarding hair, makeup, tights and shoes for group routines. Solos/duets/trios must discuss their requirements with their instructor.

26) Executive and Committees

NBDA is run by a volunteer group of executives. Positions on the executive may include but are not limited to: President, Vice President, Treasurer, Secretary, Registrar, Communications Director, Costume Director, Competition Director, Bingo/Fundraising/Casino Director, Special Events Coordinator etc. Other volunteer positions include, but are not limited to, special events committee, and costume committee.

1. In order to serve on the Executive, volunteers must sign a confidentiality agreement to protect our dancers, parents, and instructors financial and personal information. Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or persecution, according to the bylaws set by NBDA and any applicable laws. All data, materials, knowledge and information generated through, originating from, or having to do with NBDA or persons associated with our activities, including staff, students, parents, and volunteers is to be considered privileged and confidential and is not to be disclosed to any third party **indefinitely**. **This includes information from previous dance seasons.** All pages, forms, information, designs,

documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, email lists, email messages, client, staff or public information is confidential and the sole property of NBDA.

2. Executive members must also complete both criminal and child welfare checks as they will be working with both money and dancers. This is for the safety and wellbeing of all involved.
3. Involvement on the executive includes committing to monthly meetings, weekly (if not daily) emails/ Facebook posts and actively participating in not only the role you volunteer for, but assisting in any areas that may be needed.
4. To serve as President you must have been on the board in another executive position in previous seasons.
5. Core Positions will be for 2yrs and elections will be held to offset President/Secretary and Vice President/Treasurer.

27) **President**

Authority and Responsibility:

1. Provides leadership to the Board of Directors.
2. Makes sure the Board adheres to its bylaws and policy.
3. Calls monthly meetings and informs all executives of the dates at the beginning of the year.
4. Chairs monthly meetings.
5. Calls and chairs 1-2 general meetings for all members throughout the year.
6. Keeps the Board's discussion on topic by summarizing issues.
7. Keeps the Board's activities focused on the organization's mission.
8. Evaluates the effectiveness of the Board's decision-making process.
9. Orients Board Members and committee chairpersons to the board.
10. Make sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
11. Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
12. Plays a leading role in supporting fundraising activities.
13. Promotes the organization's purpose in the community and to the media.
14. Prepares a report for the Annual General Meeting.
15. Orients the new President.
16. Acts in the role of a service volunteer, as well as a board volunteer, to assist in operating programs.
17. Makes sure that the board governs as well as manages programs and services.
18. Hires new instructors and renews and negotiates employment contracts with instructors in collaboration with the HR committee.
19. MC the year end recital or find someone who is willing to.
20. Policy Maintenance.
21. Plans and organizes the Year End Recital with all executive members.
22. The President is the lead in HR. The role is instrumental in shaping and overseeing the human resources function within the organization. Will guide the development and implementation of HR strategies, and ensure the alignment of HR practices with the organization's overall goals and values.
23. Meets with instructors to help create the schedule for classes as well as scheduling and offerings for solos/duets/trios.
24. Responsible for the administration of NBDA Behaviour and Suspension policy and is authorized to conduct any necessary investigation and obtain any further clarification in situations when necessary.

25. **Communication Bridge:** Act as the central point of contact between the society's executive team, members, and our instructors. Facilitate open and effective communication channels to ensure that the needs and expectations of both parties are met.
26. **Instructor Coordination:** Collaborate with the instructors to schedule meetings, workshops, and events that align with the society's objectives and the instructors' availability. Ensure that the instructors are well-informed about our society's mission and goals.
27. **Feedback Facilitation:** Collect feedback from society members regarding their experiences with instructors and relay this information to the instructors constructively. Similarly, provide feedback from instructors to the society's executive team to continually improve our offerings.
28. **Conflict Resolution:** Mediate and resolve any conflicts or issues that may arise between society members and instructors, ensuring a harmonious working relationship.
29. **Advocacy:** Advocate for the interests and needs of both society members and instructors within the executive team, striving to strike a balance that benefits all parties.

28) Vice President

1. Acts in the absence of the President.
2. Learns the duties of the President and keeps informed on key issues.
3. Works closely as consultant and advisor to the President.
4. Prepares to serve a future term as President.
5. Acts as a signing officer for cheques and other documents.
6. In charge of booking and scheduling studio pictures for all dancers.
7. Orients the new Vice President.
8. Assists with organization and completion of workload.
9. Kidsport Representative.
10. Is the Liaison between the board and The Bold Centre.
11. Sits on the Travel Group as a Liaison if not involved with the trip. In that case it will be given to another executive member not a part of the Travel Group.
12. Helps with updating and monitoring social media pages.
13. Plans and organizes the Year End Recital with all executive members.

29) Treasurer

1. Gives regular reports to the Board on the financial state of the organization.
2. Keeps financial reports on file.
3. Orients the new Treasurer.
4. Deals with the day-to-day financial affairs with assistance of a paid bookkeeper.
5. Responsible for the accounting of the funds of the organization, its budget and expenditures.
6. Keeps full and accurate accounts of all organizational receipts and disbursements.
7. Receives and banks all monies due to the organization.
8. Disburses all monies as directed by the Board.
9. Prepares and monitors overall budget.
10. Submits Unemployment Insurance Commission (UIC) and Canada Pension Plan (CPP) payments to Revenue Canada for all paid staff and other payroll functions.
11. Files necessary financial reports, tax reports and audits.
12. Assists Casino and Bingo Rep with all associated licensing requirements and financial reporting.
13. Prepares Society Annual Return on a yearly basis, assists with organization and completion of workload.
14. Plans and organizes the Year End Recital with all executive members.

30) **Registrar**

1. Creates and maintains online classes, in accordance with the approved schedule.
2. Works with instructors to ensure all dancers are in appropriate classes and make changes as instructed and keeps lists updated.
3. Maintains an accurate list of registered dancers and families as needed for various departments.
4. Monitors accounts and advises instructors of dancer suspensions, ie; accounts not in good standing.
5. Corresponds with dancers and parents as needed.
6. Prepares jackrabbit registration for the upcoming dance year.
7. Creates class lists, with the help of the instructors, based on registrations.
8. Shares class lists with treasurer, costume director, competition director, communications director and instructors.
9. Does attendance monthly for classes.
10. Plans and organizes the Year End Recital with all executive members.

31) **Secretary**

1. Prepares the Board's agenda with input from Board Members and the dance instructor(s).
2. Keeps copies of the organization's bylaws and the Board's policy statements.
3. Keeps list of officers, Board Members, committees and General Membership.
4. Notifies Board Members of meetings.
5. Maintains and updates meeting books. Including board attendance, keeping accurate minutes, records all motions and decisions, sign all minutes, records corrections, distribute copies of minutes to the Board Members within one week of meeting.
6. Conducts general board correspondence.
7. Signs official documents of the organization as required.
8. Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
9. In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate President.
10. Orients the new Secretary.
11. Coordinates travel arrangements, accommodations, etc. for instructors.
12. Assists with organization and completion of workload.
13. Ensure insurance is valid and up to date.
14. Complete grants/licenses/insurance applications that may be required.
15. Prepares monthly newsletter to be sent to members.
16. Organizes and books studio for practice.
17. Picks up mail regularly and distributes them to the applicable board members.
18. Plans and organizes the Year End Recital with all executive members.

32) **Fundraising Director**

1. Chairs the Fundraising Committee.
2. Reviews the terms of reference and mandate of the committee as outlined by the Board.
3. Holds access to a communication system to communicate fundraising initiatives and updates to members.

4. Recruits an appropriate number of committee members to carry out the mandate.
5. Orients members to the committee's mandate and position in the organization.
6. Works with treasurer/ executive board to set fiscal fundraising goals at the beginning of year.
7. Creates a fundraising plan with the committee.
8. Presents fundraising goal/plan to executive for approval.
9. Participates as raffle chair and recruits (or acts as) indoor sports chair from committee.
10. Works collaboratively with other community groups to support growth and wellness of community.
11. Delegates appropriate tasks to individual committee members.
12. Make sure meeting minutes and other relevant information are recorded and filed.
13. Reports the committee's progress to the Board of Directors and the membership on a regular basis.
14. Orients the new Fundraising Director.
15. Applies for AGLC licensing for any raffles. Also complete AGLC reports after raffles are completed.
16. Plans and organizes the Year End Recital with all executive members.

33) Communication Director

1. Receives and reads all correspondence and brings it to the attention of the appropriate director.
2. Respond to all emails within a 48 hour time frame; if the email is intended for another board member forward the email to them within 48 hours.
3. If unable to perform regular duties for more than 48 hours, the communications director must recruit a capable executive member to perform duties while away.
4. Attend all executive meetings. This is imperative, so you are well informed, and can answer emails quickly.
5. Update the public Facebook page regularly. Any public performances, fundraising sales/events, or special events can be mentioned.
6. Send out emails when requested as reminders or to update certain information.
7. All emails must be handled in a professional manner.
8. If you receive a written complaint you must inform the board of its nature, so it can be handled appropriately by the appropriate person(s). Sometimes the communications director will be asked to handle the matter and it must be done in an empathetic way.
9. Keep record of any incident forms completed and share at monthly executive meetings
10. Represent the club in a positive professional manner.
11. Make sure members are notified of General Meetings- 21 days notice and AGM's 14 days notice as per bylaws.
12. Plans and organizes the Year End Recital with all executive members.

34) Costume Director

1. Chairs the Costume Committee.
2. Obtains measurements of dancers for all costumes and enters them on Jackrabbit.
3. Assist instructors and solo/duet/trio families with costume selections such as checking pricing and availability.
4. Size costumes according to the manufacturer's size charts.
5. Enter costume fees and dancewear sales on Jackrabbit.
6. Place costume order.
7. Plan with the committee for distribution of costumes upon arrival.

8. Assists with organization and completion of costume workload.
9. Research and organize the purchase of dancewear such as jackets and pants.
10. Create information and order forms and help with distribution.
11. Organize the costume committee to assist with the workload.
12. Organizes and orders dance club dancewear orders such as leotards, tights, and shoes.
13. Seeks executive approval on any budgetary expenses.
14. Plans and organizes the Year End Recital with all executive members.

35) Competition Director

1. Chairs competition committee.
2. Works with instructors to decide which competitions the club will be attending.
3. Creates spreadsheet to work with the instructor(s) on registering (age,category,group).
4. Pre-registers and registration applications for selected competitions.
5. Prepares class list for each group attending competitions.
6. Communicate amounts and work with the treasurer to ensure deposits and registration fees are paid.
7. Enter competition fees Jackrabbit.
8. Reviews tentative competition schedule and makes corrections.
9. Works with communications director to complete a competition information such as schedule, hair, make-up, footwear and etiquettes to send to parents
10. Organize a General Meeting for Competition Parents.
11. Organize Competition Inventory and have items for purchase at competitions.
12. Communicate with instructors and families for any information during competitions.
13. Reinforce competition rules and regulations.
14. Have access to practice areas and back stage during competitions to assist instructors.
15. Be able to attend the entire time/most days of the competitions, and communicate with instructors and families for any updates during competition.
16. Advocates for dancers wanting to participate in competitions
17. Plans and organizes the Year End Recital with all executive members

36) Special Events Director

1. Helps plan any events for the purpose of performance, morals and fundraising.
2. Promotes dancers and club activities.
3. Will be in charge of recruiting and organizing any committees formed to plan these events.
4. Ensure minutes are taken and sent to the secretary to document
5. Will relay information to the communication director for advertising and sending information out to parents, and any other duties required.
6. Will book venues for events, provide information to the secretary and ensure insurance and license are obtained.
7. Find sponsors for the special event fundraisers
8. Plan Budgets.
9. Providing expense sheets for events.
10. Seeks executive approval on any budgetary expenses.
11. Plans and organizes the Year End Recital with all executive members

37) 10 Week/Recreation Director

1. Meets with all new parents and parents in the 10 week sessions to help orient them to the club.
2. Attends all executive meetings on behalf of the 10 weeks to get information and share back with parents.
3. Works with all new parents to get them oriented to remind and jackrabbit.
4. Attends and helps to coordinate Winterfest and Spring Fling.
5. Works with Costumes to order 10 week costuming for class and performances.
6. Contributes to monthly newsletter to keep 10 week and recreation parents involved.
7. The 10 Week/Recreation Director should not have a child in the current 10 week program when possible.
8. Plans and organizes the Year End Recital with all executive members

38) Committees

Committees and some other specific positions involve less time than executive positions and are therefore considered tier two positions. These positions only must attend meetings where their business is being discussed, not monthly meetings. These positions include but are not limited to the following:

1. **Costume Committee:** 3 people. Assists the costume director with the workload of measuring for dance costumes and distributing costumes upon arrival. Assists in researching dance attire, creating order forms, distributing clothing. Helps complete the workload of costumes/dance attire.
2. **Fundraising Committee:** 2 people. Works with other members of the committee to creatively meet yearly fundraising goals / initiatives set out at the beginning of the year. Helps complete the workload of fundraising for the club.
3. **Special Events Committee:** 3 people. Will be responsible for participating in the organization of any special event throughout the year. Helps to complete the workload of Special Events
4. **Competition Committee:** 1 person. To assist with making or gathering of props. To assist the Competition Director at competitions. Helps to complete the workload of Competition.
5. **HR Committee:** 2 People from the board and the current President. Act as a liaison between the board and instructors. Prepares recruitment advertisements, interviews applicants and makes recommendations to the board when suitable candidates are found. Makes wage/salary recommendations to the board - has no authority to change or make any decision regarding HR related matters without consulting and receiving the board's approval. One member and president will attend the monthly staff meetings.