



Ontario Secondary School DANCEFEST Board Membership

DANCEFEST began in 2003 when dance teachers met at the York AQ for Dance and shared the desire to organize a dance event for their secondary students. Time, growth and a changing world demanded that we take a more professional position, and we incorporated as a not-for-profit in 2015.

Each year, we continue to review the needs of our OSSDF Board to increase efficiency and effectiveness when providing support for our dance teachers in classrooms across the province.

We hope you will consider joining our team of OSSDF Board members and/or sub-committee members. These volunteers are committed to supporting our dance teachers, facilitating OSSDF events and/or compiling resources for our creative youth. With many hands, we can share our responsibilities and keep the fun and passion we all have for DANCE alive and well.

NOTE: The following will give the role and responsibilities for each member of the OSSDF Board.

Expectations of OSSDF Volunteers

The structure for the **2024/2025 OSSDF** Board includes 4 voting Executive Board Members, 6 voting Members at Large, and unlimited sub-committee task members.

What are the expectations of an **OSSDF Executive Board member?**

Executive Board members meet monthly to organize the business and goals of the organization prior to attending a monthly meeting with the members at large, where together, they will endeavour to prioritize and make decisions on how to proceed to meet the responsibilities of the organization.

Note: Executive Board members must have 50% teacher representation.

What are the expectations of an **OSSDF Member at Large Board member?**

Members at Large attend monthly meetings and upon hearing the priorities of the Executive members, feedback is shared to enable decisions that support the business of the organization.

Note: Members at Large must have 50% teacher representation.

What are the expectations of an **OSSDF Sub-Committee Task member?**

Sub-Committee Task members are not required to attend the monthly Board meetings. They meet approximately three times per year and take responsibility for a specific task or project that is a key component to the operation of our organization. They work with an OSSDF Board member who will report findings to the Board.

What can teachers expect when attending the **OSSDF Teachers' Council?**

The OSSDF Teachers' Council is a safe and friendly forum for teachers to network and discuss Dance in the Ontario curriculum and learn about potential resources and opportunities available. Meeting dates are decided upon by the attending teachers in September and the OSSDF Teachers' Council Convenor. The Convenor will bring the "educational voice" of this "grassroots" group to the OSSDF Board Executive each month.

Often dance teachers are islands in their schools and this forum gives teachers a sounding board and the opportunity to share concerns and needs. This forum also provides support to those teachers of schools attending Ontario Secondary School DANCEFEST's annual event.

These are the following ten (10) positions of OSSDF Board members and Task Coordinators:

Executive

President
Vice-President
Treasurer
Secretary
Past-President

Members at Large

Teachers' Council Convenor
Member at Large
Member at Large
Member at Large
Member at Large

Tasks for DANCEFEST annual event

Website
Social Media
Event venue
Registration of Schools, Participants, & Dance Entries
Adjudication and Awards
Workshop Dance Artists/Educators and Workshops
Videography & Photography
Banquet
Accommodation/Meals
First Aid/Security/Lost & Found

Sub-Committees - Task Members

Diversity and Inclusion
Education and Resources
Funding/Sponsorship/Grants
Advocacy OSSDF & CODE Joint Project

Note: Ontario Secondary School DANCEFEST has a General Liability Policy and a Directors and Officers Liability policy. We have insurance certificates for the venues of OSSDF events.

**ROLES AND RESPONSIBILITIES OF
ONTARIO SECONDARY SCHOOL DANCEFEST BOARD Members AND
OSSDF Task Coordinators**

The Past-President

General Duties and Responsibilities:

- Is a non-voting advisor for the incoming Executive members
- Serves as an advisor to the President and Executive as a whole
- Provides guidance and expertise as a knowledgeable member of the board
- Accepts tasks as requested
- Oversees the administration of the Adjudication Platform created by Christina Kemp, and Awards and Scoring volunteers, and supports the Adjudicators in their role at the event at their table unless this is a conflict of interest.
- Advocacy
- Archivist

Works with:

- The Executive members to ensure smooth transition

Reports to:

- Board Executive

Special Areas:

- Must have served a term as President.
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The President *(this is a By-Law Requirement)*

General Duties and Responsibilities:

- Presides over all meetings of the Executive members.
- Is an integral part of the organizing team responsible for the effective operation of all OSSDF events and ensuring that all Executive members and Members at Large fulfill their duties efficiently and abide by the Mission Statement and By-Laws.
- Assists the website manager with additional support.
- Organizes the DANCEFEST event, and in particular, the competition, venue, awards, and workshops in consultation with the Vice-President and Treasurer.
- Oversees the recruiting of the Adjudicators with Executive members.
- Creates the budget for the events of OSSDF with the Treasurer.
- Prepares communication with the Secretary, Social Media Coordinator and Website Coordinator.
- Allocates and executes additional duties as required.
- Is one of two members with authority to disburse funds.
- Acts upon opinions/concerns brought forth by OSSDF Executive and Members at Large.
- Compiles the President Report for board meetings, the annual report and meets with Executive members to finalize any details that pertain to the Executive member's responsibilities including those of the Teacher's Council Convenor. Said persons publish their finished report and prepare it for distribution.

Works with:

- Secretary, Treasurer
- Vice-President
- Teacher's Council Convenor
- Social Media Coordinator
- Website Coordinator

Reports to:

- The Executive
- The Board Members

Special Areas:

- Is the official spokesperson of the OSSDF.
 - Is an ex-officio member of all sub-committees.
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The Vice-President *(this is a By-Law Requirement)*

General Duties and Responsibilities:

- Assists the President in their duties to learn the position that is expected that they will move into next.
- Relays information among the Executive members and the President regarding various activities and events taking place under the direction of OSSDF.
- Performs additional duties pertaining to OSSDF as assigned.
- Actively listens to the opinions and concerns brought forth by OSSDF members including The Teachers Council.
- Assigns duties to the Social Media Coordinator and DANCEFEST Event Committee.
- Organizes the DANCEFEST event, and in particular, the competition and workshops in consultation with the President and Treasurer.
- Creates a survey with the assistance of The Teachers Council and Social Media Coordinator after each event to gather feedback from all interested parties.
- Books accommodations for the Executive members and necessary staff and volunteers.
- Recruits adjudicators, workshop dance artists/educators, and key event players (host, videographer, photographer, music playlist coordinator, security, first aid, volunteers, vendors/dance resources/organizations etc.) in consultation with the Executive members.
- Distributes contracts to adjudicators, workshop dance artists and educators, and key players with the support of the Secretary/Treasurer.
- Plans and implements scholarships and other financial allocations (awards for dancers/schools) in consultation with the President, Past-President and Secretary/Treasurer.

Works with:

- President
- Past President
- Teacher Council Convenor

- Social Media Coordinator
- Treasurer
- Secretary
- Executive members

Reports to:

- President

Special Areas:

- Assumes responsibilities of the President in their absence.

The Secretary *(this is a By-Law Requirement)*

General Duties and Responsibilities:

- Prepares and distributes the agenda of all meetings to Executive and Members at Large, including the Annual General Meeting of Members.
- Records the attendance of the Executive and Members at Large throughout the year.
- Records minutes at all meetings: the Executive; the monthly Executive and Members at Large meeting; and, the Teachers' Council.
- Records all OSSDF agendas, minutes, forms and contracts.
- Distributes the OSSDF Annual report.
- Updates all contracts and associated handbooks.
- Records and reviews event registrations with the Vice President, Treasurer and Teachers' Council Convenor
- Creates the OSSDF event program with assistance from the Treasurer.

Works with:

- President
- Vice-President
- Treasurer regarding registration and other revenue from participants and budgeted expenses
- Social Media Coordinator
- Teachers' Council Convenor
- Responsible parties for the distribution of contracts.

Reports to:

- President

Special Areas:

- When unable to attend meetings, assists the Social Media Coordinator to create the minutes.

The Treasurer *(this is a By-Law Requirement)*

General Duties and Responsibilities:

- Responsible for all financial reporting, budgeting and tax filings for OSSDF

- Responsible for presenting all financial reports to the Executive and Board of Directors
- Is one of the two signing authorities.
- Creates, administers, and oversees all banking matters of OSSDF with the approval of the President and in consultation with the Vice President.
- Oversees the administration of the Blueprint Adjudication Platform and Awards and Scoring unless this is a conflict of interest.
- Prepares monthly statements of expenses and revenues to be available for all Executive Members and the Board members.
- Prepares an annual budget for approval by the Board members and monthly comparisons to actual results.
- Compiles a budget to be submitted to various organizations for funding in conjunction with the Executive members.
- Prepares cheques and other payments throughout the year and makes deposits.
- Ensures all fees are collected from participants and reconciled to registrations.
- Manages the Front of House and finances at the annual event.
- Prepares the Year End finances for the accountant for preparation of tax returns.

Works with:

- President
- Vice-President
- The Event Committee and Executive members when making decisions regarding the event venues.
- Secretary regarding event registration and revenue.
- Executive team

Reports to:

- President

Special Areas:

- Is an ex-officio member of all committees dealing with monetary matters to ensure the continued solvency of OSSDF.

The Teachers' Council Convenor

General Duties and Responsibilities:

- Organizes meetings with the OSSDF Teachers' Council.
- Reports monthly to the Executive to bring the ideas and feedback from the OSSDF Teachers Council to the Executive for review.
- Assists the Executive with communication.
- Organizes members of the Teachers' Council to assist the Executive members with OSSDF events when possible.

Works with:

- Teacher Council members and liaises with other dance teachers in schools.
- The Executive members.
- The School boards.

Reports to:

- Board members

Special Areas:

- Is the “educational voice” to inform the Executive of the feedback from The Teachers Council and the current requirements from the boards of education that will assist in planning OSSDF events.
 - Is the Dance Liaison for CODE, the Council of Ontario Drama and Dance Educators
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The Communications Coordinator

General Duties and Responsibilities:

- Creates promotional material to promote OSSDF and OSSDF events.
- Drafts OSSDF communications for teachers and members for review by the President, Vice-President and/or Teachers Council Coordinator.
- Maintains a record of OSSDF promotional materials.
- Manages the OSSDF social media accounts (Facebook, Instagram, Twitter).
- Compiles and communicates with Website Coordinator to update OSSDF website.

Works with:

- President
- Vice-President
- Teachers’ Council Convenor
- Treasurer regarding expenses for OSSDF promotions and development.

Reports to:

- Board members

Special Areas:

- Takes minutes for meetings that the Secretary is unable to attend.
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Website Coordinator

General Duties and Responsibilities:

- Compiles and communicates as Webmaster with another board member to update/edit/add documents and/or videos and pictures on the OSSDF website.
- Maintains a record of OSSDF promotional materials to use and/or share with the Social Media Coordinator.
- Creates and manages the Members’ Portal on the website to organize educational resources, retail and information for registered OSSDF schools and teachers.
- Other items as they arise

Works with:

- President

- Vice-President
- Treasurer regarding expenses for OSSDF website development.
- Social Media Coordinator

Reports to:

- Board members

Members at Large

General Duties and Responsibilities:

- Attends OSSDF Board meetings once a month
- Provides support to OSSDF by assisting with decision making that reflects the needs of the dance educators and their students
- Helps to implement ongoing plans to increase visibility of OSSDF and the attendance of Ontario Secondary schools to the annual event
- Attends DANCEFEST annual event to assist with the operation of the event
- Communicates with the Vice President and Secretary on a regular basis before, during and after the annual event.
- Communicates with the Teachers Council Convenor regarding their desires, concerns and opportunities for educators.
- Attends Teachers Council Meetings 3 x per year to support new attendees and provide a familiarity for teachers coming to the DANCEFEST event for the first time.
- Other items as they arise

Works with:

- Vice-President
- Secretary

Reports to:

- Board members

OSSDF Task Coordinators (Member at Large Positions):

Members at Large Positions

Banquet Event Coordinator

General Duties and Responsibilities:

- Works with Susanne Keppler to tour the venue (Fed Hall) with the President and VP
- Communicates our set up needs (tables/chairs/tech etc) with Fed Hall
- Reports pricing of Banquet costs to Secretary/President and VP
- Works with Executive to determine budget
- Tracks, records dietary needs of all Dancefest participants, teachers, chaperones, volunteers, workshop leaders and board members attending the Banquet

- Communicates dietary needs to venue (Fed Hall)
- Works with Jordan Hill to organize the playing of the video montage at our banquet
- Responsible for organizing simple decor for the Banquet event
- Help secure a DJ for the event, provide a contract for them and communicate with them before the event to organize details of set up
- Help with set up and take down of the Banquet
- ADD YOUR OWN

Workshop Organizers

General Duties and Responsibilities:

- [Workshop Planning Folder 2023](#)
- Organize meeting with Workshop Planning Subcommittee - review budget, seek out culturally and artistically diverse artists, create tentative schedule for Workshop Day
- Communicates with potential workshop leaders to have them sign the workshop contract - collect all contracts
- Create Workshop Leaders Information Document with descriptions/headshots and share with President and VP
- Communicate with workshop leaders to inform them of schedule, locations, etc.
- Works with Susanne Keppler to tour the venue (REV, FED HALL, MKV) with the President and VP
- Organizes a sign up method for schools to register for workshop with a relatively even distribution of students
- Organizes TECH rentals and coordinating set up and take down with Sherwood Music
- Communicates with teachers to ensure sign-ups are done on time and students are evenly distributed
- Communicates with Volunteer Coordinator to discuss needs
- Coordinates teachers sign up for workshop supervisions
- Organize welcome packages for workshop leaders included snacks, water and a Dancefest T-Shirt
- Create Master Attendance Lists for workshops and print out individual attendance lists for supervising teachers
- Create folder for teacher supervisor which includes - artists bio, attendance list, schedule for the day, cheque for workshop artist
- Set up and take down of workshop spaces including signage and directional signs
- Meet workshops artists and bring them to their space

Volunteer Coordinator

General Duties and Responsibilities:

- Organize and communicate with volunteers for the OSSDF event
- Record volunteer information in the sheets provided
- Meet with volunteers 2-4 weeks before the event to go over roles and responsibilities
- Work with volunteers during the event to answer questions and problem solve
- ADD YOUR OWN

Social Media Coordinator (Twitter, Tik Tok)

General Duties and Responsibilities:

- Create content leading up to the event and during the event
- Foster student engagement
- ADD YOUR OWN

Signage/Decor/Merch Organizer

General Duties and Responsibilities:

- Create signage for Modern Languages Building (Dressing rooms, washrooms, stage L and R, Adjudicators Lounge, Volunteer Lounge etc)
- Dancefest specific decor set up at the theatre (Banners, balloons, QR codes etc)
- Work with CIVILIAN PRINTING to design online Dancefest merch for sale
 - Work with President and VP on design and types of merch
- Order wristbands for Dancefest participants
- ADD YOUR OWN

Awards/Adjudication Organizer

General Duties and Responsibilities:

- Order medals
- Check printers, ensure we have ink, paper etc for the event
- Take inventory on ribbons and order as needed
- Work with Executive members to ensure a working adjudication platform
- ADD YOUR OWN

NEW POSITIONS

OSSDF Sub-Committee Task member:

Sub-Committee Task Members

- Not required to attend the monthly Board meetings. They meet a minimum of 3 times per year and on an as needed basis to take responsibility for a specific task or project that is a key component to the operation of our organization.
- They work with an OSSDF Board member who will report findings to the Board.

SUB-COMMITTEES support the OSSDF Board Members with associated tasks. It is a non-voting position.

SUB-COMMITTEE: Funding, Sponsorship, Grants

General Duties and Responsibilities: :

- Performs tasks pertaining to external funding.

- Creates and assists to administer grant and scholarship applications.
- Assists associated Board members to maintain a record of OSSDF funding applications.
- Attends meetings as required regarding grant applications with the OSSDF Board member associated with this sub-committee.
- Actively seeks continuing education in grant writing.
- Assists as a volunteer at the annual DANCEFEST event.

Works with:

- A Board member who is responsible for the development of this sub-committee

Reports to:

- Vice-President

Special Areas:

- Grant applications, fundraising and/or sponsorships

SUB-COMMITTEE: Diversity and Inclusion

General Duties and Responsibilities:

- Drafts and implements ongoing plans to increase the awareness of OSSDF and it's eduDANCEon! Resources.
- Communicates with the associated Board member on a regular basis regarding the priority, contacts and impacts of advocacy and inclusion in our organization.
- Communicates suggestions moving forward about the importance of the arts and to keep Dance vital in education for teachers, students and within the curriculum offerings.
- Seeks information about event coverage and interviews for the OSSDF organization within local communities and media to increase visibility.
- Drafts plans for future growth including the consideration of small regional events.
- Assists with the collaboration project with CODE to create an Advocacy and Inclusion Documentary

Works with:

- A Board member who is responsible for the development of this sub-committee

Reports to:

- President

SUB-COMMITTEE: Press Release/Program/Music (Playlist)

General Duties and Responsibilities:

- Works with the Secretary to organize the program prior to the event
- Put together playlist in order of program for the event
- Create press release content to promote

Works with:

- A Board member who is responsible for the development of this sub-committee

Reports to:

- President

Duties of all: Write a summary of your activity for the Annual OSSDF report and submit to the President in a timely manner prior to the AGM.

SUB-COMMITTEE: Education and Resources

General Duties and Responsibilities:

- Attends Teachers Council Meetings 3 times a year to determine what workshops and eduDANCEon! Resources teachers desire for their classrooms and at DANCEFEST.
- Research Workshop Leaders and share the information with the board member associated with this sub-committee who will communicate findings to the Board members and/or the Vice-President for assessment/confirmation. If considered, the Treasurer will distribute contracts to Workshop Leaders with the assistance of the Vice-President.
- Communicates with the associated Board member on a regular basis before, during and after the event regarding Education and Dance Resources.
- Communicates with the Teachers Council Convenor regarding teachers' concerns.
- Assist in managing all workshop matters at the live event and find additional volunteers needed to: bring dancers to the workshop space, take attendance, introduce the workshop leader, remain to monitor behaviour, thank the instructor/artist following the workshop, give payment, and return students to a neutral area to attend the next workshop or meet up with their teacher following the workshop day sessions

Works with:

- A Board member who is responsible for the development of this sub-committee

Reports to:

- Vice-President

Special Areas:

- Workshops

Duties of all: Write a summary of your activity for the Annual OSSDF report and submit to the President in a timely manner prior to the AGM.

Nominations and offers from those interested will be taken until 1 week prior to the AGM *unless there is a vote for positions when interest will be taken one month prior to allow time for information of the interested parties to be shared with teachers of registered schools along with the Notice of Voting for Board Members.