

DUTIES AND RESPONSIBILITIES OF THE BC CHORAL FEDERATION
BOARD OF DIRECTORS AND OFFICERS

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Section 1 – DUTIES AND RESPONSIBILITIES OF THE DIRECTORS

Each Board member is the “face” and “ears” of the BCCF to their local communities.

As well as being a representative for the BCCF in their region, Board members are asked to be part of a Program committee and a Portfolio committee. Programs cover age groups – children, youth, adult, and seniors. Portfolios cover communication, advocacy, building BCCF membership, and fundraising. As the needs arise, they should be prepared to take leadership as chair of a region, program, portfolio, or take a position on the executive.

Meeting attendance and participation is as follows:

- Attendance at the Annual General Meeting (May)
- Attendance at BCCF Board Meetings (May, September, January)

Each Director is asked to keep the following goals in mind as they perform their duties:

- Hold office until the second annual general meeting following their election.
(BCCF Bylaw 5.4)
- Connect with member choirs (and individual BCCF members) -- a major focus for regional reps as they use methods such as emails, phone calls, coffee shop meetings, dropping in on rehearsals, going to concerts, tweeting, or Facebook messaging.
- Be involved in Advocacy for the importance of music education in schools, for the value of singing together in choirs and choruses, and for the overall benefits to communities of every shape and size and location across BC.
- Assist member choirs in accessing BCCF benefits, helping to identify topics for workshops, and communicating upcoming BCCF activities both locally and provincially.
- Guide members in award nominations.
- Ensure members know about BCCF events: Chorfest, Seniors' Chorfest, BCCF-hosted concerts, Choral Stage, Choral Directorship Courses, or local workshops.
- Share information about activities, events, and news in their region with their Regional Coordinator..
- Assist BCCF staff in maintaining up-to-date member listings.

- Direct members to share their concert news at the BCCF website and through Facebook event listings.
- Remind members to share their choral news with the rest of the province - by submitting stories (or story ideas) to the Communications Coordinator.
- Listen to members about their choral needs - from specific workshop topics to more information about hosting clinicians or creating joint concert events.
- Refer members to the Virtual Library and the Choral Library Database as additional methods to enhance their own repertoire collections.
- Refer to **BCCF Bylaws Parts 5 and 6** for further responsibilities of Directors.

Section 2 – DUTIES AND RESPONSIBILITIES OF THE OFFICERS

The officers of the Society include a President, Vice-President, Secretary, Treasurer, and Past President. There is also a Communications Member-at-Large and a Fundraising Member-at-Large. These officers are nominated and voted to their positions at the AGM in May. If a position is filled between AGMs, an appointment can be made through a vote at an Executive meeting or a Board meeting.

For all officers, meeting attendance and participation is as follows:

- Yearly:
 - Attendance at Annual General Meeting (May)
- Quarterly:
 - Attendance at BCCF Board Meetings (May, September, January)
- Other:
 - Attendance at BCCF Executive Meetings (via teleconference) - 3 to 4 times per year, apart from Board meetings
- **President**
 - Preside at all meetings of the Society and of the Directors. (**BCCF Bylaw 7.2**)
 - Supervise the other Officers in the execution of their duties. (**BCCF Bylaw 7.2**)
 - Set dates for Executive meetings and three Board meetings and prepare agendas for these meetings.
 - Prepare the President's reports for all meetings as well as requesting reports from Officers and Chairs of committees.
 - Regularly meet with Chairs of regions, programs, and portfolios between Board meetings – through email, conference calls, and other options.

- Allow for break-out sessions with committees as time permits at Board meetings and follow up to encourage action items to be carried out in a timely manner.
- Encourage continual communication amongst committee members.
- Celebrate unity, enthusiasm, and creativity amongst Board members.
- Be proactive in designing and implementing opportunities for Board development, increased BCCF membership, and promoting choral music across the province.
- Prepare and give speeches at Chorffests or other events as required; prepare a letter from the President for Chorffest programs.
- Be available on a timely basis to answer questions from Board members, and encourage and support them in their regional responsibilities.
- Write supporting documents for grant applications as requested to the BC Arts Council, Gaming grants and other such documents as prepared by the Executive Director.
- Suggested but not mandatory: Write letters of appreciation, thanks, and congratulations to BCCF members, directors, and award recipients as opportunities arise.

- **Vice-President**

- Act as chair of a meeting in the event that the President is not present within 30 minutes after the time appointed to start the meeting. (**BCCF Bylaw 6.3**)
- Learn what the President's job consists of in preparation to carry out duties during the President's absence (**BCCF Bylaw 7.3**) and possibly become the future President. In particular, consider the following items of focus:
 - Weekly, monthly pace
 - Meetings
 - Projects
 - Communication
- Support the President by helping with the workload and becoming involved with the details of BCCF projects.
- Get to know the Board of Directors -- names, faces, regions, portfolios, job descriptions, and projects in which each member is involved.

- **Past President**

- Chair a portfolio or program such as Advocacy.
- Oversee the intake and distribution of BCCF Awards' nominations to the Executive for their approval. Arrange for certificates to be created and for a Board or Staff member to present the awards at a public gathering such as a concert.
- Take the lead in receiving new Board nominations for openings and in following up with renewals of nominations in January through April of each year. (Further information is in **BCCF Bylaw 6.9.**)
- Consult with and mentor current President regarding day to day responsibilities. Be available to provide details of projects that have been passed on to the current President.

- **Secretary**

- Conduct the correspondence of the Society (**BCCF Bylaw 7.4**) when requested by Staff or the President. Correspondence is generally written and sent out by the Executive Director, Project Manager, Administrator and the President..
- Issue notices of meetings of the Society and Directors (**BCCF Bylaw 7.4**) when asked by Staff or the President. Notices are generally sent out through email by the Project Manager and the President.
- Keep minutes of all meetings of the Society and Directors. If the Secretary is absent from a meeting, the President shall appoint another person to act as Secretary of the meeting. (**BCCF Bylaw 7.4**)
- Have custody of all records and documents of the Society except those required to be kept by the Treasurer. (**BCCF Bylaw 7.4**)
- Note: The Secretary does not currently maintain the register of members as indicated in the Bylaws. The register is maintained by the Administrator.

- **Treasurer**

- As stated in the **BCCF Bylaw 7.5**, keep such financial records, including books of account, as are necessary to comply with the Societies Act; and render financial statements to the Directors, members, and others when required.
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- At least quarterly, review the statements of accounts of the BCCF. Look for trends both positive and negative and make suggestions.
 - Prepare reports to the Executive and the Board.
 - Perform tests on the records once per year from the ledger of accounts. These tests are on 10% of the entries and may be verified by both tracing the items or asking questions to the Administrator.
 - Annually be available to the Accountants of the Society to answer any questions they may have regarding the books.
 - From time to time, work on special projects of the Society as identified and directed by the President.
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- **Communications Member-at-Large** (not listed in the Bylaws)
 - Provide advice, direction, or suggestions to ensure communications to all constituents is clear, concise, consistent, and effective. Constituents include the Executive, Board, Staff, members, and general public.
 - Provide communications advice to Communication Coordinator and Webmaster.
 - Provide communications assistance and suggestions to BCCF Staff on request.
 - Provide assistance to BCCF Executive Director on hiring Communications Coordinator (when position is open). This can include drafting job description, reviewing applicants, and sitting in on interviews.
 - Areas of responsibility include:
 - social media channels (Facebook, Twitter, Instagram);
 - website (content creation/content editing/suggestions for new posts/new directions);
 - e-news;
 - BCCF programs.
 - Direct potential social media post suggestions to Communication Coordinator.
 - Request ideas from Board members and re-direct to Communication Coordinator.
 - Proofread monthly e-news and other communications pieces as requested.
 - Provide suggestions for edits to website (content, layout, focus).
 - Set up and lead Communications portfolio meetings (1 - 3 times per year, at the call of the Chair, via teleconference).
 - Check-in with Communications Coordinator/Webmaster as needed (electronically) - depending on season/impending projects, as needed.

- **Fundraising Member-at-Large** (not listed in the Bylaws)
 - Raise awareness of the financial needs of the BCCF to order to improve the bottom line.
 - Advise, give perspective, and be a liaison for income-earning projects where needed.
 - Provide information to the grant writer/contractor.
 - Provide direction and encouragement for all fundraising activities.