

# North Island Festival of Performing Arts Board Structure

## ***Executive Board - Elected Positions***

**President:** Chief Executive Officer, runs board meetings (setting agendas and dates), helps envision the future of the organization, focuses on financial oversight and compliance with festival regulations, coordinates the work of various board committees and assesses the work of the board. Oversees registration and schedules sessions. Programs and produces Festival Variety Showcase and Dance Gala; and Provincial Rep Showcase along with Provincial Rep Coordinator. Completes Applications along with Treasurer when necessary for Grants and Gaming. Submits all Summary Reports for Grant and Gaming money received. Locate and hire adjudicators; obtain photos & bios – update templates; email adjudicator contracts upon confirmation of dates after registration; and meet with adjudicators upon their arrival and to wrap up after each discipline. Arrange/liase with hotel to make reservations and ensure that transport is available to venue if adjudicator does not have a vehicle. Gathers information and keeps the website updated.

**Vice-President:** A member of the Executive Committee, carries out assignments requested by the board president; and is prepared to carry out the president's responsibilities, in the president's absence. Oversees Festival Committee. Helps president produce Wrap Up Shows. Handles distribution of donation mail out and collects all awards account donations. Issues receipts and thank-you s to donors. Tracks donations and works with President and Treasure to distribute awards to participants.

**Treasurer:** A general understanding of accounting for nonprofits is recommended but not required (Simply Accounting software – will to train), also provides financial reports at board meetings, and is a member of the Executive Committee. Works with the president to prepare the annual budget and presents it to the full board for approval at the AGM.

**Secretary:** Attends board meetings and provides minutes to members in a timely manner. This is important as we don't meet every month and ensures that information is accurate for our records. Can be combined with VP, Treasurer or other non-elected positions.

## ***Additional Non-Elected positions for Members***

**Piano Coordinator:** Oversees volunteers and liaises with adjudicator to manage the sessions for Piano. Can be done by one person or more. Ensures that transport is available to venue if adjudicator does not have a vehicle.

**Vocal and Musical Theatre Coordinator:** Oversees volunteers and liaises with adjudicator to manage the sessions for Vocal/MT. Ensures that transport is available to venue if adjudicator does not have a vehicle.

**Speech Arts Coordinator:** Oversees volunteers and liaises with adjudicator to manage the sessions for Speech Arts. Ensures that transport is available to venue if adjudicator does not have a vehicle.

**Strings Coordinator:** Oversees volunteers and liaises with adjudicator to manage the sessions for Strings. Ensures that transport is available to venue if adjudicator does not have a vehicle.

**Provincial Rep Coordinator:** Oversees provincial reps after they are determined by the adjudicators. This includes communication about registration and registering participants. Helping with the Provincial Rep Matinee Showcase – confirming availability and gathering performance information. Updating lists, templates for website and records. To be handle by President if position not filled.

**Volunteer Coordinator:** Manages, schedules and communicates with volunteers.

**Social Media Coordinator/Publicist:** Posts and updates FB page and group. Submits articles to the local papers to further awareness of festival and celebrate participant's accomplishments.

**Festival Committee:** Attend pre-festival meeting in January and help the running of festival by representing the board at sessions in February. Helps backstage during shows.