

Roles and Responsibilities of the Flamenco de la Isla Society Board of Directors

As outlined by the 2023 outgoing board of directors

This document outlines the general responsibilities for board members of the Flamenco de la Isla Society. Please carefully review the outlined positions and consider which role (if any) you are willing to hold in 2024.

In the event that a functional board cannot be formed at the AGM, it will be proposed that Flamenco de la Isla be dissolved.

All board members attend meetings, contribute comments or information, and volunteer for various short term tasks as needed. Small committees are often formed to manage specific events and tasks.

All board members are required to have an understanding of the BC Societies Act, the FDLI bylaws, and review the past year's meeting minutes.

The roles of Chairperson, Vice-chair, Secretary, and Treasurer are required for Flamenco de la Isla (FDLI) to function and follow the Societies Act. In the event that the board is made up of the minimum 3 people, the position of Vice-chair may be held by either the Secretary or Treasurer as a secondary role or a Secretary/Treasurer may function.

The FDLI bylaws say that the board is to be made up of the officers (see above), and at least one Member-at-Large. This would require the board to be a minimum of 4 people or take steps to change the bylaws.

Chairperson:

- . Scheduling board meetings and the AGM
- . Preparing meeting agendas
- . Conducting meetings and making sure that the agenda is followed
- . Following up with other board members/contractors/volunteers to make sure that agreed to work is being done
- . Managing administrative matters of the society (insurance, filing the annual report to BC Registry Services, etc.)
- . Acting as backup treasurer for emergencies / having access to society's online banking
- . Checking the fdli-board@flamencodelaisla.org email address
- . Overseeing hiring process for contracted staff

Secretary:

- . Taking and distributing minutes for meetings

- . Insuring that minutes and other documents are filed in DropBox
- . Collecting and distributing hardcopy mail
- . Writing thank you cards and general correspondence
- . Maintaining accurate records to document FDLI operations

Vice-chair:

- . Onboarding new board members by giving them info re. the society and the Societies Act regarding members' responsibilities and liability
- . Checking the fdli-hello@flamencodelaisla.org email address
- . Keeping track of physical society assets and maintaining an accurate inventory of supplies

Treasurer:

- . Making payments to vendors and processing received payments
- . Maintaining accurate financial bookkeeping (Note: This task is currently being outsourced to a payed contractor.)
- . Doing bank reconciliations
- . Preparing statements and reporting on the society's financials at board meetings
- . Preparing year end statements
- . Preparing budgets
- . Checking the fdli-treasurer@flamencodelaisla.org email address

The following positions are held when there is interest and expertise amongst board members. In the event that these positions are not filled, the board will need to consider if they have the collective resources to take on events and projects that require granting, full production responsibilities, and/or volunteers. Minimal maintenance of a membership list is required and will need to be covered by the secretary or vice-chair if the role of membership is not filled.

Membership:

- . Maintaining accurate membership lists
- . Communicating with general members
- . Welcoming and processing new memberships
- . Communication with the treasurer to confirm that membership fees have been paid
- . Suppling membership reports and lists when needed

Grants:

- . Researching possible grants for funding and note due dates
- . Making sure grants are written and submitted
- . Making sure final reports are submitted on time
- . Filing copies of grant submissions and final reports along with other required submitted documents into dropbox

Volunteer Coordinator:

- . Scheduling and communicating with volunteers for specific events and tasks (minding info tables, seating audience members, taking tickets, etc.)
- . Communicating with the DVD/CD librarian

Artistic Advisor:

- . Supplying information on performers and guest artists upon request
- . Overseeing the artistic production and show content of FDLI produced events upon request

Member-at-Large:

- . Assisting as needed on subcommittees, volunteering for specific tasks, and supporting other board members in their roles

Some tasks have been outsourced to both volunteers and paid contract workers. For the 2023 calendar year this has included website maintenance, production of the Victoria Flamenco Festival, Mailchimp technical support, some grant writing and reporting, and some financial bookkeeping

The outgoing board has the following dreams and goals for FDLI:

- Support community productions in some capacity. There are barriers for small groups who don't receive reduced rental rates etc. that a non-profit is eligible for.
- Maintain a comprehensive events list for Island flamenco events.
- Scholarships, bursaries, and grants available to local flamenco students and artists.
- The development of a dedicated flamenco community space with studios, performance space, library/resource area, and cultural centre. (Similar to the sort of Flamenco Fundación that exists in Spain.)
- Fundraising idea: Rental of a studio space so that local artists can have 1-2 hours for videography and/or photoshoots to build their flamenco portfolios. Renting dance studios requires insurance and is prohibitive for some individual artists or groups. It would still be an investment, but perhaps sharing the cost of studio rental and insurance (and possibly photographers / videographers, hair and makeup, might help flamenco artists and students document / invest in their development and encourage another level of professionalism within our community.
- Look into options for restarting the Victoria Flamenco Festival in some capacity.