

PROMOTION COMMITTEE CHARTER

Composition:

The Promotion Committee (Committee) shall be formed by Representatives from both the Vancouver & District Caller-Teachers Association (V&DCTA) and the Fraser Valley Square & Round Dance Association ((FVS&RDA).

Appointments:

The Promotion Committee shall appoint from within its own membership a:

- a. Chairperson
- b. Secretary
- c. Treasurer

Job Descriptions

Chairperson

- Serves in the position for 2 years
- Provides leadership and policy guidance to the committee members
- Reports to the FVS&RDA and V&DCTA Executive at their scheduled meetings.
- Conducts meetings and carries out duties on behalf of the Committee
- Chairperson position shall be rotated between the FVS&RDA and the V&SCTA if a suitable candidate volunteers, otherwise position is filled by a FVS&RDA member.

Secretary

Serves at least a 2-year term but may be extended.

- Notifies members of upcoming committee meetings.
- Records minutes of all Promotion Committee Meetings and retains a copy for the record.
- Transmits to all committee members a copy of meeting minutes.
- Receives and transmits correspondence on behalf of the Committee.

Treasurer

- Serves at least a 2-year term but may be extended.
- Maintains a non-profit banking account with a financial institute.
- Responsible for receiving and distributing all Committee funds.
- Prepares an Annual Budget for Committee approval.
- Reports with up-to-date Financial Reports at all regular Committee meetings.
- Pays all current bills and keep receipts.

Funding:

The Committee is funded by annual contributions from the FVS&RDA and the V&DCTA. The Committee may also conduct fundraisers, as they deem necessary.

Committee Purposes:

The purposes of this Committee shall be to:

- Provide seminars, workshops and information that offer training or strategy sessions to interested parties on dancer recruitment and retention.
- Research methods to enhance and support clubs with New Dancer Classes.

- Encourage new people to become Dancers through the many channels that are available such as – newspapers ads, media, posters, handouts, workshops, web pages, demonstrations and seminars.
- Provide financial support to clubs with New Dancer programs through advertising support and dancer lesson reimbursement.
- Provide an opportunity for New Dancers to dance at an annual regional venue. Maintain records of New Dancer Classes as well as the numbers of New Dancers each year.

Committee Goal:

All in all, this Committee could, and should, be a valuable asset in keeping up the numbers of Dancers in the Square Dance Movement.