

## Committees

### ***Standing Committees per the By-Laws:***

#### *I. Executive Committee*

- a. Is comprised of the President, Vice-President, Secretary, Treasurer, and, pursuant to a change in the By-Laws, the Immediate Past President. We would likely also include in this committee the Artistic Director.*
- b. In theory, the Executive Committee could make decisions if empowered by the full board to do so, and have said actions and decisions approved at the meetings of the full board.*

#### *II. Nominating Committee*

- a. Per the By-Laws the President is to appoint three members of the Board to prepare a slate of Directors for ratification at the Annual Meeting that is to be held in January. Should any vacancies arise, this committee would suggest new directors.*

#### *III. Fund Raising Committee*

- a. The Fund Raising Committee Chair would be appointed by the Board. The activities of the committee would be to suggest and administrate the fundraising activities for the Board and the members of the Company. The funds garnered by the Board would be used for scholarships, costuming, and sets. A share of the fundraising executed by the company would be deposited into company members' individual accounts for uses required as a member of the Company.*

### ***Additional Committees to forward the work of the Board:***

#### *I. Finance Committee*

- a. Would be chaired by the Treasurer of the Board.*
- b. Would oversee the fiscal aspects of the Company providing a projected annual budget of income and expenses of the Company.*
- c. Would be responsible for accounts payable and receivable.*

- d. *Would be responsible for issuing applicable tax documents to the appropriate agencies.*
- e. *Would deposit fundraising and grant monies into the appropriate budget lines.*

## *II. Fundraising*

- a. *Would research and present fundraising options for the Company and the Board*
- b. *Would give oversight to the administration of fund raising projects.*
- c. *Would transfer monies gained to the Treasurer for applying to the effected accounts*
- d. *Would publicize the fundraising opportunities to the Company and ensure a high level of participation*
- e. *Would communicate the results of the fund-raising in order to create excitement for the success of the campaigns.*

## *III. Publicity and Advertising*

- a. *Would send press releases to media regarding performances.*
- b. *Would make media aware of newsworthy items regarding the Company.*
- c. *Would make visits to service clubs and other civic organizations to promote our performances.*
- d. *Would oversee the sales of advertisements for the annual program and other publications that may be distributed.*
- e. *Would coordinate special projects such as the Children's performance for **The Nutcracker**.*
- f. *Would devise an overall marketing plan for the Company's performances and activities.*

## *IV. Friends of the Ballet*

- a. *Would cultivate supportive relationships within the community to assist with funding, volunteerism, and genuine support for the Company and the art of the Dance.*

*V. Special Events*

- a. Would give oversight and direction to events held for the Company, the Community, the Board, or the Regional Dance Association.*

*VI. Grants*

- a. Would actively pursue grants to be used for the Company's purposes.*
- b. Would work with the needed party or parties to collect and maintain the records and information need to write such grants.*
- c. Would submit grants in a complete and timely fashion and report the outcomes of those submissions.*

*VII. Scholarships*

- a. With funding in place, this committee would review submitted applications for scholarships and award against set criteria.*
- b. Criteria would need to be written and communicated to all who might apply.*
- c. A calendar of scholarship gifting would be set in place with timelines for application submission.*
- d. Recipient awards will be reported to the Board.*
- e. Would make the publicity committee aware for communication to the media of the awards.*

*VIII. Parents' Association – The Dancers' Ambassadors*

- a. Would maintain a listing of all Company and Intermediate Parents*
- b. Would enlist the assistance of the parents for events*
- c. Would detail a listing of potential tasks where assistance is needed then recruit from the database.*
- d. Nurture a sense of volunteerism on behalf of our dancers and their events.*

*IX. By-Laws*

- a. Periodically review the By-Laws of the Corporation.*

- b. Note any discrepancies within Corporation with regards to the By-Laws.*
- c. Bring to the Board any recommendations of amendments to the By-Laws*
- d. Create and distribute an electronic version of the By-Laws to the Membership of the Board.*

*X. Plant Operations*

- a. In contact with the Artistic Director and the Treasurer, act upon the physical needs of the property by contracting as warranted, the repair or replacement, of the affected property.*
- b. Enlist services such as security, sprinkler systems, etc. from appropriate vendors.*
- c. Submit invoices and billings for services to the Treasurer for payment.*