



## A PRIMER FOR NEW EXECUTIVE COMMITTEE (EC) MEMBERS

### Officers

**President:** The President is an Officer of the Guild, a signing officer, an ex-officio member of the Nominating Committee, the Guild Endowment Sub-Committee and all other established committees. The President is responsible for the general operation of the Guild, orienting new EC members, and liaising with Shaw staff, including the Artistic and Executive Directors, to ensure smooth co-operation between the organizations. The President chairs EC meetings and the AGM. The President is an ex-officio member of the Shaw Festival Board of Directors with voting privileges and prepares quarterly reports for Shaw Board meetings and monthly reports for the EC meetings.

**Vice President:** The Vice President is an Officer of the Guild, a signing officer, an ex-officio member of the Nominating Committee, and supports the President, exercising the President's duties in his/her absence. The VP works with the President to ensure a smooth transition when the President's two-year term is complete. Working with the Past President, the VP investigates and resolves any Guild member incidents that impact patron services provided by the Guild to the Shaw Festival. The VP is responsible for staffing and monitoring "Playing this Week", overseeing all Shaw sponsored activities offered to Guild members, which may be delegated to the Activities Chair and may be asked to lead specific Guild projects, such as the Strategic Plan 2018-2022. The VP works closely with various Shaw staff, as required, to respond to special requests that are not the specific responsibility of other members of the EC. Submits monthly reports for the EC meetings.

**Past President:** The Past President is an Officer of the Guild. Selects members for and chairs the Nominating Committee. This committee is charged with identifying potential candidates for vacating Officer and Chair positions, presenting a slate of candidates to the EC for election/ final approval at the AGM with the membership. Working with the Vice President, the Past President investigates and resolves any Guild member incidents that impact patron services provided by the Guild to the Shaw Festival. As the officer with most seniority on the EC advises the committee on previous decisions and Guild activities. Submits monthly reports for the EC meetings.

**Treasurer:** The Treasurer is an Officer of the Guild, a signing officer, and a member of the Guild Endowment Sub-Committee. The treasurer is responsible

for administering the financial aspects of the Guild including managing the relationship with the Guild's financial institutions and independent accountant. The Treasurer maintains financial records and an audit trail for all financial transactions, prepares monthly financial reports, accepts funds and invoices and prepares deposits and cheques. The Treasurer prepares the annual Guild budget and ensures adherence to the budget including providing approve or decline recommendations to the EC for budget excesses. The Treasurer tracks monetary donations to the Shaw Festival, works with the Guild's accountant to prepare the fiscal year end statement, prepares a written year end report for inclusion in the Shaw Guild Annual Report and presents the financial statement to the Membership at the Guild's AGM. Submits monthly reports for the EC meetings.

**Secretary:** The Secretary is an Officer of the Guild, a signing officer and a member of the Guild Endowment Fund sub-committee who is responsible for keeping and producing the meeting minutes, agenda and updating the By-laws, Handbook or other materials as required. Ensures that the actions of the Executive fall within the Guild By-laws. Also organizes and manages the Guild AGM. Submits monthly reports for the EC meetings.

## **Chairs**

**Activities Chair:** In consultation with the Shaw Festival Management, is responsible for planning and organizing a calendar of events, that enhance Members' knowledge and interest in the Shaw Festival and provide social gatherings for the volunteers. Working with the Shaw staff, the Activities' Team, and with oversight from the Vice-President, delivers approximately 7 events each year ranging from Shaw-sponsored Scene Shop visit, viewing a set-changeover and dress rehearsal, to a Guild-sponsored Spring Preview Luncheon, annual Summer Celebration get-together and October Members Day. Maintains monthly volunteer hours for Activities. Submits monthly reports for the EC meetings.

**Communications Chair:** Responsible for managing communications to Guild members via various channels. Coordinates content from EC, for electronic and print purposes, about upcoming events, action items, notifications and newsworthy items. Maintains the Guild website. Responsible for the maintenance and operation of the My Volunteer Page volunteer management tool, as well as longer-term communications strategy. Submits monthly reports for the EC meetings.

**Fundraising Chair:** Oversees the annual Garden Tour which raised over \$25,000 in 2017 and 2018 and is the Guild's major fundraiser in support of The Shaw Festival. The date of this fundraiser event is usually held on the second Saturday

of June, subject to the approval of the Shaw Festival. Maintains monthly volunteer hours for members involved with the Garden Tour. Submits monthly reports for the EC meetings.

**Greeting Chair:** Organizes Greeters for all matinees and some evening performances at the Festival Theatre. In April each year, meets with Greeters for "Start-up" discussing the season ahead and any changes in Greeting. In October/November meets for "Wind-up" feedback on good practices and any problems that season. Monthly responsibilities include Scheduling and Shift Reminders. Liaises with Front of House (FOH) Managers. Maintains Emergency List of Greeters, replaces cancellations, and notifies FOH Managers about changes in schedule. Holds Orientation and FOH tour for new Greeters. Updates all Greeters with new and/or pertinent information. Maintains monthly volunteer hours for Greeting. Submits monthly reports for the EC meetings.

**Hosting Chair:** Provides leadership and direction for all Shaw Guild Host activities and coordinates and updates Host training and resource materials. Publishes a monthly Host Communique to keep Host members informed of all current events and Host issues. Works with 12 Hosting Captains who schedule Hosts for the three Shaw Festival theatres for weekdays, (no booking for Friday nights or weekend performances) for the full season from April to December, based on the play schedule. Maintains an Emergency Call List of Hosts. Provides oversight on Host Scheduling to insure is a fair distribution of Host assignments to all Host members and that the "buddy system" is implemented for all new Hosts. Liaises with Chuck Mewett and the FOH Managers to keep them informed of any changes to the Host Schedule, which is provided to all House Managers on a timely basis. Collects "sit in" fees from House Managers on a monthly basis. Maintains monthly volunteer hours for Hosting. Submits monthly reports for the EC meetings.

**Membership Chair:** Is responsible for renewal applications for all members, receives new member and renewing member payments, records membership, maintains database, issues name badges and tracks all Guild volunteer hours. Is responsible for Orientation required for new Guild members. Provides names of new members to the Shaw Festival for mandatory AODA/IASR training. Produces and distributes mailing lists. Prepares monthly reports for the EC meetings.

**Shaw Gardens Chair:** Is responsible for managing the 35+ gardeners who assist in the maintenance and development of the Festival Theatre and Royal George Theatre gardens, and other Shaw properties as needed. Responsibilities include collecting Emergency Contact Information for Volunteers, conducting the scripted 10 Minute/10 Point Safety Chats for garden volunteers, authorizing the purchase of new plant materials, keeping record of weekly tasks completed, liaising with the Garden Team Leader, and Shaw staff as needed, and being

"the voice of the gardeners" on the EC. Maintains monthly volunteer hours for gardeners. Submits monthly reports for the EC meetings.

*The above is meant to be a summary of most roles, but certainly not all of the various responsibilities of the Executive Committee. For the official list of functions and responsibilities, refer to the Executive Handbook.*

*Officers and Chairs, with the exception of the Secretary, are required to write a monthly report using the Report Template. Reports are emailed on or before the Friday of the week immediately preceding the Monthly Meeting. The reports are inserted into the Minutes following the meeting. Year-end reports to be included in the Annual Report are due on November 1.*

*From time to time the executive may appoint an ex-officio convenor position that may attend EC meetings but cannot vote.*

## **Ex-officio Convenors**

**Docent:** Is responsible for scheduling tours for the docent team which is under the direct supervision of the Shaw Education Department and works closely with Education to provide on-going training for docents. Maintains monthly volunteer hours for Docents. Submits monthly reports to the Education Department and to the Shaw Guild President.

**Garden Tour:** Is responsible for planning and implementing all matters pertaining to the Garden Tour by overseeing a committee called The Shaw Guild Garden Tour Steering Committee.

**Newsletter:** Is responsible for preparing e-newsletters sent out 12 times a year.

**Design:** Is responsible for creation of advertising and literature to promote the annual Shaw Guild Garden Tour and other materials to promote the Guild.

**Playing This Week:** Is responsible for the distribution of materials to local merchants to promote the Shaw Festival.