

SDA Board of Directors

The Board of Directors is the legal authority of the Saskatchewan Drama Association. As a member of the Board, a Director is a trustee for the community and is responsible for the effective governance of the organization.

GENERAL

A Board Member shall be fully informed on Association matters and participate in the Board's deliberation and decisions on matters of policy, finance, programs, personnel and advocacy. The Board of Directors is constituted to: a) establish and/or approve policy; b) ensure that policy is being implemented; c) review policy periodically.

BOARD MEMBERS RESPONSIBILITIES

1. To act as a responsible member of the Board of Directors.
2. To develop and approve policy and other recommendations affecting the Association as a whole.
3. To review the Board's structure, approve changes, and prepare necessary bylaw amendments.
4. To participate in the development of SDA's organizational plan and its annual review.
5. To participate in the development of SDA's annual budget and ensure adherence to all financial motions passed by the Board of Directors and membership.
6. To attend and participate in SDA training sessions and become informed about the Association's mandate, goals and objectives.
7. To approve the hiring and termination of the Executive Director, acting on the recommendation of the Organizational Review Committee.
8. To support the fundraising efforts of the Association.
9. To support the financial policies of the Association.
10. To support the programs of the Association by actively participating in them.
11. To Chair or participate as a member of a Board Committee and report to the Board.

QUALIFICATIONS

A Board Member must:

1. Be elected at the Annual General Meeting except in the case of resignation and/or impossibility of director to hold office.
2. Be an adult member of the Saskatchewan Drama Association.
3. Exhibit a commitment to the work of the Association and its mission statement.
4. Make or have the time to fulfill the stated responsibilities of a Board Member as described in the Terms of Reference including those responsibilities stated in Policy.

5. Must attend and participate in all Board meetings and the Annual General Meeting.
6. Must be able to contribute, i.e., must not be absent from three consecutive meetings, must chair or participate as a member of a committee. If a board member cannot contribute, they should be asked to step down.

Summary of Board Duties

PRESIDENT: Ex-officio of all committees; Represents SDA at functions, through reports and grant applications; Staff Liaison (Human Resources).

PRESIDENT ELECT: Chairs Organization Review Committee; Reviews the Policy Manual and Risk Management; Stands in for President when necessary; Acts as Secretary for the Board; Assists the President with Board Orientation and Strategic Planning Sessions; Chairs the Organizational Review Committee.

IMMEDIATE PAST PRESIDENT: Chairs Nominations Committee (board recruitment); Assists with Board Orientation.

FINANCE CHAIR: Chairs Finance Committee; Chairs the Audit Committee; Monitors budget and financial statements; Represent SDA at Global Funding Presentations; Develop fundraising projects.

EDUCATION CHAIR: Chairs Education Committee; Develops PD Opportunities; Chairs Scholarship Committee and Selection Committee for Grants/Bursaries; Chairs Outstanding Achievement Award Committee; Oversees the development of resources; Responsible for reviewing all SDA programming.

COMMUNICATIONS CHAIR: Chairs Communications Committee; Oversees Publications and Promotional material; Reviews Social Media Guiding Principles; Oversees recruitment and support of Regional Liaisons.

FESTIVALS CHAIR: Chairs Festivals Committee; Reviews All Festivals Handbook and Policy; Responsible for Adjudicator/Clinician Training.

MEMBER-AT-LARGE: Provide 'balance' within SDA committees in terms of expertise. Duties will be determined by the needs of the Board and Committees. May take over other positions of the Board of Directors in case of resignation and/or impossibility to hold office; May also chair Ad Hoc Committees; Reports to the membership at the AGM where applicable.

REGIONAL LIAISON: Facilitate communication between regions and the Board of Directors. Duties will be determined by the needs of the Board and Committees Report to members and discuss issues or information in their designated region regularly; Volunteer to serve as a member on one of the following committees: Communication, Education, Festivals, Finance or any Ad hoc committee that may be active.