

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 serves as a trustee for the community and is responsible for ensuring the effective governance of the organization.

GENERAL

A Board Member shall be fully informed on Association matters and participate in the Board's deliberations and decisions on issues 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 policies and other recommendations that affect 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 the impossibility of the 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 is unable to 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 the Organization Review Committee; Reviews the Policy Manual and Risk Management; Stands in for the President when necessary; Acts as Secretary for the Board; Assists the President with Board Orientation and Strategic Planning Sessions.

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; Represents SDA at Global Funding Presentations when requested; Develops fundraising projects.

PROGRAM CHAIR: Chairs Program 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. The needs of the Board and Committees will determine duties. 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. The needs of the Board and Committees will determine duties. Reports to members and discusses issues or information in their designated region regularly; volunteers to serve as a member on one of the following committees: Communication, Program, Festivals, Finance, or any Ad hoc committee that may be active.