



## Dania Board Member Roles & Responsibilities

Provided below are brief descriptions of the different roles and responsibilities of the Board positions. The activities listed below are not exhaustive but will give you a good idea as to what the expectations are. Director positions are assigned at the first Board Meeting which is held the first week following the AGM.

**PRESIDENT (1-Year Term, voted in):** Primary duty is public relations management and meeting attendance. Responsibilities include:

- First point of contact, act as representative and attend meetings with other organizations and other parties – locally, provincially, nationally and internationally.
- Signing authority.
- Call and chair Board meetings.
- Holder of the hall keys and guardianship of assets (and store room).

Event Responsibilities: Purchase liquor and permits, bartenders and ticket sellers for events. Master of ceremonies, and assist with planning, preparation, set up & take down of events.

**VICE-PRESIDENT (2-Year Term):** Primary duty is backup to the President and meeting attendance.

Responsibilities include:

- Signing authority.
- Holder of the second set of hall keys.

Event Responsibilities: Organization of table decorations and table cloths, hire kitchen staff and monitor servers at events. Purchase and organize children's activities (crafts/ treat bags/scavenger hunt) for various events. Assist in planning, preparations, set up & take down of events.

**TREASURER (2-Year Term):** Primary duty is bookkeeping, and meeting attendance. Responsibilities include:

- Act as bank contact.
- Signing authority.
- Bank deposits (including web & e-transfers) and bill payments.
- Reconcile bank accounts and prepare financial statements for audit.
- Invoice advertising.
- Second contact for membership & event ticket sales.

Event Responsibilities: Manage drink tokens and assist in the planning, preparation, set up & take down of events.

**SECRETARY (2-Year Term):** Primary duty is administration and meeting attendance. Responsibilities include:

- Agenda preparation and minute taking.
- Prepare and organize corporate paperwork related to board meetings and Annual General Meetings.
- Book venues for meetings and events.
- Annual membership sales and tracking.

Event Responsibilities: Order and sell event tickets, prepare a seating chart for events, book catering and entertainment (DJ). Assist in the planning, preparation, set up & take down of events.

Date Revised:

**COMMUNICATIONS DIRECTOR (2-Year term):** Primary duty is communications, promotions and meeting attendance. Responsibilities include:

- Email management, prime contact and responder.
- Social media (Facebook, Instagram, Twitter) management and updates.
- Website management and updates.
- Development and distribution of newsletter.
- Order and sell commodities.

Event Responsibilities: Purchase prizes for events, assist in the planning, preparation, set up & take down of events.

**HERITAGE DIRECTORS (2 Positions, 2-Year Term):** Primary duty is representative and prime point of contact for Dania (Denmark) for Heritage Days and meeting attendance. Responsibilities include:

- Attend monthly meetings of the Scandinavian Heritage Society of Edmonton (SHSE) (October through July).
- Participate in the SHSE Scandinavian Pavilion theme planning and display creation.
- Recruit and coordinate volunteers in preparation of and during Heritage Days.
- Assist with set up & take down of Heritage Day Cultural tent.
- Work a shift in the kitchen or cultural tent.

Event Responsibilities: Assist in the planning, preparation, set up & take down of events.

**SUBSTITUTE (2 positions, 1 year):** Primary duty is to replace a Director who is unable to complete their term.

Event Responsibilities: Assist in the planning, preparation, set up & take down of events.