



BURLINGTON FOOTNOTES SENIOR PERFORMING TROUPE INC

POLICIES AND PROCEDURES and BOARD and COMMITTEE ROLES AND RESPONSIBILITIES

Revised May 2021

Policies and Procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Roles and Responsibilities provide a high-level description of the primary duties for each of the volunteer positions.

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Membership

The Board encourages everyone interested in the company's future welfare to become a member. The fees help to promote the goals and objectives of The Burlington Footnotes Senior Performing Troupe Inc. The costs of putting on an ambitious annual production such as "*Gotta SING, Gotta DANCE!*" usually exceeds the box office intake. The membership fees assist in keeping the Company solvent.

Having membership allows the corporation to apply for grants; larger membership increases eligibility for grants. Full members will benefit from government grants.

Membership Categories

- Full membership
- Associate membership
- Family membership

*****Note:** *Family membership covers any and all family members living under the same roof.*

Full Membership Benefits

- Discounted class fees (**see note)
- Discounted dance workshop fees (**see note)
- Company sponsored non-dance workshops at no cost (i.e., first aid/CPR)
- Company sponsored Christmas luncheon
- An annually determined amount to relieve gasoline costs of volunteers who travel extraordinary distances on company business (*refer to gas allowance policy*)
- Voting privileges at general meetings
- Opportunity to serve on the Board and Board committees
- Access to Bylaws, Financial Reports and AGM reports in the member's only area of the website
- Opportunity to participate in social events
- Website access to "members only" site

****Note:** *The discounted class and workshop fees will be offered through JMC Productions. This discount will be reviewed on an annual basis. JMC productions will notify both members and non-members of upcoming events that may be of interest to them, such as courses, costume fittings, class cancellations and audition calls.*

Associate Membership Benefits

- Attend Annual General Meeting – no voting privileges
- Opportunity to participate in social events
- Notification for upcoming events, courses, audition calls
- Website access to "members only" site

Family Membership Benefits

- Same as Full Membership – discounted rate
- Website access to "members only" site

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Cost of Membership

- Please refer to the website and/or the membership form for current fees

****Renewal membership fees submitted after registration are subject to a service charge.**

Responsibilities of Members

Members are expected to treat others with respect and appreciate the fact that everyone has varying levels of ability and degrees of commitment.

Scent Free Environment

In consideration of those who have allergies and sensitivities, Burlington Footnotes is a scent free organization. Members are requested to refrain from wearing perfumes, colognes and other scented products (for example hair spray) when attending dance classes and other Footnotes events such as GSGD and social gatherings.

Membership Application and Annual Class Registration

- Membership application and fee will be collected at the Fall Registration.

Members Annual General Meeting

The Burlington Footnotes Senior Performing Troupe Inc is required to hold an Annual General Meeting (AGM) within 15 months of the last meeting.

Members will be notified of the Annual General Meeting date and time at least two weeks prior. AGM documents (meeting agenda, President's report, Committee reports and Financial documents.) will be posted to on the website (member's only) approximately one week prior to the AGM. Attendees are requested to print all of the materials sent to them in preparation for the meeting.

If a member is unable to attend, they may choose to complete a proxy document prior to the meeting date. Instructions on completing the proxy will be sent giving sufficient time for the members to complete and submit prior to the meeting.

Revenue Income

All revenues received from sponsors, advertisers, fundraising events or Friends of the Footnotes will go into the GSGD budget to be used at the Boards discretion.

Hearts and Flowers Fund

A Hearts and Flowers budget is approved annually by the Board.

This Fund will be used for the following:

- A \$25.00 donation to the charity of choice for any member who loses a spouse, parent, or child as well as a sympathy card
- A \$50.00 donation to a charity of choice when a member passes away
- A get well card in the case of a prolonged illness or hospital stay by a member
- the purchase of flowers for the teaching staff at GSGD.
- Occurrences as the Board deems appropriate

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Gas Allowance

On occasion members of the Burlington Footnotes who volunteer their time are asked to use their vehicles to carry out specific requests. In order to compensate these members for gas costs we have set up a small *limited fund* and will reimburse individuals at the rate of *\$0.45 per kilometer*.

We appreciate discretion with your requests for reimbursement as once the fund is depleted, we will be unable to process any incoming requests.

Please forward request for compensation to a Board member for reimbursement.

****Note: A gas allowance budget is in place to offset the costs of doing company business. It's not exclusively used for community shows.*

Community Shows – *this policy is currently under review*

Community Show Objective

The Burlington Footnotes present small shows several times each year out in the community. Sometimes these performances take place in long term care facilities where our goal is to entertain and brighten the day for residents who are unable to come to our show. Sometimes they take place at Seniors' Centers or Retirement Homes with the goal of entertaining the audience and encouraging them to attend our shows.

The objective of the Burlington Footnotes is to present a high-quality show to all the audience members including care givers and family members, who may be in attendance. We continue to maintain the integrity of a high-quality presentation with polished and professional performers as with the annual production of GSGD.

To add further clarity as to who qualifies to perform in a community show, the following requirement statement will be followed:

- Must have performed in GSGD
- Must be a member
- Must be a participant in a community show class

Note: Exceptions to these guidelines are at the Boards discretion

Show Venue/Organization

The Board must agree to the location/organization requesting the show prior to making a commitment. A number of factors need to be considered such as timing of the event, logistical issues (parking, format) and size of the event.

Honorarium

While not a requirement to perform, the Community Show Coordinator should discuss the notion of an honorarium to be paid to the Burlington Footnotes to offset some of the costs.

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Music

All music required for the show must be provided to the Music Coordinator at least 10 days prior to the show. Special instructions (if any) must be provided with the music. The Community Show Coordinator is responsible for ensuring that the participants are complying with the guidelines.

Talent

Participation in a Community Show is optional and voluntary. Participants may be responsible for their own rehearsal costs. A budget is approved annually to provide rehearsal space for groups who volunteer for our community shows. This amount is reviewed on an annual basis.

The Community Show Chair has a *limited fund* to cover extraordinary transportation costs. The board has determined that \$10.00 will be allotted per carpool vehicle for distances over 80K, round trip. We appreciate those of you who give of your time and talents to take part in this charitable work.

Audition Policy

(Solos, Duets and Small Groups)

The BFSPT Inc. requires small groups, duets and solos to fill in for costume changes and to add variety to the show. As membership continues to grow, an audition policy results in the continued improvement and quality of our production. Performers will be assessed by an impartial panel of volunteer judges who are experienced in drama, music and/or dance. Two members of the Board will also assess the performances and provide their feedback to the Artistic Director. If only one Board member is available, a delegate will suffice. A delegate is defined by the following:

- a. Previously participated as a Board member on the panel.
 - b. Acts as the Audition Chair
- The Artistic Director will make the final decision for use of solos, duets and small groups in our year end production based on the recommendation of the panel and feedback from the Board
 - The performers will be judged on the following criteria;
 - Stage Presence
 - Musicality
 - Entertainment Value
 - Alignment with GSGD theme
 - On an exception basis, a video may be submitted to the Adjudication Panel to assess interest if performers are not available to attend the audition date. The decision was made by the Board to accommodate conflicts in performers' schedules due to prior commitments. However, whenever possible, a member of the video performing group should be in attendance at the audition in order to answer questions or receive recommendations by the Adjudicators. **The video must be submitted to the Artistic Director 1 week prior to the audition date.**
 - All performers must be prepared to present a full 2 ½ minute routine at time of audition (in person or video). Should a performer audition more than **1** routine, the performer should understand that acceptance of **any** routine is based on the requirements of the Artistic Director.
 - Full costumes are not required, however, costume ideas must be explained.
 - All decisions of the Artistic Director and Adjudication Panel are based on the scoring of the performance at the audition. No one should expect to be "grandfathered" into a spot.
 - Most available spots will be assigned to our members depending upon the variety and

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quality of performances presented. The priority is to meet the needs of our members without compromising the quality of the production. If we do not have a member who can fill an available spot/style we will look outside of the membership to fill these places in order to create more variety for the show.

- Audition forms will be posted on the website in the fall.
- Auditions will take place early in the new year (Jan/Feb).
- All music must be submitted electronically. Participants will be asked to submit edited tracks for review/approval to the Artistic Director at their earliest opportunity and prior to audition to ensure optimum quality.
- Applications will not be accepted after the due date of December 31st.

BFSPT Inc. Volunteer Roles and Responsibilities

Volunteering

At this point in time, all positions in the Company, except for the contracted position of Artistic Director, will be volunteer positions.

Members of the Board of Directors

- President/Vice President
- Secretary
- Treasurer
- Directors-at-Large

Board of Directors - Job Descriptions

President/Vice President

The President shall, when present, preside at all meetings of the member of the Corporation and of the board of directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary or other officer appointed by the board for the purpose shall sign all by-laws and membership certificates. During the absence or inability of the President, all duties and powers may be exercised by the Vice-President, or such other director as the board may, from time to time appoint for that purpose.

Secretary

The Secretary shall attend all meeting of the board of directors and record all the facts and minutes of all proceedings in the books kept for that purpose. She/He shall give all notices required to be given, to the members and to directors. She/He shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the board of directors.

Treasurer

The Treasurer, or person performing the usual duties of a treasurer, shall keep full and accurate records of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank of banks as may

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from time to time be designated by the board of directors. She/He shall disburse the funds of the Corporation under the direction of the board of directors, taking proper vouchers therefore and shall render to the board of directors at the regular meetings thereof or whenever required of him, an account of all transactions as treasurer, and of the financial position of the Corporation. She/He shall also perform such other duties as may from time to time be determined by the board of directors.

Members at large/ Directors

The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

The Committee Chairs serve as a link between the membership and the Board of Directors.

Committee Chairs - Job Descriptions

Annual Photo Shoot Chair

The photo chair facilitates the operation of the photo shoot and acts as liaison between the photographer and the members.

- draft various reminder memos to the members
- arrange runners and assistants for the day of the shoot
- provides photos/CD's for pick up at registration
- provide content to be included in the annual AGM Report

****Note: The schedule for pictures to be taken is prepared by the Artistic Director*

Refer to Appendices A for specific activities and timeline.

Communications Chair

Through on-going communications with the Board of Directors and the President of JMC Productions, the Chair obtains all relevant information re scheduled classes, class enrollment, and class cancellations to circulate to members. The Chair communicates any information that should be passed on to the membership by the various class representatives, committee chairs and Board members. Members wishing to send out communications must first have them approved by the Board. The Communications Chair provides a report to be included in the Annual General Meeting Report.

Community Show Chair *(under review)*

All community organizations' requests for performances by members of the BFSPT are passed over to the Community Shows Chair. The Chair meets with a representative from the organizations to discuss specific dates and times, type and length of performance, demographics of the audience and a suitable honorarium. The Chair also notifies the organization that the BFSPT performers do not perform during mealtimes.

A meeting is set at each venue between the Chair, Music Coordinator and the organization, whereby the Chair can determine the following:

- Safety of the venue
- Parking availability
- Entrance doors for performers
- Type of staging area floor
- Availability of adequate dressing room space

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- Stage entrances and exits
- Outlets and locations for sound equipment and sound set up

The Chair is responsible for organizing the show performers and coordinating the collection of music required for the show with the Music Coordinator.

All music required for the show must be provided to the Music Coordinator at least 10 days prior to the show. Special instructions (if any) must be provided with the music. The Community Show Coordinator is responsible for ensuring that the participants are complying with the guidelines.

When venues and show request appear to be outside of the norm (location, duration, honorarium, etc.) the Chair will discuss the request with the Artistic Director to determine whether or not the engagement is one that the Footnotes is interested in pursuing.

After the event, the Chair follows up with the organization for feedback on the show and reports back to the Board and Members.

Music Coordinator

- Works with the Chair to ensure the music is available for the show
- Responsible for assembling the music playlist on a PC/laptop
- Ensures that required equipment is available
- Ensures that the event site is suitable with appropriate electrical outlets

Hearts and Flowers Fund Chair

The Chair will be asked to submit expense requests to cover cost of cards and flowers that are sent to members, and family of members at times of illness and loss of loved ones. The Chair is also responsible for purchasing flowers for the teaching staff at GSGD and for executing other ad hoc requests from the Board. An accounting of purchases and donations are to be provided to the Board on a quarterly basis.

Historian Chair

The responsibilities of this position include the collection and organizing the wealth of information accumulated over the years specific to the Burlington Footnotes and its members. The information is to be maintained in binders that can be available for members to review during Board socials such as the Christmas Luncheon, Annual General Meeting and the Photo Shoot.

Marketing Chair

The Chair is responsible for contacting bus tour companies with pertinent information re GSGD, ticket sales. The Chair works closely with the BPAC Box Office throughout the season. The Chair also meets with volunteers to coordinate initial contacts with tour groups, senior centres and residences regarding GSGD and follow up. Regular updates are provided to the Board and Members.

Refer to Appendices B for specific activities and timeline.

Membership Chair

At the membership and registration day, the Membership Chair sets up a registration table and collects new and renewal membership monies and membership forms from potential BFSPT Inc members. The Membership Chair prepares lists of all members and distributes said lists to the BFSPT Board President, the Communications Chair, the Hearts and Flowers chair and Web Editors. The Membership Chair updates said lists as necessary over the year. The completed list is maintained for the archives by the Board Secretary.

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Public Relations Chair

The Chair is responsible for contacting various news media with pertinent story material regarding the Company, Company productions, Company members and supporters. The Chair will investigate ways to promote/advertise the Burlington Footnotes dance classes and registration.

The Chair will also pursue various opportunities to work with various organizations that are specifically targeting the health and well-being of 50+ community.

Social Events Chair

A budget is allocated on an annual basis to cover the costs associated with the three events. The Social Events Chair oversees all food service activities for the Christmas and coordinates tea and coffee service for the Photo Shoot and AGM. In addition, the Chair has responsibility for the After Party which is primarily desserts and table snack.

The Social Events Chair has creative license when it comes to door prizes or special gift draws.

Sponsorship Chair

The Chair is responsible for

Advertising Chair

The Advertising Chair assists the Board in managing the contact spreadsheet recording all activities with reference and advertisers for the current year. The Chair prepares the packages with information for advertisers.

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Photo Shoot Chair – Timeline of activities

The photo chair facilitates the operation of the photo shoot and acts as liaison between the photographer and the members

- draft various reminder memos to the members – April to June prior to the photo shoot
- arrange runners and assistants for the day of the shoot – 1 month prior to the photo shoot
- distribute photos at registration – typically at the end of August
- provide content to be included in the annual AGM Report – date set by the Board of Directors

******Note: The schedule for pictures to be taken is prepared by the Artistic Director***

Marketing Chair – Activities and Timeline

Sept/Oct	Meet with the Box Office Manager at BPAC to review expectations and process for upcoming season
Aug/Sept	Update contact letters
Sept	Contact marketing volunteers to confirm continuing participation
Sept/Oct	Recruit new volunteers as needed
Oct	Prepare marketing report for AGM
Oct/Nov	Email updated letter/poster and contact lists to volunteers for distribution in November
Oct/Nov	Prepare and distribute packages to volunteers to be delivered to Seniors Residences in December
Dec	Update contact information for January mail outs and forward lists and updated letter to volunteers for distribution in January
Jan - May	Obtain numbers re seat sales from Box Office Manager at BPAC. Prepare and forward reports to Footnotes members at the end of each month
Mar	Follow up with BPAC Box Office Manager to provide status update
Apr-June	Follow up with booked groups re final numbers and payments. Forward payment info to BPAC
Sept - May	Take new tour operator bookings. Pass on info to Box Office Manager. Contact new tour groups, seniors' residences that are not on our lists with the hope of adding them to our contact lists

Social Events Chair – Activities and Tasks

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Christmas Luncheon held at Student Theatre responsibilities

- Set up room – tables, chairs, food tables, coffee/tea service
- The top shelf of the cupboard at Student Theatre is set aside for storage of a coffee urn, table cloths, cups, coffee, tea and other items used for these events.
- Ensure sufficient napkins, paper plates, coffee cups, cutlery, etc. is available
- Order the food (sandwiches and desserts) and arrange for someone to pick them up. (In the past, Bob Murray has always been kind enough to pick the order up)
- Assign someone to look after tea and coffee service
- Christmas Luncheon: Arrange for table centre pieces which are offered up as prizes at the end of the luncheon.

GSGD After Party

- Provide potato chips/snacks for the tables prior to the food being served
- Provide oranges for the dressing rooms
- Provide desserts for the after party. (Note: Check with M&M's as they have donated desserts in the past. If donation is made, purchase remainder of desserts from M&M's and send a thank you note)
- Arrange to have the desserts ready for serving the day of the party
- Purchase napkins and paper plates for the desserts and cutlery if required