

Board Member Application

The Schiff Dance Collective (TSDC) is looking for new board members who are passionate about dance, TSDC's Mission, and giving back to their community. Board members will aid TSDC in liberating our community through dance through their various responsibilities. Every board member may have a different commitment, so upon joining the board, the roles and responsibilities of each board member will be discussed.

The board is responsible for: strategic planning, fundraising, supporting the Executive/Artistic Director and other staff, overseeing the financial management of the organization, and upholding the bylaws and governance policies.

We ask board members to contribute at least eight hours of work to the organization each month and to financial contribute to the organization in a way that is meaningful to that board member. No one will be turned away due to size of financial contribution. Board members are required to attend 75% of the board meetings, including the committees board member is assigned to. Board members are also required to attend the yearly strategic planning retreat. Board terms are 2 years.

For more information about The Schiff Dance Collective, please see schiffdance.org. For more information about the board and bylaws of the organization, please see the attached documents.

Expectations of board members:

Attend board meetings

Fundraise for The Schiff Dance Collective

Contribute expected number of hours to the organization

Work in good faith and respect with staff and board to achieve the goals and mission of the organization

Contribute financially to the organization (your donation can be any amount that feels good to you)

Please fill out the following application, along with your resume(if you have one), to Director Jenny Schiff at director@schiffdance.org.

If you have additional questions concerning the application, please email director@schiffdance.org. Thank you for your time and consideration!

Contact Information		
Name		Date
Mailing Address		
City	State	Zip
Home Phone		Cell Phone
Email		
Business/Organization		
Occupation		Title
Brief Description of Job Responsibilities		
Business Address		
City	State	Zip
Business Phone		
Business Email		
Please contact me at: <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> BUSINESS		

Education and Work Experience
Education (lived experience and/or institutional)
Employment (current and/or previous)
Honors/Awards
Organizational Affiliations (including boards and committees on which you currently serve or have served)

Skills and Interest			
What skills, expertise, connections, etc. do you bring the board to help us accomplish our mission?			
How many hours a month would you be able to commit to The Schiff Dance Collective?			
What else would you like The Schiff Dance Collective to know about you?			

The Schiff Dance Collective (TSDC)
BOARD OF DIRECTORS
ROLES, RESPONSIBILITIES, AND EXPECTATIONS

ROLES FOR TSDC BOARD MEMBERS:

- **PRESIDENT**
 - Term: 2 years, three term maximum.
 - Call meetings of the board of directors.
 - Set the agenda and preside over meetings.
 - Appoint committee members and chairs
 - Act as the chief volunteer representative of TSDC.
 - Work closely with the Executive Director to ensure good communication between ED and board.
 - Oversee all board committees.
 - Ensure the full participation of board members and fill board vacancies.
- **SECRETARY**
 - Term: 2 years, three term maximum.
 - Record minutes of board meetings and send them to the President for distribution to the board.
 - Serve as the keeper of TSDC records.
 - Serve President role as needed.
- **TREASURER**
 - Term: 2 years, three term maximum.
 - Serve as chairperson of finance committee
 - Prepare and present financial reports to board.
 - Assist in setting TSDC budgets.
 - Provide volunteer oversight to TSDC accounting.
 - Assist in hiring an auditor, when deemed necessary by the board.

RESPONSIBILITIES OF TSDC BOARD MEMBERS:

- Lead and participate in strategic planning for TSDC.
- Recruit and hire Executive and Artistic Director
- Support Executive and Artistic Director in all duties.
- Recruit and elect board members.
- Set policies and practices that support the strength and sustainability of TSDC and its board of directors.
- Oversee finances of TSDC and establish an annual budget.
- Guide planning, strategy, and goals of The Schiff Dance Collective.
- Monitor TSDC progress toward program, operational, and financial goals.
- Complete an annual external professional audit of the organization's finances to ensure compliance with all tax, regulatory, and other guidelines, including filings when deemed appropriate.
- Raise money

- Avoid conflicts of interest (or the appearance thereof) by serving the organization as a whole body rather than individual constituents, and by immediately disclosing any potential conflicts to the board.
- Preserve public trust by making sure The Schiff Dance Collective continues to provide a public benefit, upholding the responsibility of the 501c(3) status.

EXPECTATIONS FOR TSDC BOARD MEMBERS:

- Be informed about TSDC mission, history, goals, needs, and programs.
- Be an ambassador of TSDC and its mission.
- Make TSDC a personal charitable priority.
- Support the efforts of The Schiff Dance Collective
- Act in accordance with The Schiff Dance Collective's mission and goals.
- Actively invite individuals and organizations to join in contributing financial and other resources to TSDC.
- Develop relationships with potential sources of financial and volunteer support.
- Attend at least three TSDC events annually.
- Serve on a committee on the board.
- Attend all board meetings and be a thoughtful and active participant.
- Follow through on assignments and commitments.

Amended and approved by TSDC Board of Directors March 4, 2018

I, _____ understand that as a member of the The Schiff Dance Collective, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. My behavior as a board member will be consistent with the values and mission of the organization.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
2. I will attend at least 75% of board meetings, including committees I am assigned to.
3. I will RSVP my attendance for board meetings or board committee meetings at least one day in advance to either the board president (for board meetings) or the committee chair (for committees to which I am assigned).
4. Each year I will make a personal financial contribution at a level that is meaningful to me. My personal financial contribution for 2019 will be: _____.
5. I will actively participate in one or more fundraising activities.
6. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about the activities and current issues at The Schiff Dance Collective. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
8. I will work in good faith with staff and other board members as partners towards achievement of our goals.
9. I will serve on a minimum of one Board committee.

In turn, The Schiff Dance Collective will be responsible to me in several ways:

1. I will be sent an agenda and materials seven days prior to the board meeting.
2. An orientation will be provided for me during open hours of operation so that I can witness and participate, as appropriate, in service delivery. I will also be able to discuss with the staff and the board president, the internal programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues addressing financial/ economic challenges, and other challenges for area families. Also, I will be offered opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities with me.

Signed:

Date:

Member, Board of Directors,

President, Board of Directors,

The board president should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board president, and keep the other for reference.

DATE OF LAST UPDATE:

January 11, 2016

The Schiff Dance Collective

BYLAWS

ARTICLE I: NAME, PURPOSE

Section 1: The name of the organization is The Schiff Dance Collective

Section 2: The Schiff Dance Collective is organized exclusively for charitable and educational purposes, more specifically to inspire and enlighten the public through the beauty of dance while upholding the foundation artistry and heritage of this powerful movement art. We include, create, and support a community of artists, regardless of their age, gender, ethnicity, or socioeconomic class-giving them an opportunity to find their power through creativity and a medium for their voices to be heard.

Section 3: The Purpose of The Schiff Dance Collective is to enrich, educate, empower, and build community through dance education, and outreach.

ARTICLE II: MEMBERSHIP

Section 1: Membership shall consist only of the members of the board of directors.

ARTICLE III: MEETINGS

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: Special Meetings. The President or Executive Committee may call special meetings.

Section 3: Notice. Notice of each meeting shall be given to each voting member, by email, no less than seven days before meeting.

ARTICLE IV: BOARD OF DIRECTORS

Section 1: Board Role, Size, and Compensation. The Board is responsible for overall policy and direction of The Schiff Dance Collective, and delegates responsibility for day-to-day operations to The Schiff Dance Collective, Artistic Director and committees. The Board shall have up to 10 and not fewer than 3 members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least 3 times per year, at an agreed upon time and place. Between meetings as needed, the Board can cast votes via email.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the

corporation. Directors will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve 2-year terms, but are eligible for re-election, up to three terms.

Section 5: Quorum. A quorum must be attended by at least 75 percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have e-mail notice seven days in advance.

Section 7: Officers and Duties. There shall be four officers of the Board consisting of a President, Secretary, and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Secretary and Treasurer.

The Secretary will chair committees on special subjects as designated by the board and shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8: Vacancies. When a vacancy on the Board exists, the Secretary may receive nominations for new members from present Board members seven days in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member can be dropped for excess absences from the Board if they have three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member by email two weeks in advance.

ARTICLE V: COMMITTEES

Section 1: The Board may create committees as needed, such as fundraising, program, etc. The Board President appoints all committee chairs.

Section 2: The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee, which includes two other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the, Board members and the public.

ARTICLE VI: ARTISTIC CONTROL

Section 1: Artistic Director- Jenny Schiff will maintain artistic control over The Schiff Dance Collective for the entirety of its existence.

Article VII: NON-DISCRIMINATION POLICY

The Schiff Dance Collective is committed to providing an inclusive and welcoming environment for all members of our community and to ensure that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, therefore The Schiff Dance Collective prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, creed, veteran's status, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

ARTICLE VII: AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

These Bylaws were adopted by the Board of Directors on February 25, 2007 and revised and approved March 4, 2018

The Schiff Dance Collective
GOVERNANCE POLICIES AND PROCEDURES

A. BUDGET DEVELOPMENT AND APPROVAL

1. The Executive Committee of the Board of Directors, The Executive Director, and staff will set the Financial and Operating objectives for the upcoming year.
2. The Executive Committee of the Board of Directors, The Executive Director, and staff, following the guidelines and format of the Monthly Financial Statements, will develop an Annual Budget.
3. Once approved by the Executive Committee, the Annual Budget will be brought to the Board of Directors before June 1st for discussion and final approval.

B. FINANCIAL AUTHORITY AND REPORTING

1. The Executive Director will be responsible for monthly bookkeeping activities through either a staff bookkeeper (approved by the Treasurer) or an outside service (approved by the Treasurer). Accounting revenue, support, and expenditures will be performed in accordance with generally accepted accounting principles.
2. Checks above the following limits shall be approved by the Treasurer or President at the end of each month:
Expense Check: \$5,000
Payroll Check: \$5,000
3. The Executive Director shall have the authority to approve additional expenditures within functional categories (e.g. personnel, occupancy, administration, program) provided total expenditures within each category do not exceed total budgeted expenditures for the year.
4. In the event of Unrestricted Revenues in excess of budget, the Executive Director shall recommend the desired allocation of such funds to the Executive Committee for approval. An excess of \$5,000 in any month will require the development of a supplemental budget, which will be brought to the Board for approval.
5. The Treasurer prepares the semi-annual financial report based on monthly financial statements. The Treasurer will review the quarterly Financial Reports detailing line item income, expense, surplus/deficit, and budget variances for presentation to the Board of Directors.

C. STAFFING

1. Each year, the Executive Committee will make any revisions to the Director position description and establish performance objectives. The Executive Committee will be responsible for providing regular performance feedback and will develop an annual written performance review. Any changes to the Executive Director's terms of employment will require Executive Committee approval.
2. The Executive Director shall keep up-to-date and accurate personnel records on all staff.
3. The Executive Director shall be responsible for administering all payroll and benefit activities in accordance with the Employee Guidelines.
4. The Executive Director shall be responsible for maintaining, documenting, communicating to employees, and enforcing adequate employee policies and procedures.

D. INTERACTION BETWEEN STAFF AND BOARD OF DIRECTORS

1. Monthly, the Executive Director will present to the Executive Committee and Board of Directors a report highlighting major events and issues within the operation.
2. The Executive Director is responsible for keeping the Executive Committee apprised of significant events that may have monetary effect on the organization. Where appropriate, she/he will solicit advice and /or approval from an Officer, the Executive Committee, and / or the Board of Directors prior to taking action.
3. The Executive Director will supervise and evaluate all other staff. Board Members will channel requests through the Executive Director, rather than directly to other staff members, to minimize conflicting priorities and directives to the staff.

E. REVIEW AND REVISION OF POLICIES AND PROCEDURES.

1. The Board of Directors shall review these policies annually.
2. Any permanent modifications to the policies herein shall require prior written notification and approval of a 3/4 majority of those present at any board meeting or meeting conducted via electronic mail. A quorum is required to approve any modification of the policies

3. Any specific variance to policies and procedures can be enacted by a unanimous vote of those present at any Board meeting or meeting conducted via electronic mail. A quorum is required to approve any modification of the policies

Adopted 2/25/2007; revised 10/2/2012; revised 03/24/2013; revised and approved March 4, 2018 by the Board of Directors.