



A PRIMER FOR NEW EXECUTIVE COMMITTEE (EC) MEMBERS

Leaders who form the Executive Committee of the Shaw Guild have a unique opportunity to guide the strategic direction of an organization that is key to the sustainability of The Shaw Festival. With over 13,500 hours donated by a volunteer force of 350 members in 2019, the Guild's contribution can be valued at \$365,000. That level of contribution requires a dedicated team committed to attracting and retaining members and continuously enriching their volunteer experience. If you enjoy the challenge of leadership and working closely with the dynamic management of the Shaw Festival, consider a role on the Guild's Executive Committee.

Officers

President: The President is an Officer of the Guild, a signing officer, an ex-officio member of the Nominating Committee, the Guild Endowment Sub-Committee and all other established committees. The President is responsible for the general operation of the Guild, orienting new EC members, and liaising with Shaw staff, including the Artistic and Executive Directors, to ensure smooth co-operation between the organizations. The President chairs EC meetings and the AGM. The President is an ex-officio member of the Shaw Festival Board of Directors with voting privileges and prepares quarterly reports for Shaw Board meetings and monthly reports for the EC meetings.

Vice President: The Vice President is an Officer of the Guild, a signing officer, an ex-officio member of the Nominating Committee, and supports the President, exercising the President's duties in his/her absence. The VP works with the President to ensure a smooth transition when the President's two-year term is complete. Working with the Past President, the VP investigates and resolves any Guild member incidents that impact patron services provided by the Guild to the Shaw Festival. The VP is responsible for staffing and monitoring "Playing this Week", and may be asked to lead specific Guild projects, such as the Strategic Plan 2018-2022. The VP works closely with various Shaw staff, as required, to respond to special requests that are not the specific responsibility of other members of the EC. Submits monthly reports for the EC meetings.

Past President: The Past President is an Officer of the Guild. Selects members for and chairs the Nominating Committee. This committee is charged with identifying potential candidates for vacating Officer and Chair positions, presenting a slate of candidates to the EC for election/ final approval at the AGM with the membership. Working with the Vice President, the Past President investigates and resolves any Guild member incidents that impact patron

services provided by the Guild to the Shaw Festival. As the Officer with most seniority on the EC advises the committee on previous decisions and Guild activities. Submits monthly reports for the EC meetings.

Treasurer: The Treasurer is an Officer of the Guild, a signing officer, and a member of the Guild Endowment Sub-Committee. The treasurer is responsible for administering the financial aspects of the Guild including managing the relationship with the Guild's financial institutions and independent accountant. The Treasurer maintains financial records and an audit trail for all financial transactions, prepares monthly financial reports, accepts funds and invoices and prepares deposits and cheques. The Treasurer prepares the annual Guild budget and ensures adherence to the budget including providing approve or decline recommendations to the EC for budget excesses. The Treasurer tracks monetary donations to the Shaw Festival, works with the Guild's accountant to prepare the fiscal year end statement, prepares a written year-end report for inclusion in the Shaw Guild Annual Report and presents the financial statement to the Membership at the Guild's AGM. Submits monthly reports for the EC meetings.

Secretary: The Secretary is an Officer of the Guild, a signing officer and a member of the Guild Endowment Fund sub-committee who is responsible for keeping and producing the meeting minutes, agenda and updating the By-laws, Handbook or other materials as required. Manages the recording of Guild records in Drop Box. Ensures that the actions of the Executive fall within the Guild By-laws. Also organizes and manages the Guild AGM. Submits monthly reports for the EC meetings.

Chairs

Activities Chair: In consultation with the Shaw Festival Management, is responsible for planning and organizing a calendar of events, that enhance Members' knowledge and interest in the Shaw Festival and provide social gatherings for the volunteers. Working with the Shaw staff, the Activities' Team, delivers approximately 7 events each year ranging from Shaw-sponsored Scene Shop visit, viewing a set- changeover and dress rehearsal, to a Guild-sponsored Spring Preview Luncheon, annual Summer Celebration get-together and October Members Day. Ensures monthly volunteer hours for activities are accurately recorded in MVP (*My Volunteer Page). Maintains monthly volunteer hours for activities. Submits monthly reports for the EC meetings.

Communications Chair: Responsible for managing communications to Guild members via various channels. Coordinates content from EC, in electronic, social media and print, about upcoming events, action items, notifications and newsworthy items. Maintains the Guild website and contributes to longer-term communications strategy. Currently this role is responsible for the creation of Guild-specific collateral such as Garden Tour marketing brochures, with

branding approval from the Shaw Festival. Submits monthly reports for the EC meetings.

Docent Chair: Responsible for scheduling tours for the Docent team which is under the direct supervision of the Shaw Education Department and works closely with Education to provide on-going training for docents. Ensures monthly volunteer hours for Docents are accurately recorded in MVP (My Volunteer Page). Maintains monthly volunteer hours for Docents. Submits monthly reports to the Education Department and to the Shaw Guild President.

Fundraising Chair: Oversees the annual Garden Tour which typically raises over \$25,000. Funds raised will be directed by the Executive Committee to either the Shaw Guild Endowment Fund or a specific Shaw Festival project such as supporting the Shaw Festival's production of *A Christmas Carol*. The Garden Tour is the Guild's major fundraiser in support of The Shaw Festival. The date of this fundraiser event is usually held on the second Saturday of June, subject to the approval of the Shaw Festival. Ensures monthly volunteer hours for those involved in the Garden Tour are accurately recorded in MVP (My Volunteer Page). Submits monthly reports for the EC meetings.

Greeting Chair: Organizes Greeters for all matinees and some evening performances at the Festival Theatre. In April each year, meets with Greeters for "Start-up" discussing the season ahead and any changes in Greeting. In October/November meets for "Wind-up" feedback on good practices and any problems that season. Monthly responsibilities include scheduling and shift reminders. Liaises with Front of House (FOH) Managers. Maintains emergency list of Greeters, replaces cancellations, and notifies FOH Managers about changes in schedule. Holds Orientation and FOH tour for new Greeters. Updates all Greeters with new and/or pertinent information. Ensures monthly volunteer hours for Greeting are accurately recorded in MVP (My Volunteer Page). Submits monthly reports for the EC meetings.

Hosting Chair: Provides leadership and direction for all Shaw Guild Host activities and coordinates and updates Host training and resource materials. Publishes a monthly Host Communique to keep Host members informed of all current events and Host issues. Works with Hosting Captains who schedule Hosts for the three Shaw Festival theatres for weekdays, (no booking for Friday nights or weekend performances) for the full season from April to December, based on the performance schedule. Maintains an Emergency Call List of Hosts. Provides oversight on Host Scheduling to ensure a fair distribution of Host assignments to all Host members and that the "buddy system" is implemented for all new Hosts. Liaises with FOH Managers to keep them informed of any changes to the Host Schedule, which is provided to all House Managers on a timely basis. Collects "sit in" fees from House Managers on a monthly basis. Ensures monthly volunteer hours for Hosting are accurately recorded in MVP (My Volunteer page). Submits monthly reports for the EC meetings.

Membership Chair: Is responsible for initiatives to attract new volunteers as well as renewal of current members, receives new member and renewing member payments, and maintains membership records. Works closely with the MVP Chair to register new members in MVP (My Volunteer Page) and is responsible for Orientation for new Guild members. Provides names of new members to the Shaw Festival for mandatory AODA/IASR training. Produces regular reports on membership and volunteer hours from MVP data. Prepares monthly reports for the EC meetings.

MVP Chair: Responsible for managing and maintaining the volunteer scheduling system, My Volunteer Page, investigating and implementing improvements as well as supporting Guild members through training and by resolving issues.

Shaw Gardens Chair: Is responsible for managing the 35+ gardeners who assist in the maintenance and development of the Festival Theatre and Royal George Theatre gardens, and other Shaw properties as needed. Responsibilities include collecting Emergency Contact Information for Volunteers, conducting the scripted 10 Minute/10 Point Safety Chats for garden volunteers, authorizing the purchase of new plant materials, keeping record of weekly tasks completed, liaising with the Garden Team Leader, and Shaw staff as needed, and being "the voice of the gardeners" on the EC. Maintains monthly volunteer hours for gardeners. Submits monthly reports for the EC meetings.

The above is meant to be a summary of most roles, but certainly not all of the various responsibilities of the Executive Committee.

Officers and Chairs, with the exception of the Secretary, are required to write a monthly report using the Report Template. Reports are emailed/posted in Drop Box on or before the Friday of the week immediately preceding the Monthly Meeting. The reports are inserted into the Minutes following the meeting. Year-end reports to be included in the Annual Report are due on November 1.

From time to time the executive may appoint an ex-officio convenor position that may attend EC meetings but cannot vote.

Ex-officio Convenors

Playing This Week: Is responsible for the distribution of materials to local merchants on Queen Street to promote the Shaw Festival and Shaw Guild. These materials may include the weekly "Playing This Week" flyer, the Cultural Newsletter to local hotels and inns, and Shaw Guild Garden Tour collateral.