



#22 15860 82nd Avenue | Surrey BC V4N 0S8
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Web: www.carnivalsensations.ca

Being a on the Board vs being on a committee

The Board of Directors

Becoming a member of the Board of Directors requires a **one year commitment**. It is an elected position. ****Only Board of Directors** have ultimate voting privileges**. However, individuals do not need to be on the Board of Directors to participate and assist in the running of Carnival Sensations. The Board of Directors shall consist of 6 executive directors and elected members-at-large with specific portfolio.

The Committees

The success of Carnival Sensations depends on the hardworking members of the resourceful committees that we have had over the years. These include finance, marketing, design, fundraising and events, advertising and promotions, graphics and design, and information technology (see below). Overall, **Committees** perform research, consultations and detailed reviews within their purview. They can then attest to the information put before the board so it can focus on bringing its collective judgement to bear on the decisions at hand. Volunteers not elected to the board have voting rights within the committee they are participating in.

The Volunteers

Volunteers, no matter what your skills are always needed and appreciated. If there are any skills that you would like to lend, contacts, or just your time to help organize





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FINANCE COMMITTEE

Treasurer	<ul style="list-style-type: none"> • Banking and investments • Budget for events • Maintain and update the anchor budget • Organizing all receipts receipts • Approve all cheques that are written • Maintain and monitor the petty cash account • Participate and/or correspond with the Event Planning Committee and Design Committee to monitor and record spending • Submit all financial reports and budgets to Liquor Control Branch - re. exemptions that are applied for. • Pay rent for storage space and/or mas camp or any bills • When applicable manage the credit card • Providing an annual report for the AGM that should be printed for the attendees • Works with the newly elected treasurer in a transition period of two weeks post AGM
Rest of Team	<ul style="list-style-type: none"> • Approve future financial plans • Research grants and apply • Create sponsorship proposals • Moneris/mobile interact - Determine when it's in our best interest to either tether a phone to a computer to create our own credit card terminal using paypal or Moneris. Minutes must be recorded for all meeting

MARKETING COMMITTEE

- responsible for producing a Calendar of Events; consider ideas provided in the Board Meeting so that the team's commitment can also be determined.
- although the teams work in sub-committees, they must maintain great communication in order to complete the event or project. They must also meet as a whole to make sure the flyer for example, represents the event etc. However, individuals will work on specific tasks which are the pieces of the puzzle - remember it's our masterpiece here :) The goal is for each team to have the necessary autonomy to make decisions and complete tasks efficiently. Some decisions will definitely require a Board vote to be passed such as incorporation.
- Minutes must be recorded for all sub-committee meetings



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- Minutes must be recorded for all sub-committee meetings
- All meeting minutes must be shared with the President and Vice-President.

<p>Fundraising and event planning (Marketing subcommittee)</p>	<ul style="list-style-type: none"> • CS events including Community events - Maple Ridge etc. • Out of Province - support at least 1 every year OR a local one <p>* responsible for finalizing the Calendar of Events by:</p> <ul style="list-style-type: none"> • Booking the venue • Insurance • Contracts <ul style="list-style-type: none"> - organizing the events onsite and preparation - venue, liquor license, dates confirmed, contracts signed with approval from the President, shifts, supply list and/or purchasing for the event(s), decor, floor plan etc. • Recruiting volunteers - ALL CS events including the parade; members to join the CS committees - outline incentive package for volunteers and manage volunteers on site (works closely with Advertising and Promotions department to accomplish this one)
<p>Advertising and Promotions (Marketing subcommittee)</p>	<ul style="list-style-type: none"> • Responsible for researching and contacting old and new advertising companies and sources. • Coming up with marketing strategies to increase and maximize exposure for CS. This includes promoting all types of CS events, events that we partner or participate in and the costumes to increase sales. • Branding of CS - merchandising etc.,* we need to dedicate resources to promote the wonderful ideas we have :) and network to develop contacts in these fields. • TV, online, newspaper, community links, social networking sites • merchandise, CS uniforms etc. • slideshow presentations video etc. (review update and maintain)

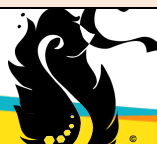


Information Technology
(Marketing subcommittee)

- maintain the site: pictures, text, sponsors, twitter, facebook links - monitor content etc.
- Continue to develop and implement a plan on how the website can bring income to CS
- Continue to develop and implement a plan on how CS can be the go to group/site for up-to-date information on Caribbean Culture in Vancity and beyond
- Design and produce up-to-date slideshows, video collages and any other type of media promo for CS including a year end recap of the highlights of our accomplishments.
 - Responsible for setup, running and take down of all such media files at all CS Events

DESIGN COMMITTEE

- Review the suggestions from the Board/members and select a theme that can be fulfilled within the budget
- create designs and prototypes that meet the budget
- work with someone to create the script for the band
- responsible for making all purchases necessary for the mas camp
- create a plan on how to mass produce all costumes - deadlines, mas camp work schedule - both for the Band Launch and the Parade
 - This plan must be approved by the Executive Board BEFORE any materials are ordered or purchased.
 - No purchase can be made without properly estimating the materials required
- assist with the band launch in terms of planning the photoshoot, make-up etc.
- work with marketing to book a photographer
- QCing and boxing of all costumes
- Maintain excel spreadsheet on costume sales
- A debit card will be given to one design core member who will be responsible for all spending related to design
- All receipts must be submitted to the treasurer
- Maintenance and upkeep of the mas camp
- Organize and complete all inventory of all items BEFORE design for the new year BEGINS (one annual inventory); update the inventory as soon as orders are received - keep this document shared on google docs with the Executive Board Members.
- Train all volunteers who participate in mas camp
- Organize food, drinks and music for the mas camp
- Post and regularly update a mas camp schedule - make sure to keep all volunteers informed of any changes that may occur
- Provide a volunteer time sheet - volunteers must sign in and sign out after each visit
- Responsible for any display of costume





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Board of Directors

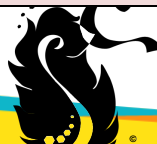
The Board of Directors is divided into two sections: **(1) Executive Directors** - Holds all voting privileges and finalizes all decisions. They are also responsible for making sure CS meets their objectives and maintains their vision and mission as outlined on page 1. **(2) Members at Large** (MAL) represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure. The MAL conducts projects to further the goals of the organization or to develop services for the membership. The MAL could serve as chair of any Ad Hoc committee formed to develop these projects.

The MAL listens to membership and communicates their issues, needs and interests to the Executive Board of Directors.

- * Identify potential problems and opportunities.
- * Work effectively toward common goals as a team member.
- * Set objectives and develop action plans for selected and/or assigned projects.

EXECUTIVE DIRECTORS – 6 PERSONS

President	<ul style="list-style-type: none"> ○ Veto power can be exercised although efforts should always be made to represent a group consensus. ○ Communicates and manages all team and committees ○ Participates and leads all Board of Director Meetings which will occur once a month on an agreed upon date ○ Maintain a Calendar for all meetings and send reminders - book the time and location ○ Represent Carnival Sensations at other Caribbean and multicultural events that Carnival Sensations attends or participates in. ○ Provide task lists for the year and ensure deadlines are met ○ Conflict Resolution where necessary ○ Work with the Secretary to make sure all google docs are up to date and shared with the relevant individuals ○ Record and give out notices for absences from meetings - All 6 members should attend the Board Meetings in order to have proper group consensus on voting. A minimum of 4 must be present in order to official pass a vote. ○ You must have at least 2 years experience as a CS Director on the Board ○ Receives a free backline costume ○ Works with the Executive Board to discipline members and determine level of discount based on tasks completed and their commitment ○
	○



Vice President	<ul style="list-style-type: none"> ○ Acts as the President in their absence ○ Works with the President to maintain the vision and goals of Carnival Sensations. ○ You must have at least 1 year experience as a CS Executive Director on the Board ○ Receives a free backline costume
Treasurer	<ul style="list-style-type: none"> ○ All accounting and financial statements are maintained here ○ Orders cheques when required ○ Maintains the Petty Cash ○ First duty is always to make sure the books are in order and we are ready should we be audited at any given time. ○ See page ___ for a list of other duties connected to this position ○ Paypal account ○ Must have accounting or financial management experience - resume should be provided ○ Receives a free backline costume
Secretary	<ul style="list-style-type: none"> ○ Recording Minutes at all Board of Director Meetings ○ Distributing minutes to all relevant parties and organizing them ○ Backup all files related to CS ○ Email correspondence including Paypal payments which are received - notification of receipt must always be sent to the recipient ○ Maintain and use the Send out Cards Account ○ Put all external correspondence on a CS letterhead and mail/email ○ Internal Correspondence - as per the President or Vice-President's request ○ Forward any relevant emails to the individuals responsible ○ Receives a free backline costume ○ Manages the Costume Sales Doc - makes sure it's always up-to-date with all of the masquerader's details and payment. ○ Contacts - inputting all information ○ Email or share an agenda for all Board meetings ○ Email minutes out after each Board meeting ○ Responsible for maintaining the Interest List and all follow-up that is related to the list.





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Marketing Director	<ul style="list-style-type: none"> ○ Leader of the marketing team ○ Sets Team Meetings and makes sure all parties are knowledgeable - updates and clarifies based on Board of Director minutes that are shared. Meetings must occur at least once every two weeks or more frequent if necessary. ○ Meetings can occur over the phone or in person ○ Submits monthly reports at the General Meeting for the Board of Directors ○ You must have experience as a CS volunteer and be voted in by your committee. Their name must be reported within 3 weeks of the AGM to the President. ○ Receives a free backline costume
Design Director	<ul style="list-style-type: none"> ○ Leads the design team ○ Forwards all minutes to the Carnival Sensations email account after each meeting ○ Submits monthly reports at the General Meeting for the Board of Directors ○ Attends any other meetings required to complete the design team's objectives ex. marketing in terms of promoting the costumes etc. ○ Sets Team Meetings and makes sure all parties are knowledgeable - updates and clarifies based on Board of Director minutes that are shared. ○ You must have experience as a CS volunteer and be voted in by your committee. Their name must be reported within 3 weeks of the AGM to the President. ○ receives a free backline costume

MEMBERS-AT-LARGE

may receive a free backline costume if their duties fully meet expectations. In some cases, members may receive a discount (determined by the Executive Board).

- These members take on tasks but do not have final approval as determined by the Executive Board
- They assist the Executive Board to accomplish the overall objectives
- Tasks that are assigned are monitored on how they are completed in order to maintain efficiency and accountability

AD HOC MEMBERS

may receive a discount on their costume if their duties are fulfilled (determined by the Executive Board)

- Are unable to commit to a task in advance but are very helpful at events and may bring good ideas and feedback that assists our progress
- These members will notify a Director upon arrival and inquire if any help is needed





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- Their admission tickets and any discounts may be credited depending on the tasks they take on and whether they fully meet the expectations of the task.
- An Ad Hoc member may increase their level of commitment and join a committee. However, this must be approved by the Executive Board. They should always sign in and out when volunteering.



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