

The following **synopsis** of each Committee is meant to brief you about the function and responsibility of each Committee (*subject to change based on Committee recommendation, suggestion or proposal*). If you can offer suggestions or services to assist the committee, contact your local representative.

CONFERENCE COMMITTEES

ANGF Performance

The Performance Committee is in charge of:

- Soliciting, Qualifying, and Selecting groups and individuals to perform at the Annual ANGF conference.
- Organizing (collecting group/individual information, music, and needs of the group)
- Finalizing (order of show, rehearsals, sound check, lights, theater requirements, programming, etc), and
- Producing the ANGF Performance at the ANGF annual conference

The Performance Committee must be familiar with and understand the criteria of producing a professional performance reflective of ANGF Mission Statement.

Video Production

The Video Production Committee is in charge of arranging time to record video for ANGF archives and for solicitation conference presentations as well as maestro's lectures and individual dance demonstrations.

- Have the proper equipment and supplies
- Create a time schedule to record events
- Contact a technical organization, university or independent contractor to convert and edit video to a professional DVD product

Desarrollo

The Desarrollo Committee is responsible to survey the needs of the Desarrollo participants and Desarrollo maestros. Based on their synopsis and input from other sources, this committee is to recommend changes or updates to improve or enhance the Desarrollo classes. It is recommended that this committee head assigning monitors to the class to receive immediate feedback.

Elections

The Election Committee is responsible for planning, organizing regional caucusing as well as preparing, holding, *counting the votes for the ANGF board representative elections. Currently, elections must be held at the national conference. The representation of the board is determined by the number of member groups for the election year conference as follows:

Board Representatives	Alternates	Group Members Registered at the Conference
2	1	1-10
3	2	11-20
5	3	21-30
6	4	31 or more

The regional representatives are nominated and voted for by their region. At Large representatives are nominated and voted on by the whole membership.

It is of the utmost importance that an outline is designed and followed by each region, specifically time restraints, as membership may not follow through with the process if it cuts into their rest, or social time.

The process should be approved at the Fall Board meeting for implementation at the Conference. Current Vice-President leads the elections for Executive Board positions. Nominating and voting take place at the first board meeting where the newly elected board representatives attend.

*All votes must be counted twice from at least three (3) current board representatives. A regional member must witness each count. That member should be from a region other than the ballot vote region.

Evaluations

The Evaluation Committee is responsible for the Conference Evaluation Form, which asks the membership to provide the Board with their feedback and suggestions for the following conference. The Evaluation Committee must:

- Update
- Reproduce
- Distribute (to all members)
- Collect
- Tally,
- Organize results, and
- Present a synopsis and report them to the Board at the Fall board meeting.

Group Directors Meeting

The Group Director's Meeting Committee is responsible to organize a meeting with Group Directors on one of the days of the conference. The main objective for this meeting is to build a solid relationship with and between ANGF and the membership Directors. Ask the Chairman for examples of agendas from previous conference Directors Meetings.

Recital Presentation

The Recital Presentation Committee acts as a liaison for the maestro as well as participating classes that will participate at the Recital Presentation at the ANGF conference.

- Retrieve maestro information as to which dances his classes will perform and in which order
- Organize the order of class presentation. Customarily, Desarrollo classes go first.
- Finalize volunteers to introduce, rally dancers in waiting area and escort dancers away from presentation area, play music, etc.
- Announce or have flyers or list on a large white board the Presentation line up.

College Fair – University Credit

The College Fair Committee is responsible to solicit credits from various colleges and universities as well as promote the opportunity to earn credits to the membership. All criteria for earning the credit(s) must be disclosed in advance of the conference.

Memorabilia

The Memorabilia Committee is in charge of promoting the sales of left over conference materials in addition to researching fundraising options by identifying resources that may donate or offer items at discounted rates. Memorabilia may include souvenirs, mementos, clothing, and other items that mark the current conference sites or activities.

Syllabus

The Syllabus committee works closely with the Conference Director in collecting, organizing and producing the conference Syllabus. Current Syllabus content includes:

- Board of Directors list
- Conference Director and location
- Maestro resume or mini biography listing professional education, experience, and expertise (contact listed as an option)
- Specific regional information
- Dance list and explanation of dances taught
- Ads (sale of ads support the costs of producing the syllabus)
- Membership list
- Bylaws and Policy and Guidelines

Bid Process

The Bid Process Committee evaluates, reviews, and updates the Bid Process “criteria” as needed in all visual formats (written, power point, etc.) They should also have access to archives of completed process and a history of outcome of the process to assist them in evaluation and review of the current process.

Maestro Liaison

The Maestro Liaison committee is responsible to see that the needs of each maestro are met as well as provide services to accommodate their comfort and educational lessons in and outside of the classroom for the duration of the conference.

NATIONAL COMMITTEES

Bylaws

The Bylaw committee evaluates the functionality of the current by-laws and recommends updates or changes that would improve the overall functionality of the organization. It is highly recommended that any approved updates for voting be reviewed by a parliamentarian or a lawyer. An official election will need to be held in order for any changes or updates to be valid, as the membership holds the voting rights to pass all changes. It is recommended that updates are clearly stated, general to the point amendments.

Policy Guidelines

Similar to the Bylaws committee, the Policy Guidelines committee evaluates the functionality of the current Policy Guidelines and recommends updates or changes that would improve the overall functionality of the organization and its future success. It is recommended that updates are clearly stated, general to the point updates. The ANGF Board approves updates or changes from this committee in the form of a vote.

Publications Committee

The functions of the Publications Committee include drafting and/or revising personnel policies for board approval, reviewing committee and board descriptions, establishing an outreach plan via website and printed matter with a structure, and updating handbooks and manuals. Including by not limited to:

- **Newsletter** informing the membership and potential conference participants of the organization status as well as upcoming events
- **Promotion** encourage growth of the organization by exposing the organizations mission, purpose and benefits
- **Forms/Contracts** recommend updates, changes or deletions as needed in the best interest of the organization
- **Booklets** recommend updates, changes or deletions as needed in the best interest of the organization

Technology

The technology committee is in charge of finding resources to archive ANGF information from past conference as well as meetings, etc into an electronic form for permanent storage. In additions, this committee is in charge of maintaining the website in working order and provides updates as the information becomes available.

Home-Site and Properties

The Home-Site and Properties committee is in charge of maintaining inventory of all assets of the organization including all office supplies, equipment, archives, etc.

Audit Committee

The Audit Committee acts in the best interest of all concerned. The audit committee chair and the chairman should have frequent contact between meetings of the audit committee. At audit committee meetings the committee should hold a session with the Conference Director to ask specific questions. It is best for the audit committee to ask specific, yet open-ended questions, and to probe deeper on answers that might be puzzling or incomplete.

Below is a sampling of organizations and Web sites that can assist audit committee members in learning more about their roles, responsibilities, and functions. Always, monitor state nonprofit laws for audit committee requirements.

- **Alliance for Nonprofit Governance** www.angonline.org
- **Association of Audit Committee Members, Inc.** www.aacmi.org
- **National Council of Nonprofit Associations** www.ncna.org
- **Nonprofit Financial Center** www.nfconline.org

Fundraising

The Fundraising Committee ensures that the organization has a realistic strategy for raising funds. Strategy may include a combination of efforts: such as special events, mail fundraising campaigns, and individual major donor gifts.

As a body, the board is responsible for approving and monitoring performance of a revenue strategy that will sustain the organization's work.

- In the context of that plan, as individuals, each board member must do something to help implement that strategy.
- No one has to do everything, and
- Expectations must be clearly communicated to new board members during the recruitment process.
- To work with the board to establish a fundraising *plan* that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Recognition Committee

The Recognition Committee is in place to recognize those members that have contributed to the longevity and success of ANGF. In addition its goal is have veteran members return and increase the numbers of ANGF members.