

Spartan Lyrical Society Procedure Committee Lead General Guidelines

Number: Procedure XX.

Version: 00

Title: Committee Lead General Guidelines for Fulfilling Roles & Responsibilities

Status: Approved, Jan 8, 2019

Description: This procedure describes the general expectations / guidelines for fulfilling the roles & responsibilities for all committee leads for Spartan Lyrical Society.

Relevant Bylaws:

Article VII: Duties of Officers

Section 1: The President shall:

- a. Coordinate the work of the officers and committees of SLS, Inc.
- d. Appoint chairs of special committees subject to approval of the executive board.
- f. Be a member ex-officio of all committees.

Section 6. The Producer shall:...f. Identify and coordinate committee leads for all necessary committees including but not limited to volunteers, sets, costumes, marketing, tickets, etc.

Article X: Executive Board

Section 4. The duties of the executive board shall be to:

- c. Approve plans of all officers and committee chairs.
- d. Create standing and special committees, including audit committee.
- e. Fill vacancies of officers and chairs.

Article XI: Standing and Special Committees

Section 1. Only members of the SLS, Inc. shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing and special committees as it may deem necessary to carry on the work of the SLS, Inc. The term of each chair shall be one (1) year or until the selection of a successor.

Section 3. All standing and special committee chairs shall:

- a. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties or at which their committee is disbanded.
- b. Report out plans and progress to the executive board for approval. No committee work shall be undertaken without approval from the executive board.

Background Information: There is high turnover of committee leads each year and no consistent expectations / guidelines for fulfilling the roles/responsibilities. This procedure will assist the board and potential committee leads during committee lead appointment, role fulfillment, and transfer to the next committee lead.

There are two types of committees: 1) standing committees, which are active for the entire school year; and 2) special committees, which are active for a few weeks to months during the calendar year. The current standing committees for SLS are: Varsity Choir, Membership, Webmaster, and Social Media. The

current special committees for SLS are: Budget, Contracts, Drama Camp, Open Mic Night, Fall Musical Revue, Tech Crew Club and Bylaws Review (every 3 years). These committees are subject to change.

If the committee lead will be interacting with students, there may be a requirement for current background checks on file through AACPS (either the standard online background check or the more thorough fingerprint-supported background check). There may also be a requirement to get certified in Crowd Control by completing an online 20 minute course and passing a quiz. Some committee leads will be assigned a budget to operate within and will have some additional reporting requirements relative to that; to include the possible assignment of a credit/debit card.

Some committees have high level (and/or detailed) guidelines available to use for reference, while others do not. *It is recommended that the committee leads who do not have guidelines currently available make every effort to capture guidelines for their successor and get them on file for reference.* Table 1 shows each committee by type, background check requirement, budget assignment, and whether there are high level guidelines available.

Table 1. SLS Committees and Leader Requirements

| Committee Lead | Type | Background Check Required? | Crowd Control Training Required? | Budget to Manage? | High Level Guidelines Available? |
|--------------------|----------|----------------------------|----------------------------------|-------------------|----------------------------------|
| Varsity Choir | Standing | Fingerprint | Yes | Yes* | In Work |
| Membership | Standing | No | No | No | |
| Webmaster | Standing | No | No | No | |
| Social Media | Standing | No | No | No | |
| Budget | Special | No | No | No | |
| Contracts | Special | No | No | No | |
| Drama Camp | Special | Standard | Yes | Yes | Yes |
| Open Mic Night | Special | Standard | Yes | Yes | |
| Fall Musical Revue | Special | Standard | Yes | Yes | Yes |
| Tech Crew Club | Special | Fingerprint | Yes | No | Partial - plan |
| Bylaws Review | Special | No | No | No | |

* = assign credit/debit card

Note: *There are several committees within the spring musical such as concessions, tickets, costumes, set construction, etc. The spring musical producer is encouraged to modify this procedure for use regarding the spring musical.*

Process Steps:

Assumptions:

- Committee lead openings are communicated through website, email, sign-up sheet, parent orientation meeting, etc. There should be no 'inside track' for committee lead positions. (SLS prefers several means of communicating needs for committee leads)
- Members of the creative team (music director, director, choreographer, etc.) may recommend committee leads; however these candidates still need board approval.

- In the case of multiple persons interested in serving as a committee lead, the decision to approve a candidate will be based on the needs of SLS (i.e., it may not be a first come-first served).
- Depending on the committee, there may be a preference for candidates who have prior experience as either a member of or leading the committee; however, all are encouraged to apply.
- Committee leads are volunteers (not paid by SLS). We strive to make our committee leads feel appreciated by acknowledging their assistance in programs or announcements as well as sometimes offering a token gift card or certificate of appreciation.
- Fees for fingerprint-supported background checks (currently approx. \$58) for committee leads are not reimbursed by SLS; however the one-time fee 'blue card' remains active for the entire career of the volunteer's children in the AA county school system.

Constraints:

- Committee leads must be SLS members in good standing (dues paid and any other relevant fees) and must agree to complete background checks and crowd control training (if applicable) at the time of appointment.
- Committee leads must agree to fulfill all responsibilities / expectations (or delegate to a qualified SLS member with approval by the president) especially with regard to status reporting, recordkeeping, and proper handling of funds.
- If applicable, committee members must carry 'blue card' (proof of fingerprint-supported background check) on campus while conducting SLS business.
- An SLS member may lead more than one committee (eg. Membership chair and webmaster). However, it is preferred that one and only one member lead a committee. A committee lead can have an assistant (this is strongly preferred over two equal co-chairs).
- Committee leads may be removed for cause, subject to a board vote.

STEP 0) Trigger- The prospective committee lead is appointed by the president with the approval of the board. This appointment is captured in board meeting minutes.

STEP 1) The president provides a copy (or link) of this procedure and notifies the committee lead of:

- Background check requirements (if any)
- Training requirements (e.g. crowd control training) (if any)
- Budget for the committee (if any)
- Need for credit / debit card (if any)

STEP 2) The treasurer facilitates any requirements for SLS debit / credit cards as well as provides information regarding tax exempt purchases, proper forms, recordkeeping and handling of funds.

STEP 3) The committee lead receives guidelines, materials, and lessons learned from the prior lead or the president. An in-person handoff meeting is preferred if possible.

STEP 4) The committee lead fulfills his/her roles and responsibilities:

- Understand the committee goals and the schedule
- Understand the budget and process for modifying the budget
- Complete the necessary background checks and training

- Reach out to other committee members for assistance / call meetings as needed
- For certain committees such as open mic night and fall musical revue, there will be subcommittee leads appointed such as concessions, tickets, etc. – it is the event committee lead’s responsibility to flow down requirements to subcommittee leads.
- Utilize given guidelines, materials, lessons learned to accomplish committee goals
- Use existing applications (such as paypal, showtix, survey monkey, 123 contact, ecwid, etc.). Use a new app only with approval of president and webmaster. If a new app is used, then the username and password must be shared with the webmaster / president and kept on file.
- Strive to keep SLS as paperless as possible – use the website / google drive for sign-ups; use online permission slips (if needed at all); use online payments.
- Keep president apprised of progress / invite president to all meetings as an ex officio member in keeping with bylaws.
- Reply to board member or other cognizant individual’s email / text inquiries or coordination attempts in a timely manner (within 24 hours if possible).
- Address fellow SLS members, volunteers, SPMS administration, students, and contracted professionals in a courteous, respectful manner.
- Attend monthly board meetings while your committee is active.
- Send in a written status report to the secretary within 3 days after the board meeting if you attend (prior to the board meeting if you cannot attend).
- For Varsity Choir and Event Committee Leads (FMR, Drama Camp, Open Mic Night)
 - Coordinate with webmaster for website posting needs (information, sign-ups, fee payments, photos, videos, etc.)
 - Coordinate with social media chair to promote events, if applicable.
 - Coordinate with membership chair for membership form and fee payment status
 - Coordinate with contracts chair if professional service contractors will be used
 - Coordinate with treasurer on payments if professional service contractors are used
 - Coordinate with treasurer for committee expense reimbursement and/or committee revenue deposits using the required forms. Procedures for expense reimbursement and deposits can be found on the bylaws page of the website [here](#).
 - *Note: Self-reimbursement of expenses from revenues is not allowed.*
 - *Turn in all money and request reimbursement with original receipts ASAP.*
 - *Make every effort to turn in cash receivables on the day of the event or have a plan to turn money over to the treasurer prior to the event.*
 - *Return cash boxes and any other SLS/SPMS property to treasurer or owner.*
 - Chaperone guidelines can be modified to your event and are found on the bylaws page of the website [here](#).
 - The procedure for high school volunteers for your event are found on the bylaws page of the website [here](#).
 - Coordinate with webmaster on survey forms sent to event participants (if any)
- Keep any student fee waiver information confidential (this information will be kept as close-hold as possible).
- Update guidelines, materials as needed for next year’s committee lead. If no specific guidelines exist, work with board to create guidelines for future reference.
- Consolidate lessons learned and send to the president after committee/ event is complete.
- Thank your committee members and any others who have helped your success.

- Track volunteer hours (both at home and on campus) and send to front office for their record-keeping.
- Return / cancel credit card at end of term (coordinate with treasurer).

Required Forms: These forms can be found on the [forms](#) page of spmssings.org.

- Standard AACPS 'Commercial' Online Background Check Instructions
- Deposit Request
- Till Sheet
- Expense Reimbursement

These forms/links will be emailed to you if required:

- Crowd Control Training
- AACPS Fingerprint-Supported Background Check

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.