

# Toronto Dance Theatre Board and Committee Structure

Toronto Dance Theatre's board of directors is made up of individuals who are committed to the company's artistic mission. They are people who are respected in the community for their professional and/or extracurricular achievements; who are able to help build partnerships with individuals and groups who can advance the company's mission; and who can bring new resources to Toronto Dance Theatre. They have the skills to assist the company in meeting its goals, the desire to advocate on its behalf, and the willingness to fulfill specific tasks through participation in at least one of the following committees.

**Board Development Committee** - Will undertake the human resources function of the board, including the identification of organizational needs; recruitment and orientation of new board members; nomination of individuals to officer positions; and ongoing performance appraisal of individual board members and of the board as a whole. Will oversee the establishment of committees, and make recommendations on committee mandates and chairpersons.

Chair:

Members: includes Managing Director

**Executive and Finance Committee** - Will oversee the operations and finances of the organization, including budget review and implementation. Will work with senior staff on organizational planning and strategic objectives; and evaluate progress and success of senior staff functions. Will oversee the management and finances of 80 Winchester Street and the Winchester Street Theatre.

Chair:

Members: includes Managing Director

\*Committee Chairs may be invited to participate on an item by item basis

**Fund Raising Committee** - Will set individual, foundation and corporate donor and sponsorship campaign targets, and create programs aimed at achieving those goals; will oversee the board's canvassing calls.

Chair:

Members: includes Development Manager, Managing Director

**Special Events Committee** - Will supervise the organization and implementation of special events, and coordinate the activities of event volunteers.

Chair:

Members: Includes Special Events Coordinator, Development Manager

**Marketing and Outreach Committee** - Will undertake and oversee activities to develop an expanding and loyal audience; build awareness of the company; and increase community involvement and interest. Will initiate and oversee the company's educational outreach programs.

Chair:

Members: includes Marketing Manager, Education Coordinator

**Capital Campaign Committee** – An ad hoc committee mandated by the boards of Toronto Dance Theatre and the School of Toronto Dance Theatre to implement a multi-level capital fundraising campaign of \$1.5 million for renovations and improvements to 80 Winchester Street.

Chair:

Members: includes Capital Campaign Coordinator (to be hired)

Campaign Associates:

## **Responsibilities of Committee Members**

- Committees will work with staff to set objectives and develop a strategic action plan for their area, for presentation to the board.
- Committee chairs are responsible for setting a schedule of meetings and recommending committee members, in consultation with staff. Membership will include the committee staff person, interested board members, and outside members or advisors as needed and felt appropriate.
- Committee members must make a commitment to be active participants in the work of the committee.
- Committees are responsible for providing advice and feedback to staff, setting specific goals that respond to the needs of the company, finding ways to achieve them, and reporting back to the board on their progress on meeting their objectives.
- Committee chairs will provide full, informative reports to the board of directors of TDT, and bring proposals for programs or activities that involve new resource allocation to the board for discussion and decision.
- The Executive and Finance Committee is the only committee authorized to act on behalf of the board between meetings