

APPENDIX 1 - DUTIES OF OFFICERS

President

1. Duties and responsibilities of the President:
 - a. is responsible for leading the board and serving as the Chief Executive Officer;
 - b. chairs Board and Annual General meetings, as outlined in section 13 of the by-laws;
 - c. bring to the Board all matters requiring a corporate decision of the Board;
 - d. act as a signing officer;
 - e. serves as the contact point for individual board members on board issues;
 - f. forms and implements policies with the co-ordination of the Executive Committee, for the direction and guidance of the Organization;
 - g. may delegate any functions of the Board to as appropriate;
 - h. address inappropriate behavior on the part of a Board member
 - i. upholds and enforces the Constitution and by-laws of the Organization along with any policies of the Board;
 - j. maintains visibility in the community; and
 - k. may speak on behalf of the organization.

Vice-President

2. Duties and responsibilities of the Vice-President:
 - a. shall serve as an assistant to the President and act as the President's delegate in the event of the President's absence;
 - b. shall assume the full powers of the President should that office become vacant during the current fiscal year;
 - c. shall perform such other duties as usually pertain to that office; and
 - d. shall perform such other duties as may be assigned to him or her by the President or Executive Committee.

Treasurer

3. Duties and responsibilities of the Treasurer:
 - a. is responsible for the Organization's financial affairs;
 - b. day-to-day oversight of the financial administration as outlined in by-law Section 19;
 - c. pays disbursements from the Organization accounts;
 - d. assures relevant insurance policies are maintained;
 - e. renews memberships in outside organizations;
 - f. preparation of budgets, financial statements, annual financial review and ensure that they are brought to the Board's attention at appropriate times and submitted to any funding bodies as required; and
 - g. shall perform such other duties as may be assigned by the President or Executive Committee.

Secretary

4. Duties and responsibilities of the Secretary:
 - a. records the minutes of all meetings;
 - b. shall be responsible for all correspondence concerning the Organization's affairs, such correspondence to carry the signature of the President or delegate;
 - c. maintains files of such correspondence and all matters relating to the Organization; and
 - d. shall perform such other duties as may be assigned to him or her by the President or Executive Committee.

APPENDIX 1 - DUTIES OF COMMITTEES

Standing committees of Tour de Fort include:

1. Technical
2. Programing
3. Hospitality
4. Advertising/Promotions
5. Website and Social Media
6. Sponsorship
7. Funding and Grants

1. Technical Committee duties and responsibilities:

- a. determining and providing for technical requirements of each performance as outlined in the signed contract;
- b. being on site on arrival of the artists with required equipment in good working order;
- c. setting up or assisting with set up of equipment;
- d. recruiting qualified people to run equipment where necessary;
- e. packing up or assisting with pack up of equipment after the performance;
- f. ensuring that all borrowed or rented equipment is returned to owners, in same condition as when borrowed;
- g. keeping artists informed of arrangements, introducing them to support staff;