



## Board Member Positions 2023/2024

Dear Sugarfoot Stomp Member for 2022 & Sugarfoot Stomp Community

The Sugarfoot Stomp Board is the governing body behind Sugarfoot Stomp Incorporated. The Board is focused on Sugarfoot Stomp's purpose, vision and goals and provides oversight of the Society that meets the needs of the members and community.



Sugarfoot Stomp is seeking a **minimum of 2 or more Members** to join the Board team for 2023/2024.

*Please note: Sugarfoot Stomp does have a minimum Board Member requirement as set out in the constitution to continue operations.*

No experience in governance is needed as you will sharpen many of your existing skills during your time on the Board (as the current board members have done over time in the position). We are looking for Board Members who....

- ★ have a drive for continuing to strengthen the Sugarfoot Stomp Swing Dancing Community
- ★ are passionate about collaborating with like minded individuals

The current Board Members staying on will help with all the training needed for the role. **The Board role is NOT organising classes, workshops or events (see below).**

All positions at Sugarfoot Stomp are volunteer roles.

The term of a board member is for 1 year. (AGM to AGM)

## **Board Member Meeting Dates 2023/2024**

Here are the planned Board Meeting Dates for 2023/2024 if you are interested in joining the Board.

### **Board Orientation Meeting**

Saturday 11th March 2023

*Your chance to ask questions, look into the Board Google Drive, gmail, learn the processes, documents, making decisions, talk about the history- what works and what hasn't worked etc... Pretty much a heads up about the overall operation.*

### **Board Meeting #1**

Saturday 22nd April 2023

### **Board Meeting #2**

Saturday 15th July 2023

### **Board Meeting #3**

Saturday 7th October 2023

### **Strategy Meeting #1 (for 2024)**

Saturday 18th November 2023



### **Strategy Reading #2**

January / February 2024

*Sending out the Performance Report for reading / Operations Plan / Budget via email.*

Please try to keep these dates in your calendar free as we have found reorganising meetings mid-year around everyone's schedules is challenging. They have been organised so the Board can discuss the 3 month profit and loss statements and not to clash with any other Sugarfoot Stomp activities.

Meetings held via Zoom/FB Messenger or in person (or both).

In saying that there can be flexibility within the weekend for times/days etc. Board Meetings are held in the early afternoon.

## **Board Member Minimum Responsibilities for 2023/2024**

- Attendance at 3 board meetings throughout 2023
- Attendance at x 2 strategy meetings in December 2023 / January 2024
- Attendance at the 2023/2024 AGM
- Regular communication with Board Members on Facebook messenger & gmail
- Upholding and following the Sugarfoot Stomp constitution
- Reviewing, updating and writing Sugarfoot Stomp policy and procedure documents
- Carrying out assigned actions from board meetings in a timely manner
- Staying up to date with the Charities Website and Community Net
- Focus on generating income for Sugarfoot Stomp
- Understanding of Sugarfoot Stomp privacy matters
- Growing the membership base

## **Board Members will have**

- Their own personal Sugarfoot Stomp gmail for communication
  - Full access to google shared drive and the full google suite
  - Full access to the Board Member Induction Guide
  - Full access to Sugarfoot Stomp gmail accounts
  - Access to the Facebook Page / Instagram
  - Access to Canva
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## **I'm interested! Now what?**

**1.** Let us know by sending a quick email to [board@sugarfootstomp.co.nz](mailto:board@sugarfootstomp.co.nz) by **Sunday 19th February 2023** to put your name forward.

**2.** Come along to the Sugarfoot Stomp AGM 2022/2023 on Saturday 25th February 2023 to be voted in.

*Please note: All positions for 2023/2024 are pending membership subscription payments. No access to Sugarfoot Stomp assets will be given before membership payment is completed.*

Many Thanks,

Amy Burt, Alan Collins, Harriet Richards, Maxine Burt  
Board Members 2022