

**REGIONAL ADVISORY PANELS**

**DUTIES – REGIONAL MANAGER**

**CHAIRPERSON AND COMMITTEE MEMBERS**

These guidelines should be read in conjunction with the

Regional Advisory Panel Terms of Reference

# OBJECTS OF THE ROYAL ACADEMY OF DANCE

1. To elevate and advance the art of the dance by promoting the correct tuition in its highest forms including that of classical ballet and by preserving national dances;
2. To advance education in the art of dance.

# AIMS OF THE ROYAL ACADEMY OF DANCE

1. To support, promote and publicise the object of the Royal Academy of Dance;
2. To support and exchange ideas and experience of members of the region as related to the maintenance and improvement of the teaching of dance.

***The Royal Academy of Dance promotes knowledge, understanding and practice of dance internationally. We seek to accomplish our mission through promoting dance, educating and training students and teachers, and providing examinations to reward achievement.*REGIONAL MANAGER – Regional Advisory Panel events and activities**:

The regional manager will develop and promote the Royal Academy of Dance within the region. The regional manager will lead the Academy’s Regional Advisory Panel, attend Panel meetings as an ex-officio member and RAD representative, and undertake the Panel secretary and treasurer role and tasks for the management of the Panel and for the organisation of regional activities. The regional manager will:

1. Plan, co-ordinate, administer, promote and expand the RAD’s portfolio of events and student courses in the region liaising with the Panel ensuring high quality events and maximum participant numbers.
2. This portfolio includes regional schools, workshops, masterclasses, competitions and bursaries, and gala performances.
3. Support and promote RAD initiatives and events, and wider dance industry engagement.
4. Provide a local point of contact and support for teachers, members and the general public.

## REGIONAL MANAGER – Regional Advisory Panel General Duties

The regional manager will:

1. Support and promote RAD initiatives and events, and wider dance industry engagement, liaising where required with Marketing & Communications Manager (MCM) and Education & Engagement Manager (EEM).
2. Prepare a planning schedule and manage proposed student activities and events for a planning period of 18 months to 2 years, in conjunction with the Panel. Submit planning schedule to AU head office.
3. Provide the AU head office with a regular calendar of committed and proposed events for the region.
4. Implement and advise Panel members on all RAD policies and procedures, particularly Safeguarding, Health & Safety, Social Media, and Complaint policies.
5. Implement the marketing plan for student activities and events liaising with the marketing and communications manager (MCM).
6. Provide MCM with information/updates for inclusion in *Focus on Members*, RAD social networking sites, e-bulletins, RAD website, publicity and other publications.
7. Prepare and send to members dedicated e-bulletins in Mail Chimp and organise distribution list.
8. Meet members locally and where required intra-state.
9. Promote the role of Panel members to the wider RAD membership.
10. Communicate with, and provide feedback to, AU head office with regard to local matters and issues.
11. Develop and maintain links and contacts with local and regional arts bodies / organisations.
12. Maintain an approved list of freelance teachers in the region.
13. Be acquainted with, uphold and comply with, the Panel’s Terms of Reference.

**Regional Advisory Panel event administration:**

The regional manager will:

1. Act as point of contact for applicants, parents/guardians, freelance teachers and other personnel involved with student activities/events.
2. Tend to phone calls and emails.
3. Recruit and contract approved freelance teachers, pianists, course attendants, class assistants, volunteers, chaperones, and any other personnel as required. Check WWCC for freelance teachers and attendants.
4. Allocate students to groups/classes appropriate to their indicated level of learning.
5. Organise venues, freelance teacher travel and accommodation; salary and subsistence.
6. Upload and maintain student activities and events on Trybooking or other appropriate programme(s) e.g. Eventbrite.
7. Process applications.
8. Identify and organise equipment and any catering requirements.
9. Organise the staging and production needs for activities and events liaising with the Panel.
10. Advise the RAD pianist re music requirements for each activity.
11. Make arrangements for parent/guardian viewing days with presentation of scholarships, where required.
12. Support freelance teachers and provide them with full itinerary information in order to teach and/or work on the student activities. Ensure other personnel have the necessary information required for them to work on the student activities.
13. Devise information packs in order for applicants to attend the student activity.
14. Liaise with merchandise department regarding arrangements for student activity merchandise.
15. Ensure student activities and events are delivered in line with the RAD’s Health and Safety Policy and Safeguarding Policy and Procedures.
16. Liaise with external service providers to co-ordinate accommodation, catering, and site visits to all venues to carry out risk assessments to ensure best practice with regards to Health and Safety.
17. Organise, arrange for the selling of tickets for public performances.
18. Act as door attendant at Panel events, where required.
19. Collate student/faculty feedback for student courses and activities in in the region. Evaluate feedback.
20. Delegate responsibilities and duties to committee members where agreed.

## REGIONAL MANAGER – Regional Advisory Panel secretarial duties

The regional manager will:

1. Prepare notice convening meetings to all committee members and invited guests, and publicise the meeting.
2. Collect incoming mail, tend to phone calls/emails and maintain an up-to-date mailing list.
3. Book meeting rooms and ensure arrangements are made for adequate seating and if required, catering, name tags, water, whiteboards, equipment etc.
4. Invite special guests.
5. Prepare meeting agenda.
6. Bring to the meeting the RAP minute book and all necessary correspondence and any other relevant records or information.
7. Take notes of, or tape, the proceedings of meetings including attendance records in sufficient detail to enable formal minutes to be prepared later.
8. Circulate a copy of the Minutes of all meetings to each committee member and the national director.
9. Write correspondence in accordance with instructions given at the meeting, including thank you letters to special guests.
10. Act as custodian of the Panel’s general records, retaining minute books and key records indefinitely.
11. Order stationery as required from the AU head office.

## REGIONAL MANAGER – Regional Advisory Panel treasurer duties

The regional manager will:

1. Maintain the Panel’s books of accounts, through the financial controller, on a day-to-day basis covering receipts, expenditure, assets and liabilities in a manner that will facilitate speedy reconciliation or audit.
2. Bank monies received in a timely manner and issue, or request, tax invoices as required.
3. Obtain proper authority to pay approved accounts.
4. Control the bank account through which all income and expenditure should pass.
5. Maintain a petty cash float where appropriate.
6. Give regular treasurer’s reports at committee meetings.
7. Send statements of receipts and payments to the financial controller on a monthly basis.
8. Assist the financial controller in the preparation of the annual financial report.
9. Send out accounts for monies due to the Panel.
10. Prepare budget submissions for approval by the financial controller for all student events and activities.
11. Record statistical details of attendees at student events and activities.
12. Liaise with the AU office regarding applicable salary rates for faculty, pianists and doorkeepers involved in student events and activities.
13. Provide secure conditions for the Panel’s receipts and financial records.

## CHAIRPERSON

## Aspects of this role may be undertaken by a Vice-Chairperson

1. The chairperson is responsible to the regional manager and in turn the national director.
2. Support, and liaise regularly with, the regional manager.
3. Be acquainted with, uphold and comply with, the Panel’s Terms of Reference.
4. Ensure that all committee members are aware of the Panel’s Terms of Reference and their agreed responsibilities and duties.
5. Facilitate smooth running of Panel meetings, and student events and activities.
6. Ensure that all committee members are able to express their points of view and that any debate leads to practical results either through general consensus or by vote where necessary.
7. Verify minutes of the previous meeting are correct by signing.

**COMMITTEE MEMBERS**

1. Responsible to the chairperson.
2. Support the regional manager and chairperson.
3. Undertake delegated tasks as agreed.
4. Be acquainted with, uphold and comply with, the Panel’s Terms of Reference at all times.
5. Support Panel members to ensure that the Panel is financially sound and that planned student events and activities are self-financing.
6. Assist in improving the activities of the Panel.
7. Be pro-active in formulating plans for the future by contributing ideas and by liaising with and expressing the views of the Academy’s members.
8. Through the Panel assist the Academy to achieve its objectives.
9. Ensure all Academy members in the region are treated equitably.

Approved by:

National Director Australia

Royal Academy of Dance

18 October 2018