

Volunteer Portfolios Act

As the University of Alberta Dance Club has expanded to the point where special functions of the club must be carried out by volunteers other than the UADC Executive, volunteers are to be appointed to specific portfolios of responsibility by the UADC Executive. This act will outline the regulation and responsibilities of UADC Volunteer Portfolios.

1 List of Volunteer Portfolios

- 1.1 Chief Technology Officer
- 1.2 Equipment Coordinator
- 1.3 Music Coordinator
- 1.4 Webmaster
- 1.5 Special Events Coordinator
- 1.6 Photographer
- 1.7 Marketing Director

2 Appointment of Volunteers Portfolio

- 2.1 Volunteers for portfolios are to be appointed by the UADC Executive.
- 2.2 All volunteer portfolio positions are held for a term of up to one year, commencing the date of appointment, and ending on the day of the UADC Executive changeover meeting.
- 2.3 A volunteer or UADC Executive member may be appointed to more than one volunteer portfolio concurrently.

3 Volunteer Portfolio Responsibilities

3.1 Chief Technology Officer

- 3.1.1 To provide recommendations for the purchase of computer hardware and software, and other technologies used by the UADC.
- 3.1.2 To provide maintenance of all computer hardware and software, and other technologies purchased and used by the UADC.

3.2 Equipment Coordinator

- 3.2.1 To provide recommendations for the purchase of sound equipment used by the UADC.
- 3.2.2 To provide maintenance of all sound equipment purchased and used by the UADC.
- 3.2.3 To provide or ensure the timely transport of all sound equipment to UADC class and special event locations.

3.3 Music Coordinator

- 3.3.1 To provide recommendations for the purchase of music CD's used by the UADC.
- 3.3.2 To maintain the UADC music CD library.

3.4 Webmaster

- 3.4.1 To provide UADC website enhancements and updates as requested by the UADC Executive.
- 3.4.2 To maintain the UADC main e-mail distribution list.

3.5 Special Events Coordinator

- 3.5.1 To assist in the coordination and logistical organization of UADC special events, as requested by the UADC Executive.

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Revised: April 22, 2012

Revised: June 2, 2013

3.6 Photographer

- 3.6.1 To take photos of UADC classes and events as directed by the UADC Executive.
- 3.6.2 Photo equipment used by the photographer is to be provided by the volunteer.
- 3.6.3 All photos taken by the photographer, while performing the role of UADC photographer, become the property of the UADC to be stored, used, altered, displayed, and published as directed by the UADC Executive.

3.7 Marketing Director

- 3.7.1 Responsibilities of the Vice President External, excluding signing authority and performing the duties of the President or Vice President Internal.

4 Compensation

- 4.1 Compensation will be allocated in accordance with the Volunteer Appreciation Act.
- 4.2 Any and all compensation shall end immediately upon the release of the volunteer from his / her assigned portfolio by the UADC Executive or upon the vacating of a volunteer portfolio by the volunteer.