



Job descriptions for ARMTA Calgary Branch Board

March 2024

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Preamble to each job description

By ARMTA Calgary Branch Polices & Procedures

1. The Branch Board will consist of four to nine Members at Large including the officers (but not the administrator), ARMTA board members (1 for each 100 branch members), CFMTA delegate, and an (paid, non-voting) Administrator.
2. This Board will be the governing body of this Association and will have full control and management of the business and affairs of ARMTA Calgary Branch.
3. All members of the Board, elected or appointed, are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.

Passing on of documents, email accounts

1. **Committees**

For every committee of two or more, there should be a team leader who takes responsibility for overall organization and communication. The team leader will ensure that all committee members have access to relevant files, cloud-based drives and shared email boxes. If the group requires access to an application (e.g. Dropbox, Jotform, Zoom), the team leader will work with the branch administrator.

1. ARMTA Calgary Email

All email addresses opened on behalf of ARMTA Calgary branch become the property of ARMTA Calgary branch. At the end of your term, you are responsible for passing along the password to the replacement officer or convener and for ensuring that they have successfully accessed the account. Only after the new officer or convener has successfully logged into the account are you then permitted to remove your phone number, recovery email and any other personal details connected to the account. Furthermore, the branch administrator must be apprised of the password at all times.

2. ARMTA Calgary Documents

All documents created on behalf of ARMTA Calgary branch become the property of ARMTA Calgary Branch. At the end of your term, you are responsible for ensuring that the replacement officer or convener has successfully received all relevant documents. If said documents are located in a cloud-based drive (e.g. Dropbox, Google Drive), you are responsible for ensuring that the replacement officer or convener has full administrator/editor access to the drive. Only after the new officer or convener has successfully logged into the account with administrator/editor privileges are you then permitted to remove yourself from the account. Furthermore, the branch administrator must be apprised of any potential passwords at all times.

Job Descriptions of the Branch Board

CHAIR

1. With the guidance of the Board and not contrary to the Societies Act or Bylaws, gives leadership to the Branch.
2. Appoints conveners and committees as necessary to carry out the business of the Branch.
3. Is the official representative of ARTMA Calgary Branch.
4. Performs such acts of administration which may arise between meetings as may be deemed necessary or expedient for the proper functioning of the Branch.
5. Has signing authority for the branch (refer to Policy & Procedures 17.4)
6. Sets dates for meetings and may direct the Secretary to arrange electronic (e.g. Zoom) access to the meetings
7. Presides at all meetings of the ARMTA Calgary Branch and the Branch Board.
 - a. The Chair presides over the Annual General Meeting or may assign another Board member to be the chairperson to preside over the AGM.
 - b. The Chair of the meeting may adjourn the meeting if an issue cannot be resolved in a timely manner. The Secretary will send out a new notice of time and place

for the adjourned meeting as directed by the Chair. The only agenda items will be those specific topics left from the adjourned meeting.

8. Is an ex-officio member of all Branch Committees.
9. Is entitled to have voting privileges to cast a deciding vote.
10. Works in collaboration with the secretary to prepare an agenda for all meetings and has the agenda sent out electronically to the Branch Board three days in advance of meetings.
11. Works with the Treasurer to ensure signing authority at the Bank is transferred as necessary.
12. Attends, or delegates another Board Member to attend, the C3 gala to hand out awards as requested by C3.
13. May arrange a social event for the Branch Board.
14. In January: appoints one to three (1 – 3) Branch Board members or branch members to serve as the Nominating Committee in January.
15. ARMTA Calgary Branch shall send the branch Chair (or in the absence of the Chair, a designated Branch Board member) to CFMTA conference in odd numbered years. The Branch will pay the conference registration fee and up to \$500.00 accommodation and other expenses upon submission of receipts. This sum should be revisited by the executive annually.
16. In March: assists in preparation of the budget at a subcommittee meeting of the Branch Board two to three (2 – 3) months before the Annual General Meeting.
17. In April: prepares a report for the Annual General Meeting (May) and sends a digital copy to the Secretary.
18. In February: reviews the Administrator contract.
19. In early April: (in odd-numbered years): Contacts provincial Young Artist Convener and ensures that if possible, the branch makes arrangements for a Young Artist Recital
20. In February: reviews the job description annually and makes changes as necessary. Provides the Past Chair with the updated job description.

Impromptu Responsibilities to be completed by the Chair:

1. The chair's message must be submitted to the editor on time.
2. Ensure an updated list of Branch Board members and of Conveners is in each issue.
3. A Calendar of Events must be completed for each issue.
4. The Chair or designate proofreads of the Impromptu before it is published.

Last update 2024 March 18

PAST CHAIR

- 1) Will remain available to the Chair for advice.
- 2) Will act as Parliamentarian at all General Meetings and Branch Board Meetings and will serve ex-officio in an advisory capacity.
- 3) In the event of a (temporary) vacancy in the Branch Board, the Past Chair or designate shall act in this capacity until the vacancy is filled.

- 4) Reviews (or may designate another board member to review) all job descriptions annually (February) and makes changes as necessary.
 - a) ensures those updates are made available to all members in a location such as ARMTA-Calgary.com.
- 5) Works with the administrator or webmaster, and with Conveners to keep website information current.
- 6) Works with the Vice-Chair to procure and present the *Chair's Plaque* or gift for the outgoing Chair at the Annual General Meeting.
- 7) Prepares a report for the Annual General Meeting and sends a digital copy to the Chair and to the Secretary.
- 8) Reviews the job description annually (February) and makes changes as necessary.

Last update 2024 March 18

VICE CHAIR

1. Shall assume the duties of the Chair in the absence of the Chair.
2. Has signing authority for the branch (refer To Policy & Procedures 17.4)
3. Assists in preparation of the budget at a subcommittee meeting of the Branch Board two to three (2 - 3) months before the Annual General Meeting.
4. May organize or support a fundraiser for the Endowment Society.
5. Introduces self to ACRA (ARMTA Calgary Recital and Awards) and to OSR (Outstanding Student Recital) conveners and offers to assist as needed.
6. Arranges with the Past-Chair to procure and present the *Chair's Plaque* or gift for the outgoing Chair at the Annual General Meeting.
7. Prepares a report for the Annual General Meeting and sends a digital copy to the Chair and to the Secretary.
8. Reviews the job description annually (February) and make changes as necessary. Provides the Past Chair with the updated job description.

Reviewed 2024 March 18

TREASURER

The treasurer position may be held by a board member at large in addition to the administrator/bookkeeper, or by the administrator alone.

1. The finances of the Branch are maintained by the administrator/bookkeeper and overseen by the treasurer. Both individuals are signing authorities for the Branch in addition to 2 other individuals as described within the policy and procedures of the Branch under "ARMTA Calgary signing authority".
2. With the advice of the branch board through consultation meetings, treasurer with the assistance of the bookkeeper prepares the Calgary branch budget and the Endowment

Society budget at the start of each new fiscal year. The branch budget is presented to the branch board for approval and then is presented at the Annual General Meeting by either the bookkeeper or the treasurer. Copies of the budget are made available to the membership.

3. With the assistance of the Bookkeeper, the Treasurer prepares financial statements for Branch and for the Endowment Society to be presented to the Board and approved by the Annual General Meeting. A copy of Branch financial statements (and audit report) should be sent to the ARMTA (provincial) administrator for their records.
4. The treasurer initiates a review of Branch and Endowment Society financial records by two ARMTA Calgary Branch members who are not Board members. Or, at the discretion of the Board, an accountant may be hired to audit the financial reports.
 - a. Two copies of the Reviewed financial statements of the Branch are signed by the reviewers and one copy is kept for Branch archives and another for ARMTA Board (Provincial).
 - b. Four copies of the Reviewed financial statements of the Endowment Society are signed by the reviewers (one for CRA, one for Alberta Registries, one for Calgary Branch archives, and one for ARMTA Board (Provincial)).
5. For the Endowment Society, the treasurer prepares, signs, and submits the Alberta. Registries' "Society Annual Return" which is due on the last day of the month of incorporation (May 31st) and the Canada Revenue Agency's "Registered Charity Information Return" which is due within 6 months of the chapter's fiscal year-end.
6. Presents audited financial statements at the Annual General Meeting, sends copies to the Chair and the Secretary, and provides paper copies to the meeting as directed by the Board.
7. The treasurer reviews the job description annually (February) and submits changes as necessary to the Past Chair.

Reviewed 2024 March 18

ADMINISTRATOR

1. "Administrator" is a paid position. The position and wages are reviewed annually by the Branch Board
2. May serve as the Secretary.
3. May serve as the Treasurer; or if the Treasurer is a Member at Large, may serve as the Bookkeeper under the Treasurer.
4. May serve as the Webmaster.
5. Is not required to be a member of ARMTA but may be an ARMTA Calgary Branch member.
6. Is responsible to the Branch Board.

Reviewed 2024 March 18

The Administrator as Secretary

The Secretary:

1. Is the secretary for ARMTA Calgary Branch and for the Endowment Society of the Calgary Registered Music Teachers.
2. Keeps most recent copies of contact lists for the Branch Board and Conveners (one public and one private) and makes adjustments as necessary throughout the year. Ensures that the public version is posted on the member area of armta.ca and nowhere else. The private version (with phone numbers or other private contact information) is only distributed to the board members and conveners on that list.
3. Communicates with Branch and board members via the branch email address (armtaofficers@gmail.com). Answers queries or forwards questions to the appropriate officer or convener.
4. Deals with correspondence as directed by the Board.
5. Assists the Chair with planning agendas for meetings. At the preference of the Chair, the secretary may prepare the agenda and submit it to the Chair for any changes. Sends meeting package (proposed agenda, minutes, reports) to Board members in advance of the meeting.
6. Keeps accurate minutes and a record of attendance at General Meetings, Special General Meetings, and Meetings of the Branch Board. Sends draft of meeting minutes to the chair for feedback. Ensures that all meeting minutes are posted on the Calgary Branch Officer's webpage of armta.ca.
7. Prepares a list of action items from meetings and distributes them to the Branch Board (and Conveners as necessary) within a week of the meeting.
8. Sends a copy of the draft of the minutes to the Branch Board before the next meeting and may bring copies to the meeting as directed by the Chair.
9. Receives annual reports for the Annual General Meeting (AGM) from each Convener and Officer.
 - a. Collates the reports into a single document.
 - b. Sends annual reports to the Chair.
 - c. In advance of the AGM, notifies the Membership of the meeting and makes the reports available to the Membership in a location such as the ARMTACalgary.com.
 - d. If the Board requests, has copies available at the AGM.
10. Ensures a copy of the approved minutes of the AGM is posted to armta.ca.
11. Keeps track of the whereabouts of the branch's "Call to Order" books and organizes a swap at the start of a new board after the AGM.
12. Maintains account for online meeting platform (e.g., Zoom or Zoho). Arranges meetings and ensures invitees have access to the electronic meetings.
13. Maintains Jotform account and shares login and user instructions with relevant officers and/or conveners. Creates forms for projects for which there is no convener.
14. Is the keeper of access information (passwords, account names) to all ARMTA Calgary Branch online and cloud-based and shared accounts (such as Dropbox, Google Drive, Jotform, Zoom, email address) opened by conveners or committees in order to facilitate carrying out their duties. This is to ensure that new conveners have access to the information and that email addresses can be consistently used.

- 15a. Regularly backs up (copies) all current digital files onto a USB drive owned by ARMTA Calgary Branch.
- b. Keeps a printed backup copy of all account login usernames and passwords in a sealed envelope in a secure location such as a safe, a locked steel file cabinet or in a Ziplock bag in a freezer.
- c. Provides a secondary printed backup copy to the chair in a sealed envelope not to be opened except in case of emergency.
16. Sends a copy of the approved minutes, annual reports, and agendas of the AGM to the archivist.
17. May serve as archivist.
18. May serve as Desktop Publisher for Impromptu Newsletter and ACRA program recital program.
19. Reviews job description annually (February) and proposes changes as necessary to the Past Chair.

Last update 2024 March 18

The Administrator as Treasurer

1. Is one of the signing officers of ARMTA Calgary Branch.
2. If the Treasurer and the Bookkeeper are two persons, the Treasurer will be one of the members at large on the board and will oversee the Bookkeeper.
3. With the advice of the Branch Board, prepares the Calgary Branch budget and the Endowment Society budget at the start of each new fiscal year. The Branch budget is approved by the Branch Board and presented at the Annual General Meeting. Copies of the budget are made available to the membership.
4. After fiscal year-end, prepares financial statements for Branch and for the Endowment Society to be presented to the Board and approved by the Annual General Meeting.
5. Initiates an annual audit for Branch and Endowment Society accounts after fiscal yearend and provides all relevant data as requested by the auditors.
6. Files the Corporate Registry annual return for the Endowment Society which is due on the last day of the month of incorporation (May 31).
7. Files Revenue Canada registered charity return for the Endowment Society within 6 months of fiscal year-end (last day of February).
8. Presents audited financial statements at the Annual General Meeting, sends copies to the Chair and the Secretary, and provides paper copies to the meeting as directed by the Board.
9. Reviews job description annually (February) and proposes changes as necessary to the Past Chair.

Reviewed 2024 March 18

The Administrator as Bookkeeper

1. Has signing authority for the branch (refer To Policy & Procedures 17.4)
2. Maintains accounts for ARMTA Calgary Branch and the Endowment Society using Wave software program (or other software with Board approval).
3. Pays all expenses as provided in the approved budget.
Note: any non-budget expense and any over budget expenses exceeding \$200 require approval of the Branch Board.
4. Deposits all funds received in whatever bank the Board may select.
5. Issues receipts as required (such as donations, workshop fees)
6. Tracks expenses against the approved budget.
7. Reconciles monthly bank statements.
8. Submits a report for each Branch Board meeting including balances of Branch and Endowment Society accounts and investments.
9. Assists the Treasurer in preparation of the financial statements to be presented at the Annual General Meeting.
10. Provides copies of the annual financial reports that are presented at the AGM to the provincial administrator.
11. Reviews job description annually (January) and proposes changes as necessary to the Past Chair.
12. The bookkeeper is not required to be a member of ARMTA
13. The bookkeeper may be a paid position. The position and wages are reviewed annually by the Branch Board.

Reviewed 2024 March 18

Webmaster

1. The Webmaster may be a non-member of ARMTA Calgary Branch, and as such is not asked to regularly attend meetings of the Branch Board or General meetings.
2. The webmaster may be the administrator, or the board may choose another person.
3. Follows ARMTA-approved branding (e.g. logo, fonts, colours).
4. Maintains the ARMTA Calgary website at <http://armta-calgary.com>, and ensures all information is correct.
5. Coordinates with officers and conveners for updates to their projects.
6. Uploads content to the member's area of the provincial website <https://armta.ca/calgarybranch/>, including Documents, Forms, General Meeting Minutes & Reports and bi-annual Impromptu Newsletters.
7. Maintains domain name account (<https://www.doteasy.com/ca/>)
8. Makes a budget request annually prior to the Branch budget meeting.
9. At the end of term of service, agrees to orientate the successor to this position.
10. Agrees that any templates developed for Webmaster duties become the property of ARMTA Calgary.

11. Prepares a Report for the Annual General Meeting, and for Board meetings as requested. Digital copies are sent to the Chair and to the Secretary/Administrator.
12. Reviews job description annually (February) and makes changes as necessary. Provides Past Chair with the updated job description.

Last updated 2023 March 20

MEMBERS AT LARGE

1. Will be members in good standing and are elected by the membership at the Annual General Meeting.
2. Will determine among themselves who will be the Chair and Vice-Chair after each election. In the event that there is not an Administrator, Members at Large may serve as Treasurer and Secretary.
3. Are elected for a two (2) year term. A Chair will not hold office for more than four (4) consecutive years.
 - a. In order to have continuity on the Branch Board, at each election time, as far as possible, half of the Members at Large will be starting the first year of their two-year term and half will have one year remaining in their term.
 - b. Terms of office commence immediately and Members at Large serve until their successors are elected.
 - c. Any vacancy occurring during the year may be filled by appointment of the Branch Board. At the AGM the appointee must stand for election in order to continue as a Member at Large.
4. Provide expertise to assist when required.
5. May oversee a group of volunteers (recitals, professional development events)
6. Are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.
 - a. Meetings may be attended in person or by electronic means as specified by the Secretary.
7. An Officer or Board Member may be removed from their position under the following circumstances:
 - a. Not fulfilling their duties for six months as outlined in the Policies and Procedures Manual.
 - b. Has engaged in unethical behaviour according to the Calgary Branch of the Alberta Registered Music Teachers Association (1982) code of conduct.
8. Reviews the job description annually (February) and proposes changes as necessary to the Past Chair.

Reviewed 2024 March 18

NOMINATING COMMITTEE

The Nominating Committee

1. Has one to three (1 – 3) members appointed by the Chair.

2. Determines which Board members' terms are complete, and which board members intend to continue or let their name stand for an additional term.
 - a. Members at Large are elected for a 2-year term. There are to be 4 -9 Members at large on the Branch Board.
 - b. the two ARMTA Board (provincial reps) are appointed for a 2 year term and may be appointed for another consecutive two year term.
 - c. the CFMTA delegate is normally the Vice President, the President, or the Past President of ARMTA (provincial).
3. With the prior consent of nominees, presents a slate of nominees for Members at Large to the Calgary Branch membership one week prior to the Annual General Meeting.
4. Assists the Chair in finding conveners
 - a. Consults with each serving convener about whether they plan to continue.
 - b. Determines which convener positions need to be filled.
5. Ensures that every nominee for the board and every prospective convener receives a copy of the job description. Convener and Board descriptions are located in the member area for ARMTA-Calgary.com.
6. Prepares a report for the Annual General Meeting: sends a digital copy to the Chair and to the Secretary.

Revised February 2023

ARMTA BOARD MEMBERS CFMTA DELEGATE

Please follow the ARMTA Provincial Policy and Procedures for job descriptions. In relation to Calgary branch:

By ARMTA Calgary Branch bylaws

1. The Branch Board will consist of four to nine Members at Large including the officers (but not the administrator), ARMTA board members (1 for each 100 branch members), CFMTA delegate, and an (paid, non-voting) Administrator.
2. This Board will be the governing body of this Association and will have full control and management of the business and affairs of ARMTA Calgary Branch.
3. All members of the Board, elected or appointed, are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.

ARMTA Board Members/ ARMTA Board Representative

1. Members who have experience as officers or as Members at Large of the ARMTA Calgary Branch may be appointed as the **ARMTA Board Representatives** for a two (2) year term.
 - a. Each ARMTA Board Representative shall serve for a period of two (2) years and may be appointed for another consecutive two (2) year term.
 - b. As far as possible one of the ARMTA Board Representatives will be starting the first year of a two-year term and the other will have one year remaining in their term.

- c. If for any reason the ARMTA Board Representative is unable to fulfill their term, an interim ARMTA Board Representative shall be appointed to complete that term.
 - d. The ARMTA Board Representatives are responsible to the Branch and shall attend Branch Board and General Meetings. **CFMTA Delegate**
- 2. The Canadian Federation of Music Teachers' Association (**CFMTA Delegate**) is responsible to the Calgary Branch and shall attend Branch Board meetings, General meetings, and ARMTA Board meetings and report to the Branch as required.
 - a. The CFMTA delegate is determined by the provincial board as part of the rotation of officers.
- 3. The ARMTA Board Representatives and the CFMTA Delegate shall
 - a. Attend their respective meetings as representatives of the Branch.
 - b. Give a verbal or written report to the Calgary Branch Chair after each regular or special meeting.
 - c. Be the liaison between the Branch and ARMTA Board.
 - d. Prepare a report for the Annual General Meeting and send a digital copy to the Chair and to the Secretary.
 - e. Review job description annually (February) and make changes as necessary. Provide the Past Chair with the updated job description.

Reviewed 2024 March 18