

NADA COMMITTEE

TEAM STRUCTURE:

- Chair/Co-ordinator
 - Magazine Team
 - Editor
 - *Magazine Assistants*
 - *Proof Readers*
 - *Distribution Secretary*
 - *Advertising Manager*
 - **Compiler*
 - **Journalists/Contributors*
 - Marketing Team
 - Marketing & Promotions Manager
 - *Membership & Insurance Manager*
 - *Online Forums/Social Networking Manager*
 - *Website Manager*
 - Events Team
 - Events Manager
 - Events Assistants
 - Sponsorship Team
 - Sponsorship Funds Manager
 - *Sponsorship Funds Panel (*includes committee an non-committee members selected by the Sponsorship Funds Manager)*
 - Finance Team
 - Treasurer

* Team members who are non-committee but carry out key roles in the Organisation

ROLES AND RESPONSIBILITIES:

Co-Ordinator & Chair - Anna Bisco

- To co-ordinate the activities of the NADA Committee and provide support when required
- To recruit new Committee members as and when required
- To oversee and assist on all NADA activity to ensure that it is in line and in keeping with NADA's aims and objectives as a democratic and fair organisation
- To assist with the briefing and approval of NADA's promotional materials and events as and when required
- To assist with the organisation of the AGM
- To Chair the AGM and all NADA meetings
- To ensure notes are available from all AGM's and NADA meetings
- To strengthen the organisation by implementing standards and processes of professional practice within the organisation
- To drive the organisation forward through new projects and initiatives to make NADA a forward thinking organisation
- To assist with activities to promote NADA and widen its membership
- To sign off all formal documentation and promotional materials relating to NADA
- To countersign payments and help ensure all payments are made in a timely manner to NADA suppliers
- To ensure NADA members are delivered a professional service from the organisation and address any grievances
- To set and manage the NADA budget to ensure income targets are met and spending is in line with the funds available to re-invest in NADA members

MAGAZINE TEAM

Magazine Editor – Ruth Wood (currently being covered by Anna Bisco)

- To Edit and co-ordinate the production of 3 magazines a year in line with the set timelines and deadlines
- To work with the agreed magazine format for content and pursue contributions of articles and photos of a high quality from a wide variety of sources
- To actively encourage members to contribute content
- To manage the Magazine Assistants and their content submission
- To supply a full batch of content to the magazine compiler per issue along with a comprehensive plan
- To liaise with the compiler and review and edit the layout per issue
- To send the final compiled magazine to the proof readers and return their feedback to the compiler
- To give final sign off for print of the magazine and liaise with the printers
- To liaise with the Distribution Secretary on the arrival date of the print for distribution
- To ensure all magazine activities are in keeping with NADA's aims and objectives
- To review and report on activities annually and make recommendations for improvement
- To thank article contributors for their involvement

Magazine Assistants –Dee Ryan Assistant 1, Julia Birchall Assistant 2, Victoria Mascord Assistant 3, Annette McCann Assistant 4

- To support the Magazine Editor in her role and responsibilities
- To chase/write copy for their relevant areas including supplying to the editor in a word doc format along with any relevant high res images by email before the mag deadline
 - **Assistant 1** – Responsible regular star dancers contributions
 - **Assistant 2** – Responsible for regular contributions from NADA committee/members and a few others
 - **Assistant 3** – Responsible for writing or sourcing people for one off articles from the mag plan e.g. interviews etc. (1 to 3 articles)
 - **Assistant 4** – Responsible for writing or sourcing one off articles for the magazine (2 to 3 per issue) and writing at least one review per issue
- To sense check the magazine proof when supplied to ensure all content submitted has been included where appropriate and correctly credited

Distribution Secretary – Helen Rawlinson

- To distribute the magazine 3 times a year to our distribution list
- To liaise with the Membership Secretary to ensure an up-to-date distribution list is used for each edition
- To add inserts to the magazine if required and liaise with the Advertising Manger
- To liaise with the Treasurer to ensure postage costs and expenses are billed and reimbursed

Proof Readers – Amanda Fraser & Rita Williamson

- To proof read 3 magazines a year and report suggested amendments and errors back to the Magazine Compiler in a timely manner to meet the magazine CDP deadlines. Amends to include grammar, spelling, punctuation and correct spelling of dancers names where possible

Magazine Advertising Manger – Vacant (being covered by Abi Hopkins)

- To liaise with advertisers in the magazine, invoice and receipt payments for ads and send ad content to the Magazine Editor, Compiler and Distribution Secretary within the stated deadlines
- To promote NADA to potential new advertising customers that may wish to advertise in the magazine

- To liaise with the Marketing Team so that alternative advertising deals can be negotiated with 3rd parties e.g. advertising space in return for distribution of NADA flyers or display of banners etc.
- To liaise with the Magazine editor so that advertising details can be arranged in return for magazine articles
- To review and report on activities annually and make recommendations for improvement
- To ensure all advertising activities are in keeping with NADA's aims and objectives
- To ensure all monies owed for advertising are invoiced, receipted and tracked

MARKETING TEAM

Marketing and Promotions Manager – Vacant (Role being covered by Anna Bisco)

- To create a strong focus on driving the membership/website/insurance/social teams activities forward to build membership and our profile by a more united approach
- Initiate promotional projects for the team with clear aims and objectives
- To manage any funds allocated to the publicity and promotions budget
- To keep an overview of our publicity and promotions activity and progress
- To keep printed promotional materials up to date (flyers, banners etc) and in stock
- To develop and maintain 3rd party agreements to support the promotion of NADA membership e.g. placement of banners and flyers in return for advertising space or JOY deal of stand in return for inserts in the mag
- To look for new opportunities to promote NADA membership to a wider audience
- To maintain NADA's stock of membership leaflets and ensure these are distributed to the relevant NADA Committee members and 3rd parties
- To ensure all activities are in keeping with NADA's aims and objectives
- To liaise closely with the Magazine team
- To review and report on activities annually and make recommendations for improvement

Membership and Insurance Manager – Trish Champion

- To process new membership applications
- To keep the membership database up-to-date and ensure that all member information is secured safely in line with the data protection act
- To provide the distribution secretary with all the information necessary for the NADA magazine to be sent to its members
- To ensure a process is in place to prompt existing members to renew when their membership is due to expire
- To liaise with the Magazine editor to supply a list of teaching members details
- To process Membership and Insurance payments
- To provide an annual report on Membership and Insurance and ad hoc reports as and when required
- To negotiate and arrange the NADA public liability members insurance scheme with an insurance broker on behalf of the NADA members
- To process new insurance applications
- To keep the insurance database up-to-date and ensure that all member information is secured safely in line with the data protection act
- To respond to NADA member enquiries on the insurance scheme
- To negotiate NADA's own public liability insurance
- To investigate new ways of developing and improving the members scheme and review on an annual basis

Online Forums/Social Networking Manager– Abi Hopkins

- To raise NADA's profile online with marketing activity that is consistent across all channels
- To support the promotion of NADA events, membership recruitment and insurance scheme recruitment on NADA's FB Forums
- To set up all NADA organised events as event listings on our Website (by liaising with the Website Manager) and directly on the NADA FB events page including sharing of these events across appropriate forums
- To monitor the NADA FB page and the NADA community page and delete any inappropriate content posted by members and direct any member grievances to the appropriate NADA team member
- To liaise with the Magazine Editor, Event's Team, Marketing Manager and NADA Co-ordinator to ensure online content is in line with the rest of the organisations activities
- To manage any online competitions
- To review and report on activities annually at the AGM and make recommendations for improvement
- To ensure all online advertising and activities are in keeping with NADA's aims and objectives

Website Manger - Heather Charlton

Working with our web designer:

- To oversee the members area of the Website and insure any technical issues are addressed
- To oversee the development of the Website for any one-off projects
- To review and report on the Website annually and make recommendations for improvements when necessary
- To ensure that all website content is in keeping with NADA's aims and objectives
- To upload .pdfs of magazine back issues (when available)
- To upload .pdfs of NADA forms/documents
- To upload images to the NADA gallery

EVENTS TEAM

Events Manger – Larissa Llewellyn

- To receive and review applications for NADA supported events
- To communicate with event applicants to confirm approval or rejection of applications
- To make decisions to accept or reject applications based on the guidelines put in place and if necessary to put these decisions to a committee vote
- To liaise with the Magazine Editor, Online Forums Manager, Website Manager and Coordinator to ensure all parties are aware of approved events and the full event details so that they may be promoted via the magazine and web
- To assist with the organisation of the NADA AGM and any other NADA driven events and either be present to work at the events or arrange for other team members to represent NADA on their behalf
- To approach and encourage event organisers to set up NADA friendly events
- To supply NADA friendly and NADA supported events with the relevant logos etc. to promote NADA
- To ensure all events activities are in keeping with NADA's aims and objectives (and insured number of events per year)
- To ensure all events activities are in keeping with NADA's aims and objectives
- To review and report on activities annually and make recommendations for improvement

Events Assistants – Assistant 1 Barbara Conroy & Assistant 2 Kirsty Tucker

- To support the Events Manager with a focus on the day support and assistance at events

SPONSORSHIP TEAM

Sponsorship Funds Manager – Sarah Arnett

- To help NADA drive professional development and professional practice within it's membership by managing and promoting the NADA Sponsorship Fund and setting up NADA Sponsorship Schemes
- To invite NADA members to apply for sponsorship funding schemes for their dance development
- To set the parameters of our sponsorship schemes to ensure a fair opportunity is presented to our members to apply for our sponsorship support
- To communicate the parameters of sponsorship schemes clearly to applicants
- To liaise closely with the NADA Chair/Co-Ordinator and ensure our sponsorship schemes in line with NADA's aims and objectives
- To set up and manage a Funds Panel who will assess Sponsorship applications and select a winner to award our sponsorship funding to for each sponsorship scheme offered to members
- To liaise with individuals or groups who have been awarded NADA sponsorship funding
- To ensure all funding monies are spent within the scheme parameters and that financial records and receipts are kept
- To liaise closely with the Magazine Editor, Marketing Manager, Online Marketing Manager and Social Forums Manager to promote our sponsorship activity to NADA members
- To liaise with providers of services and goods offered on our sponsorship schemes
- To create all documentation required to communicate the sponsorship scheme to those involved

FINANCE TEAM

Treasurer - Katie Mulholland

- To ensure all payments are made in a timely manner
- To keep account of all regular payments that are required and we anticipate these whether prompted or not e.g. Yasmina's Article Fee
- To keep detailed accounts of all NADA mag, membership and insurance finances
- To keep detailed accounts of all NADA event finances
- To produce a financials template for NADA supported event hosts to fill in with their event finances
- To ensure all financial activities are in keeping with NADA's aims and objectives
- To order paying in books, cheque books and other stationery and distribute appropriately
- To review and report on activities annually and make recommendations for improvement
- To liaise with the bank when required

All NADA Committee members are expected to endeavour to represent NADA to the best of their abilities at all times and carry out their roles in keeping with NADA's aims and objectives.

If a NADA Committee member anticipates they will be unable to fulfil their role due to any other personal/work commitments for any short period of time please advise the NADA Co-ordinator so that extra support can be arranged for the role to cover this.

Some or all NADA Committee members will often be asked for their input or vote on decisions in other areas of the Committee to ensure that we conduct important decision making as a democratic organisation.

Other key contributors to NADA also include:

Ric Gibbs – Magazine Compiler
Daniel Bunker – Website and Artwork/Design
Yasmina of Cairo – Journalist
Lorna of Cairo – Journalist
Artemisia - Journalist
Luna of Cairo – Translator
Rita Williamson – Costume Specialist
Rhythmic Ginger – Music Specialist
Angela Noble – Tribal Specialist
Joanne Town – Physiotherapy Specialist
Zara Dance – London Dance Scene Specialist
Maureen Pemberton – History and Culture Specialist

We also have several other regular contributors to the magazine and other helpers who know who they are and we are very grateful for their continued help and support!