



8078 161 Street  
Surrey BC V4N 0J9

## BC Ukrainian Cultural Festival Society

'Keeping Ukrainian Culture Alive'

[info@bcucf.ca](mailto:info@bcucf.ca)  
[www.bcucf.ca](http://www.bcucf.ca)

### Responsibility Schedule

| Position              | Responsibilities  | Task Volunteer (if any) | Commitment   |
|-----------------------|---|-------------------------|--|
| <b>President</b>      | ▪ Implement the annual festival itinerary with the Executive and Coordinators.                        |                         | <i>Annual</i>  |
|                       | ▪ Assess and implement continual improvement with the festival and general organization.              |                         | <i>Annual</i>  |
|                       | ▪ Schedule/Organize/Facilitate meetings as required.  |                         | <i>Annual</i>  |
| <b>Vice President</b> | ▪ Assist President with their role  |                         | <i>Annual</i>  |
|                       | ▪ Take on an additional Coordinator role.   |                         | <i>As per role</i>                                   |
|                       | ▪ Fill in when the President is in absence  |                         | <i>Annual</i>  |
| <b>Secretary</b>      | ▪ Maintain contact database.  |                         | <i>Annual</i>  |
|                       | ▪ Record meeting minutes; send to President & VP within 7 calendar days of each meeting for review.   |                         | <i>Annual</i>  |
|                       | ▪ Update all documents and templates for current year.  |                         | <i>Sept-Nov (8 hrs)</i>                              |
|                       | ▪ Send out registration invitations to past dance groups. Send a reminder after 2 months.             |                         | <i>First week of Nov</i><br><i>First week of Jan</i> |
|                       | ▪ Invite Mayor, RCMP and request proclamation for festival day from office of the Mayor.              |                         | <i>March (2 hrs)</i>                                 |
|                       | ▪ Send out thank you cards to vendors, suppliers, advertisement, sponsors, musicians, and volunteers. |                         | <i>May-June (8 hrs)</i>                              |
| <b>Treasurer</b>      | ▪ Oversee all accounting/finances for the society   |                         | <i>Annual</i>  |
|                       | ▪ Prepare monthly reports for meetings.   |                         | <i>Annual</i>  |
|                       | ▪ Create/maintain annual budget.  |                         | <i>Annual</i>  |
|                       | ▪ Prepare annual report and projected budgets for AGM.  |                         | <i>May-June (8-12 hrs)</i>                           |
|                       | ▪ Maintain annual member list.  |                         | <i>Annual</i>  |
|                       | ▪ Book facilities for following year, sign rental contract, maintain insurance (Nov 1).               |                         | <i>Sept-Dec (8 hrs)</i>                              |
|                       | ▪ Send membership payments to Arts Councils.  |                         | <i>January (2 hrs)</i>                               |

|                                       |   |   |
|---------------------------------------|---|---|
| <b>Activity Center Coordinator</b>    | ▪ Organize potential activities. Ensure they are feasible.  | <i>Jan-May (4-8 hrs)</i>                |
|                                       | ▪ Provide write-up for program.   | <i>Jan-March (2 hrs)</i>                |
| <b>Adjudication Coordinator</b>       | ▪ Approach and book adjudicator for festival competition (maintain list of adjudicators).                   | <i>Sept-March (2-8 hrs)</i>             |
|                                       | ▪ Organize the contract, flights, hotel accommodation, and transportation of the adjudicator for the event. | <i>Jan-April (2-4 hrs)</i>              |
| <b>Backstage Coordinator</b>          | ▪ Ensure organization of backstage on festival day.   | <i>April – Festival Date (8-12 hrs)</i> |
|                                       | ▪ Prepare medal and trophy tracking sheets (Assign presenters for trophies).                                | <i>April (4-6 hrs)</i>                  |
|                                       | ▪ Prepare trophy sign-out sheet for dance groups.   | <i>April (2-4 hrs)</i>                  |
|                                       | ▪ Oversee gym set-up for dancers.   | <i>Festival Eve</i>                     |
|                                       | ▪ Track medal and ribbons inventory (submit to Treasurer).  | <i>May (2 hrs)</i>                      |
| <b>Competition Coordinator</b>        | ▪ Create competition schedule.  | <i>March 1-15 (12-16 hrs)</i>           |
|                                       | ▪ Email schedule proof to dancers ('Shape of the Day').   | <i>March 15 (1 hr)</i>                  |
|                                       | ▪ Prepare dancer sign-in sheets.  | <i>April (4 hrs)</i>                    |
|                                       | ▪ Prepare dance group envelopes (one program, one concession ticket per dancer, receipt for entry fee).     | <i>April (4 hrs)</i>                    |
|                                       | ▪ Forward schedule, dancer write-ups, instructor and dancer lists to program coordinator.                   | <i>March 21 (1 hr)</i>                  |
| <b>Coordinator of Online Presence</b> | ▪ Maintain festival website, hosting, domain name.  | <i>Annual</i>                           |
|                                       | ▪ Maintain festival Facebook and Instagram accounts.  | <i>Annual</i>                           |
|                                       | ▪ Maintain Google presence.   | <i>Annual</i>                           |
|                                       | ▪ SEO, security certificates.   | <i>Annual</i>                           |
| <b>Entertainment Coordinator</b>      | ▪ Contact authorized entertainers for festival. Collect contracts, confirm bookings at meetings.            | <i>Sept-Jan</i>                         |
|                                       | ▪ Contact and confirm MC's, confirm bookings at meetings.   | <i>Jan-May</i>                          |
|                                       | ▪ Contact and confirm Hospodar, Hospodenya, and Youth Ambassadors. Confirm at meetings.                     | <i>Jan-May</i>                          |
|                                       | ▪ Research new potential entertainers and present rates at meetings for authorization.                      | <i>Annual</i>                           |

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| <b>Facilities Coordinator</b>                  | ▪ Collect quotes from potential caterers and present at meeting. Arrange contract.   | <i>Jan-Mar (4-8 hrs)</i>                 |
|  | ▪ Book Rentals (flag stands, tables, chairs, coat racks, skirting, etc.) Coordinate with the Competition and Vendor Coordinators.  | <i>April (2-4 hrs)</i>                   |
|  | ▪ Hospitality room/ Concession food and beverages - must be set up on Friday evening.  | <i>Festival Eve and Date</i>             |
|  | ▪ Procure supplies for BCUCF table (sausage, poppy seed rolls).  | <i>April (2-3 hrs)</i>                   |
| <b>Marketing &amp; Advertising Coordinator</b> | ▪ Contact potential sponsors (radio stations, newspapers, grocery stores, banks, etc.).  | <i>Sept-May</i>                          |
|  | ▪ Contact potential program advertisers.   | <i>Jan-March</i>                         |
|  | ▪ Arrange the current flyer and print 500 copies. Distribute to community hubs.  | <i>Sept-Nov</i>                          |
|  | ▪ Contact local community calendars, Arts Councils, What's On Mission (send flyer).  | <i>Nov-March</i>                         |
| <b>Music Coordinator</b>                       | ▪ Collect and organize the competition music (ensure it plays).  | <i>March 21-April</i>                    |
|  | ▪ Record Adjudicator remarks.  | <i>Festival Date</i>                     |
|  | ▪ Prepare and send recordings for dance groups.  | <i>May (2-6 hrs)</i>                     |
| <b>Program Coordinator</b>                     | ▪ Organize production, print, and delivery of 300 festival programs.   | <i>To printers: April 15</i>             |
|  | ▪ Gather write-ups and images for dance groups, the adjudicator, displays, advertising, vendors, sponsors, president's message, proclamation, competition schedule (March 15). | <i>March-April 15</i>                    |
| <b>Scholarship Review Committee</b>            | ▪ Review scholarship applications and present best options to society.   | <i>Feb-April</i>                         |
|  | ▪ Award the scholarship on stage.<br><b>Scholarship Members:</b> *Upon Request   | <i>Festival Date</i>                     |
| <b>Vendor Coordinator</b>                      | ▪ Organize vendor area based on registrations.   | <i>March-Festival Date<br/>(2-4 hrs)</i> |
|  | ▪ Contact past vendors and find new ones (target of x vendors).  | <i>Jan-March (2-6 hrs)</i>               |
|  | ▪ Manage BCUCF Table (sales, inventory).   | <i>Festival Date</i>                     |
|  | ▪ Prepare signs for vendor area.   | <i>April-Festival Date<br/>(2-4 hrs)</i> |
| <b>Volunteer Coordinator</b>                   | ▪ Contact past volunteers and find new ones for current festival.  | <i>Jan-Festival Date</i>                 |
|  | ▪ Organize confirmed volunteers into the Formal Volunteer sign-in sheet.   | <i>April – Festival Date</i>             |
|  | ▪ Organize meal tickets to volunteers working 4+ hrs.  | <i>April-Festival Date</i>               |

[revised 2019-12]