

Instrument for the establishment of a sub-committee of the Monaro Folk Society to be  
known as the Dance Sub-Committee

The Committee of the Monaro Folk Society (MFS), (the Committee), hereby establishes a Sub-Committee, which will operate under the authority of the Committee and be known as the Dance Sub-Committee (DSC).

The DSC will comprise:

- a Convenor, appointed by the Committee;
- The President of the Committee or her/his representative;
- other members as the Committee may appoint from time to time;
- representatives of each MFS participating dance group. Each MFS participating dance group has the right to one membership of the DSC.

The DCS may co-opt other members of the MFS to assist in the operation of its responsibilities. Any other member of the MFS may attend meetings of the DSC but without voting rights. The DSC may form working groups to assist with its responsibilities. (eg. The Colonial Ball Working Group).

All DSC members and co-optees will be required to adhere to the MFS code of Conduct.

To be quorate the DSC requires at least three members in attendance.

The DSC Convenor or his or her nominee from the DSC will be a full member of the Committee.

The date, time and place of regular meetings will be notified to DSC members by the Convenor at least one week in advance. Extraordinary meetings may occur with less notice in exceptional circumstances.

The DSC will:

- Meet a minimum of 4 times a year.
- Provide a draft program, including a financial budget, for each calendar year to the Committee by the end of September of the preceding year for approval by the Committee by the beginning of November of that preceding year. Amendments to the approved program may be made at any stage in response to availability of resources and changes in circumstances. Additional events will require approval by the Committee.
- Manage the operation of any MFS Bush Dance events including the engagement of bands, venues, catering and advertising, operating within the budget agreed by the Committee.
- Provide a communication and brokerage role between MFS dance groups and the Committee.
- Provide advice and recommendations to the Committee about extraordinary dance events proposed by recognised dance groups.

- Advise the MFS Membership Secretary of the tasks allocated to DSC members and co-optees.
- Report verbally to the formally to the Committee at each Committee meeting through the Convenor or its nominee.
- Provide copies of the minutes of each of its regular meetings within three weeks of each meeting to:
  - The Committee
  - DSC members
  - All recognised DSC Dance Groups
  - The MFS webweaver
- Ensure that all expenses incurred:
  - Are fully recorded
  - Fall within expenditure approved by the Committee
  - Are reported to the MFS Treasurer or its nominee within the timeframe required for payment or MFS reporting requirements. Income from DSC dance events to be sent to the MFS Treasurer within 5 days of the event.
- Report annually in writing to
  - the Committee by the end of the month of May following each Calendar year
  - The MFS Annual General Meeting.

Agreed at MFS Committee meeting of 1 April 2007.

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Eileen Newmarch, President  
for MFS Committee

April 2007