

ARTICLE V: Roles and Responsibilities

Section a. The Senior members of SIFA Board shall be responsible for leading long-term sustainable activities as well as special projects to meet SIFA's mission. These will include:

Safeguard public funds and public trust

Create annual budget for all operating activities and monitor actuals against budget

Ongoing adherence of SIFA's bylaws by all

Ensure the management of taxes, insurance, liability etc. that have long-term consequences for SIFA. (Retain a professional tax accountant if need be)

Ownership and execution of the annual elections

Set up a framework for long term archival of historic data for SIFA, i.e. video, audio recordings, sponsorship lists, meeting minutes and past officer bearer's names.

Facilitate a smooth transition of SIFA Operations from one year to the next

Evaluate and vote on any cooperative activity of SIFA with external organizations along with the current President, Vice President and Secretary

Apply for grants as needed for special events and for operating funds as necessary with the help of the Executive Committee.

Formalize long-term contracts with sponsor organizations

Section b. The **President** shall lead the effort of hosting concerts by managing communications with vendor organizations as it relates to hosting of concerts, organizing concert logistics, hosting of the artists locally, and conducting the event successfully with the help of the other office bearers. The President shall operate with full transparency to the entire Board and other office bearers and ensure SIFA's prestige and reputation remains untarnished.

Section c. The **Vice-President** shall work hand-in-hand with the President in all SIFA concert activities and shall serve as the acting President in the absence of the President. The Vice-President shall also serve as a mentor to the elected Youth Representatives and co-ordinate all their activities – such as helping sell CDs, assist in making fliers, ushering during concerts, and other such activities.

Section d. The **Secretary**, along with the **Joint Secretary**, is responsible for company-like functions of SIFA, such as maintaining sponsor lists, updating memberships and volunteer lists and other databases that are needed for communicating with the broader SIFA community. –The Secretary and/or Joint Secretary shall also maintain a running list of those SIFA sponsors who have a three year or more consecutive membership and shall make that list available for the Election Process.

Section e. The **Treasurer** shall be responsible for the SIFA financials - both in terms of accounting and long term financial requirements, including taxes, etc. and maintaining financial agreements with artists and promoters.

The Treasurer has the responsibility to maintain the nonprofit status of SIFA per IRS 501 (c) (3) through various formal methods such as communications with the State of California, enabling audits, and communicating with the IRS. Such activities shall be done in concurrence with the Board.

The Treasurer shall report to the SIFA Board on a quarterly basis the income and expenditures by each concert, Budget Vs Actuals interim analysis as well as the status of the operating funds.

A year end report needs to be presented by the Treasurer at the Board and Operations Team transition meeting. This report shall include the annual budget vs. actual details and a Treasurer analysis of variances. The Treasurer shall also serve as an advisor to the SIFA Board and assist the Board in its decision making by presenting appropriate, timely financial data. The Treasurer is responsible for the disbursement of monies for all financial transactions in compliance with SIFA 's agreed upon commitments. The Treasurer will maintain accurate tax records to facilitate tax filing annually. The Treasurer is responsible for proper handling and reporting of petty cash funds.

Section f. The **Joint Treasurer** shall assist the Treasurer in all financial transactions of SIFA and provide checks and balances to the treasury. The Joint Treasurer shall sign off on all petty cash activity and cash collections at the event. The Joint Treasurer shall (under the guidance of the Treasurer) be responsible for maintaining accurate financial records during each concert and assist the Treasurer in compiling income and expenditure reports.

Section g. The **Marketing Representative** shall be the primary driver in building SIFA sponsorship. This person shall coordinate all public relations activities including communications with SIFA sponsors and publicity of SIFA events on the web and electronic media. Publicity of all collaboration activities shall require review by the Board. The Marketing Rep shall act as the primary caretaker and help with archival of all audio/video recordings of SIFA events as per the framework set up by the Board.

Section h. The **Joint Marketing Representative** shall assist the Marketing Rep.in all his/her activities pertaining to the publicity, web management etc. of SIFA events

While the above provides general guidelines for each role, all office bearers shall work together in the spirit of cooperation to ensure the smooth operations of SIFA.

Section i. All SIFA office bearers must participate in the operations of SIFA to the fullest of their ability and must voluntarily step out if they are not able to do so for any reason.

Section j: All positions shall be on a voluntary basis only and no remuneration shall be provided. All office bearers are required to be sponsors and are entitled to a fifty percent reduction of their sponsorship dues. All office bearers shall receive one audio copy of the recorded concerts during their term.

Section k: **Code of Conduct.**

All SIFA office bearers are expected to follow and honor the highest level of all self-evident codes of ethics:

Office bearers shall extend professional courtesy and civility to each other.

Office bearers shall NOT act in a manner that will pose a conflict of interest to SIFA's mission or affect public trust and/or public funds.

Office bearers must operate in a manner that furthers the goals and prestige of SIFA.

Office bearers must show mutual respect and foster transparency and trust between one another, subcommittee members and vendors

Any violation of these codes of conduct shall result in Board review and appropriate action.