

Oxford Dance Forum Steering Group Protocol

Oxford Dance Forum (ODF) exists to support the professional development of dance artists in Oxfordshire, at all stages of their career. The organisation recognises, draws on and invests in the skills of individual dance practitioners. It celebrates diversity and dancers' individuality. The forum also aims to be an advocate for dance locally, regionally and nationally.

Role of ODF steering group:-

- To be a strategic decision-making group about the direction / activity of the Oxford Dance Forum (as a professional development organisation)
- To represent the views and interests of the wider ODF group (dance artists living and working within Oxfordshire) in a fair and democratic way
- To be transparent in its decision-making and planning processes – through making minutes available on request, announcing dates of ODF meetings in advance and giving regular updates on steering group activity.
- To devise, plan and agree on current and future projects / professional development in conjunction with OCC Dance Officer (and ODF programme co-ordinator)
- To plan wider ODF meetings (three times per year) and co-ordinate annual AGM (in September) with support of co-ordinator / dance officer
- To meet up to a maximum of six times per year as a steering group – with a minimum of five steering group members to be present, and a majority agreement, in order for a decision to be made and ratified
- To monitor, and advise, on budget management

Role of steering group member:-

- To attend as many as possible of the steering group meetings in the year (minimum 2 meetings), plus attendance at at least one out of the three main ODF meetings per year.
- To actively contribute to the planning process / decision making for the future direction of ODF
- To have opportunity to take on a specific role in assisting in the delivery or co-ordination of at least one project per year – e.g. as part of a sub-group.
- To occasionally allocate time outside of the pre-planned steering group meetings to undertake special duties (e.g. if an emergency meeting is called). This includes active involvement in e-mail discussions – giving feedback / comments on documents circulated outside of agreed meeting times.
- Members may step down at any point – but will be asked to give 'reasonable notice' (of at least one month) to the group to recruit a new member (if deemed necessary). Ex-members may re-join the steering group at a later date
- Reimbursement of travel and parking costs will be made, plus financial contribution for time when involved in assessing applications.

Oxford Dance Forum

C/o: Town Hall, St Aldate's, Oxford OX1 1BX
T: 01865 252820 / E: cthompson@oxford.gov.uk

- Any steering group member can apply to any of the ODF strands of support, but will therefore be excluded from the selection process.

Recruitment of new members:-

Nominations (including self-nominations) will be invited when the need to recruit new steering group members arises. Maximum number of steering group members is 8 (including OCC Dance). Ideal minimum number is 7.

For more details regarding the Oxford Dance Forum steering group, and opportunities to join as a steering group member, please contact Claire Thompson on **01865 252820 / cthompson@oxford.gov.uk**