

Swing West Jazz Society

Nomination Package for candidates for the Board of Directors

History

Swing West Jazz Society (SWJS) had a successful first year. A group formed in February, 2025 and committed to mounting a Camp in 2026. The Society was incorporated September 15, 2025 with a Board of Directors composed of seven volunteers willing to take on the project.

Key organizational pieces have been put in place, including bylaws, banking and accounting, website and social media, membership sales and policies around governance and management. Having these organizational elements in place enabled the Board to negotiate contracts with the Sorrento Centre, staff and faculty, and manage our risk. The result was a highly successful first Camp for SWJS.

What's next?

We want to build on this foundation to ensure that Camp can continue next year and into the future. We are looking to strengthen the Board with individuals who will bring skills and experience, show a willingness to take on tasks when they arise, and demonstrate leadership for the future of the Society and of the Camp.

What skills are we looking for?

Currently the Board of Directors is both a governance board and a working board. This means that while Board members provide oversight of the Society and its activities, they also carry out a great deal of the work of the Society on a volunteer basis. As we move into our second year of operations, this dual role is expected to continue. Typically, Board members volunteer 10-20 hours per month.

Key skills we would like to add to the Board, or to our volunteer roster, include:

Communications and marketing:

- Provide a communication strategy and calendar to organize planning, scheduling and delivery of key messages through newsletter releases, the website and social media
- Cultivate interest among the next generation of musicians

IT and information management:

- Manage website updates, software, file management, social media accounts, security of corporate records

Financial management:

- Provide oversight and guidance on accounting and tax for a non-profit society; review financial statements; work with bookkeeper and program manager to oversee banking and organization's finances

Legal and Governance:

- Provide input and guidance on legal matters including contracts, risk management, regulatory compliance, tax, governance policies and Board procedures

Membership and Community:

- Provide leadership on the strategy for attracting and engaging members
- Help build the community that supports and champions swing and jazz music and dance

Strategic Planning:

- Provide leadership on the creation of a strategic plan which would set out the goals, targets and responsibilities of the Society for a 3-5 year planning horizon

Fundraising:

- Develop a fundraising plan to seek out other sources of funding such as grants and donations

Board experience or expertise in finance, governance or management is preferred.

How to apply:

Please **submit a letter telling us why you want to get involved - indicate your area(s) of interest and let us know how you can help. Include your resume or CV.** Send your submission to admin@swingwestjazzsociety.org, using the subject line **“Board Applications”** by October 1, 2026.

Process:

A Nominating Committee of the Board has been struck to review all the submissions and make a recommendation to the Board of Directors for a slate of nominees. If it is determined that we need to interview candidates, those will take place over Zoom.

The Board will then present the recommended names of candidates for election or re-election to the Society's members at the Annual General Meeting planned for later this fall in 2026.

What if I'm not selected for the Board?

There are limited vacancies to fill, so it is possible that you won't be selected by the Nomination Committee. But don't let that keep you from getting involved! You can join one of our committees and/or volunteer for specific activities. We want and need more members to participate in the future of the Swing West Jazz Society.

What if I know somebody else who might be right for the Board?

If you know someone in your circle who might be interested in this volunteer opportunity, please forward this information to them!