

# **Sun City Grand Dance Club**

## **Board of Directors Duties and Responsibilities**

**Revised January 1, 2008**

### **Executive Board**

The Executive Board shall consist of a President, Vice-President, Secretary and Treasurer or Secretary/Treasurer (optional), and Immediate Past President.

All Officers shall be elected by a majority vote of those present at an annual membership meeting, once a quorum has been established, and shall serve without compensation.

The Executive Board has the overall governing authority over the Club consistent with the provisions of the Sun City Grand Bylaws.

All Officers are elected for one-year terms, and are limited to two consecutive terms. However, by 2/3 vote of the membership voting at the time of election, individuals may succeed themselves for more than two consecutive terms as an Officer. The term of office shall be from January 1 through December 31.

Should an Officer's vacancy not be filled at the General Meeting, the Executive Board shall fill the vacancy with majority approval of the Executive Board.

The Executive Board shall:

1. Establish all committees necessary to carry out the purposes and objectives of the Club. They may be assisted by the chairpersons of such committees.
2. Establish and appoint all Directors to carry out the purposes and objectives of the Club.
3. Appoint a minimum of three members to serve on the Nominations Committee, none of whom can be a member of the Executive Board.
4. Prepare an annual budget for presentation to the General Membership at a regularly scheduled membership meeting. Projected expenditures in excess of \$1500.00 shall be included.
5. Designate not less than two Executive Board Members as persons authorized to sign checks drawn on the Club's bank account(s), preferably the Treasurer and the President.
6. Attest to their awareness of the Association Charter Club Rules, Regulations, and Procedures.

7. Ensure adherence to the Association Charter Club Rules, Regulations, and Procedures.
8. Propose amendments to the Club's Bylaws.
9. Determine amount to be paid in contracts for instructors and music groups.
10. Determine amount of dues. Dues in the amount recommended by the Executive Board and approved by membership vote are payable in advance.

## **President**

The President shall:

1. Preside over meetings and be accountable for the administration of Club business. Robert's Rules of Order Newly Revised shall be followed.
2. Act as principal liaison between the Club and the Association.
3. Appoint members of all committees that have been authorized by the Executive Board, and appoint the chairpersons of those committees.
4. In the event of vacancies on the Board, appoint, with Executive Board approval, interim replacement of the Officer until official elections can be held.
5. Ensure that all Club Officers read and understand the Association Charter Club Rules, Regulations, and Procedures.
6. Call meetings of the Executive Board at any time by giving notice orally, in writing, or by e-mail.
7. Attend Club Presidents meetings.
8. Carry out Executive Board policies.
9. Ensure compliance to Association Charter Club Rules, Regulations, and Procedures.

## **Vice President**

The Vice President shall:

1. Perform all duties of the President in the event of the President's absence or inability to perform.
2. Perform other such duties and responsibilities as may be assigned from time to time by the President.

## **Secretary**

The Secretary shall:

1. Keep the Club records.
2. Issue notices of all meetings of the Executive Board or General Membership.
3. Keep the minutes of all meetings.
4. Conduct all correspondence relating to the Club's business.

## **Treasurer**

The Treasurer shall:

1. Receive and deposit all monies due to the Club.
2. Be the direct recipient of all Club membership application forms and fees. Upon receipt, the Treasurer will pass the application forms to the Membership chairperson for inclusion in the Club roster.
3. Pay all obligations that may be incurred by the Club in the regular course of its business.
4. Keep an up-to-date ledger of all financial transactions.
5. Provide financial reports as may be required at all meetings of the Executive Board or General Membership.
6. Prepare and submit Year End Reports as instructed by the Activities Director/Controller.

7. Maintain financial records for previous years and the current year.
8. Maintain such checking and/or savings bank accounts approved by the SCGCA as may be necessary in the opinion of the Executive Board to properly conduct the Club's business.
9. Make expenditures on behalf of the Club from the Club's checking account and ensure that no expenditures are made from cash.
10. Keep appropriate receipts and invoices covering all such transactions as part of the financial records.
11. Pay for cash bar, table cloths, or helium for monthly dances.

## **Directors**

Revised August 2012

### **Membership Director**

The Membership Director shall:

1. Maintain the Club membership roster. Information for the roster is obtained from the Membership Application forms submitted by each member at the time dues are paid.
2. Maintain the e-mail address list of all Club members, and keep this information current through the receipt of updated membership rosters.
3. Be the direct recipient of all Membership application forms and fees. Keep all the Membership Application forms received from the Treasurer and forward all fees on to the Treasurer.
4. E-mail a copy of the membership roster (in Excel format) to each member of the SCG Dance Club Board. Frequency of these e-mails would be based upon the magnitude and frequency of the applications being received.

## **Monthly Variety Dance Director**

The Monthly Dance Director shall:

1. Contacts music groups or agents to reserve dance dates at least four months in advance. Negotiate the fees for the music groups or agents, in concurrence with guidelines set forth by the Executive Board. Provide this information, along with the cost of each event to the person preparing the contracts.
2. The Media Director needs the Grand Times info four months out so the bands need to be hired well before that.
3. Work with the "Special Events Coordinator" and the Media Director in deciding the themes for the Monthly Variety dances.
4. Seek volunteers to take money and tickets at dances, hand out raffle tickets, as well as to decorate and then clean up after the dance, bagging the table cloths, saving the decorations, and returning them to storage.
5. Order table cloths for dances.
6. Notify the Treasurer if a cash bar and security are required.
7. Determine, from the door list, how many reserved tables are needed.
8. Work with the "Special Events Coordinator" regarding decorations for use at the dances as needed and obtain the decorations from storage. Supervise the decorating for the dance by having volunteers on hand to decorate at 3 PM on the day of the dance, including placing reserved signs on the tables.
9. If helium is needed, contact Treasurer to pay for this service. The Treasurer will provide a receipt which is given to Maintenance as proof of helium purchase.
10. Verify, during the week of the dance, that table cloths will be delivered, and that the cash bar and security will be available.
11. At least 48 hours in advance, contact the Activities office to insure that the proper table setups are listed in their computer. For the Kiva Room, the normal setup is 30 tables of 10. For the Gila Ballroom/Agua Fria rooms, the normal setup is 19 tables of 10.

12. A few days prior to the event, contact the music group or agent to ensure their attendance at the dance.
13. Provide a binder on the sign-in table containing Charter Club Rules, Club Bylaws, Standing Rules, Duties, & Responsibilities, Incident Report forms & emergency phone numbers and Code of Conduct.

### **Ballroom Dance Director**

The Ballroom Director shall:

1. Audition and seek bands/entertainers suitable for ballroom dances in accordance with the rules and fee rules of the club. Work with them on the music that suits the dance.
2. Determine themes for each dance. Themes should be suitable for ballroom music and give dancers the opportunity to dress in accordance with the theme if they wish.
3. Interview, audition qualified instructors for ballroom lessons in accordance with the rules and fee rules of the dance club.
4. Write appropriate descriptions of the dances for news releases, Blasts, and the Grand Times and give to the Media Director in accordance with the timeline for each.
5. Seek volunteers to take money and sign in members for dance classes and dances.
6. Give the Treasurer both the attendance sign in sheets and the money collected at lessons. The standard sign in sheet is to be used or the Director may customize a sign in sheet in concurrence with the Club Treasurer.
7. Provide a signup calendar at the sign in table for volunteers.
8. Provide a binder at the sign in table that contains Charter Club Rules, Club Bylaws and Standing Rules, Duties and Responsibilities, Incident Report forms, emergency telephone numbers and the Code of Conduct.
9. Seek volunteers to take money and tickets at dances, as well as to decorate and clean up after the dances.
10. Determine, from the door list, the number of reserved tables.
11. Order table cloths for dances when appropriate.

12. Notify the Treasurer if a cash bar is required.
13. Verify, on the day of the dance, that table cloths will be delivered and cash bar will be available.
14. One week in advance, contact the Activities office to insure that the proper table setups are listed in their computer. For the Gila Ballroom/Agua Fria rooms, the maximum setup is 16 tables of 10.
15. A few days prior to the event, contact the music group or agent to ensure their attendance at the dance.
16. Work with the "Special Events Coordinator" regarding decorations for use at the dances as needed and obtain the decorations from storage. Supervise the decorating for the dance.
17. The Media Director needs the Grand Times info four months out so the bands need to be hired well before that.

### **Country Western Director**

The Country Western Director shall:

1. Audition and seek bands/entertainers suitable for Country Western dances in accordance with the rules and fee rules of the club. Work with them on the music that suits the dance.
2. Interview, audition qualified instructors for Country Western lessons in accordance with the rules and fee rules of the dance club.
3. Seek volunteers to take money and sign-in members for classes & dances and the director will need to seek volunteers, help decorate & set-up, and clean up after the dances.
4. Give the Treasurer both the attendance sign-in sheets and money collected at lessons and dances.
5. Provide a sign-up calendar at the sign-in tables for volunteers.
6. Order table cloths for dances as needed.
7. Notify the Treasurer if a cash bar and security are required.

8. Verify, during the week of the dance, that table cloths will be delivered, and that the cash bar and security will be available.
9. A few days prior to the event, contact the music group or agent to ensure their attendance at the dance.
10. Provide a binder at the sign-in tables that contain Charter Club Rules, Club By-Laws, & Standing Rules, Duties & Responsibilities, Incident Report forms, Code of Conduct and emergency telephone numbers.
11. Purchase refreshments & prizes for dances and/or classes if needed.
12. Give the "Special Events Coordinator" the names of those who volunteer enough to be invited to the Volunteer Luncheon.
13. Prepare a set-up, if applicable, for each dance and submit it to CAM Activities at least 48 hours in advance of the dance.
14. Work with "Special Events Coordinator" and the Media Director in the naming of the Country Western Dances.
15. The Media Director needs the Grand Times info four months out so the bands need to be hired well before that.
16. Write appropriate descriptions of the dances for news releases, Blasts, and the Grand Times and give to the Media Director in accordance with the timeline for each.

### **Line Dance Director**

The Line Director shall:

1. Audition and seek bands/entertainers suitable for Line dances in accordance with the rules and fee rules of the club. Work with them on the music that suits the dance.
2. Interview, audition qualified instructors for Line Dance lessons in accordance with the rules and fee rules of the dance club.
3. Write appropriate descriptions of the dances for news releases, Blasts, and the Grand Times and give to the Media Director in accordance with the timeline for each.
4. Seek volunteers to take money and sign in members for dance classes and dances.



5. Give the treasurer sign-in sheets and all money collected at lessons & monthly Line dances.
6. Provide a sign-up calendar on the sign-in table for volunteers.
7. Provide a binder on the sign-in table containing Charter Club Rules, Club Bylaws, Standing Rules, Duties, & Responsibilities, Incident Report forms & emergency phone numbers and the Code of Conduct.
8. Seek volunteers to take money & tickets at dances, as well as to help decorate & clean up.
9. Work with "Special Events Coordinator" and the Media Director in the naming of the Line Dances.
10. One week in advance contact the Activities office to ensure that the proper table setups are listed in the computer.
11. Seek and direct volunteers to help coordinate the Oktoberfest demo if applicable.
12. The Media Director needs the Grand Times info four months out so the bands need to be hired well before that.

### **Dance Arts Director**

The Dance Art Director shall:

1. Interview/audition instructors and work with them to provide quality instruction at lessons.
2. All monies are collected in advance of lessons.
3. Seek volunteers, if necessary to sign-in members for classes.
4. Give the Treasurer both the attendance sign-in sheets and money collected at lessons.
5. Provide a binder at the sign-in tables that contain Charter Club Rules, Club By-Laws, & Standing Rules, Duties & Responsibilities, Code of Conduct, Incident Report forms, and emergency telephone numbers.

6. Send out registration forms to all interested in taking classes.
7. Give the Secretary the names of those who volunteer enough to be invited to the Volunteer Luncheon.
8. Inform Media Director if classes are to begin so it can be published in the Grand Times. Also inform President if the rooms will not be used.

### **Media/Communications Director**

The Media/Communications shall:

1. Submissions for the Grand Times need to be sent to each Director before the 1st of each month.
2. Arrange for Club activities, such as dances and lessons, to be published in the Grand Times. Submit via print or e-mail to the Activities Office by the 15th of each month, two months prior to their publication.
3. Work with Monthly, Ballroom, Line Dance and Country Western Dance Directors to name each dance.
4. Directors need to submit information on new entertainers to the Media Director at least a week before the Grand Times submissions are to be sent to the Directors. Directors need to contribute to the news releases, Grand Times, Blasts, etc.
5. Perform other printing and advertising duties as requested by the Executive Board and Directors.
6. Prepare and send the email "Blast" that goes to all Dance Club members about all Dance Club activities.

### **Nominating Committee**

The Nominating Committee shall:

1. Be appointed by the Executive Board at least six weeks prior to the General Membership Meeting.
2. Consist of a minimum of three members.
3. Not be members of the Executive Board.
4. Be members in good standing of the Club.
5. Be responsible for the complete election process.

6. Be responsible for proposing a slate of Officers for the coming year. (Term of office is from January 1 through December 31.)
7. Be responsible for nominating at least one candidate for each office at least 30 days prior to election.
8. Provide the general Club membership with a list of candidates 30 days prior to election.
9. Provide names and contact information of the Nominating Committee persons to the Club members so that members can contact them with nominations.
10. Accept, if any nominee wishes, their resume and provide it to members prior to the General Membership Meeting.
11. Seven days prior to election, inform current Executive Board of the slate of candidates.
12. Create a ballot. It must contain all candidate names and offices. All ballots must be number controlled.
13. Read the list of candidates at the meeting, whether using written ballots or show of hands.
14. Pass out written ballots or call for a show of hands for each candidate.
15. Count and record the vote.
16. Announce results.
17. Disband upon the completion of the election.
18. Not take candidates for office if there are fewer than 30 days till election. To run for office, a candidate must submit their name to a member of the nominating committee no less than 30 days prior to the election.