

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:

- Establish all committees necessary to carry out the purposes and objectives of the Club. They may be assisted by the chairpersons of such committees.
- Establish and appoint all Directors to carry out the purposes and objectives of the Club.
- Appoint a minimum of three members to serve on the Nominations Committee, none of whom can be a member of the Executive Board.
- 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.
- 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.
- Attest to their awareness of the Association Charter Club Rules, Regulations, and Procedures.
- Ensure adherence to the Association Charter Club Rules, Regulations, and Procedures.
- Propose amendments to the Club's Bylaws.
- Determine amount to be paid in contracts for instructors and music groups.
- Determine amount of dues. Dues in the amount recommended by the Executive Board and approved by membership vote are payable in advance.

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President

The President shall:

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

Vice President

The Vice President shall:

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

Secretary

The Secretary shall:

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

Treasurer

The Treasurer shall:

- Receive and deposit all monies due to the Club.
- 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.
- Pay all obligations that may be incurred by the Club in the regular course of its business.

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Treasurer (continued)

- Keep an up-to-date ledger of all financial transactions.
- Provide financial reports as may be required at all meetings of the Executive Board or General Membership.
- Prepare and submit Year End Reports as instructed by the Activities Director/Controller.
- Maintain financial records for previous years and the current year.
- 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.
- Make expenditures on behalf of the Club from the Club's checking account and ensure that no expenditures are made from cash.
- Keep appropriate receipts and invoices covering all such transactions as part of the financial records.
- Pay for cash bar, table cloths, or helium for monthly dances.

Line, Country Western, Ballroom, Square Dance and Dance Arts Directors

These Directors shall:

- Seek volunteers to take money and sign in members for dance classes and dances.
- 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.
- Provide a signup calendar at the sign in table for volunteers.
- Provide a binder at the sign in table that contains Charter Club Rules, Club Bylaws and Standing Rules, Duties and Responsibilities, Incident Report forms, and emergency telephone numbers.
- Seek volunteers to take money and tickets at dances, as well as to decorate and clean up after the dances.
- On the day of the event date, the Director is to contact the ticket office and take any unsold tickets so that they may be sold at the door.
- Determine, from the ticket office, the number of reserved tables.
- Order table cloths for dances when appropriate.
- Notify the Treasurer if a cash bar is required.
- Verify, on the day of the dance, that table cloths will be delivered and cash bar will be available.
- 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.

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Monthly Dance Director

The Monthly Dance Director shall

- Work with the Executive Board in securing dates for monthly dances.
- 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 Membership/Contracts Director preparing the contracts.
- Secure all required signatures for each contract, upon receipt of the prepared contract from the Membership/Contracts Director.
- Once completed, forward the original, signed contracts to the Secretary for retention.
- Work with the Media Director in the naming of the monthly dances.
- Seek volunteers to take money and tickets at dances, as well as to decorate and clean up after the dance.
- Order table cloths for dances.
- Notify the Treasurer if a cash bar is required.
- On the day of the event, contact the ticket office and take any unsold tickets so that they may be sold at the door.
- Determine, from the ticket office, the number of reserved tables.
- Purchase decorations for use at the dances as needed.
- Obtain the decorations from storage. Supervise the decorating for the dance by having volunteers on hand to decorate at 3PM on the day of the dance, including placing reserved signs on tables.
- Clean up after the dance, including piling table cloths on one table in the ballroom, saving the decorations, and returning them to storage.
- 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.
- Verify, on the day of the dance, that table cloths will be delivered and cash bar will be available.
- One week in advance, contact the Activities office to insure that the proper table setups are listed in their computer. For the Kiva Room, the setup is 33 tables of 10. For the Gila Ballroom/Agua Fria rooms, the setup is 16 tables of 10.
- When a cash bar is used, contact security to hire them for the event.
- A few days prior to the event, contact the music group or agent to ensure their attendance at the dance.

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Media Director

The Media Director shall:

- Design and print posters to advertise Club dances and other activities.
- Design and print tickets for upcoming dances. Give to the Activities Office two months prior to the event's appearance in the Grand Times.
- 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.
- Design and print handouts advertising dance lessons. Put in the Dance Club Box in the Sonoran Plaza and provide to Directors to put on the sign in tables at lessons.
- Work with Monthly Dance Director to name each dance.
- Perform other printing and advertising duties as requested by the Executive Board and Directors.
- Maintain the e-mail address list of all Club members, and keep this information current through the receipt of updated membership rosters provided by the Membership/Contracts Director.
- Send e-mails to the membership of upcoming activities and events, including any Dance Parties and Monthly Dances, and any changes of lesson dates and locations.
- Send e-mails to membership of upcoming General Membership Meetings.

Membership/Contracts Director

The Membership/Contracts Director shall:

- 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.
- Keep the Membership Application forms received from the Treasurer.
- E-mail a copy of the membership roster (in Excel format) to each member of the Executive Board. Frequency of these e-mails would be based upon the magnitude and frequency of the applications being received.
- Prepare contracts for instructors as well as music groups and agents with the information provided by the responsible Executive Board member or Director.

Nominating Committee

The Nominating Committee shall:

- Be appointed by the Executive Board at least six weeks prior to the General Membership Meeting.
- Consist of a minimum of three members.
- Not be members of the Executive Board.
- Be members in good standing of the Club.

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Nominating Committee (continued)

- Be responsible for the complete election process.
- Be responsible for proposing a slate of Officers for the coming year. (Term of office is from January 1 through December 31.)
- Be responsible for nominating at least one candidate for each office at least 30 days prior to election.
- Provide the general Club membership with a list of candidates 30 days prior to election.
- Provide names and contact information of the Nominating Committee persons to the Club members so that members can contact them with nominations.
- Accept, if any nominee wishes, their resume and provide it to members prior to the General Membership Meeting.
- Seven days prior to election, inform current Executive Board of the slate of candidates.
- Create a ballot. It must contain all candidate names and offices. All ballots must be number controlled.
- Read the list of candidates at the meeting, whether using written ballots or show of hands.
- Pass out written ballots or call for a show of hands for each candidate.
- Count and record the vote.
- Announce results.
- Disband upon the completion of the election.
- 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.