

RESDC BOARD of DIRECTORS POSITION DESCRIPTIONS

GENERAL DIRECTOR REQUIREMENTS

PREREQUISITES and QUALIFICATIONS:

- Be self-starting and responsible
- Have been a member in good standing of the RESDC for at least 6 months
- Have demonstrated a strong interest in west coast swing

DUTIES and RESPONSIBILITIES:

- Actively promote the RESDC and West Coast Swing to increase attendance at our dances and RESDC membership
- Serve on the RESDC Board of Directors as either an officer or a Committee Chair
- Temporarily chair a second committee if an insufficient number of Directors are available
- Attend most RESDC dances, be "on", be friendly, and mix with newer dancers to make them feel welcome and involved
- Actively participate in all Board meetings (for the duration of the meeting)
- When absent from a Board meeting, dance or activity, notify the President or Vice President and ensure that all duties and responsibilities are fulfilled.
- Be familiar with the RESDC Bylaws, Position Descriptions and Practices and Procedures
- Assist the President and the Board in implementing the mission, purpose and goals of the RESDC
- Present a status report at monthly Board meetings
- Actively recruit members to serve on the Board
- Submit articles related to your position to the Webmaster for posting
- fulfilled by another Director or committee member
- Maintain a "transition notebook" for the benefit of your successor

POSITION: PRESIDENT

PREREQUISITES and QUALIFICATIONS:

- Have previously served a term on the RESDC Board of Directors
- Have demonstrated an ability to communicate, motivate and effectively lead an organized meeting, and to manage time and scheduling
- Have demonstrated an ability to enlist the enthusiasm of the membership and the Board
- Know the RESDC Bylaws, Position Descriptions and Practices and Procedures
- Be bondable

DUTIES and RESPONSIBILITIES:

- Preside at all meetings of the Board of Directors and the Executive Committee
- Designate a time and place for monthly Board meetings
- Post prior notice of Board meetings on the website
- Set the agenda for the Board of Directors and Executive Committee meetings (with input from RESDC and Board members)
- Preside over all RESDC meetings, events and activities
- Start all Board meetings at the appointed time, ensure that the agenda is followed and that discussions remain on topic
- Ensure that the RESDC Bylaws, Position Descriptions and Practices and Procedures are fully implemented
- Serve as the spokesperson for the RESDC
- Ensure no official action or vote is taken at Board meetings unless a quorum is present

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- Work closely with, and provide direction to, Officers, Directors, and Committee Chairs to effectively implement the mission, purpose and goals of the RESDC
- Do not also serve as a Director, make no motions, and vote on no matters before the Board except in the event of a tie vote
- Call Special Meetings of the Board, including meetings by email, upon the request of at least 3 Directors
- Ensure that all Board members are on copy for all email discussions, motions and voting
- Within 3 months of the end of each calendar year, (a) hold an annual meeting at which time the membership will elect a new Board, and (b) present an annual report to the membership on the state of the RESDC (and post the report on the website)
- Oversee the development, approval and implementation of the yearly activities calendar; post on the website

POSITION: VICE PRESIDENT

PREREQUISITES and QUALIFICATIONS:

- Have an ability to communicate and motivate effectively
- Have an ability to lead an organized meeting, and to manage time and scheduling
- Have an ability to enlist the enthusiasm of the membership and the Board
- Be bondable

DUTIES and RESPONSIBILITIES:

- As an officer, serve on the Executive Committee
- Perform the duties of the President in the event the President is unable to serve
- Serve as an advisory member on all committees and assist them in implementing the purpose, mission and goals of the RESDC
- Serve as a liaison between all committees and the President
- Work closely with, and enthusiastically support requests of, the President
- Chair the Nominating Committee, with at least 3 other Directors, at a time specified by the Board
- Present a slate of qualified candidates to the Executive Committee for approval
- With Executive Committee approval, establish Ad Hoc Committees for activities and events as recommended by the Board

POSITION: TREASURER

PREREQUISITES and QUALIFICATIONS:

- Have experience with financial operations and money management
- Have a prior knowledge of bookkeeping
- Be bondable

DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Be the custodian of all RESDC funds
- Maintain a ledger of all financial transactions
- Head the Financial Committee and present ideas, proposals and suggestions to the Board
- Receive and deposit all monies received by the RESDC
- Disperse all funds and reimburse all expenses as approved by the Board in a timely manner, ensuring that receipts are submitted when applicable
- Supervise the collection of Board-approved admission fees from dances and other RESDC events

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- Ensure that two authorized signatures of RESDC officers are on all checks and withdrawals
- Represent the RESDC in the event of an audit
- File forms with the State of California and the IRS as required to maintain the nonprofit charitable organization status of the RESDC
- Maintain general liability insurance
- Present to the Board an annual financial report

POSITION: SECRETARY

PREREQUISITES and QUALIFICATIONS:

- Be able to record meeting minutes
- Have sound written communication skills, including spelling, grammar and punctuation
- Be bondable

DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Record minutes of Board and Executive Committee meetings
- Distribute typed meeting minutes to Board members within 7 days following each meeting
- Following the approval of the meeting minutes by the Board, make corrections and send to the Webmaster for posting
- Ensure that all Board members are included in all email discussions, and that all email motions and voting results are included in the meeting minutes of subsequent Board meetings
- Retain all meeting minutes for a period of at least 10 years
- Be the custodian of all RESDC documentation and stationery, By Laws, Position Descriptions, Practices and Procedures, meeting minutes and contracts
- Ensure that the By Laws, Position Descriptions and Practices and Procedures are reviewed, updated and approved by the Board at least every 5 years
- Provide to all newly elected Directors, and club members upon request, an electronic copy of the By Laws, Position Descriptions and Practices and Procedures
- Maintain attendance records for Board meetings, Executive Committee meetings and dances
- For voting by the membership, provide at least 30 days prior notice and supervise all voting
- Prepare a summary of items of special interest from Board meetings and post on the website

POSITION: SERGEANT-AT-ARMS

PREREQUISITES and QUALIFICATIONS:

- Understand legal procedures and processes
- Have good communication skills and the ability to successfully mediate disputes
- Know the RESDC Bylaws, Position Descriptions and Practices and Procedures
- Have first aid training
- Be bondable

DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Maintain order and safe conditions at RESDC meetings, dances and events
- Perform the duties of the Vice President in the event the Vice President is unable to serve
- Serve as Parliamentarian, adhering to the RESDC Bylaws and Rosenberg's Rules of Order
- Work with the Activities Committee in setting up the physical arrangements at RESDC functions,
- Provide a first aid kit at dances

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POSITION: MEMBERSHIP DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be able to make new members feel welcome
- Be able to communicate effectively
- Be able to maintain accurate records

DUTIES AND RESPONSIBILITIES:

- Be available to sign up new and renewal members at monthly dances
- Issue membership cards to new and renewal members
- Send a welcome letter to new members; include the link to the RESDC website with the By Laws, Position Descriptions and Practices and Procedures
- Maintain a current, updated membership roster with both mailing and email addresses
- Upon request, provide the current membership list to Board members
- Collect and distribute mail from the post office mail box

POSITION: MARKETING DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Have an ability to communicate effectively
- Have an ability to enlist the enthusiasm of the membership
- Have demonstrated an ability and desire to network effectively with the public, the swing dance community and the RESDC membership

DUTIES AND RESPONSIBILITIES:

- Publicize and promote the RESDC in the community
- Maintain a list of emails for RESDC members and others interested in WCS dances
- Manage RESDC social media, such as emails and Facebook, and distribute RESDC dance flyers, membership information, "save the date" announcements, and the calendar of events to as wide a distribution as possible, including other dance clubs, DJs, teachers, instructors and studios
- Create articles for newspapers, journals, radio and TV and submit to the Webmaster for posting
- Maintain a comprehensive file of media sources that can be used to promote the RESDC
- Supervise the RESDC flyer table at monthly dances

POSITION: ACTIVITIES DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be able to communicate effectively
- Be able to enlist the enthusiasm of the RESDC membership

DUTIES AND RESPONSIBILITIES;

- Work closely with the Hospitality, Dance and Entertainment Directors
- Supervise and coordinate all RESDC activities such as monthly dances, parties, dance workshops and the picnic
- At the end of each calendar year, submit for approval a proposed Annual Calendar of Events to the Executive Committee, including, for example, monthly dances, DJs, themes, locations, contests, membership meetings, elections, and special activities and events
- When approved by the Board, submit the Calendar to the Webmaster for posting

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- Secure locations for all RESDC sponsored dances and activities
- Maintain signs and banners used at all dances and activities
- Provide an agenda for each monthly dance, including, for example, contests, mixers, snowballs and birthday dances during the dance
- Work with the management of facilities to ensure dances are successfully conducted
- Obtain convention tickets and set RESDC policy for allocating them
- Maintain an up-to-date information binder including, for example, flyers, club newsletters, convention announcements, and workshops; have available to members at dances

POSITION: HOSPITALITY DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be able to communicate effectively
- Be able to enlist the enthusiasm of the RESDC membership

DUTIES AND RESPONSIBILITIES

- Work closely with the Activities, Dance and Entertainment Directors
- Communicate information between the Board and the membership
- Establish a friendly environment within the RESDC
- Purchase, set up, and remove dance decorations
- Greet dancers at the door as they arrive at our dances
- Send thank-you cards to B&W and Invitational performers and judges
- Arrange for flowers and cards for hospitalized (or deceased) members
- Operate a telephone tree to communicate activities and information to the membership
- Provide the Board with ideas and suggestions from our members through, for example, a suggestion box at a dances, comment cards, questionnaires and surveys of dancers
- Provide refreshments and organize their set up and take-down at all RESDC dances and events
- Participate on the picnic committee

POSITION: DANCE DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Have demonstrated a strong interest and ability in performing and teaching west coast swing
- Be able to communicate effectively

DUTIES and RESPONSIBILITIES:

- Work closely with the Activities, Hospitality, and Entertainment Directors
- Supervise all contests, competitions and exhibitions, including, for example, the selection of participants, the rules and conditions of contests, music selections, judges, prizes, promotions, physical arrangements and refreshments for contestants, award presentations, and meetings with judges and contestants
- Supervise lessons and workshops, including, for example, maintaining a list and arranging for qualified instructors, approval of topics being taught, durations and timing of lessons, fees, compensation, location, publicity, flyers, tickets and name badges
- Prepare articles on dancing styles, histories, events and protocols for posting on the website

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POSITION: ENTERTAINMENT DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Have a strong knowledge of swing dance music
- Be self starting with an ability to enlist the enthusiasm of the membership
- Have an ability to communicate effectively

DUTIES AND RESPONSIBILITIES:

- Work closely with the Activities, Hospitality and Dance Directors
- Supervise the music at all RESDC functions, implementing the RESDC-approved DJ Guidelines
- Maintain the DVD, video and music library and make available at dances for members to borrow
- Negotiate with and secure the DJ (or bands) for monthly dances and ensure their timely arrival
- Maintain a file of DJs (and bands) to be hired for monthly dances
- Establish dates and locations for club nights out (CNOs) and maintain a current list of possible venues
- Provide information regarding DJs, bands and CNOs to the Webmaster for posting

POSITION: JUNIORS DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Have the ability to communicate effectively
- Be self starting and enlist the enthusiasm of the junior membership
- Have demonstrated an ability and desire to network with the swing dance community and the RESDC membership

DUTIES AND RESPONSIBILITIES:

- Maintain a strong connection with the Juniors and serve as liaison between the Juniors and the Board
- Provide RESDC flyers and announce RESDC activities at Junior events
- Inform the Board when there is a potential conflict with Junior events
- Interact with and solicit the opinions, preferences, complaints and compliments of the Juniors concerning, for example, venues, music selections and activities, and present this information to the Board
- Suggest ways to increase Junior attendance at RESDC events
- Assist the Board in welcoming Juniors to RESDC dances

POSITION: WEBMASTER

PREREQUISITES and QUALIFICATIONS:

- Have demonstrated the ability to create, maintain and update a website
- Have the ability to communicate effectively, both orally and in writing.

DUTIES AND RESPONSIBILITIES

- Supervise the RESDC website (and domain)
- Inform the Board of website status
- Maintain the website user friendly
- Post information on the website as directed by the Board
- Establish dates for submission of articles and calendar information by Board members

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POSITION: PHOTOGRAPHER

PREREQUISITES and QUALIFICATIONS:

- Have demonstrated an ability and desire take photographs
- Have demonstrated an ability and desire to network with the swing dance community and the RESDC membership

DUTIES AND RESPONSIBILITIES:

- Attend RESDC dances and take photos and videos of dancers, contestants and performers
- Provide photos and videos to the Webmaster for posting