

POSITION DESCRIPTIONS  
REDWOOD EMPIRE SWING DANCE CLUB (RESDC)  
A 501.c.3 Corporation of the County of Sonoma, State of California

POSITION: RESDC DIRECTORS

PREREQUISITES AND QUALIFICATIONS:

- Be self-starting and act responsibly
- Be a member of RESDC in good standing for at least 6 months
- Have a strong interest in West Coast Swing dancing and music

DUTIES and RESPONSIBILITIES:

- Actively promote West Coast Swing
- Actively assist RESDC in increasing attendance at our dances and in membership
- Serve on the RESDC Board of Directors as either an officer or committee chair
- Temporarily chair a second committee when an insufficient number of Directors are available
- Attend RESDC dances, be engaging, friendly, and mix with newer dancers to make them feel welcome and involved
- Actively participate in RESDC Board meetings
- Maintain courtesy and decorum in all communications
- Present a status report of assigned activities at monthly Board meetings
- When absent from a Board meeting, dance or activity, notify the President or Vice President in advance and ensure that all duties and responsibilities are fulfilled by another Director or committee member
- Be familiar with RESDC Bylaws, Position Descriptions and Practices and Procedures
- Assist the President and the Board in implementing the Mission, Purpose and Goals of the RESDC
- Keep the President {and other Board members} informed of all ongoing activities by phone or by copy on email
- Actively recruit members to serve on the Board of Directors
- Submit articles related to your position to the Webmaster for posting
- Maintain a "transition notebook" for the benefit of your successor
- Assist with set-up and take-down at dances and other events

POSITION: PRESIDENT

PREREQUISITES and QUALIFICATIONS:

- As an RESDC officer, serve on the Executive Committee
- Have previously served a term on the RESDC Board
- Demonstrate an ability to communicate, motivate and effectively lead an organized meeting, and to manage time and scheduling
- Demonstrate an ability to enlist the enthusiasm of the membership and the Board
- Be bondable

**DUTIES and RESPONSIBILITIES:**

- Preside at all meetings of the Board and the Executive Committee
- Know and enforce RESDC Bylaws, Position Descriptions and Practices and Procedures
- Designate a time and place for monthly Board meetings
- Set the agenda for meetings of the Board and Executive Committee (with input from other Board members)
- Start all Board meetings at the appointed time, ensure that the agenda is followed and that discussions remain on topic
- Ensure RESDC Bylaws, Position Descriptions and Practices and Procedures are fully implemented
- Serve as the spokesperson for the RESDC
- Ensure all actions or votes taken represent a quorum
- Work closely with, and provide direction to the Board of Directors to effectively implement the Mission, Purpose and Goals of RESDC
- Call Special Meetings of the Board, including meetings by email
- Ensure that all Board of Directors are copied on all email discussions, motions and voting results
- Within 2 months of the end of each calendar year hold an annual meeting during which time the membership will elect a new Board
- Oversee the development, approval, and implementation of the yearly activities calendar
- As an RESDC officer, serve on the executive committee

**POSITION: VICE PRESIDENT**

**PREREQUISITES and QUALIFICATIONS:**

- As an RESDC officer, serve on the Executive Committee  
Have previously served a term on the RESDC Board
- Demonstrate an ability to communicate, motivate and effectively lead an organized meeting, and to manage time and scheduling
- Demonstrate an ability to enlist the enthusiasm of the membership and the Board
- Be bondable

**DUTIES and RESPONSIBILITIES:**

- Work closely with and actively support the President
- Know and enforce RESDC Bylaws, Position Descriptions and Practices and Procedures
- Perform the duties of the President when the President is otherwise unable
- As an RESDC officer, serve on the Executive Committee and, with Executive Committee approval, establish and chair Ad Hoc Committees
- Chair the Nominating Committee for the selection of Directors, with the number of committee members and at a time specified by the Board, and prepare and present a slate of qualified members to the Executive Committee for approval

### POSITION: SECRETARY

#### PREREQUISITES and QUALIFICATIONS:

- Have sound written communication skills, including spelling, grammar and punctuation
- Be well organized and able to maintain accurate records
- Be bondable

#### DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Know and enforce RESDC Bylaws, Position Descriptions and Practices and Procedures
- Ensure information for the next board meeting is posted on the website
- Record minutes from all Board and Executive Committee meetings
- Distribute typed meeting minutes to all Board members for review several days prior to subsequent Board meeting
- Present meeting minutes at Board meetings and, following review and approval, make needed corrections and provide to the Webmaster for posting on the RESDC website once approved
- Be the custodian of all RESDC documentation and stationary supplies, including the By-Laws, Position Descriptions and Practices and Procedures, meeting minutes and contracts
- Retain all meeting minutes for a period of at least 10 years
- Ensure that the By-Laws, Position Descriptions and Practices and Procedures are reviewed, updated and approved by the Board every 5 years
- Ensure that all Board members are included in all email discussions and voting concerning Board activities, and that results from voting are reported in subsequent Board meetings and are included in meeting minutes
- Be the custodian of the keys for PO Box 194, obtain and distribute RESDC mail
- Maintain attendance records at Board and Executive Committee meetings, and at dances or other events
- Supervise voting when performed by the membership
- Over-see development, approval, and implementation of the monthly flyer

### POSITION: TREASURER

#### PREREQUISITES and QUALIFICATIONS:

- Have experience with finance practices and money management
- Be well organized and able to maintain accurate records
- Be bondable

#### DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Know and enforce RESDC Bylaws, Position Descriptions and Practices and Procedures
- Be the custodian of all RESDC funds
- Maintain a file of bank statements and financial transactions

- Head the Finance Committee and present ideas, proposals and suggestions to the Board
- Supervise the collection of approved admission fees from dances, from membership dues, and from other RESDC events
- Deposit all monies received by RESDC in the RESDC bank account
- Disperse funds and reimburse approved expenses in a timely manner, ensuring proper receipts are submitted when applicable
- Ensure that 2 approved signatures by RESDC officers are on all checks and withdrawals
- Represent RESDC in the event of an audit
- Maintain liability insurance
- Maintain membership in the FastDance Association
- Prepare and present to the Board an annual financial report
- File required tax forms with the State of California and the IRS as needed to maintain the nonprofit organization status of RESDC

POSITION: SERGEANT-AT-ARMS

PREREQUISITES and QUALIFICATIONS:

- Have good communicate skills and an ability to successfully mediate disputes
- Have First Aid training
- Be bondable

DUTIES and RESPONSIBILITIES:

- As an RESDC officer, serve on the Executive Committee
- Know and enforce RESDC Bylaws, Position Descriptions and Practices and Procedures
- Serve as parliamentarian and maintain order and safe conditions at RESDC meetings and other functions, this includes prohibition on the use of alcohol, drugs, and smoking and control of the behavior of children
- Perform the duties of the Vice President when the Vice President is otherwise unable
- Ensure a First Aid kit and AED is available at dances and other events

POSITION: MEMBERSHIP DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be able to make new member feel welcome
- Be able to communicate effectively
- Be well organized and able to maintain accurate records

DUTIES and RESPONSIBILITIES:

- Attend dances and be available to sign up new and renewal membership
- Issue membership cards to new and renewal members
- Send a welcome letter to new members; include a link to RESDC website
- Maintain a current, up-to-date roster with email addresses
- When requested, provide a copy of the membership list to the Board of Directors

- Provide the membership list for voting by the membership on the slate of directors in January of each year

POSITION: MARKETING DIRECTOR

PREREQUISITES and QUALIFICATIONS:

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

DUTIES and RESPONSIBILITIES:

- Publicize and promote RESDC in the community
- Maintain a file of media resource contacts that can be used to promote RESDC
- Maintain RESDC social media, such as Facebook, etc
- Distribute RESDC dance flyers, membership information, "save the date" announcements, and calendar events to wide distribution, such as other dance clubs, DJ's, teachers, instructors, and dance studios
- Create and distribute articles for newspapers, journals, radio, TV and for the website
- Maintain the table of flyers for RESDC and other dance clubs at dances

POSITION: ACTIVITIES and ENTERTAINMENT DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be self-starting and able to enlist the enthusiasm of the membership
- Be able to communicate effectively
- Be well organized
- Have an ability and desire to network effectively with the public, swing dance community and RESDC membership

DUTIES and RESPONSIBILITIES:

- Work closely with the Hospitality, Dance and Junior Directors
- Help supervise and coordinate all RESDC activities such as dances, parties and workshops
- Prepare and submit to the Board for approval an annual calendar of activities, to include, for example, dances, parties, contests, CNO's and workshops, meetings, elections, and other special events including dates, themes, locations, fees
- When approved by the Board, submit the annual activity calendar to the Webmaster for posting
- Maintain signs and banners used at RESDC events
- Secure locations for dance events and work closely with the management of venues to ensure activities are successfully conducted
- Organize and publicize CNO's, including, dates, venues, discounts
- Supervise the activities of the Webmaster and Photographer

- Obtain tickets to conventions; set RESDC policy for promoting, allocating and attending
- Recommend ideas to the Board obtained from members with a suggestion box, comment cards, questionnaires, and surveys
- Organize an annual picnic if approved by the Board
- Provide information regarding DJ's, bands and CNO's to the Webmaster for posting

POSITION: HOSPITALITY DIRECTOR

PREREQUISITES and QUALIFICATIONS:

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

DUTIES and RESPONSIBILITIES:

- Work closely with the Activities, Juniors and Dance Directors
- Help supervise and coordinate RESDC activities such as dances, parties and workshops
- Greet dancers as they enter our dances and establish a friendly environment within RESDC.
- Oversee the design and purchase, set-up, removal, and storage of dance decorations
- Send thank-you cards to B&W and Invitational performers and judges
- Arrange flowers and/or sympathy cards as needed for members
- Recommend ideas to the Board obtained from members through the use of a suggestion box, comment cards, questionnaires, and surveys
- Provide refreshments and organize set-up and take-down at dances and events
- Assist with the picnic

POSITION: DANCE DIRECTOR

PREREQUISITES and QUALIFICATIONS:

- Be able to enlist the enthusiasm of the membership
- Be able to communicate effectively
- Have a strong knowledge of swing dance music
- Have an ability and desire to network effectively with the public, swing dance community and RESDC membership
- Have demonstrated a strong interest and ability in performing and teaching West Coast Swing

DUTIES and RESPONSIBILITIES:

- Work closely with the Activities, Juniors, and Hospitality Directors
- Supervise and coordinate all dances, including contests, lessons, workshops, competitions, and exhibitions, including the selection of participants and contestants,

rules and conditions of contest, music selections, judges, prizes, promotions, physical arrangements, award presentations, meetings, arranging for qualified instructors, approval of topics taught, durations and timing, fees, compensation, location/venues, publicity, print flyers, tickets, name badges, and refreshments, etc.

- Maintain a file, negotiate, and secure DJ's and teachers for all dances or for a minimum of 3 upcoming dances and assure their timely arrival
- When hiring DJ's and teachers obtain their photograph for the flyers and verify COVID vaccination status
- Assure DJ's comply with RESDC DJ Guidelines and the negotiated hours for that dance.
- Prepare and submit to the website articles or related information on dancing styles, events, protocols, music, DJ's, and other related activities
- Prepare an agenda for monthly dances including mixers, snowballs, contests, and birthday dances, and other related activities

#### POSITION: JUNIORS DIRECTOR

##### PREREQUISITES and QUALIFICATIONS:

- Be self-starting and be able to enlist the enthusiasm of the membership
- Be able to communicate effectively
- Have a strong knowledge of swing dance music
- Have an ability and desire to network effectively with the public, swing dance community and RESDC membership
- Have demonstrated a strong interest and desire in performing and teaching West Coast Swing

##### DUTIES and RESPONSIBILITIES:

- Work closely with the Activities, Dance and Hospitality Directors
- Maintain a strong connection with Juniors; Serve as a liaison between Juniors and the Board
- Distribute flyers and announce RESDC activities and Junior events
- Inform the Board when there is a potential conflict between Juniors, their events, and the Board
- Interact with and solicit the opinions, preference, compliments, complaints or other of the Junior dance community regarding venues, music selections, activities, and other related subjects
- Suggest ideas and solutions for increasing the participation of Juniors at dances
- Assist the Board in making Juniors feel welcome at dances

#### POSITION: WEBMASTER (non-director)

##### PREREQUISITES and QUALIFICATIONS:

- Have demonstrated the ability to create, maintain and update a website
- Be able to communicate effectively
- Be well organized

