

Congratulations!

Welcome to the St. Cloud Ballroom Dance Club Advisory Board, and thank you for your willingness to serve as a Board Member. This handbook is to help new Board Members understand their new role in SCBDC, and to set some guidelines and expectations.

This handbook is not meant to be a strict rulebook, but rather a helpful tool. The descriptions of Board Member positions are taken from the bylaws, and then expanded on with useful suggestions from former Board Members.

Expectations for all Board Members:

- ❖ Each is a SCBDC member in good standing.
- ❖ They will strive to uphold the SCBDC bylaws.
- ❖ They will be able to fill the position for a 1-year term.
- ❖ They will fulfill, to the best of their ability, the duties assigned to their position as set forth by the SCBDC bylaws.
- ❖ They will be able to devote a reasonable amount of time each month to the promotion, improvement, and running of the Club. This may include planning committees and other activities outside of regular meetings and dances.
- ❖ Board Members will regularly attend meetings, dances, and special events. If a Board Member misses 3 or more meetings during a 6-month period, the Board may vote to replace that Board Member.
- ❖ Board Members are expected to arrive on time and prepared for meetings and events.
- ❖ They are expected to communicate by email, phone, or in person outside of meetings as needed to address issues that need timely attention.
- ❖ Board Members will represent SCBDC to the dancers and to the public in a professional manner.
- ❖ Conduct by Board Members at meetings, dances, and events will be courteous and respectful to all participants, in the tradition of ballroom dancing.

Board Member Roles, Duties, and Helpful Hints

Board Chairman

- **Preside at all meetings**

Create an agenda and email ahead of time to all Board Members.

Familiarize yourself with the basics of parliamentary procedure, such as Roberts Rules.

Keep meeting on track, and in line with the agenda. Ensure that each discussion is resolved, and items are voted on and finished as needed before moving on to the next.

Voting procedure:

1. Clearly state the resolution, if seconded, proceed with discussion, then, call for a vote of all those in favor and all those opposed.
2. Ensure that the secretary has recorded the resolution and results accurately in the minutes.

- **Ultimately responsible for administration and organization of all Club functions.**

The role of Chairman is really *servicing* rather than dictating to the Board Members. The Chairman oversees that Board Members are doing their jobs, and can provide respectful guidance, yet he or she is not the boss or owner of the Club. A good Chairman is a good listener, and understands that s/he has equal voting weight with all the other Board Members and no special privileges.

- **Secure and keep record of written reports of minutes and finances.**

There is a Club file box for filing paper copies, and electronic files should be copied onto the Club laptop in a timely manner.

Communicate with the treasurer to know the budget and expenses.

- **Delegate miscellaneous duties.**

Communicate with the PR person about the calendar of events and timely promotion of events.

Communicate with the dance manager, membership chair, and lesson coordinator to stay informed about attendance, volunteer participation, membership numbers, and lesson/instructor line-up.

Secretary

- **Record the minutes of all Board meetings, General Membership Meetings and all votes and actions taken at or between meetings.**

Important items to accurately record include all resolutions and decisions that were voted upon. Record who was present at the meeting, along with the meeting's date, and time. Record the results of any votes, and any discussion that would clarify or help Board members to understand the decision.

Treasurer

- **Maintain complete and accurate financial records.**
- **Collect and deposit Club monies.**

This can be done after the dance or during the week as fits your schedule. The collection and deposit are done every week. Make sure that the startup money is ready for the dance prior to the arrival of the opener.

- **Pay Club obligations from Club funds.**
 1. **Include approval from one other Board Member for payments above \$100.**
 2. **Include approval from one other Board Member for disbursements that are not part of regular obligations.**
- **Give financial report at regular Board Meetings.**
- **Prepare and distribute bi-annual financial reports at General Membership Meetings.**
- **The treasurer, along with one other Board Member, will be signed onto the bank account.**
- **Annual renewal of liability insurance (State Farm) and non-profit status (Secretary of State)**

Dance Manager (Rotating/shared position)

- **Preside at meetings in absence of Board Chair.**
- **Oversee professional operation of weekly dances.**
 - i. **Recruit, train, and supervise volunteers**
 - ii. **Schedule weekly opener, closer, and DJ.**

Section 3: The following working positions shall be distributed between Board Members or may be given to other Club members per Board decision.

Dance lesson coordinator

- **Schedule weekly lesson style and weekly instructor.**
- **Communicates regularly with the Board regarding lesson style and instructor.**
- **Maintain current list of potential teachers and contact information.**

Membership Chair

- **Be responsible for Club correspondence as might be required, including, but not necessarily limited to electronic communication with the Board and the Membership.**

1. Send Club correspondence to Board, Membership, and non-membership via official Club e-mail.
 2. Send announcements to Membership as submitted.
- Collect/Compile Club member information (name, phone, e-mail, etc.)
 - Track membership accounts and communicate renewal process to Club members prior to membership expiration.
 - Supply current, printed membership list to the dance management book every month.

IT Duties

- Maintain and Update website.
- Train board members to use specific web services (i.e. e-mail, website)
- Maintain computer, music library, and sound system equipment

Public Relations

- The PR person will oversee production of fliers, brochures, posters, and other printed material and will also promote the club through various media outlets.
- Maintain and update Facebook page.

Special Events Coordinator

- Schedules, plans, and organizes Club-sponsored special events.
- Obtain input regarding events.
- Coordinate special event promotional and public relation activities with public relations manager.