

Vice President & Board Member Job Descriptions

Vice President

Two year commitment that rotates from Vice President to President.

- Has the same responsibilities as the Board *as well as the responsibility of running the club.*
 - Assure the venues are scheduled for events and dances.
 - Schedule and distribute the volunteer schedule for all shifts and opening/closing tasks at dances.
 - Schedule volunteers, and make sure all equipment/money is available for Wednesday lessons.
 - Oversee volunteering and success of committees:
 - Education Committee
 - Music Committee
 - Happenings
 - Holiday Dinner Dance
 - July Picnic or Dance
 - New Venue Committee
 - Web site
 - Others
- Fill in for President as needed in presiding over meetings or events.
- Adhere to club By-Laws at all times

Board Member (duties required for BOTH officers and non-officers)

Two-year term.

- Attend board meetings once per month. The dates and times of meeting will be decided by the new board. The meetings will not necessarily be on Mondays as in the past. You would be required to attend most board meetings but occasional absence is understood.
- Lessons: Be responsible for Wednesday night lessons at least one month per year.
 - Open the venue and get equipment out for instructor.
 - Sit at the registration desk to collect money and registration forms and check students in.
 - Find an assistant to help with these tasks. Assistant does not have to be a board member.
 - Count money and give money and registration forms to Treasurer after each lesson.
 - Close up the venue after the lesson. Put equipment away.
- Dances (there are usually 21 dances per year and 11 officers and board members)
 - Work four shifts at the door during the year. Shifts are 7:15 - 9:00 or 9:00 - 10:30.
 - First shift opens up the registration desk therefore must arrive a short time before 7:15.
 - Second shift counts money and prepares to deliver money and forms to Treasurer
 - Be responsible for at least two dances per year.
 - Assure there is someone there to open and close the venue.
 - Assure there is someone there for refreshment set up.
 - Assure there is someone there to set up and tear down the audio equipment