

**Swing 'n Country Dance Club**  
**Officers and Directors**  
**Expectations and Code of Conduct**

**As an elected or appointed Officer and/or Director of Swing 'n' Country Dance Club, I understand the following and agree to abide by the terms set forth.**

1. All work done for the club, is property of the Club;
2. All information provided by members and guests to the Club shall be property of the Club and may be used by Officers, Directors, Committee Chairmen, Committee Members, and Members of the Club solely for Club business.

**I also understand that my duties include:**

1. Supporting the Swing 'n' Country mission statement: *Swing 'n' Country is a not-for-profit organization whose purpose is to promote couple-style Country Western and Swing dancing in a positive atmosphere and to provide opportunities for growth through instructional programs and community involvement.*
2. Attendance at all Board Meetings (generally one per month). Please notify the Club Secretary in advance of an expected delay or absence. An occasional absence is acceptable.
3. Being an active participant in discussions and voting on matters that come before the Board both at Board meetings and email discussions.
4. Assuming total responsibility for one month of Club activities including:
  - the collection of money and record keeping for the dance or dances and lessons for an entire month;
  - setting up and taking down of equipment and cleaning up at Club functions.

While you will have total responsibility, you may delegate any or all of the task to volunteers or other board members. A board member must be present for all money collection activities.

5. Chairing a committee or group of committees and/or serving on committees Chaired by other than Board Members as designated in the Club's Officers and Directors Organizational Chart.