

# USA Dance Chapter Board Position Descriptions

Reference Bylaws Article XII, Sections H-K for the official position description for chapter officers. Below is a list of officer and director-at-large responsibilities:

## Responsibilities of Chapter Officers

### Chapter President

- Presides at all membership and board meetings.
- Sees that the orders and resolutions of the board are carried out and have other authorities and responsibilities as assigned by the board.
- Serves as Chapter contact for National USA Dance and the public or designates another Board member to handle this responsibility.
- Ex-officio member of all committees, except the Nominations & Elections Committee
- Completes with assistance of outgoing board and/or other Board members, the Chapter Annual Report. Reviews and signs the Chapter Year End Financial Report.
- Sees that information provided by National USA Dance via email, phone or mail is disseminated to others on the Board and membership as appropriate or designates another Board member to handle this responsibility.

### Chapter Vice President

- Acts in place of President in his/her absence or incapacity.
- In event of a vacancy in the office of President, VP assumes Presidency.
- Performs duties as designated by the President or Board of Directors.
- May be assigned to guide the board on managing the nomination and election process using the USA Dance bylaws, Article XII and Election Procedure.

### Chapter Secretary

- Keeps minutes of all membership and Board meetings.
- Records all votes and all actions taken by the Board between meetings, at meetings as well as via email or phone conferences.
- Corresponds with other individuals and organizations on behalf of the chapter.
- Distributes minutes of meetings to Board members within reasonable time following meetings.
- Is responsible for notifying USA Dance Central Office of any changes in Board members.

### Chapter Treasurer

- Trustee of all monies – Collects all dues and money due the Chapter.
- Responsible for collecting and depositing all chapter monies, sign all chapter checks, draft, and notes.
- Treasurer maintains accurate and complete financial records including all deposits and expenditures, and signs all checks in accordance with procedures provided by the national organization.
- Develops an annual budget for approval by the Board and reports budget overages and shortages.
- Reports expenses and income by chapter program
- Presents to Chapter board a financial summary at each meeting.

- Prepares annual financial report to be submitted to the National Treasurer no later than 2/28 each year in accordance with provided guidelines.

## Directors-at-Large – Coordinator Assignments

The following coordinator assignments for Director-at-Large Board positions will assist the Board in handling its “chapter management” responsibilities. It reallocates the work of detailed **planning** of events such as the monthly chapter dance and special events to a coordinator or committee. Director titles are reserved for national level positions as directors have responsibility for national programs.

Responsibilities can be assigned to suit chapter needs, but these suggestions and position descriptions will help the board to focus resources on the universal chapter issues of:

1. Membership growth and retention
2. Volunteer recruitment and retention
3. Overworked board members

### Communications Coordinator

- Has oversight for publicity, website, email, Facebook, flyers, newsletter, etc.
- Submits annual budget request to support communications programs
- Develops plans to support promotion of chapter's special events
- Solicits, writes and edits articles and ads for chapter newsletter (hardcopy, email, etc.)
- Posts chapter events to media and community online calendars
- Designs and prints flyers for chapter activities.
- Submits regular dance information and news releases to the media.
- Coordinates contact with chapter members about regular events via email, mail or phone.
- Monitors development and updating of a chapter website and social networking sites (see guidelines for chapter websites in document library)
- Coordinates communications to dance studios, independent instructors, and others to create a harmonious dance community.

### Membership Coordinator

- Prepares chapter event attendance reports by event and submits data as required
- Presents a report on membership data and trends at each board meeting
- Conducts surveys at least annually to learn member and nonmember preferences. Provides survey results to the board to guide the board in making effective business decisions.
- Verifies the accuracy of the Chapter's membership list available online and maintained by the National Membership Director's Office..
- Notifies National Membership Director of member contact information changes. Posts the changes online at the USA Dance Membership Center or sends by email to membership-dir@UsaDance.org.
- Provides address labels and member contact information as required by coordinators and committees.
- Provides supply of membership applications at all chapter events and promotes USA Dance membership to non-members and dance industry professionals.
- Develops membership drives and programs to recruit new members and retain existing members.
- Contacts delinquent members (within 2 months following their expiration date) to invite them to renew.

## Social Dance Coordinator

- Oversees social dance events and hospitality through volunteers/committees
- Presents plans for chapter dances to the board for advance approval
- Submits annual budget request to the board to support dance expenses
- Coordinates dance facilities/venue selection
- Arranges for dance instructors for pre-dance group lesson
- Arranges for music provider for the social dance events
- Coordinates volunteers who handle
  - Set up/clean up
  - Decorations
  - Admissions-ticket sales
  - Refreshments
  - Greeters
  - Information table – membership applications, suggestion box, questions, flyers about future chapter events and other dance related flyers from studios, clubs etc.
  - Dance hosts

## Special Events Coordinator

- Develops plans for special events to present to the board for consideration:
  - workshops & beginner lesson programs
  - youth K-12 and college programs – dances, lessons,
  - annual membership meeting
  - NBDW events
  - charity, fund raising project
  - black tie event
  - public dance demonstrations to promote dancing
  - community outreach – dance exhibitions at hospitals, senior centers, schools, etc.
  - dance camp & fun competitions
  - dance competitions
- Submits annual budget request to the board to support each program
- Establishes committees to organize special events to reduce board workload.

## Volunteer Coordinator

- Encourages all members to participate in a volunteer pool to support their chapter
- Presents a report of the status of the chapter volunteer pool at each board meeting
- Creates a program to recruit volunteers based on their availability and interest, such as:
  - Help at social dance event once or twice a year for 30 – 60 minutes,
  - Work on an ad-hoc committee for a 1 to 4-month project such as the Nomination & Election Committee, or charity dance committee, and
  - Work on a standing committee for an ongoing program such as School Dance Program or Outreach Program.
- Submits annual budget request to the board
- Supports the Social Dance Coordinator & Special Event Coordinator by recruiting the volunteers needed
- Maintains a database of prospective volunteers and ongoing volunteers
- Develops an annual Chapter Volunteer Award Program and award ceremony for recognition of volunteers.