

Puddletown Board President Job Description

- General supervision of all things Puddletown, for example: staying in touch with program reps, board officers, caller liaison, membership coordinator, membership admin, admin volunteer, and any others that are doing work for Puddletown, to make sure they're on top of their jobs, and to get them any help they might need.
- Act as general good will ambassador to all square dancers, and voice of the club for new dancers and MS class members, for example: participate in all Puddletown events that you are able to make it to, announce upcoming events, solicit volunteers for specific tasks, etc. Be available to hear any concerns or issues.
- Be familiar with bylaws of Puddletown Squares NW, and president's job responsibilities stated there.

Specific tasks

- Schedule monthly board meetings, create agendas for board meetings and send them out to board, membership coordinator, caller liaison, membership admin and admin volunteer (bookkeeper) a week before each meeting, to solicit any additional agenda items and to remind all of time and location of meeting.
- Run monthly board meetings according to agenda. Take on your share of tasks that the board decides need to be accomplished. Try to keep meetings scheduled out two or three months in advance, so people will be able to block those days out on their calendars.
- Solicit members to fill board positions at next AGM.
- Starting in March each year, work with Treasurer and Admin Volunteer to develop annual budget and present to membership at May budget meeting. With the treasurer, write narrative to go with the budget when it is sent out to the membership ahead of the meeting, describing the essential points of it.
- Work with program reps to make sure level dances are successful and new classes are scheduled when appropriate.
- Act as a signer on Puddletown's checking account, as backup to the treasurer. Take checkbook to events in case you need to either pay a caller or reimburse a member for club expenditures.
- Monitor progress of classes, and angel as needed, whenever possible.
- Make sure Puddletown is represented to the broader square dance community.
- Be sure WheresTheDance.com has current contact and schedule information. When we have a caller coming up that will appeal to the straight community, make sure fliers are distributed to the straight clubs. Confer with board to see if they want to put an ad in *Promenading Around The Sound* for such dance.

Puddletown Board Vice President Job Description

The Vice President is a full voting member of the board

Duties include:

- Preside over board meeting in President's absence
- Act as dance venue coordinator:
 - Maintain contact with officials at each of our dance venues, and advises them promptly of any need to cancel weekly dances,
 - Sign contracts with venues as necessary,
 - Research possible new dance venues as requested by board/program reps.
 - Manage dance venue inventory and keys

Puddletown Board Secretary Job Description

The Secretary is a full voting member of the board, and is responsible for all club-related documentation.

Duties include:

- Record minutes of all board meetings and distributing for review in a timely fashion
- Help to keep board meetings on track and following appropriate procedures.
- Organize Puddletown documents such as minutes, monthly reports, and policy documents for use by the board and archival purposes.
- Compose (from template) and sending letters to IAGSDC for members going to convention for the first time.
- Make sure the web site and other public-facing communication channels are up to date.

Puddletown Board Treasurer Job Description

The Treasurer is a full voting member of the board, and works closely with our Volunteer Admin (VA) on all things financial.

Duties include:

- Treasurer is one of the signers on Puddletown Squares' checking account and writes checks for:
 - Paying monthly dance callers
 - Reimbursing members for organizational expenses
 - Paying insurance premiums (as well as maintaining insurance policies)
- Treasurer is responsible during the monthly dance for:
 - Taking money at the gate
 - Maintaining change fund
 - Depositing funds to checking
- Keep VA apprised of all transactions (deposits/checks written)
- Answer questions regarding the financial reports (provided by VA) at monthly board meetings.
- Work with VA and President to formulate annual budget

Mainstream Program Coordinator/Mainstream Class Assistant

Represent the interests of Puddletown members dancing the MS program as voting member of the board, which meets monthly

- Serve as Mainstream Class “den mother” to include:
 - Open venue and set up dance area (keys will be provided)
 - Return dance area to original condition and secure venue at dance end
 - Set up/break down audio equipment for caller (Speaker and Hilton)
 - Provide students with generic name badges
 - Maintain weekly attendance sheet and follow-up with students in the event of missed classes
 - Work with instructor (caller) on issues and concerns arising during class
 - Make decisions, in concert with instructor, on class cancellations due to inclement weather or other reasons and communicate such decision to all parties, including Vice President (for communicating with venue)
 - Communicate with class members between classes to notify of upcoming events (future fly-ins, etc.), offer encouragement and share learning tips (i.e., online resources, weekly call list, etc.)
 - Order permanent name badges (directions for ordering will be provided)
 - Generate, print, and provide diplomas to instructor and club president for signature
 - In concert with instructor, schedule graduation ceremony
 - Notify appropriate parties of graduation date to enlist club membership attendance and participation
 - Work with students on thank-you to instructor
- Be available in emergencies to cover Mainstream Level Rep responsibilities should level reps not be available.

Mainstream and Plus Program Representatives

MS Level Rep:

Level Nights

- Open venue and set up dance area (keys will be provided)
- Return dance area to original condition and secure venue at dance end
- Set up/break down audio equipment for the caller (Speaker and Hilton)
- Maintain attendance checklist, collect monies, pay caller(s) from collected funds (directions will be provided)*
- Run audio equipment for recorded tips should no caller be available
- Ensure monies collected are deposited in Puddletown BECU account and advise Treasurer of deposited amount and amount paid to caller (full instructions for making deposits will be provided)
- Consult with Vice President on any venue issues or to cancel a level night (3-days notice required)
- Other duties as necessary to support the greater good of all of Puddletown Squares – meaning primarily **support (attend) all manner of club events, especially special events.**

Monthly Dances

- Enlist volunteers to help with cleanup from potluck
- Return dance area to original condition and secure venue at dance end
- Set up/break down audio equipment for the caller (Speaker and Hilton)
- If Treasurer is unavailable, collect money from member and non-member dancers (cash box and change fund will be provided when Treasurer is not present)
- Represent the interests of Puddletown members dancing the Plus program as a full voting member of the board, which meets monthly
- Coordinate with MS Level Rep on completion of above tasks
- Other duties as necessary to support the greater good of all of Puddletown Squares – meaning primarily **support (attend) all manner of club events, especially special events**

*The board maintains guidelines for paying level night callers

Caller Coordinator Position Description (MS & Plus)

- Schedule level night callers from list of names and contact information (detailed instructions will be provided)
- Provide schedule to callers, level reps, Ripple editor and Social Media Coordinator
- Call or send email confirmation reminder to scheduled caller
- Set up and manage Doodle Poll (through Constant Contact*) for participants to RSVP for weekly level nights to include:
 - Providing dance dates
 - Deleting past dance dates
 - Checking poll the Monday before the dance to ensure adequate number of dancers (eight confirmed)
 - If desired, sending out second reminder to sign up by noon Tuesday
 - In the event of cancellation (less than eight dancers have committed) notify Vice President, Treasurer and St. Andrews contact of level night cancellation

*Detailed instructions for Constant Contact will be provided along with assistance from former coordinator.

Advanced, C1 and C2 Program Representatives

- Coordinate with individual reps for Level Night
 - Schedule Callers
 - Make sure someone can open & close
 - Collect money, pay caller and get Puddletown's portion to appropriate person for deposit
 - Coordinate with Jim Ferguson who does Doodle Poll
 - Check Doodle Poll on Friday to verify enough dancers, cancel if not enough. (If cancelled, notify Venue, Treasurer, and VP to make sure we don't get charged.)
 - If dancing to tapes, run audio equipment or delegate
- Coordinate with Challenge Reps for Monthly afternoon dances
 - Make sure someone there early to open, arrange chairs and tables, get out audio equipment
 - Buy ice and half & half or delegate (receipts to Treasurer for reimbursement)
 - Coordinate with Treasurer to collect take attendance & money for afternoon dance
 - Set up plates etc. for potluck
 - Sometimes give check to caller for afternoon dance only
- Full members of the board, attend board meetings, representing interests of Advanced dancers
- If there is a class, act as "den mother" for the class.