

SWOSDA EXECUTIVE – POSITION DESCRIPTIONS

President

- Coordinate Association activities and ensure they run efficiently
- Serve as ex-officio on all committees
- Represent Association at all regular dances and other functions and prepare messages for Bugle
- Preside at all Executive and General meetings
- Signing officer role for documents and cheques on behalf of the Association

Past President

- Provide continuity in Executive operations
- Perform other duties as requested by President
- Chair Nomination Committee
- Report at Executive and General meetings

Vice-President

- Assume responsibilities and duties of President in his/her absence
- Perform other duties as requested by President

Members-At-Large (4)

- Perform duties as requested by President

Secretary

- Serves as recording secretary at Executive and General meetings, assists with agenda preparation, distributes minutes, documents, and event reminders
- Serves as Association's central contact point as required
- Executive News creation and distribution
- Maintains up to date record of club membership
- Ensures Association and Corporation records are properly maintained

Treasurer

- Ensures the association's financial activities are properly recorded and maintained
- Receives all association monies and cosigns payments for rendered services
- Ensures annual financial review is completed shortly after financial year end
- Report at each Executive and General meeting

Bugle Editor – Nine publications/year

- Executive Member listing – positions and Executive Member choice of contact – June
- Member Club dances with dance leader name, date, and place of dances, as received from clubs
- Letters to the Editor
- SWOSDA Historian articles
- Reports on Club activities received by clubs
- Information inserts of Club's special dances, dancer related articles, and general interest articles relevant to dancers

Members-At-Large Duties

Square & Round Dance Section Leader

- Coordinate and schedule the dance programs, including volunteer callers and cuers, at Association dances (Squares – October & November, January to April) (Rounds – September and May)
- Coordinate Round Dance Party locations for the September and May Round Dances
- Coordinate SWOSDA Square & Round Dance special event programs as requested by the Association Executive
- Submit programs to the Bugle Editor in time for posting to the website, including communication with volunteer Callers/Cuers assignments at least two weeks prior to the dance
- Mass email reminder sent to club representatives (must request emails) a minimum of 14 days prior to the dance
- Report at Executive and General meetings

Halls & Refreshments Coordinator

- Arrange member clubs to host future Association square dances at least one year in advance
- Liaise with host clubs to ensure that club & SWOSDA responsibilities are carried out in a timely manner in accordance with the Guidelines (provided by the Coordinator) for Host Clubs
- Maintain historical listing of the club hosts
- Report at Executive and General meetings

Registrations & Door Receipts

- Attend all Association dances (Squares and Rounds) and set up 30 minutes prior to the start of the dance
- Greet dancers and collect dance fees at sign-in
- Collect and record attendance statistics
- Provide sign-in method at General Meetings for SWOSDA member respective delegates
- Report at Executive and General meetings

Visitations

- Canvass the Executive at the beginning of the year to set a visitation schedule*
- Monitor visited clubs
- Report at Executive and General meetings

Bugle Correspondent/Public Relations

- Submit a written report to the Bugle Editor immediately after each regular association dance
- Develop public relations program if required
- Encourage dance promotion in the area of host clubs
- Attend Executive and General meetings