

# **COMMITTEES AND APPOINTED POSITIONS COUNTY LINE SQUARES**

## **Board of Directors:**

- Duties are included in the Bylaws.
- Responsible for making any required changes to this document.

## **President:**

- Oversees all business and organizational functions of the club.
- Appoints committees or auxiliary officers with approval of the executive committee.
- Sets agendas and presides at all meetings.
- Contacts callers and/or cuers two (2) weeks prior to the dance.
- Acts as master/mistress of ceremonies at all dances or has an appointee do it.

## **First Vice President:**

- Serves in the above capacities in the absence of the president.
- Leads student lessons and the Graduation Committee (if constituted).
- Conducts annual membership drive.
- Purchases and maintains supplies for dances and special events.
- Oversees annual independent audit or review of financial records.

## **Second Vice President:**

- Serves in the above capacities in the absence of the first vice president and president.
- Schedules callers and/or cuers for the year of presidency (two years ahead).
- Assists in annual membership drive.

**Secretary:**

- Keeps minutes of all club meetings and disseminates minutes to the president within one week of the meeting.
- Maintains the club records.
- Maintains membership records and prepares club roster.
- Collects annual dues.
- Contacts host/hostess prior to club dances.

**Treasurer:**

- Organizes all receipts and disbursements (keeps all financial records).
- Collects or coordinates collection of fees at all club dances.
- Prepares treasurer's reports for club meetings.
- Pays central organization dues.
- Ensures that all bank accounts have two signatures on the signature card.
- Ensures that an annual independent audit or review of financial records is conducted.

**Royalty:**

- Royalty (either a Queen or King or both) shall be elected at the March business meeting.
- The Queen/King is the club's "Good Will Ambassador(s)" at all dances - their own club dances and when they visit other clubs.
- The Queen/King represent(s) the club by wearing the crown or other approved symbol to all square dance functions they attend.
- The Queen/King represent(s) the club through friendliness and making other dancers feel welcome.
- The Queen/King should visit other clubs as much as possible and invite dancers to come back to our club dances.

- The Queen/King greets all guests at the door of home dances and thanks them for their attendance as they leave.

**Historian:**

- Keeps a written and pictorial history of the club and its activities.
- Keeps club scrapbook and brings it to all dances.
- Submits club related costs to Treasurer for reimbursement.

**Travel/Banner Coordinator:**

- Organizes trips for “stealing” and retrieving banners.
- Displays banners of our club as well as any others we might have in our possession.
- Keeps a checklist of banner locations of our club banners that are held by other clubs.
- Returns visiting banners at the end of the dance season.
- Brings club banner to functions such as annual convention, club dances, etc.
- Brings traveling banner to parades, demos, etc.

**Student Coordinator:**

- The student coordinator shall be responsible for working with and advising all students who are taking lessons
- Ensures that all students are included in a square.
- Moves students or angels within or between squares if necessary to assist in the learning process.

**Sunshine:**

- Sends appropriate greeting or condolence cards to members.
- Sends flowers/plants to members who have been hospitalized or the funeral of a member, member’s spouse, children, or parents.

- Submits club related costs to Treasurer for reimbursement.

**Soda/Water Coordinator:**

- Brings soda and water to club dances, lessons, and other club functions.

**Host/Hostess Committee:**

- Recommended committee size will be four members at regular dances and six members at any special dances.
- The host/hostess committee shall be responsible for greeting guests, setting up, preparing, and cleaning up after the event.
- The host/hostess is responsible for bringing a door prize the value of the admission to the dance. The host/hostesses will not pay admission to the dance.
- The host/hostess shall be responsible for finding their own replacement if they are unable to attend and inform an officer of the change.

**Graduation Committee:**

- First Vice President is the Committee Chair.
- Ensures that club badges are ordered for the graduates.
- Schedules the graduation events, to include a few games.
- Orders cake; supplement available supplies with special event items (submit cost to treasurer for reimbursement).
- Provides graduates information on club/central organization membership.
- Provides graduates “New Dancer” ribbons when appropriate.

**Picnic Committee:**

- Members volunteer at the March bi-annual meeting.
- Schedule events, including some games and dancing.
- Supplement available supplies with special event items (submit cost to the treasurer for reimbursement).

- Setting up, preparing, and cleaning up after the event.

**Holiday Party Committee:**

- Members volunteer at the October bi-annual meeting.
- Schedule events, including some games and dancing.
- Supplement available supplies with special event items (submit cost to the treasurer for reimbursement).
- Setting up, preparing, and cleaning up after the event.