



Board of Directors

1. GENERAL

- 1.1. This operating procedure (OP) establishes the duties of the Board of Directors (the board) of Square Dance Minnesota, Inc. (SDM).

2. REFERENCES

- 2.1. SDM Bylaws, “Article IV – The Board of Directors,” January 29, 2017.
- 2.2. SDM OP 17-01, “Standards of Conduct,” January 29, 2017.

3. SUPERSESSSION

- 3.1. SDM OP 14-01, “Board of Directors,” August 6, 2014.

4. RESPONSIBILITIES AND PROCEDURES

4.1. General

Reference 2.1., establishes the board for SDM and provides overall direction for the board’s role, size and composition, term of office, meetings, quorum, duties, vacancies, and special meetings. Reference 2.2., provides the standards of conduct and conflict of interest guidance.

4.2. Board Duties

Chair. Preside over all meetings of the board. The Chair is authorized to execute, in the name of SDM, any and all contracts or other documents which may be authorized, either generally or specifically, by the board to be executed by SDM. Serve as the chief volunteer of SDM. Provide leadership, help guide and mediate board actions with respect to SDM priorities and governance concerns. Monitor financial planning and financial reports. Disburse, or cause to be disbursed, SDM funds, as may be ordered by the board. Ensure that Internal Revenue Service (IRS) Form 990 is submitted by May 15. Evaluate annually the performance of SDM in achieving its mission. Perform other responsibilities assigned by the board.

Vice Chair. In the absence of, or in the event of the Chair’s inability or refusal to act, it shall then be the responsibility of the Vice Chair to perform all the duties of the Chair, and in doing so shall have all authority and powers of, and shall be subject to all of the

restrictions on, the Chair. Serve on the finance committee and assist in the preparation of the budget. Perform other responsibilities assigned by the board.

Secretary. Act as custodian of all SDM records and documents which are required to be maintained by SDM. Keep the minutes of all board meetings. Ensure that minutes are distributed to members shortly after each meeting. Attend to the giving and serving of all notices of SDM. Be sufficiently familiar with legal documents (articles of incorporation, bylaws, IRS letters, etc.) to note applicability during meetings. Perform other responsibilities assigned by the board.

Treasurer. Keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of all the properties and business transactions of SDM, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. Ensure the deposit of, or cause to be deposited, all monies and other valuables as may be designated by the board. Disburse, or cause to be disbursed, SDM funds, as may be ordered by the board. Chair the finance committee, assist in the preparation of the budget, and make financial information available to the board and the public. Give SDM a bond, if so requested and required by the board, in the amount and with the surety or sureties specified by the board for faithful performance of the duties of the Treasurer's office and for restoration to SDM of all its books, papers, vouchers, money and other property of every kind in the Treasurer's possession or under the Treasurer's control upon the Treasurer's death, resignation, retirement, or removal from office. SDM shall pay the cost of such bond. Perform other responsibilities assigned by the board.

Education Director. Educate the public and generate public awareness so as to promote and perpetuate growth and acceptance of square dancing in all its heritage forms. Conduct or sponsor educational workshops and classes to teach contemporary square, round, or heritage dancing as well as dance techniques through classes, ABCs, workshops, demonstrations, seminars, etc. Provide square dance education to the public and the dancers on a nonprofit basis. Serve on the finance committee and assist in the preparation of the budget. Perform other responsibilities assigned by the board.

5. OP MANAGEMENT

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the SDM Chair, who will answer questions and make any required changes.