

Behind The Curtain With The CSDS Board Of Directors

by Beth DeBow



(2007-2008 Board Of Directors & Helpers: Seated (L to R): Adela Su, Cindy Rogers, Ginny Larson, Larry Saunders. Standing: David Boyd, Michael Durland, Cathleen Rhodes, Mark DeBow, Andrew Spilman.)

Five to seven people will be elected to the CSDS Board on March 15th, 2008 for an exciting one-year term beginning April 1st. Will you consider sharing your talents with and giving back to the dance community? After election, at their first meeting, the new Board Of Directors will elect officers and decide who will fill each role listed below. All Board members share responsibility for opening and closing dances or recruiting members/volunteers to assist. The only roles listed below that must be filled by a BOD are President, Secretary and Treasurer. The other roles can be filled by a BOD or essential volunteers (“Helpers”) the BOD recruits. Here is a brief description of the roles and responsibilities of the Officers, other Board members and Helpers:

The **President** shall in general supervise, coordinate, communicate and troubleshoot all of the business and affairs of the Society. He/she shall, when present, schedule and create the agenda at all meetings of the Directors, see that records are properly filed. Hire and coordinate bands/DJs, Recruit members to volunteer as needed. Skills: E-mail, writing, communication, patience, perseverance, patience, optimism. Experience in administration or working with volunteer committees helpful.

The **Vice President** shall in general fill in for the President when the President is unavailable to complete the necessary duties, look for ways to improve the operation of CSDS. Skills: Just be there. Experience working with volunteer committees helpful.

The **Secretary** shall keep the minutes of the Directors’ meetings in one or more books provided for that purpose, and e-mail them to the Board. in a timely manner. Skills: Writing, e-mail, attention to detail.

(over)

Charlottesville Swing Dance Society, P.O. Box 4442, Charlottesville, Virginia 22905
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The **Treasurer** He/she shall report on the state of the Society's finances at each meeting, and maintain written profit and loss records of monies received and paid as described in Appendix II of the bylaws. He/she shall be responsible for the transportation and security of the cash box to and from each monthly dance and any workshops and check the mailbox at the post office. Skills: Financial accuracy and organization, e-mail, availability on third Saturdays, experience with book keeping is helpful.

The **Swing Swap** coordinator arranges for DJs at the weekly Thursday Swing Swap and assists in finding members/volunteers to help with setup/closing of the monthly dance. Skills: Knowledge of dance music, availability on Thursday evenings, experience with running/downloading music on an iPod is helpful but a boombox and CDs are also provided, desire to help/welcome new dancers. Recruits members to assist as needed.

The **Website** Coordinator updates and maintains the CSDS webpage. Questions about content are directed to the Board. Skills: Website experience and e-mail, experience with Dreamweaver or similar is helpful. Recruits members to assist as needed.

The **Newsletter Editor** compiles, writes, designs and emails the monthly digital newsletter. Skills: Writing, editing, graphics, internet/email experience helpful. Invites members to write articles, supply information as needed. Recruits members to assist as needed.

The **Membership Coordinator** maintains the membership records database, notifies members of expiration, provides lists at the dances and forwards monthly member birthdays to the NL editor, prints membership forms. Skills: Database, e-mail, organization, access to a reliable printer, self starter who can track due dates. Recruits members to assist as needed.

The **Publicity Coordinator** writes and e-mails/faxes press releases before each dance to various media. Updates and monitors the phone hotline. Sends press releases to webmaster. Skills: Writing, e-mail, attention to detail, self starter who can track due dates. Recruits members to assist as needed.

The **Lesson Coordinator** contacts dance instructors to arrange at least one person and sometimes two to teach the free lesson before the monthly dance. They communicate this information to the rest of the board for updating of flyers, publicity, hotline and website. Skills: E-mail, organization, knowledge of local dance instructors is helpful. Recruits members to assist as needed.

The **Workshop Coordinator** contacts dance instructors to arrange workshops. They communicate this information to the rest of the board for updating of flyers, publicity, hotline and website. Skills: E-mail, organization, knowledge of regional dance instructors is helpful. Recruits members to assist as needed.

If you're interested in helping but can't serve on the Board at this time, please consider volunteering to help out once in a while! We always need helpers to work at the table, decorate/open before and cleaning up/closing after a dance. We appreciate any amount of time you can give us. Remember, more hands make for less work, it's fun and it's a great way to get to know your fellow dancers better. Not to mention, the Board Meetings are usually a delicious potluck dinner meeting at a Board member's home!!

To volunteer yourself or someone you know, please contact the Nominating Committee of Lisa Morales (lisamorales@hotmail.com), John Robertson (jer@virginia.edu) or Larry Herbert (lawrence.herbert@gmail.com) by March 10th.

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