

Metrolina Dancers Association  
Board Member Job Descriptions  
As of October 26, 2009

President:

1. Is a member of the board;
2. Schedule and organize quarterly meetings;
3. Chair quarterly meetings via Robert's Rules of Order;
4. Schedule, organize and coordinate three annual MDA dances;
5. Arrange for callers/cuers through President of the Metrolina Callers and Cuers Association;
6. Set priorities for organization in consort with membership;
7. Assign/delegate tasks/projects to Board members/MDA committees;
8. Ongoing collaboration with other Board members and club presidents as needed.

Vice President:

1. Is a member of the board;
2. Performs President responsibilities when the President cannot be available;
3. Reports to the board's President;
4. Works closely with the President and other board members;
5. Participates closely with the President to develop and implement officer transition plans;
6. Performs other responsibilities as assigned by the board.

Secretary:

1. Is a member of the board;
2. Maintains records of the board and ensures effective management of organization's records;
3. Manages minutes of board meetings;
4. Distributes the minutes to members shortly after each meeting via email and website;
5. Familiar with the By-Laws to garner compliance during the meeting;
6. Performs other responsibilities as assigned by the board.

Treasurer:

1. Is a member of the board;
2. Send out dues notices to MDA member clubs;
3. Pay bills to MDA;
4. Reconcile bank statement each month;
5. Give quarterly written financial reports to membership;
6. Collect money at MDA dances;
7. Make deposits.