



PRESIDENT

The President's duties are:

- ✓ preside at all meetings for the club and the Board of Directors (By-Laws, Article I)
- ✓ appoint Committees, subject to approval from the Board (Constitution, Article V and By-Laws, Article I)
- ✓ appoint a grievance committee, when necessary (By-Laws, Article VIII)
- ✓ serve as an ex-officio member of all committees except the nominating committee (By-Laws, Article I)
- ✓ perform such other duties as pertain to this office (By-Laws, Article I)
- ✓ maintain a list of duties for the office, to be filed with the Secretary and passed on to successor (Standing Rules, Number 13)
- ✓ create, copy, and distribute flyers for the socials and workshops
- ✓ assemble and distribute instructors' packets
- ✓ create, copy, and distribute the San Diego County Area Class list
- ✓ be the sole contact for DJs and Instructors to work the socials/workshops
- ✓ schedule DJs and Instructors for the socials/workshops, subject to approval from the Board
- ✓ compile and assemble the SDNLD photo boards
- ✓ maintain the SDNLD banner
- ✓ submit the club listing for Night & Day (San Diego Union Tribune)
- ✓ order and distribute SDNLD club shirts
- ✓ correspond with the IDA/Parks & Recreation for the purpose of reserving rooms
- ✓ vote on the appointment of Committees (Constitution, Article V and By-Laws, Article I)

BoardSource (National Center for Nonprofit Boards)

- ✓ provide leadership to the Board
- ✓ preside over Board Meetings
- ✓ appoint Committee Chairs, with approval from the Board
- ✓ serve as an ex officio member of Committees and attend Committee meetings when invited
- ✓ play a leading role in fundraising activities
- ✓ ensure that the organization maintains positive and productive relationships with media, funders, donors, and other organizations
- ✓ perform other responsibilities assigned by the Board



VICE PRESIDENT

The Vice President's duties are:

- ✓ assist the President and perform his duties in his/her absence (By-Laws, Article I)
- ✓ be responsible for any committees as directed by the President (By-Laws, Article I)
- ✓ receive suggestions for the betterment of the club (Standing Rules, Number 9)
- ✓ maintain a list of duties for the office, to be filed with the Secretary and passed on to successor (Standing Rules, Number 13)
- ✓ get the pulse of the group from the members
- ✓ bring concerns to the Board
- ✓ be visible and approachable to all members and newcomers at Club events
- ✓ vote on the appointment of Committees (Constitution, Article V and By-Laws, Article I)

BoardSource (National Center for Nonprofit Boards)

- ✓ provide leadership to the Board
- ✓ perform the President's duties when the President is not available
- ✓ perform other responsibilities assigned by the Board



SECRETARY

The Secretary's duties are:

- ✓ maintain meeting minutes (By-Laws, Article I) and distribute to members in a timely manner
- ✓ with assistance from the Board, develop and distribute agenda for Board Meetings
- ✓ ensure effective and consistent management of organization's records, including, but not limited to:
 - records of Board and Officer duties & accomplishments;
 - correspondence between Board members, club members, instructors, and other organizations;
 - publications/flyers (social flyers, workshop flyers, class listings, newsletter, etc.)
- ✓ be intimately familiar with SDNLD and IDA Constitution, By-Laws, and Standing Rules AND Parliamentary Procedure to note applicability during meetings and help maintain proper operation of the Club
- ✓ send out cards to members (get well, thank you, thinking of you, etc.)
- ✓ maintain lists of officers' duties
- ✓ perform other such duties as usually pertain to this office or as shall be assigned to that officer (By-Laws, Article I)
- ✓ vote on the appointment of Committees (Constitution, Article V and By-Laws, Article I)
- ✓ Until a Publicity Chairperson/Committee is approved:
 - produce Newsletter (e-mail, web, and printed versions)
 - send out meeting announcements, activity reminders

BoardSource (National Center for Nonprofit Boards)

- ✓ maintain records of the board and ensure effective management of organization's records
- ✓ manage minutes of Board Meetings
- ✓ ensure minutes are distributed to members shortly after each meeting
- ✓ be sufficiently familiar with legal documents (constitution, by-laws, etc.) to note applicability during meetings
- ✓ provide notices of meetings of the board and/or committees



TREASURER

The Treasurer's duties are:

- ✓ maintain a record of the financial affairs of the club (By-Laws, Article I)
- ✓ reconcile bank statements each month
- ✓ collect dues (By-Laws, Article I)
- ✓ keep a record of the membership (By-Laws, Article I)
- ✓ notify members of delinquency of dues (By-Laws, Article I)
- ✓ pay all approved bills (By-Laws, Article I)
- ✓ handle petty cash for the Club
- ✓ prepare an annual budget, with approval of the Board
- ✓ prepare a bi-monthly financial report for the San Diego N/Line Dancers (By-Laws, Article I)
- ✓ schedule members to collect money at club functions
- ✓ maintain a list of duties for the office, to be filed with the Secretary and passed on to successor (Standing Rules, Number 13)
- ✓ vote on the appointment of Committees (Constitution, Article V and By-Laws, Article I)

BoardSource (National Center for Nonprofit Boards)

- ✓ manage finances of the organization
- ✓ administrate fiscal matters of the organization
- ✓ provide annual budget to the Board for members' approval
- ✓ ensure development and board review of financial policies and procedures



DELEGATE

The Delegate's duties are:

- ✓ act as liaison between the San Diego N/Line Dancers, the International Dance Association, and the Parks and Recreation Department (By-Laws, Article I)
- ✓ share of information between the International Dance Association and the Parks and Recreation Department (By-Laws, Article I)
- ✓ maintain a list of duties for the office, to be filed with the Secretary and passed on to successor (Standing Rules, Number 13)
- ✓ vote on the appointment of Committees (Constitution, Article V and By-Laws, Article I)