

*The mission of the SaddleBrooke Line Dance Club is to provide a positive environment where the members can learn and enjoy the craft of line dance. It is a club for all levels of dance – beginner, intermediate and advanced. Members are encouraged by volunteers to learn in both workshops and practice sessions. The goal is enjoyment in dance and camaraderie.*

## **Members of the Board Responsibilities**

### **President – Kathy Ames**

- *Facilitate SBLDC Board meetings*
- *Inform vice president of her/his absence to cover Club needs*
- *Prepare Agenda for all Board Meetings*
- *Obtain/Sign contracts for practice room*
- *Notify Secretary regarding any cancellation*
- *Appoint two members to audit the treasurer's financial records*

### **Vice-President – Judy Saks**

- *Fill in as President when needed*
- *Perform duties the president requests*

### **Secretary – Shirley Miller**

- *Send out all Club communication and correspondence*
- *Send any practice changes/special events to the Website Committee to update Clubs' calendars*
- *Prepare and send approved minutes of SBLDC Board meetings to Website Committee for posting*

### **Treasurer – Terri Gage**

- *Send new member contact information*
- *Submit a treasurers' report to include: (1) Number of new members (2) Revenue collected for the reporting period (3) Expenses*
- *Collect new member dues and information to include: (1) Add new member information to Membership list (2) Send list to Secretary (3) Send list to Website chairperson (4) Give Welcome letter to new members*
- *Keep records in good financial order*
- *Submit to an annual audit, deliver an annual financial report to SBLDC Board meeting, and present annual financial report to membership at annual/election meeting*

### **Member-at- Large – Lynn Kumza**

- *Represent all levels of dance within the membership on Board Issues*
- *Write and submit all articles and pictures about the Club to Saddlebag Notes and SaddleBrooke Progress*
- *Perform projects and duties when necessary*