



The mission of the **SaddleBrooke Line Dance Club** is to provide a positive environment where members can learn and enjoy the craft of line dancing and camaraderie. Club volunteers provide instruction, workshops, programs and social events for all levels of dance.

Members of the Board Responsibilities

President

- Conduct annual SBLDC membership meeting
- Conduct bi-monthly Board meetings, or as necessary
- Obtain/Sign contracts for HOA ballrooms and practice rooms and serve as primary interface to HOA event schedulers
- Maintain club calendar for ballroom commitments, re-schedules and cancellations
- Notify Secretary regarding ballroom re-schedules and cancellations
- With Board approval, appoint or discharge Committee chairpersons

Vice-President

- Fill in as President, when needed
- Welcome new members and provide pertinent club materials and website information
- Perform duties the president requests, e.g. calendar updates

Secretary

- Responsible for all email communication to the general membership
- Send weekly email bulletins regarding ballroom changes, events and announcements, as needed
- Prepare and send approved minutes of Board meetings to webmaster for posting

Treasurer

- *Send new member contact information*
- *Submit a treasurer's report at Board meetings to include:*
 - *Number of new members (reconciled to income statement)*
 - *Revenue collected for the reporting period*
 - *Expenses accrued for the reporting period*
- *Collect new member dues and information to include:*
 - *Add new member information to Membership Roster*
 - *Coordinate with VP to ensure Welcome Information is provided to new members*
- *Keep records in good financial order*
- *Submit to an annual audit, deliver an annual financial report, and present annual financial report to membership at annual/election meeting*

Member-at-Large

- *Represent the interests of the general membership at Board meetings*
- *Ensure that monthly articles and pictures promoting the Club are written and submitted to Saddlebag Notes and SaddleBrooke Progress on time and in proper format.*
- *Perform duties as the president requests*