

ASDC Board job descriptions

President

Job Description

The president of the Albuquerque Square Dance Center does the following:

- Be the square dance liaisons in the Albuquerque square dance community working with Central district and the Caller's association.
- Facilitate board meetings
 - During discussions, make sure that everyone's voice is heard, especially the quiet ones.
- Introduce guest callers at ASDC sponsored dances
- Run the Annual Membership Meeting
- Monitor the board members and their jobs
- Bring his/her expertise to the board from the real world
- Work closely with the treasurer on income and expenses
- Work closely with the maintenance person to keep the building in top shape
- Cast the tie-breaking vote if need be
- Call emergency board meetings as needed

The By-laws of the ASDC state:

The president will preside over all the meetings of the membership and of the directors, will sign all certificates of membership, contracts, and other instruments of writing as directed by the Board. The president or the vice president will, with the treasurer, sign all checks for payments as approved by the Board and will discharge such other duties as pertain to his/her office. The president will appoint all committees and act as ex-officio member of the committees.

Vice-President

Job Description

The vice-president of the Albuquerque Square Dance Center does the following:

The By-laws of the ASDC state:

- The vice president will act in the capacity of president in the absence of the president or in the event of his/her inability to act.
- The vice president will have the primary responsibility for securing callers and/or cuers for all ASDC sponsored functions that require their services.
- The vice president (if president is unable) will, with the treasurer, sign all checks for payments as approved by the Board and will discharge such other duties as pertain to his/her office.

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Secretary

Job Description

The secretary of the Albuquerque Square Dance Center does the following:

- Take and prepare the Minutes of each Board meeting and each general meeting of the membership and maintain the records in the ASDC office at the Albuquerque Square Dance Hall.
- After the Minutes have been made available to the Board for review, usually via email, the secretary will send them to the ASDC.org manager as a text file to post on the website. The Minutes for the last three meetings shall be posted on the website at any given time.
- Prepare any Action Item notes and email the memo to the Board.
- Prepare and post any notification letters to ASDC hall users as the Board deems necessary.
- Send cards of concern to members of the dancing community as the Board feels appropriate.

The By-laws of the ASDC state:

The Secretary is an officer of the Board who will “keep and maintain the minutes of all meetings of the membership and the meetings of the Board of Directors. The secretary will correspond as may be necessary or proper, and will discharge such duties as pertain to the office of secretary or as prescribed by the Board.”

Treasurer

Job Description

The treasurer of the Albuquerque Square Dance Center does the following:

- Collect contracts from clubs, annual dues and send out past due notices membership dues.
- Pay All bills ~ Karensa Gallegos Kleaning end of month; Security Bond-due Feb.1;
Phone (StraightTalk) 16th each month; Property Taxes by May 10, & Dec. 10;
Public Regulations for Square Dance by May 15, or before with updated current Officers.
- January ~ Get flyer out for Membership Dues / Update Business Tax Registration (forms in folder)
- May ~ Get Books ready for Accountant-due May 1
- July ~ State Farm-Liability Insurance and State Farm-Business Insurance

The By-laws of the ASDC state:

- The treasurer will receive and safely keep all funds of the ASDC and, unless otherwise authorized of the ASDC as directed by the Board;
- will keep the seal of the ASDC and affix the same to official papers and instruments as may be required in the regular course of business or by these Bylaws;
- perform such other duties as pertain to the office of treasurer.
- The treasurer will be bonded in the amount of not less than \$5,000.00 or an amount as determined by the Board.
- The treasurer will issue receipts for all money received and a copy will be kept.

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Contract Director

Job Description

The Contracts Director of the Albuquerque Square Dance Center does the following:

1. Yearly Contracts

- Create & Manage ASDC Member Contracts.
- Create & Manage Non-ASDC Member Contracts.
- Create Calendar in the dance hall.
- Maintain Calendar on the ASDC website
- Posting events on ASDC FaceBook page
- January - December
 - Build out Calendar for three years out.
 - Start with ASDC members regular clubs and special yearly dances
 - Insure keys get to any group which does not have keys pryer to their event.
 - Create individual contracts
 - Start with ASDC members
 - Add new events to the calendar when contacted and facility is available
 - Receive phone calls & emails
 - Check calendar for open availability
 - Email contract to group
 - meet new renters at dance hall for introduction
 - Answer questions from current renters about events
 - Communicate with renters about issues which arise when contracts are not being followed.
- February
 - Email ASDC Club Member renters for the next year's Special Event dates.
- August
 - Email ASDC Club Member renters for the next year's calendar extra events and dark dates.
- September
 - Email Non - ASDC Club Member renters for the next year's calendar extra events and dark dates.
- November/December
 - Email electronic copy of signed contract to all renters who have returned contracts

2. Storage closets

- Maintain a list of which club has which storage closet.

3. Keys

- Maintain a list of who has which key to the facility.

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Publicity Director

Job Description

The Publicity Director of the Albuquerque Square Dance Center does the following:

Promotes square and round dances and dance related events both within the square and round dance community and in the community at large. To encourage participation within the square and round dance community and to create interest in square and round dance on the part of the non dancing public whenever and wherever possible.

- Keep the square dance community aware of the health status of dancers as appropriate.
- Announce the passing of dancers providing funeral details as appropriate
- Promote square dance activities throughout the state.
- Create flyers for all ASDC sponsored dances and promote same at the direction of the ASDC Board.
- Advertise(posters) and promote(emails) club membership participation at the the Spring clean up.
- Utilize outside venues to promote square and round dance as opportunity provides.
- Develop and maintain email lists of dancers throughout the state for the purpose of promotion and information dissemination.
- Promote square and round dance events external to New Mexico as appropriate or upon request.

Central District Representative

Job Description

The Central District Representative of the Albuquerque Square Dance Center does the following:

- Attended the Central District Meetings (Feb., Apr., Jun., Aug., Oct., & Dec.)
 - Announce any notices, requirements, etc. from the ASDC meeting to Central District.
 - Announce ASDC sponsored Dances and/or events.
 - Spring Dance / Festival & Spring clean-up / ASDC Holiday Hoedown
 - Report any Central District pertinent information at the next ASDC meeting.
 - Promote the State Festival
 - Mid-Term State Dance in January
 - Promote the Central District dances (usually 5th Sat.)
 - New Year's Eve Dance

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Supplies Director

Job Description

The Supplies Director of the Albuquerque Square Dance Center does the following:

- Purchases consumable supplies for
 - bathrooms and kitchens
 - ASDC sponsored dances
 - annual clean-up day

Maintenance

Job Description

The Maintenance Director of the Albuquerque Square Dance Center does the following:

General:

Be aware of the entire ASDC facility:

- Parking area
- Perimeter Fencing
- Landscaping
 - Trees
 - Decorative plants
 - Outdoor watering system
 - Weed control
- Building
 - Callers Stand
 - Doors/Locks/ Windows Exterior Lights
 - Lighting – Indoor & outdoor
 - Thermostats (PRO T805) for AC/Heat (5)
 - (2) Each Dance Hall Area (1 in dance floor area, 1 in seating area)
 - (1) Near Ladies Restroom for Kitchens/Lobby/ Restrooms.

Important Information:

1. Inside ASDC Office on wall important phone numbers for services for the ASDC Center.
2. Refrigerated AC units are on the roof (5)
3. Heat Units are on the roof (4)
4. Heater (1) for Lobby/ Kitchens/ Restrooms is above the ladies Restroom accessible by climbing up thru the false ceiling in the small hall.
5. Main Water Shut off is located at the street by the south entrance driveway
6. Main Sewer clean out is near the exit door in the large hall west side
7. Water Heater is in the ladder room
8. Main Electrical Breakers /light timer /outside water system controls are in the chair-table room