



## **To Potential Nominees: BC Swing Dance Club Board of**

### **Directors**

Welcome! We are pleased that you are considering standing for election to the Board of the BC Swing Dance Club! A strong volunteer Board is critical to sustaining our ability to put on great dances and other events for the community. This letter is intended to give you information to help you decide if a Board position would be a good fit for you.

Club membership is at an all-time high, our dances are successful, we are financially well-positioned, and we are confirmed for another year at our present venue with some teachers already lined up. Organizationally we are in good shape - our Constitution, Bylaws and Rules and Regs have been renewed, and we are completing the conversion of our records management to an electronic platform. All in all, we think it is a good time to be joining the Board!

**Who are we looking for?** We are looking for enthusiastic, responsible individuals who are ready to roll up their sleeves and who enjoy working as part of a committed, hands-on team. They will have an appreciation of the joy of West Coast Swing social dancing, a commitment to Club members and the community, and a desire to make the Club dynamic and sustainable. Good candidates will understand that, while Board positions are volunteer ones, the jobs are very important and the responsibilities are real. Targeted members will have the ability to self-manage, meet deadlines, work with others, and build community. Familiarity with on-line group communications and information sharing is important. Previous Board work, or other organizational experience, will be an asset.

**What are the Jobs and Specific Qualifications?** The general responsibilities of all Directors, and specific duties of each elected Officer (President, Vice-President, Secretary, & Treasurer), are outlined in our *Club Bylaws (available on the website)*. Please read these carefully and assess whether you have the qualifications inherent in these roles. Also consider if you have the experience or aptitude for one the following "*Board Jobs*" (non-elected positions, distributed amongst Board members - more details on the jobs in *Club Rules and Regulations (also on the website)*):

- *Communications Manager(s)* - (may be shared by two Directors) - maintains and updates the website, manages the Facebook page, manages email communication to the mailing list, co-ordinates newsletters
- *Dance Director* - books and follows up with instructors and plans the teaching syllabus for the year
- *Membership Director* - maintains an accurate and up-to-date membership list, manages member registration and check-in at events, determines quorum for General Meetings.
- *Facility Liaison* - liaises with the Co-ordinator at the Confederation centre and other facilities, manages facility contracts
- *Volunteer Co-ordinator* - recruits and organizes volunteers to assist the Board
- *Event Co-ordinator(s)* - manage regular dances and/or special events

Board members are also usually called on to serve on one-two committees during the term. These include Committees for: Nominations and Elections; special events (e.g. Member Appreciation Event,

AGM, Christmas Dance, or workshops), and special Board projects (e.g. member surveys, Bylaw Revision, developing new Rules and Regs).

***What is the time commitment?***

- Board meetings - monthly 2-hour meeting from September-July, and one AGM for members annually. Urgent business may be transacted by email between meetings. Advance preparation is expected to make meetings productive. (*Board Meeting Minutes on website*)
- Dance events - attending and helping to run monthly dances - setting up and breaking down, managing supplies, and/or checking-in (with help from volunteers)
- Sub-Committees - might meet 1-3+ times, and/or conduct business by phone or email, with some work required between meetings
- Assigned Board jobs (e.g. Communications, Membership Director) - might take on average a few hours a month
- Officers - the most time-intensive office is that of the President, who not only has specific duties, but also supervises the work of the group. The Treasurer and Secretary have specific assigned tasks, including deliverables for monthly meetings, and important records maintenance responsibilities.
- The term of office is one year.

***We hope you are still interested..... next steps***

If you have questions, please talk to any current Board member, or contact the Nominations Committee: Kathy Pomeroy (kjet023@gmail.com), Rick Gillespie (rwgillespie@gmail.com), or Michael Shibasaki (michael.shibasaki@gmail.com)

Submit a completed *Nomination Form and a short Bio - 300 words or less (Nominee signature can be added later)*. (*Please copy Kathy Pomeroy & Rick Gillespie*)

**Deadline - January 21st** for inclusion in election/AGM mailout to members

Submit by January 10 to have your bio displayed at the Election Table at the January dance.

You are encouraged to make a fun election poster for display at the the January Dance, and to otherwise build enthusiasm for the AGM and the Election.

***Elections for the Officers and Directors - at the AGM February 18***

- Nominations from the floor will be accepted
- If there is to be an election for a given position, nominees will be asked to make a 1-2 minute speech highlighting reasons why they should be elected.