KDA Job Description Summery

BOARD OF DIRECTORS (BOD) MEMBERS - One representative from each member club (Member Club will be represented by the club president until they appoint a club member to the BOD that will represent their club)

EXECUTIVE BOARD OF DIRECTORS to be chosen from the BOD members at the first meeting of the year - President, Vice-President, Secretary, Treasurer, Convention Committee Chair

PRESIDENT – JOB DESCRIPTION SUMMARY

1. The President shall preside at all KDA BOD meetings and ensure that all business is covered
2. Prepare and distribute agendas for all BOD meetings in consultation with the Executive Board.
3. Appoint Committee Chairs and establish standing and special committees deemed necessary to carry on the affairs of the KDA
4. Make appointments to non-voting positions for example: Newsletter Editor, Insurance Coordinator, Education Coordinator, Webmaster, liaisons to other organizations sharing an interest in the KDA.
5. Ensure the Treasurer or delegate shall maintain the Alliance in good standing by filing the required annual incorporation report with the State of KY.
6. Keep in close contact with committee chairs to ensure that all responsibilities are fulfilled.
7. Write an article for each issue of the Newsletter. Write an annual letter of congratulations to new dancers
8. Visit as many member clubs as possible.

VICE PRESIDENT – JOB DESCRIPTION SUMMARY

1. The Vice President shall assume all duties of the President if the President is absent from any scheduled function.
2. Responsible for ensuring that the Convention Chair is contracting with callers, cuers, and halls for Kentucky State Convention unless specified otherwise by the Executive Committee.
3. Responsible for booking callers, cuers, and halls for any KDA sponsored fundraiser dances and will serve as Master of Ceremonies. The VP will endeavor to secure callers from outside the local area who are not routinely booked by member clubs.
4. Shall ensure that information is furnished to the Treasurer sufficiently in advance to enable the Treasurer to write appropriate checks.
5. Arrange lodging in a dancer's home for callers and cuers, if needed.

6. Prepare and distribute flyers for KDA sponsored fundraiser dances.
7. Prepare and submit dance announcements for newsletter/website.
8. Oversee refreshment supplies (including water jugs and ice) for KDA dances.
9. Maintain the Association's first aid kit and have it available at every KDA event.
10. Attend and report at all Executive Committee and BOD meetings.

SECRETARY – JOB DESCRIPTION SUMMARY

The Secretary shall be responsible for all official correspondence from the Executive Committee to the BOD members and Member Club presidents. The main responsibilities are to send correspondence and handle set-up at BOD meetings.
Examples of duties include the following:

1. Keep minutes of the Executive Board and BOD meetings
2. Maintain custody of the official copy of Bylaws, Standing Rules and any related documents.
3. Maintain custody of the membership applications and the youth consent forms.
4. Receive applications from prospective member clubs.
5. Prepare and maintain listing of KDA members and related information
6. Oversight of all activities of the Communications and Media Committee, including to but not limited to the preparation and distribution of the dance schedule documents, information for appropriate websites and dance flyers.
7. Send correspondence (generally by email) to the Executive Board and BOD.
8. Send reminders to host clubs prior to each dance.
9. Maintain various supplies and set them up at each BOD meeting.
10. Send an annual questionnaire, and insurance renewal form to club presidents.
11. Attend and report at all Executive Committee and BOD meetings.
12. Handle the printing and distribution of forms for any KDA programs.

TREASURER – JOB DESCRIPTION SUMMARY

The Treasurer shall keep an accurate record of KDA's income, expenditures, and money on hand. The Treasurer shall present the KDA's financial status at every BOD and Executive Committee meeting. The President shall authorize all expenditures and may delegate to the Treasurer authorization to pay routine invoices including fees for callers and cuers, hall rental, ad placement, insurance premiums, and operating expenses. The Treasurer and all other members of the Executive Committee may be bonded by an insurance policy.

Examples of duties include the following:

a. Maintain all Financial records.
b. Create a Yearly Budget

c. Enter all banking transactions and balance the bank statement using a database application for tracking finances.
d. Shall provide a Treasurer's Report at all KDA meetings and email financial reports to the Executive Committee and BOD prior to each meeting.
e. Attend and report at all Executive Committee and BOD meetings.
f. Ensure funds of the organization are used and expended under the direction of KDA Executive Board. A valid receipt must be provided prior to reimbursement.
g. Inform the Executive Board in writing, by mail or electronic means to obtain approval for exceeding an previously approved budget amount
h. Arrange for and distribute Debit cards as needed
i. Shall be responsible for securing and paying the liability insurance.
j. Shall secure any ASCAP-BMI licensing needed for all KFSD sponsored dances / events.
k. Shall be responsible for dance registration forms and monies related to the annual Kentucky State Convention.
l. Create an annual report detailing the wrap-up of the current convention to be prepared and submitted to the KDA Executive Board by October 31st of each year.
m. Shall file a yearly tax document within state/federal guidelines.
n. Bring the appropriate insurance certificate and incident report forms to all KDA sponsored dances.
o. Provide a cash bank of $250 to make change at all KDA sponsored dances.
p. Pay the caller, cuer, hall, and other bills.
q. Make deposits as soon as physically possible to prevent risk of loss.
r. By January 31, provide financial records for the preceding January 1 through December 31 period to an audit committee appointed by the President.

CONVENTION COMMITTEE CHAIR – JOB DESCRIPTION SUMMARY

The Convention Committee Chair (CCC) will be responsible for assembling and leading the Kentucky State Convention Committee. The CCC is further responsible for ensuring the convention committee is contracting with callers, cuers, and halls for Kentucky State Convention. The CCC will keep the BOD informed of progress, needs and activities of their Committee.

More information needs to be developed here with assistance from current convention chair

Examples of duties include the following:

More information needs to be developed here with assistance from current convention chair

- Endeavor to secure callers from outside the local area who are not routinely booked by member clubs.
- Arrange lodging for callers and cuers, if needed.
- Prepare and distribute flyers for the Convention.

- Oversee refreshment supplies (including water jugs and ice) for dances.
- Arrive at the hall approximately one hour before each dance to set it up with help from the host clubs.
- Attend and report at all Executive Committee and BOD meetings
- Shall ensure that information is furnished to the Treasurer sufficiently in advance to enable the Treasurer to write appropriate checks.