GX Committee Roles

Chairman Secretary

Treasurer Membership Co-ordinator

Housekeeping Co-ordinator Website Co-ordinator

Tea-dance Co-ordinator Representative of less–experienced dancers

 Teacher

**Chairman**

Main Responsibility: To ensure that the club meets the needs of its members both now and in the future.

Tasks: To be alert to the mood of the members

To build good morale within the club and a good reputation outside it (including promoting new membership)

To put the club on a sound financial footing

To drive efficient but minimal administration, ensuring all committee members perform their roles and deliver the relevant information to inform decision-making

To ensure all legal requirements are fulfilled - responsible for fire protection, Data Protection, insurance, Safeguarding and Prevent within the Club

To support Committee members and help develop smoother procedures

To ensure everything gets done that needs to get done (the catch-all!)

Key Skills: active listening, creative thinking, good communication skills, objective decision-making, sense of responsibility

 **Secretary**

Main Responsibility: To ensure smooth running of the club’s administration through its regular meetings (committee and AGM) see Committee Schedule document

Tasks: To produce for discussion a calendar of dance evenings and meeting dates for year+1 ahead

To communicate with other committee members over need to produce accounts, reports or spreadsheets for circulation to committee members or wider membership

To produce agendas and minutes in a timely fashion.

To ensure proper arrangements are put in place if any Committee member is unable to fulfil their duties Should this task be with the Chairman rather than Secretary?

Secondary responsibility: Liaison person for RSCDS

Tasks: To maintain RSCDS affiliation and entries in RSCSS publications for regular class and tea-dance (N.B. This could be moved elsewhere).Currently split between Treasurer, Chairman and Tea-dance co-ordinator – move to respective roles?

Key Skills: efficient, clear and accurate

**Treasurer**

Main Responsibility: To ensure the club runs on a sound financial footing both now and for the future

Tasks: To maintain day-to-day accounts, ensuring all cash is banked regularly, all bills are paid promptly and proper records kept

To define procedures for Committee members spending ‘Club’ money

To work with Membership Secretary to collect class fees

To produce reconciled interim accounts termly, taking account of actual *and* projected expenditure and income, with recommendations about any action needed

To produce end of year accounts for the AGM

Secondary responsibility: Liaison person for the bank

Liaison with GXCA Office for bookings and payments

Tasks: Monitor the GX Bank Account

Make Hall Bookings as agreed by the committee

Any others to add here, please Roger.

Key Skills: basic accounting skills, accuracy and efficiency

**Membership Co-ordinator**

Main Responsibility: To ensure effective communication with membership

 Tasks: To maintain a list of current members with telephone and email addresses, and an additional list of ‘frequent visitors’ to be invited to end-of-term socials etc. with the same info. These must conform to Date Protection regulations.

 To communicate with members on behalf of the Committee as required

To be a first point of contact for existing members.

Secondary responsibility: To ensure the Committee has a good understanding of how our membership is made up.

Tasks: To maintain a weekly register of attendees (spreadsheet available), and work with Treasurer in collecting of class fees Do we want to change this?

 To follow up any member not attending for any length of time and maintain a list of those who cease to attend with reason if possible.

 To produce a termly report of membership break-down from these and a consolidated annual report for the AGM (proforma available)

Key Skills: friendly, regular attendee, accurate

**Housekeeping Co-ordinator**

Main Responsibility: To ensure all the necessary provisions, equipment and organisation are in place to enable weekly dance evenings and social events to be enjoyed to the full

Tasks: To arrive early to perform hall set-up, and ensure hall is left in good order (check radiators!).

To maintain and manage a rota of members volunteering to organise refreshments and to wash up. Ensure they know what is required from them and when .

To maintain essential supplies of tea, coffee, milk, sugar, squash, plastic cups, plates and napkins, submitting accounts regularly to the treasurer

Secondary responsibility: Liaison person for Memorial Hall caretaker

Tasks: To make bookings of the hall as requested by the Committee. Remove

 To request any special set-up arrangements eg, tables for tea dance

Key Skills: proximity to GX, regular attendance, practical clear communication

**Website Co-ordinator**

Main Responsibility: To maintain and manage website technically, on behalf of the committee.

Tasks: To grant access requirements as agreed by the committee

To keep website up-to-date. Replace with :To recommend website /CMS upgrades as necessary and implement as agreed by the committee

To be aware of the wider technological picture and make recommendations to the committee with any issues that may affect the credibility of our website.

To ensure the website is adequately backed up and recoverable

To add info to website at the request of the Committee Replace with Maintain agreed list of who updates which pages of the website, and ensure its done. It is likely that the website co-ordinator will action routine updates such as club dates, while the tea-dance co-ordinator will do the tea-dance pages, and the Chairman or Secretary the News Page.

To be an ‘expert’ in use of the website in order to assist other members

To maintain documentation of mechanism for getting website Replace with: To create/ maintain good documentation of the various components and options in use

To be liaison point for external web-site technicians if necessary

Secondary responsibility: Liaison person for outside dances Delete

Tasks: From your knowledge of the web and other sources keep members up-to-date with other dances locally Delete

Key skills: familiarity with web-site technology, shrewd business sense, willingness to do regular updates in a timely manner

**Tea-dance Co-ordinator**

Main Responsibility: Admin associated specifically with the tea dance

Tasks: To produce ads, tickets and flyers.

To update SE Diary, and something else

Maintain list of other clubs to be contacted for tea dances

To develop and communicate a plan for selling tickets including emails to other clubs, defining how tickets should be distributed among ticket sellers and which events /locations to be targeted

To maintain master-list of tickets sold/reserved to be used up to and including on the door

To maintain tea dance checklists to ensure all tasks are covered

To produce simple tea dance accounts (proforma available) Remove?

Key Skills: Clear, accurate, efficient . Must be readily available in January and June when bulk of work is done

**Representative of Less-experienced dancers**

Main Responsibility: To ensure the views of less-experienced dancers are heard within the Committee

Tasks: To discuss needs among less-experienced dancers and feed back to the Committee how far they are being met

To bring specific requirements, or concerns to the attention of the Committee, and report back to members.

Key Skills: listening, communicating