

MSCD EXECUTIVE COMMITTEE
Duties of Members
(From [Constitution](#) and members' accounts)
September 2022

I. CHAIR

A. From Constitution

1. Preside at all meetings, call regular Committee meetings, break ties when necessary.

B. Other

1. See that business of group is attended to.
2. Prepare meeting agendas.
3. Prepare Annual General Meeting agenda and announce.
4. Make announcements at Sunday dance breaks, including any business relating to the dancers.
5. Emcee banquet portion of annual ball (including ball committee thank you) or find alternate.
6. Prepare constitutional amendments
7. Maintain Executive Board Manual and/or supervise another person doing it. The Manual includes:
 - a. Constitution, By-Laws, and Reimbursement Guidelines
 - b. Duties of Members of Executive Committee and unassigned duties
 - c. General Timetable
 - d. Other procedures of the group
8. Serve as Delegate to RSCDS Annual General Meeting
9. Maintain [Branch website at rscds.org](#)
10. Send letter to the UW Department of German, Nordic and Slavic to request sponsorship for the Union.

II. VICE-CHAIR

A. From Constitution

1. Assist Chair in his/her responsibilities
2. Preside over committee meetings in Chair's absence
3. Make room reservations for regular dancing, classes, and special events
4. Make announcements on Sunday nights in absence of chair.
5. In the absence of a Ball Chair, coordinate annual ball.

III. SECRETARY

A. From Constitution

1. Take minutes at Executive Committee meetings and other special meetings. Distribute within one week to Committee and Web Manager.
2. Take minutes at Annual General Meeting (AGM) and distribute at the next year's AGM.
3. Attend to all correspondence.
4. Bring to the attention of the Chair all outside correspondence with other branches, societies, or persons.
5. Serve as (non-teacher) MSCD contact person. Alert the *Inter-city Scot* and Midwest dance groups to change when beginning as new secretary.
6. Maintain record of current activities, minutes, members, etc.
7. Maintain MSCD archives from year began tenure.

B. Other

1. Serve as Delegate to RSCDS Annual General Meeting
 2. Serve as Branch contact person for the RSCDS. Distribute online "RSCDS Branch Mailings" as appropriate. Communicate with the Board on all RSCDS obligations. Secure delegate for voting in RSCDS Annual General Meeting if MSCD Board desires.
3. Write an annual report for RSCDS (also distributed at the MSCD Annual General Meeting).

IV. TREASURER

A. From Constitution

1. Collect and deposit monies
2. Account for all finances
3. Make payments and settle accounts as approved by Executive Committee
4. Present account report at Committee meetings.

B. Other

1. Present annual accounting at Annual General Meeting
2. Handle all financial income and expenditures.

Typical income sources include:

- Membership
- Weekly class donations
 - Ball and dance party registrations
 - Shirt and book sales
 - Kids (or other paying) class

Typical expenditures include:

- Ball and dance party musician fees
- Ball catering
- Ball decorations

- Rental (Sunday dance space, special event locations)
- RSCDS memberships
- Non-stock filing
- Equipment purchases
- Shirt purchases

3. Manage accounts

- Checking and savings (Summit currently)
- PayPal
- Create monthly account summaries
- Create yearly financial statement for AGM
- Create yearly budget forecast
- Renew domain registration (name.com) in January

V. MEMBERS-AT-LARGE

There are two Member-at-Large positions, one for Membership and one for Publicity. They either perform these responsibilities or supervise others in them.

A. Membership

1. Publicize and collect membership dues on an annual basis.
 - a. Forward dues to Treasurer for submission to MSCD account and RSCDS
2. Submit member names to RSCDS via the RSCDS website database and ensure that members receive the full benefits of membership
3. Update, maintain, and distribute membership directories.
4. Follow up with new dancers and potential members and those we haven't seen recently.
5. Maintain mailing lists on MSCD gmail account
6. Maintain group email list

B. Publicity

1. Submit Sunday dance schedule to Isthmus ("The Daily Page") and other online media. Notify same of cancellations and time changes.
[Note: Due to Covid this procedure has been suspended and we are not accepting walk-ins]
2. Publicize all special events of the group, including dance parties, classes, demos, and balls, using some or all of the following media:
 - a. E-mail announcements to MSCD group email list
 - b. E-mail announcements to regional dance contacts & mailing lists (Milwaukee, Iowa, Twin Cities, Chicago, Rockford, broader Midwest), and selectively to national SCD contacts list

- c. Electronic posts to relevant event calendars (e.g., Celtic Madison, Inter-City Scot and Strathspey Server) and on line media outlets
 - d. Design and printing of flyers for posting on community bulletin boards
3. Assist the Ball Chair in preparing the ball brochure and registration materials
 4. Develop the [MSCD brochure](#); coordinate content review, design, printing and distribution

VI. TEACHER LIAISON (ex-officio)

A. From Constitution

1. Guide and instruct dancers.
2. Act as teaching authority in consultation with each other.
3. Assess individuals' progress in dancing for placement in groups

B. Other

1. Contribute teacher perspective to Board discussions
2. Perform duties as described in Ball Manual and Dance Party flyer
3. Organize occasional teacher meetings
4. Appoint [Coordinators of dance parties](#) by soliciting volunteers.

VII. BALL CHAIR (ex-officio)

- A. Coordinate annual ball
- B. Update [Ball Timetable](#) and [Ball Tasklist](#) continually.

VIII. UNASSIGNED DUTIES

The Board (and particularly the Chair) is responsible for seeing that these duties are done.

- A. Prepare cheat sheets for parties & balls
- B. Maintain and develop website (Nancy McClements and Scott Weiss currently)
- C. Purchase, deliver, and maintain dance party and ball supplies (Party/Ball Coordinator)
- D. Sell and maintain inventory of sale items, such as T-shirts, 100+63 Favorites, and CD's. (Nancy McClements currently)
- E. Act as liaison with Madison Celtic communities
- F. Serve as a "greeter" of new people on Sunday nights. Give out our cards and brochures, help them feel welcome, and answer their questions. (All)

- G. Make announcements on Sunday nights in absence of chair or vice chair. (All)
- H. Maintain MSCD Facebook account (Nancy McClements currently)