

DUTIES OF THE PRESIDENT

Refer to Article 5, Section A

1. Appoint or approve volunteers for additional officers and chairpersons as required. Be responsible for and oversee that all duties of the appointees are performed properly.
2. Preside at Board meetings and have an agenda prepared for handouts.
3. Act as “Master of Ceremonies” for club dances. Announce visiting guests, visiting clubs and club business.
4. Hand out visitors badges.
5. Make contracts for facilities to accommodate club functions.
6. Arrange to have an audit of the treasury.
7. Ensure that tax forms, incorporation papers and fees are filed for the year at the proper time.
8. Schedule and negotiate fees with Callers and Cuers for First Friday Dances and issue contracts, with Board approval. Confirm dates in advance, and advise Treasurer what the fee specifics are for each situation.
9. Conduct club business with Club Caller and Cuer, including contracting fee, scheduling dances and special events, with Board approval.
10. Attend PSDA Presidents’ Breakfast Meetings.
11. Ensure that all club functions are coordinated and completed.

DUTIES OF THE VICE PRESIDENT

Refer to Article 5, Section B

1. In the absence of the President, the Vice-President shall act as the President.
2. Be responsible for parliamentary duties to assure that club policies and bylaws are followed.
3. Assist the President in any duties as may be necessary to assure the success of all club activities.

DUTIES OF THE SECRETARY
Refer to Article 5, Section C

1. Attend all Board meetings or provide a substitute for the purpose of taking minutes. Distribute minutes to the Board members at least one week before the next meeting.
2. Take minutes of General Meetings. Read the minutes from the annual meeting, and provide a copy of the current minutes to the Historian for archives.
3. Keep the Club roster current.
4. In the instance when both the office of the President and the Vice-President are vacated, the Secretary will act as temporary head of the Club.

DUTIES OF THE TREASURER
Refer to Article 5, Section D

1. The Treasurer is responsible for all monies collected and disbursed by the Club.
2. The Treasurer will maintain a checking account and be one of the authorized signatures required to draw on the account.
3. The financial records must be audited each time the person in the office of the presidency changes, or a minimum of once a year.
4. The Treasurer will be responsible for the compiling of financial reports that conform to present day bookkeeping methods.

COMPTROLLER
Refer to Article 3, Section A

1. Obtain records of receipts and disbursements from Treasurer at a pre-determined date in order to reconcile monthly bank statement, and reconcile and close books for the month.
2. Prepare a profit and loss statement to present at scheduled Board meetings that conforms to present day bookkeeping and auditing procedures.

2nd VICE PRESIDENT
Refer to Article 3, Section A

1. Buy tickets and sell 50/50 tickets at the Club.
2. Have drawing and give out money to winners.
3. Sell and be in charge of PSDA Jamboree raffle tickets. Return to the PSDA, accounting for all given to the Club.
4. Do the same for the State Square Dance Convention tickets.

PSDA REPRESENTATIVE
Refer to Article 3, Section A

1. Attend the monthly meetings of the PSDA and take notes and present them to the Ocean Wavers Board meeting.
2. Bring Ocean Wavers Club Flyers to the PSDA meeting for distribution.

SOCIAL CHAIRPERSON
Refer to Article 3, Section A

1. See that tables are set up.
2. Be responsible for the purchase of kitchen supplies and necessary food. A budget of \$40.00 per month is available as voted at March 9, 1998 Board meeting.
3. Be responsible for the sign up sheet to make sure there are two couples to be in charge of bringing refreshments as necessary set up and clean up for each Thursday night.
4. Organize committees for annual Luau and Anniversary dances. This committee could plan the menu, order a sheet cake, decorate.
5. Plan any class and special dance refreshments and get volunteers to assist.
6. Be responsible for storage of excess food and condiments.
7. Be sure that all dishes are put away clean, and ask that those who donated refreshments to be sure to pick up their serving dishes.
8. Any kitty monies are to be turned in to the Treasurer.

WELCOME

1. Generate a list of persons to be "Greeters" for the Club dances to be published in the newsletter. Keep a record of greeters to assure that all club members are called upon.
2. Assist at the "Sign-in" desk.

CLASS COORDINATOR
Refer to Article 3, Section A

1. Take charge of all classes, ensuring that the caller/teacher blends angels with students in squares.
2. Encourage all participants to be friendly, social, and helpful to each other.
3. Call and encourage students if they fail to attend.
4. Attend all Board meetings, acting as liaison between the Class and the Board.

PARTY CHAIRPERSON

1. Plan special dances and class graduation, coordinating latter with Class Coordinator
2. Purchase, store and control club decorations
3. Request money from General Treasury if facility rental is needed.

SUNSHINE

1. Contact Ocean Wavers who have missed several dances to determine if they are ill, or any unknown reason, and report the information at the monthly Board meetings. Send appropriate type of "Thinking of you" card.

NEWSLETTER EDITOR **Refer to Article 3, Section A**

1. He/She must see that all material pertinent to the Ocean Wavers members and Club is gathered up by the 3rd Thursday of the month.
2. He/She must judge if the material meets criteria of good taste and timely information. Material is subject to review by the President of the Ocean Wavers Club.
3. He/She is responsible for the finished printing of the Newsletter.
4. All expenditures must have a receipt, to be turned in monthly to the Treasurer.
5. He/She must see that the Newsletter reaches the Ocean Wavers Club Members as close as possible to the first day of the calendar month.

FLYERS

1. Design and create flyers for first Friday dances and special events, after the plans are formulated and approved by the Board of Officers.
2. Proper format and size should be forwarded in a timely manner to the Publicity Chairperson for the "Palostar" and other publications.
3. A quantity of flyers should be made and given to the PSDA Representative for distribution at the PSDA monthly meeting.

PUBLICITY

Refer to Article 3, Section A

1. Type articles to advertise our First Friday dances and other special dances for the following: North County Times, Night and Day, and other appropriate media. Copy must be submitted at least 10 days before scheduled event.
2. A publicity folder is to be kept and updated with information dealing with each publication.
3. The "Palostar" is the official publication of the PSDA Write news articles of the past events of interest plus dances of importance in the months ahead. Update the Ocean Wavers page with appropriate flyers and information and submit it the editor. All publicity for the "Palostar" is due in the Editor's hands before the first of the month, a month ahead of publication.
4. Advertise in the Blue Book.
5. Use forms provided by various media and follow their instructions.
6. Mail Newsletters to Club members not attending dances.
7. All publicity copy should be reviewed by the Board when time permits.

PHOTOGRAPHER

1. Take pictures as required, especially of special dances and events.
2. Submit receipts of film and developing expenditures to the Treasurer for reimbursement.
3. Provide the developed pictures to the Historian, or Publicity Chairperson for inclusion in the Club scrapbook.
4. Pictures not placed in the scrapbook may be given to club members.
5. Requests for additional pictures should be made to the photographer along with monies required to defray the cost, unless other arrangements are made.

HISTORIAN

Refer to Article 3, Section A

1. Maintain and update the Club scrap/picture book.
2. Select articles from newspapers, magazines and other material considered appropriate for historical purposes and place in historian's book.
3. Select and display various scrap/picture books at club dances occasionally, an especially at special dances or events.
4. Keep a copy of current and past bylaws.
5. Keep a copy of the minutes of all General Meetings.
6. Keep a copy of the minutes of Board of Directors and General Meetings as archives in the Ocean Wavers storage facility from 5 years past. Current records including past 4 years may be kept at current Historian's home.

AMBASSADOR

When visiting clubs, announce and issue invitations to other dancers to visit the Ocean Wavers. Describe upcoming events enthusiastically.

VISITATION CHAIRPERSON

Refer to Art. 3 Section A

1. Choose appropriate visitations based on the following: Theme, Caller, Cuer, Location Date and availability of members Whether we need to retrieve our banners or capture theirs Span of time since last visitation Members' specific preferences
2. Ideally, one or more visits each month should be scheduled.
3. Personally contact members for commitment.
4. Notify the Club President being visited of our intention to visit and approximate number of dancers coming.
5. Take care of all banner matters between the clubs, handing out and receiving banners. Per agreement with other PSDA clubs: 8 members present to retrieve our own banner 12 members present to capture another club's banner
6. Maintain records of all visitation information, banners we have of other clubs, our banners other clubs have, including dates.
7. Maintain records of individuals participating in visitations so that appropriate danglers can be awarded.
8. After a club has visited us, telephone or send a Thank You note to their president. Email can be used for this.

BANNER GUIDELINES

New rules concerning banner swapping were agreed upon at the Presidents Breakfast in May 2008 as the PSDA no longer wishes to referee banner disputes. Each Club has their own rules.

1. One Square, which consists of eight people gets its own Club banner back.
2. One and one half squares, or 12 people retrieve their Club banner as well as the banner of the club they are visiting.
3. Try to visit any club that has our banner to get it back within a six month period if possible.
4. Anyone who belongs to more than one club can be counted for each club they belong to for visitation purposes.
5. At Special Dances or Benefit Dances the Banner swapping may not be acceptable. Check with your host club so there will be no misunderstanding.

Ocean Wavers Square Dance Club Bylaws – Appendix 1 - DUTIES

Note: This listing was re-ordered to match the proposed Duties Appendix in order to make the comparison easier to read and follow.

Original Order

President
Vice President
Secretary
Treasurer
Banner Guidelines
Social Chairperson
PSDA Representative
2nd Vice President
Ambassador
Flyers
Comptroller
Sunshine
Welcome
Class Coordinator
Newsletter Editor
Party Chairperson
Visitation Chairperson
Photographer
Publicity
Historian

Re-Ordered

President
Vice President
Secretary
Treasurer
Comptroller
2nd Vice President
PSDA Representative
Social Chairperson
Welcome
Class Coordinator
Party Chairperson
Sunshine
Newsletter Editor
Flyers
Publicity
Photographer
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Banner Guidelines