

JOB DESCRIPTION: SDG PRESIDENT (updated 9/2009)

FROM THE BYLAWS:

The President shall be the principal officer of the corporation. The duties of the President include those customary to the position of President, such as presiding at meetings of members, the Executive Committee, and the Board of Directors; and serving as ex officio member on all committees of the Guild. The President shall sign and execute contracts and agreements in the name of the Guild, shall appoint members to committees as designated in these bylaws, and shall perform such other duties as are necessary incident to the office of the President or as may be prescribed by the Executive Committee.

SPECIFIC TASKS:

- 1. Communications:** The President will consult with the Vice President on SDG business through conference calls and e-mails. The President keeps up with the Board E-list, is included on all mail committee discussions and responds as appropriate. The President oversees the email voting process.
- 2. Meetings:** In addition to presiding at meetings, the President prepares the agenda for both the Winter and Summer Board Meetings and Annual Membership Meeting. The President oversees or designates someone to be sure correct procedures are followed, since there is no official Parliamentarian. The President attends Festival. The President writes the President's quarterly Board Reports.
- 3. Correspondence:** The President responds to emails and other contacts from outside the Guild. The President is The Public Face of SDG.
- 4. Publications:** The President approves all published materials. This includes the Journal, Directory, brochures & publications, all publicity and promotions, E-newsletter, Financial & Membership Report, & Annual Report. The President is responsible for approving content and being sure that these items are proofread.
- 5. Leadership:** The President (coordinated with the Vice President) encourages and nudges the volunteer workers, both Board and Committee Members. The President will provide Board Co-Directors and Officers ongoing support in the accomplishment of their tasks, providing weekly or monthly as needed board updates. The President thanks volunteers in appropriate ways (letters, gifts, announcements). The President makes BOD appointments when needed. The President supervises the volunteer website coordinator and Board E-list moderator. The President stands ready to take action when difficult situations arise, mistakes are made, or work is left undone.
- 6. Management:** The President officially oversees and keeps in frequent touch with contract staff, including Management Evaluation, renewing the contracts and other such SDG business.
- 7. Annual Budget:** With assistance from the Management Team, Treasurer, & Programs, the President prepares the yearly budget.
- 8. Annual Financial and Membership Report:** With assistance from the Management Team, Treasurer, and Membership, the president coordinates and submits a Financial and Membership Report to the Board
- 9. Annual Report:** The President works with Development on producing the Annual Report and the State of The Guild Address for the Annual Meeting.
- 10. Organizational Structure:** The President will do an ongoing review of how well our Board structure is working, implement Board discussions, make recommendations and initiate change as is necessary. The President will update SDG's Organizational Timeline Guide and Job Descriptions.

JOB DESCRIPTION: SDG VICE PRESIDENT (updated 9/2009)

FROM THE BYLAWS:

The Vice President shall oversee the conformance of Guild Committees to Guild Bylaws and Policies, and shall have such other duties as the President or the Executive Committee may assign.

SPECIFIC TASKS:

- 1. Communications: The Vice President will consult with the President on SDG business and participates in conference calls and e-mail discussions with the Board.**
- 2. Meetings: The Vice President will help with and attend the Summer and Winter Board Meetings, Annual Membership Meeting, and Festival. The Vice President will write the quarterly VP's Board Reports.**
- 3. Volunteers: The Vice President will receive and organize volunteer sign ups, facilitating appropriate assignments and making sure volunteer needs are written up in The Journals, E-Newsletters, Website, and Ballot. The Vice President coordinates the annual gift for the President.**
- 4. Web Content Manager: The Vice President will serve as our Web Content Manager, monitoring the full SDG website every 2 weeks, notifying management staff and SDG President when there are problems. The Vice President will work with the Board of Directors and others to ensure that the Web site has accurate and timely information. The Vice president will take responsibility for the maintenance of pages designated as "Volunteer Managed".**
- 5. E- Newsletter: The Vice President will coordinate & distribute an all members quarterly E-Board Newsletter from the BOD.**
- 6. By-Law Conformance: The Vice President will serve as chair of The Bylaws Committee when needed, assisting in Bylaw revisions, and making sure (along with the Secretary) all Board Members and appropriate publications have updated Policies & Bylaws.**
- 7. Board Nominations and Orientation: The Vice President will serve as our nominating leader consulting with the President, assigning the Board to work on filling the slate of nominees, obtaining job descriptions, and working with the balloting and election process. The Vice President will write welcoming e-mails, e-list joining invites, and provide orientation materials coordination for all incoming Board members.**

JOB DESCRIPTION: SDG SECRETARY/TREASURER (updated 9/2009)

FROM THE BYLAWS:

The Secretary shall ensure that notice required by these Bylaws is given and shall attend all meetings of the Executive Committee, The Board of Directors, and the membership and keep a record of all proceedings. The Secretary may perform any other duties incident to the office of Secretary or assigned by the President or the Executive Committee.

The Treasurer shall keep an account of all moneys received and expended for the use of The Guild, shall make disbursements authorized by The Board of Directors, shall oversee Guild cash flow, budget, and investments, shall make recommendations for the Board regarding monetary resources of the Guild, and shall make a report at the Annual Membership Meeting or when called upon by the President.

SPECIFIC TASKS:

- 1. Meetings:** Attends the Winter and Summer Board of Directors Meetings and Annual Membership Meeting and Festival. Submits quarterly Secretary/Treasurer Reports. Participates in Board E-list discussions.
- 2. Minutes:** Takes minutes at Board Meetings, writes them up, presents the draft for discussion over e-mail, revises and submits for approval by e-mail vote. Prepares a Highlights version of the minutes for The Journal. Sends copies of SDG minutes to the Journal and Archives. Records and distributes Motions, Policies and By-Laws changes. Creates and circulates the minutes of the annual Meeting which will be approved the following year. Maintains a Minute Book, which has a copy of the finale minutes and all Board Reports.
- 3. Voting Procedures:** Keeps track of responses on the voting process, reports when a motion has passed, and records the motion.
- 4. Board Contact Lists:** Working with The President, updates and distributes/posts the contact information on Board Members each year in July/August and to each Board Member. This includes name, position, email and snail mail addresses, and phone numbers.
- 5. Fiscal Oversight & Review of Financial Activity With Approval Expenditures:** Signs any necessary forms for taxes and insurances. Reviews SDG's financial statements online at least on a monthly basis and makes investments and recommendations relative to ongoing operations to the President and for Board approval when necessary. Monitors bank account activity as needed. Reviews and approves invoices, co-signs approved checks of over \$500, follows through on paperwork and online Quick Books.
- 6. Financial Reports:** Works with the President to help write the Annual Financial and Membership Report, The Annual Report, and the annual State of The Guild Address. Provides President with monthly financial income/expense reports.

NEXT WAVE GROUP MANAGEMENT SERVICES

Processes payments, makes deposits, reviews invoices, makes payments, enters data, and ensures that proper financial reports are provided for each meeting...

Manage the Memberclicks online community, to include calendar of events, bulletin boards, listserves, online registration with direct deposit, and other Member Click Options...

Maintains the data base and updates/maintains member database records...

Handles routine bookkeeping and accounting, including accounts payable and receivable using Quick Books Online...

Provides Monthly Financial Reports, including balance sheet and income statements...

Serves as office for postal mail and fax, as well as monitors voice mail redirecting as appropriate...

Process online, mailed and faxed payments, includes recording payments on member's record, depositing payments in their bank, and entering payment information into Quick Books Online...

Send dues notices (up to 3 electronic ones and one paper) for each member...

Process annual conference registration, including the creation of a master registration list and nametags...

JOB DESCRIPTION: SDG DEVELOPMENT CO-DIRECTORS/TEAM (updated 9/2009)

FROM THE BYLAWS:

The Development Co-Directors shall oversee a comprehensive development program to sustain the Guild, including funds for the annual operations budget, special gift campaigns, and other projects.

SPECIFIC TASKS:

1. **Meetings:** Attends Winter and Summer Board Meetings, Annual Membership Meetings and Festival, Board E-list, and submits quarterly Development Board Reports.
2. **Communications:** Write Annual Appeal Letter with the President. Write Annual Report with the President.
3. **Fundraising:** Work with SDG's Board on new fundraising ideas.
4. **Grants:** Seek corporate and education foundation funding. Research, write, and submit grant applications that align to current and future SDG programs and staffing needs. Follow up on submitted grant requests.
5. **Outreach:** Identify and seek new members and sponsors by contacting conscious dance groups, sacred dance companies, liturgical dance groups, youth groups, religious clergy/orders/churches, ethnic organizations, university dance programs, faith-based conference organizers, and other sacred movement practitioner groups such as NIA, Yoga, etc.

JOB DESCRIPTION: SDG MEMBERSHIP CO-DIRECTORS/TEAM (updated 9/2009)

FROM THE BYLAWS:

The Membership Co-Directors shall oversee membership management through identification of member needs, evaluation of member services, and maintenance of policies pertaining to membership, and may perform other such duties as the President or the Board of Directors may assign.

SPECIFIC TASKS:

1. **Meetings:** Attend the Winter and Summer Board Meetings, Annual Membership Meeting and Festival, E-Board List, and submit quarterly Membership Board Reports.
2. **Communications:** Makes use of the Journal and the all member e-list as our basic means of communication and checks website regularly for usability by members seeking ways for two-way communication.
3. **Membership Services:** Work closely with Management and/or database (member clicks) in
 - a. **New Members-** approve and revise welcoming letter/information packet; direct attention to Chapters or others in their area.
 - b. **Member Retention** – approve and revise renewal letters; keep track of past due members contacting them.
 - c. **Recruitment** – Work with Public Relations/Programs/Resources/Development to identify and reach out to appropriate constituencies for future members, with a special emphasis on students/youth.
 - d. **Follow up** on all requests for changes in contact information.
 - e. **Monitor** membership statistics.
 - f. **Confirm** that all who attend Festival as members paid their dues.
4. **SDG Directory:** Produces SDG's Directory or Directory Journal Insert and is responsible for the accuracy of the member lists.
5. **Chapters:** Supports and mentors Chapter leadership, proposes and maintains chapter policy, monitors and encourages Chapter viability and compliance, prepares annual reporting, thanks Chapter Reps. Updates Chapter Handbook.

JOB DESCRIPTION: SDG PROGRAMS CO-DIRECTORS/TEAM (updated 9/2009)

FROM THE BYLAWS:

The Programs Co-Directors shall advise and support Festival Planning Committee, shall serve as liaison with The Executive Committee, shall review, evaluate, and make recommendations for future Festival sites and programming, and shall maintain policies pertaining to festivals. The Programs Co Directors shall receive reports from the Awards Committee and relay them to the Board of Directors. The Programs Co-Directors shall be the chairs of The Festival Oversight Committee.

SPECIFIC TASKS:

1. **Meetings:** Attend and help coordinate The Summer and Winter Board Meetings and Annual Membership Meeting and Festival, Board E-list, and submit quarterly Programs Board Reports. Along with the President, coordinates preparations for the annual Membership Meeting and the Summer Board Meeting, including dates, sites, and meals.
2. **Programs:** To initiate, coordinate, and review all plans and information regarding Guild sponsored events including a. International Festivals, b. Regional Festivals, c. Traveling Workshops/Speakers Bureau, & d. The Guild's Sacred Dance Journeys Travel Program. This includes timetables, budgets, publicity materials, contract/site preparation, insurance coverage, faculty, financial issues and sources of funding, transportation, scholarships, hospitality, bookstore, format for sharing presentations, faculty concerts, worship services. Programs Co-Directors will recommend timetables for all Guild Sponsored events and be responsible for overseeing that the appropriate tasks and deadlines are met. To help as needed with SD-GO events and fundraising events.
3. **Communications:** Make use of website and other publicity avenues for communicating about SDG's programs. To serve as resource persons for Guild membership/chapters presenting regional activities/workshops.
4. **Youth :** To initiate and coordinate a plan of action that focuses on including youth in guild sponsored programs.
5. **Awards:** To initiate and coordinate the subcommittee "Awards" when needed for Festival.

JOB DESCRIPTION: SDG PUBLIC RELATIONS CO-DIRECTORS/TEAM (updated 9/2009)

FROM THE BYLAWS:

The Public Relations Co-Directors shall supervise all external communications, as approved by the Executive Committee, to publicize the Guild, and shall maintain the policies pertaining to Public relations. The Public Relations Director may have such other duties as the President and the Board of Directors may assign.

SPECIFIC TASKS:

- 1. Meetings: Attend Winter and Summer Board Meetings, Annual Membership Meeting and Festival, Board E-list, and submit quarterly Public Relations Board Reports.**
- 2. Communications: Direct external communications to educate, inform, and solicit help from appropriate media sources to publicize SDG.**
- 3. Promotion: To maintain contacts and work efforts with Programs in coordinating promotion and publicity of Guild sponsored programs. Plan and coordinate different ways of interacting with our membership, including using our website. Help publicize our special fundraising events.**
- 4. Promotional Materials: Coordinate work on special documentaries and other promotional materials pertaining to the Guild. Work with others on our website.**
- 5. Annual Listing Plan: Providing an annual PR Plan to be carried out as to where SDG can be listed in which directories/magazines/website links at what cost for best exposure.**
- 6. Collegial Relations: Maintaining current SDG membership in the World dance Alliance and collegial fellowship with other appropriate organizations receiving and distributing materials, providing applications, targeting new affiliates.**
- 7. SD-GO - To encourage and support our Sacred Dance Global Outreach Program.**

JOB DESCRIPTION: SDG RESOURCE CO-DIRECTORS/TEAM (updated 9/2009)

FROM THE BYLAWS:

The Resource Co-Directors shall maintain a library and /or database of resources pertaining to the Guild and sacred dance, and shall respond to inquiries for research and resource materials in accordance with policies established by the Executive Board. The Co-Directors shall have other duties as may be assigned by the President and the Executive Board.

SPECIFIC TASKS:

- 1. Meetings: Attend Summer and Winter Board Meetings, Annual Membership Meeting and Festival, Board E-list, and submit quarterly Resource Board Reports.**
- 2. Communications: Respond to requests from members, other individuals, institutions (educational, religious, social), libraries, and publishing houses regarding guidance, and resource materials pertaining to SDG and sacred dance. This includes working with Management/our volunteer website coordinators concerning website Q &A and Resource Library sections.**
- 3. Resource Database: Develop resource materials and files for availability as paper materials and computer files. This includes sacred dance people, places, supplies, books, films, money sources, bibliography, choreography, music, organizations, schools, teachers.**
- 4. Publications: Responsible for coordinating, listing, pricing with Board approval, and distributing of available publications and the formation/publishing of new Guild Sacred Dance Resource materials.**
- 5. Journal and Archives Coordination: Coordinate the activities of the Guild's Journal and Archivist with the current volunteer member Editor and Archivist.**
 - a. Journal Editor – Responsible for the editing, publication and distribution of The Journal.**
 - b. Archivist – Responsible for the collecting, organizing, and housing delivery of SDG's archives and coordination with UNH.**