

SDG ORGANIZATIONAL TIMELINE GUIDE (updated 7/2011)

MONTHLY:

Membership Renewal Notices – Management
Membership Report - Management
New Members Welcome Letter- Management
Management of Member Clicks, Database, Financial, Office, Member Service, Website – Management
Online Directory Update - Management
Fiscal Oversight – Sec.Treas./President/Management
Financial Report - Management
Management Oversight - President
Updating Web Pages & Monitoring Website for Problems – President, Vice President, assigned board
Answer Q&A – Resources
Research Resources & update Resource Library – Resources
Volunteer Coordination – President, Vice President
Management of Programs – Programs
Publicity, promotion, and fundraising – Public Relations/Programs/President & Officers
Ongoing Outreach (including Reciprocal Relations)– President, Public Relations, BOD
BOD Updates & Director Support, weekly if needed - President

FOUR TIMES A YEAR:

Traveling Workshops / Presenters Package – Programs
E-Newsletter – Vice President/ BOD

TWO TIMES A YEAR:

Journal – November & May – PR /President/Board
Board Reports- Board of Directors
Board Meetings – President/BOD
Electronic Archives Submission – Sec.Treas./assigned BOD
Local Network Workshops and contacts- Assigned BOD

ANNUALLY:

Annual General Meeting – President/BOD
Annual State of The Guild/Annual Report - President
Annual BOD Ballot Voting- BOD & membership
Annual Management Report – Management
Annual Budget – President/ Secretary/Treasurer/Management/Programs
Annual Letter of Appeal – President
SDGO Benefit Concerts/events – PR/Programs

EVERY OTHER YEAR:

International Festival – Programs/BOD
Sacred Dance Journey – Programs

EVERY FIVE YEARS:

ByLaw Review and Membership Voting- President/BOD/Membership

JANUARY

End of January - Board Reports – BOD

Festival /Traveling Workshops/Sacred Dance Journeys/SDGO prep – Programs/BOD

FEBRUARY

Programs Prep – Programs/BOD

Winter Board Meeting/ Agenda/ BOD Semiannual Update – President, Vice President, BOD

Action Task List- President

BOD Replacement/AGM/Summer Board Meeting decisions for following year- BOD

Nominating Work begins – Vice President/President/BOD

Events & Festival for following year decisions and startup – Programs/BOD

Financial & Membership Report – President/ Management/Sec.Treas.

Annual Budget Process- President/Sec.Treas./ Management

MARCH

Mid- E-Board Newsletter – Vice President/BOD

Feb. Board Minutes approved and sent to Board, Website & Archives – Sec.Treas./President

15th – Deadline for Journal articles, typesetting, proofreading, etc. – Journal Coordinator PR/ Pres.

Festival Scholarship Deadline & other Festival Prep – Programs/BOD

By-law Changes every 5 years – Vice President/President/BOD

Nominating work continues – Vice President/BOD

APRIL

Festival Scholarships Awarded – Festival Award Committee/Programs

IRS 220/501c-3 Report, NH & Maryland Reports and annual forms – Management/Pres/Sec.Treas.

Programs Prep – Programs/BOD

Nominating work continues – Vice President/BOD

Journal work- Journal Coordinator PR/President/Management

May

1st – Journal online – Journal Coordinator PR/President/Management

People in place for being Officers/Directors – Vice President

Programs Prep – Programs/BOD

JUNE

1st – Ballots online & sent – Vice President

Mid- E-Board Newsletter – Vice President/BOD

Incoming Board Members welcoming letter & e-list invitation – President

Thank You Letters to Volunteers – Appropriate BOD

Send Officer & Director Information to incoming Officer/Directors – Each Officer/Director

Updated Organizational Timeline Guide & Job Descriptions – President

Programs Prep – Programs/BOD

End of June Board Reports – BOD

JULY

Biennial Festival – Programs/BOD

Summer Board Meeting – President/ Vice President/ Programs/BOD

Elections – Vice President

Financial , Membership, & Management Reports – President/SecTreasurer/Management

Annual General Membership Meeting – President/Programs

State of The Guild Report - President

Last year's AGM Minutes approved – President/Sec.Treas.

Volunteer Recruitment at Festival – BOD

New Officers/Directors lists distributed and changed on website – Sec.Treas./President/Management

Board E-list & Board Page revised – Vice President/Pres/Management

AUGUST

Summer Board Meeting Minutes approved, online, and sent to Archives – Sec.Treas./President/ BOD
Annual Meeting Minutes written up, online, and sent to Board/Archives – Sec.Treas./President
Action List-President
Festival/Programs Wrap Up – Programs/BOD

SEPTEMBER

Mid September Journal Articles due – PR Journal Coordinator/President
E-Board News – Vice President/BOD
Festival/Program Prep begins – Programs/BOD

OCTOBER

Annual Letter of Appeal worked on – President
Festival Programs Prep/ Call for Faculty – Programs/BOD
Journal Work – PR Journal Coordinator /President/Management

NOVEMBER

Journal online – PR Journal Coordinator/President/Management
Annual Letter of Appeal sent – President
Festival Program Prep – Programs/BOD

DECEMBER

E-Board News – Vice President/BOD
Festival/Programs Prep – Programs/BOD

JOB DESCRIPTION: SDG PRESIDENT (updated 7/2011)

FROM THE BYLAWS:

The President is the principal officer of the corporation, duties including 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 signs and execute contracts and Guild agreements, appoints members to committees as designated in these bylaws, and performs other Presidential duties.

SPECIFIC TASKS:

1. **Communications & Correspondence:** 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 e-mail committee discussions and responds as appropriate. The President oversees the email voting process. The President responds to emails and other contacts from outside The Guild. The President is The Public face of SDG. The President works closely with management/database in new members and member retention correspondence. The President coordinates Reciprocal Relations, Local Networks, fundraising, including Grant activities. The President writes the President's biannual board reports, State of the Guild address, Journal & E-Board Newsletter Pres's Letter, & monthly online Updates.
2. **Meetings:** In addition to presiding at meetings, the President prepares the agenda for both the Winter and Summer Board Meetings and Annual General Membership Meeting. The President oversees or designates someone to be sure correct procedures are followed, since there is no official Parliamentarian. The President attends and works on The Festival.
3. **Publications:** The President approves all published materials. This includes the Online Journal, brochures & publications, all publicity and promotions, E-newsletter, Financial & Membership Report, and State of the Guild-Annual Report. The President is responsible for approving content and being sure that these items are proofread. The President is part of The Journal Coordinators team. The President oversees the biannual submissions of electronic archival materials with the Sec/Treas.
4. **Leadership Projects:** The President (coordinated with the Vice President) encourages and nudges the volunteer workers. 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 website coordination and VP Board E-list moderator. The President leads the Board in Local Network procedures. The President initiates and coordinates special projects in regards to development and organizational structure. The President stands ready to take action when difficult situations arise, mistakes are made, or work is left undone.
5. **Management:** The President officially oversees and keeps in frequent touch with contract staff, including Management Evaluation, renewing contracts and other such SDG business.
6. **Financial and Membership Coordination:** With assistance from the Management Team and Treasurer, the president coordinates and submits Financial and Membership Reports to the Board as appropriate and prepares The Annual Budget. The Pres. Coordinates Development plans and activities.
7. **Organizational Structure:** The President will do an ongoing review of how well our Board structure is working, implement Board discussions, make recommendations and initiate policy (and eventual By-Law changes) as is necessary. The President will annually update SDG's Organizational Timeline Guide and Job Descriptions.

JOB DESCRIPTION: SDG VICE PRESIDENT (updated 7/2011)

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 & Development:** The Vice President will consult with the President on SDG business and participates in conference calls and e-mail discussions with the Board. The VP will participate in various Guild Development Projects, including fundraising and Grant attainment activities as assigned by The Pres.
- 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 biannual 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". The Vice President is our E-Board List Moderator.
- 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, along with the President, will write welcoming e-mails, e-list joining invites, and provide orientation materials through The Guild's Website and Board Pages for all incoming Board members.

JOB DESCRIPTION: SDG SECRETARY/TREASURER (updated 7/2011)

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 biannual 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. Sends copies of SDG minutes to the Website 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. Coordinates with President biannual archival submissions to UNH.
- 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 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 recommendations relative to ongoing operations to the President and for Board approval when necessary. Monitors bank account activity as needed. Reviews and approves invoices as needed, 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/State of The Guild Address. Reviews monthly financial income/expense reports sent from management.

NEXT WAVE GROUP MANAGEMENT SERVICES (7/2011)

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, 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 and Membership 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 biennial Festival registration, including the creation of a master registration list and nametags...

Management Administrator works closely with SDG's President providing business consultations as needed.

JOB DESCRIPTION: SDG PROGRAMS CO-DIRECTORS TEAM (updated 7/2011)

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 General Membership Meeting and Festival, Board E-list, and submit biannually 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. Traveling Workshops/Presenters Package, c. The Guild's Sacred Dance Journeys Travel Program, & d. SDGO events. 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, spiritual 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/Local Networks presenting regional activities/workshops.**
- 4. Youth : To initiate and coordinate a plan of action that focuses on including youth in guild sponsored programs.**
- 5. Scholarships: To initiate and coordinate the Scholarship subcommittee when needed for Programs/Festivals. To make recommendations for the use of scholarship funds.**
- 6. Development: To help with fundraising, development, business/donor/grant support.**

JOB DESCRIPTION: SDG PUBLIC RELATIONS CO-DIRECTORS TEAM (updated 7/2011)

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 biannual Public Relations Board Reports.**
- 2. Communications: Direct external communications to educate, inform, and solicit help from appropriate media sources to publicize SDG. Works with President on development, fundraising, business/donor/grant support activities.**
- 3. Publicity/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. Work with President on expanding Reciprocal Relations and Local Networks.**
- 4. Publicity/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. SD-GO: To encourage and support our Sacred Dance Global Outreach Program.**
- 7. Journal Coordination: Coordinating our online biannual Journal, working with advertisers, authors, Management, and President.**

JOB DESCRIPTION: SDG RESOURCE CO-DIRECTORS TEAM (updated 7/2011)

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 Biannual Resource Board Reports.
2. **Communications:** Respond to requests from members, other individuals, institutions (educational, religious/spiritual, social), libraries, and publishing houses regarding guidance, and resource materials pertaining to SDG and Sacred Dance. Monitoring of our Resource Blog.
3. **Resource Database:** Develop resource materials and files for availability as paper materials and computer files. This includes sacred dance people, donors, sponsors, advertisers, places, supplies, books, films, money sources, bibliography, choreography, music, organizations, schools, teachers. Writing up resources for sharing through our Journal and E-Board Newsletter.
4. **Publications:** Working with SDG's President to coordinate, list, price, and distribute available publications and the formation/publishing of new Guild Sacred Dance Resource materials.
5. **Website Q&A:** Responsible for the Question and Answer webpage, answering and archiving.
6. **Website Resource Library:** Updating and promoting The Online Resource Library.
7. **Targeted Resource Contacts Development Lists and Activities:** Working closely with The President, developing lists and identifying and seeking new members, sponsors, donors, grants, and advertisers 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. Coordinate, with the BOD, the development of materials/communications for our outreach/development/fundraising projects.