

Organizing Your Committee for a Balanced Circle!

Agenda

- Why role and responsibility clarification is important
- Dance organizer volunteer roles – “The Committee”
- Other volunteer opportunities
- Tips for productive Committee work
- Sample forms that keep us informed and organized

What we “Waltzed” Into

- The ultimatum – “this dance will end w/o new volunteers.”
- Two Presidents – one did all the work, the other had the title; no clarity on who was really in charge.
- Where are the job descriptions?
- Door-watching – dance was weak; needed re-building.

From the Top!

- Created job descriptions.
- Process took a series of meetings... brainstorming and refining.
- Final product: written job descriptions approved by a vote and an agreement as to who would fill which roles for the next year.
- New energy *and* fear!
- Convinced an exiting committee member to stick with it for one more year to provide some continuity.

- Eight years later, six to seven core volunteers with rotation of others on and off the organizing committee.
- We revisit the job descriptions every couple of years to update them as needed.
- We revised the by-laws to be consistent with new practices.

Committee Member Roles

- President
- Treasurer
- Secretary
- Booker
- Dance Coordinator
- Publicity Coordinator
- At large members

All Committee Members

- Attend Committee meetings.
- Volunteer to cover the equivalent of two Opener and/or Closer positions a year.
- Bring incredibly tasty dishes to our potlucks.
- Make announcements about QCC dances at other dances.

President

- Sets Committee meeting agendas; facilitates meetings
- Spokesperson
- Chief delegator and volunteer coordinator
- New Committee member recruitment and orientation
- Makes sure that all of QCC business is conducted in accordance with by-laws and CDSS affiliate requirements.

Treasurer

- Manages all finances.
- Maintains bank account.
- Prepares a financial report for each committee meeting.
- Prepares a year-end financial reports for CDSS and IRS.
- Secures group liability insurance.
- Pays the performers or delegates to Closer.
- Trains committee in how to understand the finances, as needed.
- Prepares an annual budget to be approved by the Committee members.

Secretary

- Takes meeting minutes and circulates them to committee.
- Maintains files that include:
 - Contact information for all volunteers and allies.
 - Meeting Minutes
 - By-laws
 - Volunteer Job Descriptions
 - Places to post flyers about dances and names of other dance coordinators.

Booker

- Books bands and callers
- Negotiates payment
- Determines sound system and out-of-town housing requirements.
- Confirms that performers are all set the week of the dance.
- Prepares the Dance Information Sheet.
- Circulates line-up to committee members for publicity.

Dance Coordinator

- Finds volunteers for each dance:
 - An Opener and a Closer are identified.
 - Arranges for Germaine to be driven to and from the dance.
 - The Lost and Found and the Dance Box get to the dance.
- In collaboration with Booker, confirms that the performers are all set and that the Dance Info Sheet is completed.
- Reserves the dance hall and books alternative space if needed.
- Maintains relationships with representatives of various organizations including those responsible for the hall.
- Maintains Opener and Closer instructions.

Publicity Coordinator

- Makes flyers: Sept-Dec; Jan-April; May-August.
- Updates www.queencitycontras.org website monthly.
- Sends out Constant Contact email alert the week of the dance.
- Gets flyers printed and distributes them at other dances.
- Receives flyers from other dances and makes them available at QCC dances.

Volunteer Duties for Each Dance

- Opener
- Closer
- Entrance Fee Collector
- Shoe Police

- Host out of town guests

Tips for Productive Committees

- All meetings have agendas that are circulated in advance.
- Minutes summarize key decisions and action steps.
- We've had key discussions to define the dance:
 - Defined our mission and vision
 - Created a document for performers that outlines the expectations for the dance.
 - Annually, we identify goals for the dance and then work towards achieving them.
- Hold 5 or 6 meetings a year. Different opinions are voiced – we disagree regularly!
- We aren't all business – good food and conversation is much appreciated!

The Annual Meeting

- By-laws require an annual meeting of the membership that elects the Officers and Committee members.
- Opportunity to thank key volunteers and to celebrate our successes.
- Allows for transitions.

Forms

- Dance attendance history
- Dance income and payout spreadsheet
- Dance information sheet
- Performer information sheet

Dance Attendance History

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
July			49	56	64	91	90	56	71
August			66	51	39	66	105	110	69
September	40	80	78	75	69	108	88	82	101
October	60	50	84	68	84	107	100	91	92
November	36	55	101	69	91	130	142	88	
December	54	46	80	95	59	107	113	84	
January	55	70	81	109	95	80	101	83	
February		85	86	73	78	96	77	111	
March	60	75	101	61	75	79	113	77	
April	125	75	95	119	92	124	100	143	
May	37	80	45	68	85	102	79	55	
June	59	52	54	64	133	118	95	86	
Total	526	668	920	908	964	1208	1203	1066	333
Average	58	67	77	76	80	101	100	89	83

Dance Income and Payouts

	Performers	Estimated Attendance	Admission \$	Donation \$	Gross Income	Band Expense	Caller Expense	Sound Expense	Hall Expense	Misc Expense	Total Expenses	Profit (Loss)
07/08/11	SHELBURNE TOWN HALL. Roger Kahle and Randy Miller Caller: Peter Johnson	71	\$569	\$3	\$572	\$320	\$120	\$50	\$62	\$56	\$608	(\$36)
08/12/11	SHELBURNE TOWN HALL. Mary Barron, Marcos Levy (Cold River Band) Caller: Nancy Turner	69	\$551	\$6	\$557	\$276	\$137	\$50	\$62	\$0	\$525	\$32
09/09/11	Frost & Fire (Viveka Fox, Peter McFarlane, Aaron Marcus, Hollis Easter) Caller: Mary Wesley	101	\$808	\$5	\$813	\$518	\$130	\$50	\$92	\$0	\$790	\$23
10/08/11	(SPECIAL DANCE)(SATURDAY) Crowfoot Caller: Will Mentor	111	\$886	\$49	\$935	\$800	\$100	\$75	\$224	\$0	\$1,199	(\$264)
10/14/11	Atlantic Crossing plus extras Caller: Kim Roberts	92	\$732	\$14	\$746	\$460	\$115	\$50	\$92	\$5	\$722	\$24
11/11/11		0			\$0						\$0	\$0
12/09/11		0			\$0						\$0	\$0
01/13/12		0			\$0						\$0	\$0
02/10/12		0			\$0						\$0	\$0
03/09/12		0			\$0						\$0	\$0
04/13/12		0			\$0						\$0	\$0
05/11/12		0			\$0						\$0	\$0
06/08/12		0			\$0						\$0	\$0
		0			\$0						\$0	\$0
		0			\$0						\$0	\$0
	TOTAL	443	\$3,546	\$77	\$3,623	\$2,374	\$602	\$275	\$532	\$61	\$3,844	(\$221)
	AVERAGE PER EVENT	89	\$709	\$15	\$725	\$475	\$120	\$55	\$106	\$12	\$769	(\$44)
	Does NOT include all expenses! For instance: insurance, CDSS fees, etc.											
	Edmunds School Cafeteria, unless otherwise noted											
	UNDER 13 = FREE, OTHERS = \$8.00 Unless other noted											

Dance Date: October 14, 2011

Location: Edmunds School

ESTIMATED PAID ATTENDANCE:

(A) Door Income			
Expenses	BASE	OVERAGE PAID	TOTAL PAID
Band expense	400		
Caller expense	100		
Sound system expense	50		
Other base expenses	0		
Hall expense	70		
Subtotal	620		
Miscellaneous: [(A) X 5%]			
(B) Total regular expenses			
(C) Overage: (A minus B)			

(D) **Band's** share of overage, if applicable [(C) X 80% Split any overage evenly among all performers 80% band

(E) **Caller's** share of overage, if applicable [(C) X 20%

NOTES:

Income	Cash paid out
Door: \$	Band: \$
Donations: \$	Caller: \$
Other: \$	Sound: \$
Total income: \$	Other: \$
	Transfer to Treasurer: \$
	Total cash paid out: \$

Money borrowed from _____ due to cash shortage: \$

Caller:	Kim Roberts
Caller home phone:	207-491-0628
Caller cell phone:	
Caller email:	Kim Roberts <kimdependance@gmail.com>
Home address:	Maine
Hospitality by :	Albert Joy
Band:	Atlantic Crossing
Band primary contact:	Rick Klein
Band phone:	
Band home address:	
Band email:	Rick Klein <waterborne@ripton-coop.net>
Other band members:	
Hospitality by:	
Sound:	Band will supply

Performer Information

- Location & Directions
- Mission & Values – “sets the tone”
- Payment formula
- Set Up and Sound
- Contra Dance Schedule
- Caller Hints
- Hospitality
- Dance Organizers’ Contact Info