

Below are some job descriptions for the Rehoboth Country Dance Society.

**Please note that these activities pertain to a federally recognized 501(c)(3) non-profit organization, whose status as such has already been established.**

**Program Coordinator/President**

1. Supervise and oversee the activities of the board.
2. Set up board meetings, write agendas, and notify members of meetings.
3. Chair meetings and write and distribute minutes of meetings.
4. Maintain and update contact list of board members.
5. Keep records of all digital and written data and information that pertains to the running of the dance and make sure that the records are stored and accessible.
6. Keep records of all correspondence that pertains to the dance, including payments, donations, problems that arise during the dance that need to be discussed by board members, and other such matters.

**Programming**

1. Maintain and update files of performers and their contact information.
2. Contact performers to set up performance dates.
3. Be sure that JPGs of performers are available for sending with press releases.
4. Keep records of past performance schedules.
5. Coordinate with board about programming for special events that are not included in the regular dance series.

**PR**

1. Prepare season flyer and make sure that copies are available at every dance.
2. Maintain and update list of newspaper and Web email contacts for press releases.

3. Write press releases and send out to local papers, along with a JPG of the performers, entering information on Web sites of newspapers when required.
4. Print out email sign-up sheets to have available at the dance so that dancers can sign up to be notified about upcoming dances and special events.
5. Early in the week before a dance, send out an email reminder about the upcoming dance to everyone on the email list and the performers as well.
6. During the winter, send out a reminder email that includes a sentence about what will happen if there is snowfall. On the day of the dance, if it looks like a storm will necessitate cancelling a dance, check with performers first and then send out a cancellation email by mid-afternoon.
7. Oversee the maintenance of the Friends of the Rehoboth Contra Dance Facebook page.
8. See that Rehoboth dance flyers are distributed at other dances.

## **Financial**

1. Maintain and update financial records, showing all income and expenses per dance, per month, per fiscal year (January–December), and per dance season (September–August).
2. Manage checking account.
3. Prepare and file annual reports for the Massachusetts Secretary of State, the Massachusetts Attorney General, and the IRS. If necessary, prepare and file 1099 reports for performers earning over \$600 in a calendar year. Establish and maintain sales tax exemption status with the state's department of revenue as a 501(c)(3) non-profit organization.
4. Produce printouts of financial records for board members and distribute at meetings.
5. Bring cash to each dance, manage box office, pay performers.
6. Pay for rent of hall, liability insurance, snow plowing, piano tuning, and any other corporate expenses using checking account
7. Use current and past figures to prepare estimates, projections, and comparisons.
8. Decisions about admission price increases are made by the board.
9. Establish and maintain sales tax exemption status with the state's department of revenue as a 501(c)(3) non-profit organization.

## **House Management**

1. Purchase bottled water for performers and paper goods (cups, napkins, plates) when needed).
2. Bring to dances: season flyers, email sign-up sheets, tablecloth, paper goods, large containers of water for dancers and bottled water for performers, cash to make change.
3. On day of dance: arrive at hall early to turn on upstairs and downstairs lights and stage lights; turn up thermostat for a brief while (in the winter); put away extra tables; sweep dance floor; set up chairs in hall and on the stage; open windows and set up fans (in warm weather); set up admission table in foyer and a table for flyers and water in the hall; put out traffic cones to guide parking; put out handicapped parking signs; see if light bulbs in ceiling need to be replaced. Check bathrooms downstairs to be sure that there is enough toilet tissue and paper towels for the evening. After the hall has warmed up and before the dance gets underway, turn down thermostat (in the winter).
4. When dancers bring treats for the break, keep them in the foyer on a separate table until the break. During the break, set up extra tables in middle of hall for refreshments. After a period of time, put away tables and clean up any crumbs.
5. Manage box office sales, keep record of dance income and donations, pay performers at the end of the evening.
6. After the dance, see that chairs are put back on the racks and that fans, traffic cones, and handicapped signs are put away in the side room. Check downstairs bathrooms to make sure that they are clean, close curtains on stage, turn off lights, and lock up, setting the alarm.
7. During the winter, keep track of potential snowfall. If necessary, make arrangements to have the driveway and parking area plowed.

## **Troubleshooting**

1. When interpersonal issues arise during dances, or when matters are brought to the attention of the board, board members will consult to come to a decision about an appropriate course of action.
2. Board members will decide which among them is the person best suited to discuss the matter with any specific people, if this is deemed necessary.

3. The board member will then report to the rest of the board about the outcome and/or resolution of the matter.

### **Fundraising**

1. Send out email requesting EOY donations on an annual basis, usually in late November or early December.
2. Maintain records for: donor, amount donated, date donated, date gift was acknowledged.
3. Write thank-you letters to donors.
4. Devise special fundraising events, such as a benefit dance with a silent auction.