Board Roles

When making changes, also update bidadance.org/about

Bylaw-defined:

- Intraboard Coordinator - Harris / Cindy
    - Facilitates meetings or delegates. The person facilitating the meeting should be familiar with the agenda in advance.
    - Makes agenda and sends it out in advance
    - Schedules meetings, sends reminders
    - Checks in with people during each month to see if they're doing what they agreed (aka pokes for action items)
    - Makes sure that BIDA's bylaws are being followed
    - Makes sure that finances are in order, (supervises treasurer), acting as checks and balances
    - Pieces of this role being done by others:
        - Makes sure callers, bands, and sound are booked
        - The Monday before each dance, read through the booking sheet and:
            - Write a **logistics email** to the hall manager and board. This should include who all the performers are, who's running sound, how much each person should be paid, and note anything unusual about this dance. If there are any missing things, resolve them.
            - Send a reminder to the caller.
            - Write a **sound and promotion** email introducing the band to the sound person, promotion person, band, and caller to coordinate on their needs.
- Treasurer - Veer (primary) / Naomi (secondary) / Harris (hanger on)
    - Pays hall, insurance, taxes.
    - Insurance renewal
    - File taxes and do all other tax-y things
    - Keeps financial data - financial sheets at dances
        - Keeps track of how much each performer gets paid throughout the year
    - Logs attendance and financials Naomi
    - Works with the bank account. Secondary person is Naomi
    - Manages entertainment licenses
    - Manages contracts
    - Corporate filing Harris
- Secretary - Nate
    - Keeps minutes at meetings and sends them out after meetings
    - Organizes Google Drive documents, etc
    - Archives BIDA information/history (video, photos, past flyers, etc)
    - Pieces of this role being done by others:

        - Managing the website - Jeff
- Outreach / Publicity - Emma
    - Handles digital communications:
        - Facebook events and meetup - Emma
        - Email list - Emma
        - Posting on local/regional listservs as it makes sense
        - some images here: https://goo.gl/photos/EFUS5pvdAVbjNsGR8
    - Flyers: making and distributing to a network of dances
        - We haven't been doing this; not sure if we should resume?
    - Things that **AREN'T** in this role: Special event communications are not included by default. The outreach coordinator needs to be specifically asked by the event coordinator. Any other special outreach projects, unless agreed to.

RESPONSIBILITIES that are held by the same person:

- Hall manager coordinator, Safety rep coordinator - Cindy
- Caller booker: books callers and updates the info in the spreadsheet. Manages mentoring. Book family dance callers and then coordinate with band booker. - Harris / Nate
- Musicians - Emma / Bret
    - Band booker: books bands and updates the info in the spreadsheet. Manages mentoring -
    - Open Bands: scheduling, booking anchor performers, making sure a jam session happens beforehand, special promotion
- Sound coordinator: Jeff
    - Make sure we have sound at each regularly scheduled dance.
    - Manage the sound system and makes sure equipment is maintained and replaced as needed.
    - Run sound trainings
- Volunteer coordinator: Schedules volunteers for regular events (and puts in spreadsheet). - Persis / Cindy
- Hall liaison: Books the hall, pays for the hall, signs and archives contracts, handles any other hall-related matters.
    - Masonic Hall - Veer / Naomi (backup)
- Jam sessions: scheduling them, planning, coordinating with band booker - Cecile /Sarah???????????
- Family Dances: scheduling. Coordinate with band and caller booker. Special promotion. - Harris
- Spark in the Dark: Scheduling events, manage the series, make sure there are event owners. (The event owner then becomes responsible for planning.) - Emma / Nate
- Beantown Stomp - Naomi + committee
- Safety Team - See http://bidadance.org/safety-team - Avalon

    - Avalon is responsible for training new safety reps
    - The board handles safety rep booking
- BIDA Stuff Coordinator - Persis / Cindy
    - Hall Manager Binder Maintenance
        - Instructions
        - Forms (Financials, Attendance, Free Admissions)
    - Make sure stuff we need is existent
        - Fans
        - Masks
        - Earplugs
        - Markers
        - Pens
        - Cups
        - Popsicles
        - [what else goes here?]

RESPONSIBILITIES that may be held by different people at different times:

- Publicity for special events
- Managing special events
    - Partnering with other local groups
    - Making sure publicity happens
    - Schedule volunteers
- Hall manager
    - Manages the dance (see hall manager checklist)
    - Deposits money after the dance
    - Keeps data on the dance and gets it to the treasurer
    - Pays performers
- Spark event owner
    - Make sure hall is booked
    - Coordinate lights
    - Make sure all the things on the spreadsheet happen, basically.
- Blog posts (on whatever is relevant, fun, informational, publicity, etc.)