

University Of Calgary Ballroom Dance Club Job Descriptions

All Board Members

- Work at least one desk duty per week
- Attend annual general meeting
- Attend board meetings and participate in decision making as required

Treasurer (By-Election, Term Ending April 30, 2015)

- Maintain accounting records and prepare all financial statements
- Prepare an operating budget
- Coordinate the receipt and banking of monies of the Club
- Ensure that all financial liabilities of the Club are met
- Has signing authority at the bank
- Liaise with Audit Committee
- File GST returns
- Obtain music licenses as required

Social Director (By-Election, Term Ending April 30, 2016)

- Organize dinner dances - Xmas and Primavera
- Organize volunteer appreciation parties
- Organize and run 7 monthly theme dances

Promotions Director (By-Election, Term Ending April 30, 2015)

- Prepare promotional material to increase and/or inform membership on Club new
- Prepare advertising material as required
- Organize various demonstrations promoting Club membership
- Prepare Footnotes handout as required

Directors at Large - 1 - (By-Election, Term Ending April 30 2015)

- Maintain storage facility
- Maintain supplies for locations
- Additional duties as required to support other Executive positions

