

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

President

1. Presides over all meetings of the HSRDC, using the HSRDC By-Laws, Rules of Order and Robert's Rules of Order, Newly Revised
2. Is a member of all HSRDC Committees and is to be notified of date, time and location of all such meetings
3. Keeps Executive Board members informed of important correspondence
4. Sets date, time and location of Executive Board meetings and informs the other members of the Executive Board
5. Sets date, time and location for meetings of the HSRDC and notifies the secretary to mail the agenda to the following:

Meetings	Who is notified
4 Quarterly Meetings	Executive Board, Appointed Officers, District Directors, Club Presidents. As a courtesy past presidents are also notified
Special Called Meetings	District Directors, Delegates
Nominating Meeting	District Directors, Chairman of the Former Presidents Committee

Secures Sound for meetings of HSRDC

6. Writes an article for the *Where 'N When* each month and send to the *Where 'N When* editor before the deadline.
7. Coordinate and approves timely advertising/information for Council events in *Where 'N When*
8. Serves as General Chairman of the Houston Hoe-Down and appoints Hoe-Down chairmen. It is recommended that the current Executive Board be involved in the planning and production of the Hoe-Down.

~ 1 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

9. Compiles a list of Hoe-Down Committee Chairmen and Vice Chairmen to include names, addresses, phone numbers, email addresses and distributes to Executive Board members and other persons who comprise the list.
10. Is responsible for ordering the necessary badges, bars, danglers and ribbons. Only bars need to be ordered for those who have previously served in HSRDC
11. Responsible for the installation of the incoming Executive Board, Appointed Officers, and District Directors
12. Ensures that each Executive Board member has a current copy of the HSRDC By-Laws, Rules of Order, Policies and Procedures, and Hoe-Down Guidelines
13. Presents by the first quarterly meeting, a yearly calendar of HSRDC and TSFSRD functions. Submits calendar to *Where 'N When* editor for February publication.
14. Presents at the fourth quarterly meeting, appreciation certificates with the council logo to each of the Executive Board members, appointed officers, District Directors and others for their service during the year. The material for making these certificates is funded by the Council.
15. Transfers all equipment and other materials to the incoming President by January 1.
16. Requests booth space in the Education Display for the TSFSRD Festival. Booth space for the National Festival must also be requested if a display is planned for that Festival
17. Models current Council attire at TSFSRD Festival
18. Serves as HSRDC delegate to TSFSRD and attends all appropriate meetings
19. Notifies TSFSRD Secretary in writing of any alternate HSRDC delegate attending TSFSRD meeting
20. Coordinates the selection of the "Dancer of the Year". Coordinates the selection of the "Caller/Cuer of the Year". Orders plaques for recipients complete with engraving and makes presentations at Hoe-Down. (See standard inscription/design – Appendix A)
21. Is responsible for publicizing request for nominees for "Dancer of the Year" and "Caller/Cuer of the Year" awards, beginning at the second quarterly meeting
22. Obtains Proclamation designating October as "Square Dance Month". This is done in early summer through the office of the Mayor of Houston
23. Announces appointed officers for upcoming year as soon as possible after being elected President
24. Appoints committees as deemed necessary/appropriate

~ 2 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

25. Co-signs signature cards on all HSRDC bank accounts and safety deposit box for ensuing year.
26. Co-signs with Treasurer all checks in excess of \$200.00
27. Co-responsible with Treasurer for Certificates of Deposit (CD's)
28. Obtains printing information for new Council stationary and arranges for printing and distribution by the first quarterly meeting. Stationery order includes officers letterhead, Council letterhead (serves as second sheet to letterhead to officer letterhead), business (#10) envelopes, and Council note cards with envelopes and Council business cards for newly elected Board. Council note cards are used for invitations to special Council events and thank you notes.
29. Explains the wearing of HSRDC attire and badges at orientation meeting of newly elected Council officers, appointed officers and district directors
30. Arranges for a meeting with newly elected Executive Board, Appointed officers, and District Directors.
31. Responsible for notifying clubs of insurance program
32. Responsible for ensuring Executive Board is bonded, usually every three years
33. Reviews and returns to Treasurer complete bank statement(statement detail, checks, and deposit slips) within 15 days of receipt of same
34. Reviews *Where 'N When* before being published
35. Keeps abreast of BMI-ASCAP to assure HSRDC compliance
36. Approves all minutes and correspondence, prior to mailing /distribution
37. Secures candles, script, etc and present candlelight ceremony with Council representatives at graduation when requested by member club
38. Submits signed receipts of expenses that are subject to reimbursement to the Treasurer
39. Must keep First Vice President informed of administrative functioning of the President's office
40. Files copies of all correspondence and information received from Executive Board members, Hoe-Down committee persons, etc in 3 ring binder, by month for personal reference as HSRDC Board member in coming years.
41. Distributes copies of all reports to members of the Executive Board. (Example: Appointed officers reports such as newsletter editor, friendship, insurance directors, etc)

~ 3 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

42. Responsible for ad preparation for HSRDC's page in State Festival Program Book and per TSFSRD's request, usually in January.
43. Responsible for telephone message on Council phone
44. Works with TSFSRD State Festival Committee per its members' request to provide needed HSRDC assistance with annual festival
45. Key liaison between HSRDC and clubs, state and national organizations
46. Copies First Vice President on all correspondence as needed

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

First Vice President

1. Knowledgeable as to the administrative functioning of the President's office and be ready to step in and preside of lead if an emergency situation arises
2. Ready to assist the President on any occasion
3. Serves as HSRDC delegate to TSFSRD and attends all appropriate meetings. Notifies Council President if unable to attend a meeting
4. Responsible for keeping and displaying Council Banner, Texas and U.S. Flags and appropriate draping of head table at official Council functions
5. Responsible for HSRDC Banner at conclave and State Festival and other TSFSRD meetings as required
6. Represents HSRDC Executive Board as a model in Houston Hoe-Down fashion show
7. Serves as assistant General Chairman in the operations of the Houston Hoe-Down
8. Presents Hoe-Down budget for coming year to delegates at fourth quarterly meeting for vote of approval
9. Serves as second HSRDC model for the State Festival Fashion show
10. Presents Council budget, on behalf of and prepared by Executive Board, for next fiscal year, at fourth quarterly meeting for approval
11. Has all correspondence reviewed/approved by President before mailing or presenting (usually by sending a copy)
12. Attends all official HSRDC functions
13. Submits signed receipts of expenses that are subject to reimbursement to the Treasurer
14. Files copies of all correspondence and information received from Executive Board members, Hoe-Down committee persons etc in a 3-ring binder, by month, for personal reference as HSRDC Board member in coming years
15. Initiates letter, collects voluntary funds, purchases gift(s) selected by the Executive Board and presents on behalf of all Council officers (elected and appointed) and district directors, an appreciation gift to the outgoing President at the Fourth quarterly meeting
16. Presents at the first quarterly meeting of the next year, on behalf of the Council, the outgoing President with scrapbook of the previous year's activities
17. Responsible as State Festival Ticket Chairman for HSRDC. Attends TSFSRD Nominating meeting in January to receive tickets and/or information
18. Transfers all equipment and other materials to the incoming First Vice President by January

~ 5 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

19. Ensures that Historian displays updates and keeps up club badge board, club location board, "Past Presidents" plaque and "Promoter of the Year" Recipients Plaque
20. Copies President and 2nd Vice President on all Correspondence
21. Prepares Council information for TSFSRD roster to be completed by August 1. Prepares Council information for "State Federation roster" in policy manual

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

Second Vice President

1. Knowledgeable as to the administration functioning of the President's and First Vice President offices and is ready to step in and preside and/or lead if an emergency situation arises in the absence of President and/or First Vice President.
2. Stands ready to assist President on any occasion, if so required
3. Serves as HSRDC delegate to TSFSRD and attends all appropriate meetings. Notifies Council President if unable to attend a meeting
4. Serves as Chairman of New Dancer Jamboree and Trade 'N Buy
5. Coordinates attendance of Council officers at graduations and anniversaries of member organizations and maintains and distributes of calendar of those events to the Board
6. Initiates letters of inquiry to perspective callers/cuers for Hoe-Down for your chaired year (See example, Appendix C.)
 - a. Presents responses from interested callers/cuers for Hoe-Down to Executive Board for selection/approval
 - b. Presents to delegates potential Hoe-Down calling program with costs for delegate approval prior to signing contract
7. Consults with Executive Board for location for Hoe-Down for two years hence. Negotiates/works to secure choice at a reasonable price
8. Presents choice(s) of Hoe-down location(s) with costs to delegates for approval before accepting contract
9. Has all correspondence reviewed /approved by President before mailing or presenting (usually by sending a copy)
10. Attends all official HSRDC functions
11. Submits signed receipts of expenses that are subject to reimbursement to the Treasurer
12. Files copies of all correspondence and information received from Executive Board members, Hoe-Down committee persons, etc. in a 3-ring binder, by month for personal reference as HSRDC Board member in coming years
13. Transfers all equipment and other materials to the incoming Second Vice President by January 1.
14. Supervises the maintenance of inventory lists of all HSRDC properties which is to be kept by the Storage Coordinator. (see example, Appendix B of Policy Manual)
15. Copies President and First Vice President on all correspondence.

~ 7 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

Treasurer

1. Responsible for keeping an accurate record and account of the financial condition of all Council funds
2. Have all records available for inspection by members of the Executive Board
3. HSRDC Banks at _____ located at _____
 - a. HSRDC has an interest bearing checking account
 - b. Four signatures are authorized on checks drawn on this account: the President couple and the Treasurer couple. The signatures of both the President and Treasurer are required on a check over \$200.
4. HSRDC has interest bearing certificates of deposit (CD's) held by _____
5. Co-responsible with President for (CD's)
6. Co-signs signature cards on all HSRDC bank accounts' card with President for ensuing year
7. Co-signs with President all checks in excess of \$200.
8. Orders checks as necessary
9. Must have approval of Executive Board prior to making any banking/account changes
10. Pays all bills promptly. Each check issued must be supported by signed receipts attached to a signed "request for payment" form. "Request for payment" forms must be signed by an elected officer, appointed officer, standing committee chairman or Hoe-Down chairman
11. May write check to business firm prior to receiving a receipt. In no event should checks be written to an individual without proper receipt in advance
12. Pays bulk rate permit fee for Where 'N When newsletter on an annual basis. Makes checks payable to "US Postmaster" with receipts going to Treasurer. This permit is non-transferable. If post office is changed during year, another fee for filing for new bulk rate permit must be paid.
13. Prepares financial statement for each Executive Board meeting for review and approval prior to distribution at quarterly meetings
14. Prepares financial statements at other times during year as directed by the President
15. The Council bookkeeping system is on a cash basis: therefore, no account balances are carried forward in ledger to new fiscal year.

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

16. Send s complete (detailed statement, checks and deposit slips) bank statement to President within 15 days of receipt from bank each month.
17. Has correspondence reviewed/approved by President before mailing or presenting
18. Submits signed receipts of expenses that are subject to reimbursement to President
19. Reconciles all bank statements promptly
20. Reconciles checking account statement for the month of December immediately upon receiving it.
21. Gives copy of reconciliation and ending checking accounts balance for December 31 to incoming Treasurer.
22. Outgoing Treasurer prepares a financial statement for the previous year as soon as possible after December 31, but no later than January 14 of the ensuing year.
23. Turns over all records to person(s) or firm for preparation of Audit and income tax return immediately after completing financial statement the ending fiscal year
24. Gives a copy of audit and income tax return to each Executive Board member, with on copy of each retained for Treasurer's records.
25. Send IRS completed 990, Return of Organization Exempt from Income Tax, and 990-T, Tax Exempt Organization Business Income Tax Return.
26. Prepares and sends 1099 forms prior to January 31 to anyone who has received \$600 or more in wages during ending fiscal year
27. Files copies of all correspondence and information received from Executive Board members, Hoe-Down committee persons, etc., in a 3-ring binder for personal reference as HSRDC Board Member in coming years.
28. Serves as assistant Chairman of New Dancer Jamboree and Trade 'N Buy.
29. Attends all official HSRDC functions
30. Attends TSFSRD business meetings when possible
31. Transfers all equipment and other materials to the incoming Treasurer following submission of final reports to auditor and IRS preparer
32. Copies President and Secretary on all Correspondence

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

Secretary

1. Responsible for taking minutes at all quarterly and all called special meetings. Minutes should summarize the meeting and reflect official Council actions.
2. Has all minutes and correspondence reviewed/approved by President. (Usually by sending a copy). Submits minutes to President in sufficient time for review and necessary editing, for his/her approval.
3. Prepares copies of minutes of all regular or called meetings for distribution at next meeting.
4. Responsible for sending notices of quarterly meetings ten(10) days ahead of meetings as directed by President. Original goes in secretary file: copies to officers and delegates. Notices to include agenda for upcoming meeting.
5. Notifies member organizations at the directive of the Executive Board when and why they cease to be a member.
6. Sends notice at beginning of third quarter, in conjunction with Insurance Director mail out re-insurance to each Council club president, that club's membership dues are to be paid by 1st of January. If dues are not paid prior to a voting meeting, club delegates will not be permitted to participate or vote on any business.
7. Maintains delegates' attendance roster (roll of club delegates) at all meetings and certifies quorum for meetings.
8. Tapes quarterly and special called Council meetings on HSRDC owned tape recorder. Retains all tapes until minutes are approved.
9. Submits signed receipts of expense that are subject to reimbursement to the Treasurer
10. Updates, per Minutes, By-Laws and/or Rules of Order changes adopted during fiscal year. Official documents should reflect signatures of President and Secretary with date. Gives sufficient revised copies to incoming President for distribution at his orientation meeting and same to newsletter editor for distribution with Where 'N When to each member club.
11. Files copies of all correspondence and information received from Executive Board members, Hoe-Down committee persons, etc. in 3-ring binder for personal reference as HSRDC Board member in coming years.
12. Attends all official HSRDC functions.

~ 10 ~

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

13. Updates Executive Board and Council's TSFSRD delegates' roster and sends to TSFSRD President and Secretary in November. This letter is written and must be signed by HSRDC President.
14. Attends all TSFSRD business meetings when possible
15. Transfers all equipment and other materials to the incoming Secretary by January 1.
16. Copies President and maintains a copy for the incoming Secretary-Elect on all correspondence.

Houston Square & Round Dance Council, Inc. (HSRDC)

Duties and Guidelines

1999

Elected Officers

Executive Board

1. Outgoing Executive Board selects auditor to audit Council's books.
2. Reviews audit and income tax return, which is completed by April 1 before filing income tax return. Income tax return must be mailed by April 15.
3. Determines ticket prices for Council events. It is recommended that a donation also be set for attending only Trade 'N Buy.
4. Participates in Candlelight Ceremony when requested by Council Clubs. (See Appendix D of Policy Manual)
5. Wears Council attire to all official Council activities, including Saturday Night of Houston Hoe-Down and State Festival.
6. Wears Council badge with home club identification to all square dance events.
7. Meets four times a year prior to quarterly meetings and at other times as necessary to conduct HSRDC business.
8. Needs to be highly visible at club graduations and anniversaries to show Council interest in clubs.
9. Assist President in visiting prospective member club to assure club's understanding of benefits through and obligations to HSRDC. One attending Board Member will give report at next quarterly meeting. He/she and another attending Board member of different office, or two attending Board members of different offices, sign the application for council file.
10. Discusses Hoe-down callers/cuer choices and contract requirements before submitting two(2) or more selections to delegates for choice and approval.
11. Reviews options of facilities needed for Council functions and submits board selection(s) with justification to delegates for choice.
12. Determines selection of gift to be purchased and presented to President at fourth quarterly meeting.
13. Attends TSFSRD business meetings.