

NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION OFFICER JOB SUMMARIES

**Click on a position below for a summary of the position responsibilities,
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[President](#)

[1st Vice President](#)

[2nd Vice President](#)

[3rd Vice President](#)

[Corresponding Secretary](#)

[Recording Secretary](#)

[Treasurer](#)

[Assistant Treasurer](#)

**NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
PRESIDENT – JOB DESCRIPTION SUMMARY**

From the NNJSDA Constitution and Bylaws: Article VIII, Section 1. The President shall preside at all Association meetings and ensure that all business is covered; be spokesperson for the Association; call all meetings of the Delegates and the Executive Committee; and appoint an agent of the Association who shall maintain the corporation in good standing by filing the required annual incorporation report with the Secretary of State of New Jersey.

The President is responsible for the successful running of the Association. Many of the major job responsibilities are delegated to other officers and appointees. The President keeps in close contact with them to ensure that all responsibilities are fulfilled. Other specific duties of the President include the following:

- Make appointments to non-voting positions that, along with the elected officers of the Executive Committee, constitute the Executive Board: Trustee/Advisors, *Grand Square* Editor, Insurance Coordinator, Education Coordinator, Webmaster, liaisons from other organizations sharing an interest in the square dance activity, etc.
- Prepare agendas for Delegates and Executive Committee meetings in consultation with the Executive Board. Preside at each meeting.
- Appoint committees as required by the Constitution and Bylaws and as needed: Audit, Nominating, etc.
- Chair the Mini-Festival held immediately following your term of service, or appoint another dancer(s) to do so.
- Write an article for each issue of *Grand Square*.
- Write an annual letter of congratulations to new dancers for the 2nd VP's graduation packet.
- Visit as many member clubs as possible.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
1st VICE PRESIDENT – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 2. The 1st Vice President shall be responsible for contracting with callers, cuers, and halls for Association events unless specified otherwise in this document or by the Executive Committee. The 1st Vice President shall assume all duties of the President if the President is absent from any scheduled function.

The main responsibility is to book callers, cuers, and halls and serve as Master of Ceremonies at dances. Examples of duties include the following:

- Endeavor to secure callers from outside the local area who are not routinely booked by member clubs.
- Arrange lodging in a dancer's home for callers and cuers, if needed.
- Prepare and distribute flyers for NNJSDA dances.
- Prepare and submit dance announcements for *Grand Square*.
- Oversee refreshment supplies (including water jugs and ice) for dances.
- Store the NNJSDA banner and display it at all events.
- Arrive at the hall approximately one hour before each dance to set it up with help from the host clubs.
- Attend and report at all Executive Committee and Delegates meetings.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
2nd VICE PRESIDENT – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 3. The 2nd Vice President shall be responsible for serving as liaison with member clubs that have beginner classes, organizing the Midterm Student Dance (including the callers, but not the hall), presenting information packets and diplomas to students, and handling all other matters in connection with new recruits to square dancing. The 2nd Vice President shall assume all duties of the President if the President and the 1st Vice President are absent from any scheduled function.

The main responsibility is to work closely with each member club's class coordinator to ensure successful classes and the integration of graduates into the larger square dance community. Examples of duties include the following:

- Prepare a list of member clubs holding classes (Mainstream, Plus, Advanced, Challenge) for the fall issue of *Grand Square*.
- Check supplies, such as Basic/Mainstream and Plus handbooks and 100% danglers, and reorder as needed.
- Visit each Mainstream class about midway through lessons to introduce the NNJSDA and present student information packets.
- Organize and advertise the Midterm student-level dance.
- Prepare graduation schedule for all classes (Mainstream through Challenge) based on questionnaires sent to class coordinators.
- Ensure that you or another NNJSDA officer attends each graduation to offer congratulations and present diplomas, 100% danglers (if earned), and other materials.
- Email a list of graduates to *Grand Square* for the summer issue.
- Attend and report at all Executive Committee and Delegates meetings.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
3rd VICE PRESIDENT – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 4. The 3rd Vice President shall be responsible for all publicity, the Poster/Flyer Contest, the Association scrapbooks and other historical documents, and new Member Clubs. The 3rd Vice President shall represent the Association in connection with any disputes between Member Clubs, and assist Member Clubs that may have financial or membership difficulties. The 3rd Vice President shall assume all duties of the President if the President, the 1st Vice President, and the 2nd Vice President are absent from any scheduled function.

The main responsibility is to publicize square dancing throughout the region. Examples of duties include the following:

- Email announcements and reminders to the NNJSDA and Del-Val lists about upcoming NNJSDA events.
- Generate press releases for regional newspapers and online sites.
- Coordinate the “Showcase” at the Mini-Festival, National Square Dance Convention, and possibly other locations to display NNJSDA flags, carousel, plaques, governor’s proclamation, *Grand Square*, flyers for upcoming major events, etc.
- Maintain scrapbooks with copies of newspaper clippings, articles, and photographs from member clubs for display at selected NNJSDA dances and the Mini-Festival.
- Organize the annual *Grand Square* cover contest (formerly poster/flyer contest).
- Arrange Association-wide square dance demonstrations or exhibitions as needed (New Jersey Performing Arts Center, state-sponsored festivals, etc.).
- Serve as a mediator for inter-club disputes, if any.
- Visit clubs that wish to join NNJSDA.
- Attend and report at all Executive Committee and Delegates meetings.

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**NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
CORRESPONDING SECRETARY – JOB DESCRIPTION SUMMARY**

From the NNJSDA Constitution and Bylaws: Article VIII, Section 6. The Corresponding Secretary shall be responsible for all official correspondence from the Executive Committee to its members, the Delegates, and Member Club presidents. The Corresponding Secretary shall assume all duties of the Recording Secretary if the Recording Secretary is absent from any scheduled function.

The main responsibilities are to send correspondence and handle set-up at Delegates meetings. Examples of duties include the following:

- Send correspondence (generally by email) to the Executive Board, club presidents, and Delegates.
- Send reminders to host clubs prior to each dance.
- Maintain various supplies and set them up at each Delegates meeting.
- Take minutes if the Recording Secretary is unable to attend a Delegates or Executive Committee meeting.
- Order officer badges as needed.
- Send the annual questionnaire, raid chart, and insurance renewal form to club presidents.
- Attend and report at all Executive Committee and Delegates meetings.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION RECORDING SECRETARY – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 5. The Recording Secretary shall take and distribute minutes of every Delegates and Executive Committee meeting. The Recording Secretary shall keep an up-to-date master list of all Member Clubs' regular dance schedules. The Recording Secretary shall approve or deny clearance for special dances and events that include square dancing requested by the Association or a Member Club.

Examples of duties include the following:

- Write minutes of Delegates and Executive Committee meetings and maintain a complete archive of such minutes.
- Keep an attendance record for meetings.
- Handle the printing and distribution of forms for the Association's incentive programs.
- Keep records of clubs and individuals that complete the various programs, and prepare free dance coupons as earned.
- Email names of dancers/clubs that complete the Patron/Raid programs to the President, Webmaster, and *Grand Square* Editor (also Treasurer for Raid program).
- Prepare an annual list of host clubs for Association dances.
- Receive applications from prospective member clubs.
- Keep up-to-date records of all Association dances, member clubs' regular dances, and special dance/event dates reserved by the Association and member clubs. Grant (or deny) clearance for events outside the regular schedules.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION TREASURER – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 7. The Treasurer shall keep an accurate record of the Association's income, expenditures, and moneys on hand. The Treasurer shall present the Association's financial status at every Delegates and Executive Committee meeting. The President shall authorize all expenditures and may delegate to the Treasurer authorization to pay routine invoices including fees for callers and cuers, hall rental, ad placement, insurance premiums, and operating expenses. The Treasurer and all other members of the Executive Committee shall be bonded by the NNJSDA insurance policy.

Examples of duties include the following:

- Use Quicken Personal Finance application for tracking finances.
- File the IRS e-Postcard annually.
- Bring the appropriate insurance certificate and incident report forms to all dances.
- Maintain the Association's first aid kit and have it available at every NNJSDA event.
- Maintain a cash bank of \$150 in singles and fives to make change at dances.
- Prepare sign-in sheets for One Square Is Fair and other worksheets. Fill in the dance report.
- Pay the caller, cuer, hall, and other bills.
- Make deposits as soon as physically possible to prevent risk of loss.
- Email the completed dance report to the President and 1st VP/officer in charge of the event within one week.
- Maintain OSIF records.
- Each June, provide financial records for the preceding June 1 through May 31 period to an audit committee appointed by the President.
- Prepare for the Assistant Treasurer an annual spreadsheet with the amount each member club owes for dues, *Grand Square* assessment, and liability insurance (if any).
- Email financial reports to the Executive Committee and Delegates prior to each meeting.
- Attend and report at all Executive Committee and Delegates meetings.

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NORTHERN NEW JERSEY SQUARE DANCERS ASSOCIATION
ASSISTANT TREASURER – JOB DESCRIPTION SUMMARY

From the NNJSDA Constitution and Bylaws: Article VIII, Section 8. The Assistant Treasurer shall assist the Treasurer at all Association dances and other events. The Assistant Treasurer shall send invoices to Member Clubs for annual dues and assessments (Grand Square, insurance, and other assessments). The Assistant Treasurer shall assume all duties of the Treasurer if the Treasurer is absent from any scheduled function.

Examples of duties include the following:

- Assist the Treasurer at the admissions table at NNJSDA events.
- Maintain an inventory of 50/50 tickets.
- Sell 50/50 tickets; maintain \$75 in appropriate currency in the 50/50 cash box to make change; determine the amounts of 50/50 awards.
- Sell or distribute designated items (such as Mainstream and Plus dance program books, Leading Lady badges, New Jersey State Outfit emblems, NNJSDA tote bags, and Century Books).
- Maintain an inventory of various dangles.
- Sign Freeloader forms at summer dances. At the Mini-Festival, present each Freeloader with a dangle and a free dance coupon. Prepare a list of Freeloaders and email it to the President, Recording Secretary, Webmaster, and *Grand Square* Editor.
- Prepare annual club roster requests, collect the rosters, and send them to the Treasurer.
- Prepare bills for member club dues, *Grand Square* assessment, and liability insurance assessment (if any).
- Attend and report at all Executive Committee and Delegates meetings.

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