

Executive Officers' Responsibilities Act

In order to ensure that the operations of the club are carried out in an organised fashion, it is imperative for members of the Executive Council to know the duties for which they are responsible. This act outlines the duties and responsibilities of each officer.

1. President

1.1. Bylaws

- 1.1.1. Coordinate all club activities.
- 1.1.2. Have one of the three required signing authorities for all club vouchers.
- 1.1.3. May appoint any committee for any purpose within the objectives of the club.
- 1.1.4. Shall be an ex-officio member of all committees.
- 1.1.5. Preside at all club meetings.
- 1.1.6. Chair, and administer the Presidential advisory board.

1.2. Executive Policy

- 1.2.1. Co-review employee contracts with the VP Internal and the Treasurer.
- 1.2.2. Review and sign all contracts entered into by the UADC.
- 1.2.3. Responsible for all facility bookings.
- 1.2.4. Prepare the annual calendar.
- 1.2.5. Prepare the Executive duty schedules.
- 1.2.6. Update and implement the Operations Manual.
- 1.2.7. Prepare the weekly in-class announcements.
- 1.2.8. Act as the liaison between the Administration Assistant and the Executive Council.
- 1.2.9. Develop a long-term strategic plan for the UADC in conjunction with the Executive Council and the standing committees of the UADC.

2. Vice-President Internal

2.1. Bylaws

- 2.1.1. Such powers and duties as may be assigned by the President.
- 2.1.2. Coordinate the volunteer activities of the Teaching Assistants.
- 2.1.3. Perform the duties of the President in his/her absence.

2.2. Executive Policy

- 2.2.1. Chair the Instruction Board.
- 2.2.2. Act as the liaison between the instructional staff and the Executive Council.
- 2.2.3. Co-review employee contracts with the President and the Treasurer.
- 2.2.4. Review and sign all contracts entered into by the UADC.
- 2.2.5. Prepare class schedule and syllabus sheets handed out at classes.
- 2.2.6. Administer semester-end class evaluations and prepare a report.
- 2.2.7. Prepare and maintain the teaching assistant records.

3. Vice-President External

3.1. Bylaws

- 3.1.1. Such powers and duties as may be assigned by the President.
- 3.1.2. Coordinate the recruitment and registration of general members.
- 3.1.3. Maintain and foster relations between the club and external dance organisations.
- 3.1.4. Have one of the three required signing authorities for all club vouchers.
- 3.1.5. Perform the duties of the President in the absence of both the President and VP Internal.
- 3.1.6. Manage and administer the Performance and Promotions Corps.

3.2. Executive Policy

- 3.2.1. Establish and maintain contact with other dance clubs.
- 3.2.2. Representative and contact for DanceSport Alberta (DSAB).
- 3.2.3. Serve as a member of the Treasury Board.

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4. Secretary

4.1. Bylaws

- 4.1.1. Attend all club meetings and keep accurate minutes of the same.
- 4.1.2. Have charge of the seal of the club.
- 4.1.3. Responsible for the records of all members of the club.
- 4.1.4. Notify all members of club meetings as required.
- 4.1.5. Responsible for all internal/external correspondence.
- 4.1.6. Maintain and update all official club documents.

4.2. Executive Policy

4.2.1. Communications

- 4.2.1.1. Update the telephone information messages.
- 4.2.1.2. Respond to telephone messages.
- 4.2.1.3. Respond to electronic messages.
- 4.2.1.4. Send out information via the e-mail list.
- 4.2.1.5. Respond to the mail.

- 4.2.2. Collection and storage of committee reports and minutes.
- 4.2.3. Maintenance of the filing system.
- 4.2.4. Serve as Secretary of the Treasury Board.

5. Treasurer

5.1. Bylaws

- 5.1.1. Custodian of all official property and financial records of the club.
- 5.1.2. Have one of the three required signing authorities for all club vouchers.
- 5.1.3. Deposit all funds of the club in a bank or trust company designated by the Executive.
- 5.1.4. Collect all monies and keep complete accounts.
- 5.1.5. Arrange for payment of all approved indebtedness of the club.
- 5.1.6. Keep proper vouchers for such payments.
- 5.1.7. Submit an annual financial report and any other financial reports as required.

5.2. Executive Policy

- 5.2.1. Chair the Treasury Board.
- 5.2.2. Co-review employee contracts with the President and the VP Internal.
- 5.2.3. Review and sign all contracts entered into by the UADC.
- 5.2.4. Prepare and update the annual budget in conjunction with the Treasury Board.
- 5.2.5. Update the club's insurance policies.
- 5.2.6. Make all purchases needed for the day-to-day operations of the club, excluding capital expenditures.

6. Social Director

6.1. Bylaws

- 6.1.1. Organise all social events sanctioned by the Executive.

6.2. Executive Policy

- 6.2.1. Chair the Social Committee.
- 6.2.2. Coordinate all logistics for social events.

7. Workshops Director

7.1. Bylaws

- 7.1.1. Organise all workshops sanctioned by the Executive.

7.2. Executive Policy

- 7.2.1. Responsible in conjunction with the instructional staff for all dance camp and workshop logistics. (Logistics include, but are not limited to, arranging travel of instructors to Edmonton, pickup from airport, scheduling transport of people and equipment in Edmonton, and scheduling of meals.)
- 7.2.2. Print tickets for all workshops and the dance camp.
- 7.2.3. Serve as Secretary of the Instruction Board.

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8. Volunteer Director

8.1. Bylaws

- 8.1.1. Organise all activities of the Volunteer Assistants sanctioned by the Executive.

8.2. Executive Policy

- 8.2.1. Organise the year-end volunteer appreciation.
- 8.2.2. Prepare and maintain the volunteer records.
- 8.2.3. Organise the Top Hat & Tails volunteer appreciation awards.
- 8.2.4. Serve as Secretary of the Social Committee.

9. Competitions Director

9.1. Bylaws

- 9.1.1. Organise any internal dance competitions and practice sessions sanctioned by the Executive.

9.2. Executive Policy

- 9.2.1. Organise any open dance competitions.
- 9.2.2. Serve as a member of the Instruction Board.

10. All Officers

10.1. Bylaws

- 10.1.1. Each Officer is accountable to the club for actions performed in the name of the club.
- 10.1.2. Each Officer shall make a reasonable attempt to:
 - 10.1.2.1. Attend one class every week while a term is in session.
 - 10.1.2.2. Submit a year-end report.
 - 10.1.2.3. Assist as required by the Executive.
- 10.1.3. In the event of a vacancy of one of the executive positions with signing authority as determined within 1.1.2, 3.1.4, and 5.1.2 of the executive officers' act, signing authority will be granted to an executive member as determined by a vote by the executive council.

10.2. Executive Policy

- 10.2.1. 10.2.1 Each Officer is responsible for a set number of executive shifts as scheduled by the President.
- 10.2.2. Each Officer is responsible for updating the website and providing the Webmaster with the appropriate information.

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