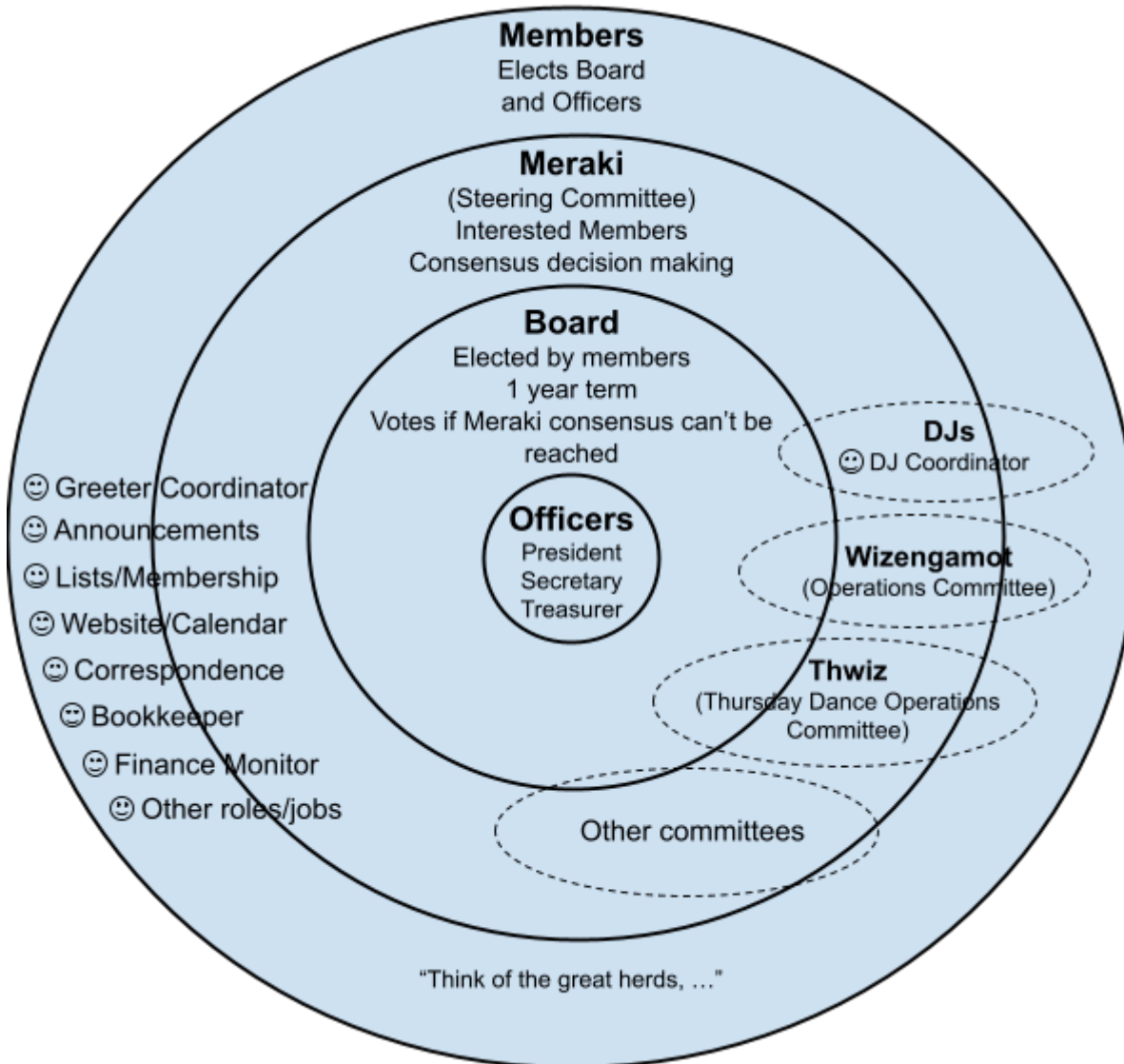


PCD Organizational Model and Position Descriptions

Organizational Model

One can think of Portland Community Dance's organizational structure as one of concentric circles.



Referring to the diagram, each circle's members are also members of the enclosing circle. The outermost circle comprises the PCD membership. Within that, the Meraki is the group of folks interested in contributing to PCD's direction. Its membership is fluid and open to any interested member. The Board of Directors is elected by the general membership at annual meetings, and serves one year terms. Board members are automatically part of the Meraki. Generally, the Board will be composed of members who have had a sustained presence on the Meraki, but this isn't a requirement. The officers of President, Secretary, and Treasurer are all members of the Board of Directors. Various groups and committees are shown in dotted ovals to the right, and important jobs and roles are indicated on the left with smiley faces.

Position Descriptions

This is an attempt to list the qualifications, duties & responsibilities (and rights, in the case of members) of each of the different types of members.

I. General Member

A. Qualifications

1. A person at least 18 years old.
2. Supports PCD mission and values.

B. Rights

1. May cast a single vote on votes taken at membership meetings.
2. May call a special membership meeting for the purpose of removing one or more board members.

C. Duties & Responsibilities

1. State intention to be a member and supply contact information.
2. Update contact information with the membership coordinator (or whatever means we establish for this purpose).
3. Complies with such requirements as instituted by the board, including paying annual membership dues if instituted.
4. Expected meeting frequency: At minimum, there will be an Annual Meeting. Additional meetings will be held as necessary.

II. Meraki (Steering Committee)

The Meraki is the group of enthusiastic PCD members who work on long-range planning, establishing policies, appointing committees as necessary, and steering the direction of the organization by consensus, or failing that, majority. Its membership is fluid and open to any interested member.

A. Qualifications

1. A PCD member who wants to contribute to the direction of PCD.
2. Is willing to attend Meraki meetings.

B. Duties & Responsibilities

1. Participates in Meraki meetings and consensus decision-making,
2. Contributes to the steering & direction of PCD.
3. Contributes to the establishment and modification of bylaws for submission to the membership.
4. Expected meeting frequency: between once a month and once a quarter.

III. Board of Directors (1 year terms)

The Board of Directors is the body that has official recognition by the State, and legal and fiscal responsibility for the organization. Board members are automatically part of the Meraki. In the case of Meraki unable to reach consensus, a majority decision of the Board of Directors will prevail.

A. Qualifications

1. Meraki member (automatic if not already a Meraki when elected).

B. Duties & Responsibilities

1. Responsible for compliance with state and federal law.
2. With other board members, appoints Officer positions.
3. Participates in Meraki and Board (if separate) meetings.
4. Takes direction from Meraki consensus decision making.
5. Votes on issues that the Meraki is unable to resolve through consensus.
6. Expected post-formation meeting frequency: between once a month to once a quarter.

IV. Officers (1 year terms)

All officers are members of the Board of Directors.

A. President

1. Qualifications

- a) Communicative, responsive, respected
- b) An attitude of service to PCD
- c) Willing to serve minimum of 1 year term
- d) Able to use the PCD gmail account & Google Drive

2. Duties & Responsibilities

- a) Acts for the common good of PCD
- b) Attends Meraki and membership meetings
- c) Stays current on the goings on of the Board, Meraki, and various committees
- d) May be a signatory on our financial accounts
- e) Expected meeting frequency: monthly to bimonthly

B. Secretary

1. Qualifications

- a) Detail-oriented
- b) Well-organized
- c) Able to use the PCD gmail account & Google Drive
- d) Communicative, responsive

2. Duties & Responsibilities

- a) Maintains electronic and hard copy of the corporate binder of permanent records such as the Articles of Incorporation and Bylaws.
- b) Is primary liaison to the Registered Agent.
- c) Responsible for timely filings as required by the state for maintaining corporation status.
- d) Prepares and publishes member meeting minutes; maintains a permanent record of meeting minutes.
- e) Attends Meraki meetings and membership meetings.
- f) Expected meeting frequency: monthly to bimonthly.

C. Treasurer

1. Qualifications

- a) Detail oriented
- b) Good at tracking & reporting on finances
- c) A high degree of integrity; trustworthy
- d) Able to use the PCD gmail account & Google Drive
- e) Pluses: previous accounting or treasurer experience; experience with bookkeeping or accounting systems or software packages
- f) Communicative, responsive

2. Duties & Responsibilities

- a) Serves as primary liaison to accountant
- b) Serves as primary liaison to bank and other financial institutions
- c) Makes sure proceeds are deposited regularly
- d) Maintains system for tracking income & expenditures
- e) Generates reports required by Meraki, the board, and accountant
- f) Makes sure organization's taxes and required financial reports are filed by filing deadlines
- g) Is primary signatory on our financial accounts
- h) Is the primary signer of organization checks
- i) Reimburses for authorized expenditures
- j) Attends Meraki and membership meetings