



LDC 2026/27 Exec Roles

Please note that the information below is drawn from our club bylaws. The role descriptions include edits that will be reviewed and voted on in the 2026 AGM. Our current bylaws are available on a separate document if that is of interest to you.

Eligibility

ALL APPLICANTS must be UBC undergraduate students AND have been LDC members for at least a term either this or last academic year.

ALL CORE EXECUTIVE POSITION APPLICANTS must have been LDC members for at least a term this academic year.

General Responsibilities

ALL POSITIONS are expected to cover shifts of one to two hours every week once our regular classes have started (this means you have to be present at one class per week, to assist as a Class TA – see Class TA description below.)

ALL POSITIONS are expected to assist in registration of new/returning members at the beginning of each term.

ALL POSITIONS are expected to attend 1 hour weekly meeting

ALL POSITIONS are expected to attend the Annual General Meeting

Core Execs: Specific Responsibilities

President

- Act as liaison to Clubs & Societies Committee (C&S)
- Fill out Club forms on the AMS Clubhouse
- Plan class schedule
- Work with the Vice President to hire instructors for the term
- Work with Marketing Coordinator to send out newsletter
- Work with Events Coordinator on organizing events
- Pay for LDC expenses (will be reimbursed by Treasurer)
- Coordinate and preside executive meetings, and planning the meeting agenda
- Facilitate collaboration between executives and offer support
- Delegate tasks and make sure these get completed in time (keep people accountable)
- Preside events/workshops
- Write out membership cards
- Act as the primary point of contact for supporting individuals that feel unsafe or are made to feel uncomfortable by any club affiliated activity or platform
- Attend the necessary AMS Club Executive Orientation

VP Finance/Treasurer

- Act as liaison to Finance Commission
- Act as the sole signing officer
- Fill out Club forms on the AMS Clubhouse
- Manage club finances:
 - Create annual budget
 - Deal with payments
 - Fill out cheque requisitions

- Fill out reimbursement forms
- Make deposits, etc
- Submitting Independent Contractor agreements, Special Occasion License, Insurance, and other required paperwork to the Student Administrative Commission (SAC) in due time.
- Assist in registration of new/returning members at the beginning of each term

Vice-President

- Write meeting minutes and class announcements
- Head of the club in the absence of President
- Establish relationships with other clubs and organizations on and off campus to co-organize events and obtain sponsorships:
 - Representative of the UBC Latin Dance Club in dealings with internal (UBC) parties: other dance clubs, other Latin-centred groups on campus, etc
 - Representative of the UBC Latin Dance Club in dealings with outside parties: Salsaevents.com, Vancouver Latin Fever, Baza Dance Studios, Summer Salsa Cruises, etc.
- Read and reply to emails/Social media messages sent to the UBC LDC accounts from internal (UBC) organizations
- Act as the secondary point of contact for supporting individuals that feel unsafe or are made to feel uncomfortable by any club affiliated activity or platform in the event that the President or Community Representative are involved in the scenario requiring support

Events Coordinator

- Create an events proposal outlining a vision of the major events to be hosted throughout the term/year.
- Responsible for executing the events: works systematically and consistently toward putting the event together in a timely manner.
- Work with the Vice President in collaborations with other UBC organizations and other external (non-UBC) organizations and businesses

- Get photographer, videographer, DJ, performances, rentals, and any other event logistics
- Obtain drink specials and other discounts for events
- Work with Community Representative on promotion of events
- Get to events earlier to oversee branding (putting logo/event name up on the walls etc), any other special activities day of the event (photo-booths, etc)

Marketing Coordinator

- Plan out marketing campaigns for classes and events (what needs to be advertised, when to start advertising, how –using what means: social media, flyers, posters, etc.)
- In charge of acquiring quotes for merchandise and promotional material
- Oversee Graphics Designer
- Oversee and collaborate with Graphics Designer
 - To update the website
 - To coordinate when posts need to be ready for posting
- Promote the club on the multiple UBC-related non-club-affiliated Facebook groups
- Send out monthly newsletters (newsletter has to be approved by president)

Junior Execs: Specific Responsibilities

Graphics Designer

- Responsible for the visual appearance of LDC on social media platforms (Facebook, Instagram & Website)
- Collaborate with Marketing and Events Coordinators to create the necessary marketing material for the club: graphics, reels, events posters, etc.
- Experience with graphic design, Instagram, & Canva is an asset

Community Representative

- Responsible for community engagement

- Together with the Vice President, propose, plan and execute club outings, hangouts and plans activities for weekly socials. (i.e responsible for smaller, community activities)
- Assist and support Events Coordinator with event logistics
- Respond to messages on social media platforms
- Promote a sense of safety and responsibility within the club
- Work to find ways to promote and integrate the club's community guidelines into club activities and messaging
- Act as the secondary point of contact for supporting individuals that feel unsafe or are made to feel uncomfortable by any club affiliated activity or platform

Booking Representative

- Submit booking requests for classes and events through the AMS CampusBase in a timely manner
- Book rooms for club meetings
- Visit the AMS Booking Representative's office at least three times per week when waiting for a booking

Class TA

- Act as assistant to the instructor during classes: Act as partner if necessary and supervise class and students, contributing to students' learning experiences and creating a friendly environment
- Assume role of lead or follow depending on needs of class
- Deal with class logistics: set up (bring speakers, cash box), register new members and bring everything back to our office after class
- Help out with main events and other small tasks in preparation to events