

MFD Executive Committee Responsibilities

President

- Ensures that Executive Committee meetings are scheduled.
- Presides at general meetings and makes announcements.
- Serves as spokesperson for MFD regarding external affairs as necessary and to be identified as a contact person in folk dance directories or publications where MFD is listed.
- Listens to internal complaints or problems from any individual who is not satisfied with the treatment or response received through normal channels (e.g. after complaining to some committee person). In this roll the President is responsible for making sure that the problem gets properly referred and resolved.
- May sit in as an observer on any other committee in order to be adequately informed.

Vice President

- Assumes the role of President in his/her absence and to provide assistance when requested by the President.

Member-at-Large

- Participates in the decisions of the Executive Committee.

Secretary

- Records the minutes of the Executive Committee meetings and places them in the "Blue Book" preferably by the following Wednesday, but at least by the next meeting date.
- Counts the ballots during any election or vote and reports results promptly to the group.

Treasurer

- Handles the financial obligations of MFD, at the behest of the Executive Committee.

Immediate Past President

- Sits on the Executive Committee in an advisory capacity, without a vote.

MFD Committee Chairperson Responsibilities

Programming

- Coordinates with other committees when necessary (workshop, teaching, special events).
- Assures that programmers are scheduled for all dance sessions and handles any emergency replacement of programmers.
- Acts as point of contact for all complaints about a specific program, and tactfully and constructively conveys complaints to programmer when appropriate.
- Periodically reviews policy, guidelines and instructions with the programmers.

Teaching

- Coordinates with other committees when necessary (workshop, teaching, special events).
- Sets up the teaching schedule for new and review dances for the beginners and intermediate sessions, and keeps a record of dances taught.
- Handles emergency replacements of teachers.
- Acts as point of contact for complaints about a specific teacher, and tactfully and constructively conveys complaints to teacher when appropriate.
- Maintains/updates guidelines and reminds teachers of guidelines for teaching.
- Insures written instructions for all taught dances are furnished by teachers for filing by the Librarian.

Workshops

- Schedules at least one workshop per year, taking into account suggestions from the membership about ethnic preferences.
- Handles contracts with workshop teachers, including request to videotape the workshop.
- Works within the budget set by the Executive Committee.

Sunshine

- Maintains a supply of cards and arranges for sending cards to those who are ill or mourning.

Membership

- Checks the attendance list and contacts people who have not danced with us for a long time to let them know they are missed and to encourage them to return.
- Is the official "Greets newcomers" person.

Equipment

- Maintains and purchases needed equipment for the club.

History

- Maintains a history of the group by taking photos during special events and creating photo albums.

Security/First Aid

- Maintains supplies in cabinet for simple injuries, and spearheads the plan for handling medical emergencies.

Publicity

- Sends out regular notices to the media in the Morristown area about MFD activities.

Monthly Parties

- On the first meeting of the month, provides liquid refreshment and paper goods for the break time.
- During other sessions, furnishes pitchers of water and cups.

Special Events

- Plans celebration of Halloween and May/June Annual Dinner Dance, and other special parties. Arranges for food, drink and decorations according to the theme.

Librarian

- Maintains and updates notebooks in our cabinet which contain the instructions for all dances taught.

Last modified: May 2016