



CARNEGIE MELLON UNIVERSITY
Ballroom Dance Club

Description of Officer Positions

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PRESIDENT

Description:

The president must have a vision for the club and understand the big picture, while ensuring that the club functions smoothly by facilitating cohesive work by other officers. Office holders should seek to advance and improve both the club and the team. The president communicates with all other officers and is the primary point of contact for leaders of other organizations from within CMU and from the rest of Pittsburgh.

Duties:

- Organize monthly officer's meetings (or as necessary) and delegate officer duties
- Process internal communication between officers, and external communication with other leaders (ex: USA Dance, Pittsburgh Ballroom, other Clubs, etc)
- Complete or re-delegating duties of other officers when they are unable to complete
- Run officer elections for all positions in the spring semester (and as needed for vacancies)
- Complete required paperwork with Student Activities to maintain club recognition and privileges
- Misc. Duties: orientation events, bulk shoe orders
- Run casino night, activities fair, and grad/undergrad orientation events (or find someone to)

Ideal skills/traits:

- Passionate about CMUBDC
- Good communication skills
- Leadership experience
- Organization skills
- Ability to improvise
- Approachable, open minded, calm and patient attitude
- Good mediator and moderator of discussion
- Extensive knowledge about the club and team (previous officership strongly recommended)
- Willing to put in extra time/effort to get the job done well

Who you collaborate with:

- Every officer on the board
- Student Activities Office (SLICE)

- USA Dance Pittsburgh President
- Pittsburgh Ballroom President
- Undergrad/Grad Orientation Coordinators
- (Sometimes) Athletics Department

Comments from the current position holder:

Comments from former position holders:

President is a role that is, on a day to day basis, about coordinating the jobs of the other officers and keeping everything running smoothly. You will mediate conversations, try to understand the current atmosphere of the club, and figure out how to best cater to all of your members.

On an overall basis, it's good to have a vision and direction that informs your decisions, and it's best to make sure that you first and foremost work with your fellow officers to develop this vision and make sure everyone is on board together. The board should be a collective, intending to serve its community, by carrying out a positive vision in the different ways that their roles relate to.

When you have both these two mindsets covered, you should be able to fulfill the duties of president of the club. One more addition is that this role is the most outwardly facing role, and it will be your responsibility to work with other organizations and schools sometimes as well.

~Kye

Being CMUBDC president has been one of the most challenging roles I've held, and one of the most rewarding and meaningful. I really feel that it's taught me a lot, whether it's managing a board of diverse people, helping facilitate things, or working on communication and setting an example for others.

I personally feel that it's important for the president to be passionate about the club and its success. Some skills that would be good for a future president would be to have include patience, people management (making sure people are heard, that people are respected, etc.), and people skills. You're going to be working with a lot of people, whether it's people on board, people new to the club, or people outside of the org, like SLICE.

While it can be fun, it can also be stressful to be president, so remember to relax and be willing to ask for help or delegate. You're not alone in it, and there are always people who want to help the club, whether they're on board or not.

~ Jennifer Xiao

As President, you need to strike a balance between being task-oriented and people-oriented. Being task-oriented means having a good understanding of how the club functions, what the priorities are, what needs to be done by what time, and who are involved. You'll also need to be calm and level-headed dealing with issues ranging from bigger conflicts with higher powers to the nitty gritty such as room cancellations. Being people-oriented means having a good understanding of the different kinds of people you work with. How you approach a problem with a friend will differ from how you interact with a school official for example. Understanding each person's limitations and where they're coming from can help you separate their actions from how they think or feel. By balancing the two, you'll be able to stay on top of what is going on with the club as well as to handle internal and external relationships.

~Ying Chen

The president of CMUBDC serves three roles: pursuing a vision for the club, organizing the efforts of the rest of the officers board, serving as a key public representative of the club. Please consider running for the position if you feel you can address these important club needs!

Keep in mind that while you are responsible for having a general vision for continued club improvement, the board will also collectively shape a vision over time through its discussions and ultimately makes decisions as a whole. Our club activities are quite extensive, and it is not possible to run them all without a team effort! While it is sometimes difficult to motivate people to continue putting in the effort to accomplish everything as the semester progresses and fatigue sets in, the reward is worth it. Lead by example and encourage other officers to do the same.

Maintain good relationships with relevant CMU offices (like Student Activities (SLICE), the orientation coordinators, and the UC staff) and with other campus and non-campus organizations that could make good potential partners (USA Dance, Pittsburgh Ballroom, certain clubs). Sometimes, a selfless favor can set up a good partnership in the future. That said, you must also aggressively defend the interests of the club when other organizations' interests clash. For instance, our large membership size makes us an attractive target for membership poaching.

The president must work with all other officer roles to ensure that the club functions smoothly and must understand the timeline for completion of essential duties. Therefore, it is strongly recommended that you consider running after previously holding another officer position. As always, previous presidents will continue to support you with advice if you need us!

~Stephen Kruzick

LESSONS COORDINATOR

Description:

Structuring, organizing, and responding to feedback about anything related to the lessons on Mondays and Wednesdays (excluding Comp Team workshops and rounds). In addition, if the Club brings in an outside workshop (such as Glenn Weiss and Tal/Ilana), you are responsible for coordinating it and ensuring that it runs smoothly. For events, you need to work with the PR, Events, and Social Chair officers in order to organize and smoothly coordinate things. The Lessons Coordinator is responsible in ensuring that the Club always comes first and advocating on the behalf of the Club when necessary.

Duties:

- Planning and running of Fall + Spring Ballroom Rush
- Planning the lessons schedule for each semester
- Ensuring punctuality of lessons (or delegating others if you must be absent)
- Coordinating all instructors including and not limited to student and professional instructors
- Sending volunteer reminders every week
- Working with the PR, Events, and Social Chair officers to offer input/ coordinate special lessons/ or work with other organizations to host events
- Organize and schedule private half hours if possible
- Organizing workshops, such as Glenn Weiss
- Organizing the auditions process
- Utilize the membership management system (as implemented by the Secretary) to track lesson levels and weekly attendance

Ideal skills/traits:

- Highly organized
- Good at scheduling
- Aware of constraints
- Aware of instructor and student opinions and feelings
- Flexible and willing to take input when acceptable
- Must be aware of instructors' feelings and preferences
- Comfortable enforcing rules/ assigning people positions and holding them to that standard
- Comfortable discussing policies changes, but also able to keep in mind all constraints
- Able to delegate when necessary

Comments from the current position holder:

Comments from former position holders:

Lessons Coordinator is a position in which it is critical to plan in advance and be on top of many little details. Expect to be sending many forms out, creating schedules, and contacting people during Summer and Winter breaks, as this is when a lot of the planning and decisions are made for Rush/Lessons/Auditions since these all start at the beginning of the schedule and you need to make sure people have schedules as soon as possible. Workshop planning and careful documentation, as well as constantly checking in with officers/instructors will keep you busy in the time between these heavy planning chunks. Don't be afraid to delegate/ask for help if there's too much on your plate. There are often many little things, like lessons reminders, making sure lessons run on time, and fielding questions. If you're elected and only read this and not my guidebook: close your forms early! One more thing that I think needs to be emphasized in particular is that whoever wants to have this position needs to accept the responsibility of being one of the (if not *the*) biggest advocates for the club. This means making sure our club members feel welcomed and like we're there to provide good experiences for them, from holding more socials to keeping many accessible and convenient lessons for beginners.

~Kye Stapleton-Gray

Planning for Rush, semester lessons, auditions, and other large events **must** start weeks in advance. I **GUARANTEE** you many people will forget or not receive important info, and you need the extra buffer time to account for everybody and solve problems punctually. **RAGE** is a perfectly acceptable emotion to have, but understand that everyone has their own life to worry about, and that's why this position exists. The instructors will depend on you for consistency, and members of the club will depend on you to recite the club's lesson policies. Note that you will be busy leading up to the semester, having to plan Rush, auditions, and lessons all at once. Thankfully, this also means the most time-consuming burden (in my opinion) will be over by the beginning of the semester. This position sounds daunting, but I promise it gets significantly more manageable once you're past the first week and have gotten up to speed. Remember to ask the other officers for help if you need it - they will be happy to.

~Jinhee Lee

COMPETITION TEAM CAPTAIN

Description:

Actively strives to raise the level of overall dancing in our club and provide resources for people to practice and improve as much as they want. Be available for questions and instruction, while also actively approaching those who might not approach you. Try to foster communication between the higher level dancers and the lower level dancers to encourage teaching. Be the team cheerleader making everyone feel included and welcome in our team.

Duties:

- Scheduling and running weekend practices and training
- Staying knowledgeable about competitions and encouraging people to compete
- Providing encouragement and moral support for the team
- Organizing weekly rounds after lessons
- Organizing weekly workshops from high level dancers
- Be early to every comp to help people get ready
- Organize mock comp in the fall semester
- Stay knowledgeable of the goals of team members and help them to achieve those goals
- Organize partner matching, and the mentorship program
- Facilitate partnership workshop each semester to go over healthy and sustainable partnerships
- Be a point of contact to the external ballroom world, particularly other teams when coordinating competitions
- Be a point of contact for performance or showcase requests. Organize performers if such requests are accepted by the board.
- Foster diversity and inclusivity within the team
- Be the most organized and prepared person at comps and practices
- Be able to compartmentalize personal conflicts while acting as captain

Ideal skills/traits:

- Leadership experience
- Be a high level dancer relative to the club
- Be a good dance instructor
- Have a knowledge of the entire syllabus
- Approachable
- Organized
- Sensitivity to feelings of team members
- Patient teacher

Comments from the current position holder:

Comments from former position holder:

Being comp team captain is a lot of work but is really rewarding. You have to be the most present and involved person on the team, both at practices and at competitions. You have to be there for everyone - you are pretty much the whole team's mentor and cheerleader. Definitely the hardest part of being captain is balancing your time. You really can't prioritize your own dancing and have to make sure you find time to practice outside of regular team practices. You should always be thinking of new and different ways to help the team improve and learn. Definitely don't be scared to reach out if you need help. The past captains will be there for you, as well as the rest of the board. At the end of the day, the most rewarding thing is watching your team shine at comps, especially watching your newcomers take the floor for the first time. If you are passionate about the team and ballroom in general, have good communication skills and time management, and are ok at handling stress, you will probably be a good captain.

~Molly

The Competition Team Captain is the figurehead of the team. You are responsible for making sure that things go right and are the first person people look to when something goes wrong. Many things are expected of you: You have to be the representation of the team, but you also need to be your own individual. You have to create expectations, but be flexible when the team doesn't meet those expectations. Things can and definitely will go wrong but you have to handle them calmly and be willing to admit fault. However, there are also many positives to being the Captain. There's nothing like seeing all the members of your team, both veterans and newcomers, on the dance floor with their smiles and optimism and knowing that you had a part in their happiness. There's nothing like going to apple picking or a social or a board game night or a birthday party and being proud that you are the Captain of this phenomenal group of people, who are just a bunch of lovable goofballs. After meeting a lot of teams and the individuals involved, I can honestly say with 100% certainty that the CMU Ballroom Dance Club and Team are the most caring, involved, kindest human beings out of any team I've ever met. We all support each other, are there for each other when we go through difficult situations, we become close friends, and we are a family. And being the Captain of this family is one of my favorite experiences at CMU and will be one of the highlights I'll think about long after I graduate.

To be honest, being the Captain is all about consistency. You need to be consistently there for the veterans and the team during rush, you need to be consistently there for the newcomers when they are getting assimilated into the team, you need to be there again for the team at competitions. You'll need to oversee so many activities, it'll feel daunting. However, if there's one thing I've learned, it's that you'll always have the

rest of the board. Despite conflicting views or opposing opinions, everyone just wants what they think is best for the team and your opinion isn't any more valid than others and it's important to consider many different viewpoints because when it comes down to it, you are the one that lets the team know what's going on and you need to be able to handle the good and the bad that comes with that. I think having a good sense of self-awareness and ability to handle criticism/stress are **VITAL** to this role.

~Elliott Toy

COMPETITION TEAM MANAGER

Description:

The competition team manager is primarily responsible for promoting and organizing competition trips.

Duties:

- Communicates with team members regarding competition trip opportunities
- Coordinates registration, transportation, and housing for all competition trips
- Works with student activities as authorized signer to reserve hotels and rental cars
- Works with other university teams when free housing is provided by hosts
- Deals with student activities and other university offices when accidents occur during trips
- Attempts to keep competition trip costs low and within budget
- Determines and collects fees charged for competition trips
- Processes reimbursements for competition travel expenses
- Attends authorized signer training annually
- Maintains list of active competition team members
- If approved by SLICE, the competition team manager is the primary cardholder of the team travel PCard. You must apply for this card, and attend all related trainings (in addition to authorized signer training).

Ideal skills/traits:

- Finishing tasks early (leaves time to deal with unforeseen circumstances)
- Organization skills and attention to detail for record keeping and planning
- General communication skills

Comment from current position holder:

Comment from former position holder:

This is a primarily logistics role, but you also end up being the point of contact for most competition related questions from team members

Early planning and/or flexible cash flow are necessary to fulfill duties

-McKenzie van der Hagen

Due to historical precedent, this position has traditionally also had a strong voice in club/team direction, and as an advocate for graduate students, who have a large presence in the club.

Keep a good relationship with student activities.

Work with captain to select subsidized competitions.

Work with social chair and captain to make appropriate car/housing assignments.
You have more flexibility if you have the cash flow to pay for some things upfront and wait for SLICE reimbursement (4-6 weeks)..

~Qi Chen

Mafia connections highly recommended.

~Stephen Kruzick

TREASURER

Description:

The Treasurer must be aware of all expenditures and sign off as needed. In addition, the Treasurer must prepare, submit, and defend the budget for the upcoming fiscal year. As one of the authorized signers, the Treasurer must also keep track of the financial records as maintained on the Bridge. This position is also responsible for ensuring that all contracts are honored, and is the primary resource for forming contracts with new vendors.

A more in-depth guide can be found [here](#).

Duties:

- Distribute and collect reimbursement forms as needed
- Official contact for contracts and invoices
- Notify instructors of payment schedules
- Talk to and maintain relations with Student Activities
- Take money from the cash box and deposit it monthly
- Authorized signer duties (meetings, signatures, authorizations, etc.)
- Keep track of financial records for the year
- Extra tasks, as needed
- Keep track of membership dues, and hold people accountable for paying them

Ideal skills/traits:

- Timeliness
- High attention to detail
- Initiative
- Sheets experience (Excel acceptable)
- JFC experience
- Organization skills
- Bravery (seriously, there's a lot of communication)

Comment from current position holders:

Comment from former position holders:

I can't reiterate enough what Jacky says, being comfortable with reaching out to people and staying on top of time, are the two most important traits that a treasurer should strive for. While the job may seem daunting, after running it through with your

predecessor a lot of the concepts and reasoning start to come naturally, and you can get into a flow which is very helpful for staying on time. One thing I'd like to add is that you're in charge of understanding and explaining SLICE and CMU internal policies to the team. People will ask you "why can't we do this? Why do we have to do this?" The reason might be an internal financial thing, so explain it. But it could be a requirement from the university. Explain that. It will really improve the understanding and efficiency of the club, and cause people to trust you more.

The treasurer role does not have as much external validation as many other roles, but it certainly can be validating. You have to realize that everything the club does goes through you, every lesson and comp and activity needs money, and it's you responsibly dedicating those funds which allows for the entire club to run. I find that validating, it makes me enjoy and appreciate all those experiences so much more.

-Arthur Barelli

Aside from what Alicia says below - be ready to talk to a lot of different people in both SLICE, Finance, JFC, etc. Be on top of all of your deadlines, both within and outside the club, as you're going to need to maintain buffer of time for self. Payment invoices for our instructors are the most consistent item on the agenda. Be on time with reimbursements because people have to spend a lot of money out of pocket to keep the club running on time. You'll find a lot of people want to spend money for various reasons - you're the line of defense to make sure the club doesn't go in the red.

~Jacky Lao

Be on time for literally everything because people get mad when their money is late. 8) There isn't too much collaboration with the other officers, the primary exception being Lessons Coordinator for when instructors need to get paid / we bring in new instructors. As long as you can keep your own schedule, you'll be alright. Also, feel free to contact me with any questions- or any past treasurer.

~Alicia Wu

EVENTS COORDINATOR

Description:

Contact outside organizations to accomplish getting an event done e.g. venues, catering, music for Scotch Ball, space for Spring Showcase, transportation where needed. Make announcements and remind club members of upcoming events to gain interest and participation.

[Scotch Ball How-To](#)

Duties:

- Arranging large-scale events
 - Events: Scotch Ball, Spring Showcase, Taking the Fence,
 - Old events: Late Night Events, Casino Night, Dancing with the Stars, Activities Fair
- Assigning tasks to officers/committee for events
- Sending out emails, communicating details required for event to people, acquiring people for events in whatever position necessary

Ideal Traits:

- Be flexible
- Communicate directly, quickly, and clearly
- Be organized and aware of relevant event dates (things like don't make DWTS the same week as the sororities' rush week and things like Activities Fair is in three weeks, sign up as soon as that link button is open)
- Take good notes for future and document everything

Who you collaborate with:

- Treasurer (for budget)
- Public Relations (for outreach)
- Media Manager (for advertising, mostly)
- Secretary (for any on campus spaces)
- Lots of external people

Comments from the current position holders:

Take a bit of time at the beginning of the semester/year to write out what events you want to hold and what each event needs in terms of days/times, space, external contacts, forms for interest/participation, etc. If you do this ahead of time you'll have more to look back on and less to frantically put together close to an event. Also budget for long response times - you never know how long people will take to respond to you.

~ Abby Quigley

Comments from former position holders:

Organizational skill is definitely the most important for being an events coordinator. You must plan things out much earlier than you think because oftentimes you will need to rely on others to make an event work out. Make sure you are flexible with what events you want to organize and talk to people about what they are interested in participating. Don't be afraid to change things up and get creative! Being an events coordinator also means that you will learn to work with a lot of different people. You need to be quick with responding to emails and messages. Some people are easier to work with than others, so to make sure that things don't go wrong, always plan ahead of time and know how to adapt to situations.

~Lea Emerlyn

Reiterating the advice given to me before my time, some of the most important things you can do are to read the event documents from prior years and start organizing events early on. A lot of the events are front-loaded and many happen in the first semester, so you'll need to be ready to be on top of a lot of different things. Scotch Ball is also a large undertaking that must be started the semester prior to the event itself; make sure that tasks in the Scotch Ball planning document are completed in a timely manner and that the appropriate officers (Treasurer and PR) are kept in the loop with how things are going and if you need anything from them.

Alex Xu

An events coordinator must be super proactive in making sure that decisions are made quickly and that new ideas are researched a little bit rather than be left to die. This year, for Scotch Ball, Alex and I are utilizing a ballroom DJ for the first time, rather than the traditional jazz band. We're going to present a theme, Lights Festival, and make sure that the vision meshes together with what's possible in terms of venue and lighting. Coordinating events means a lot of logistics like emails and messaging, as well as paying attention to time passing, but most of all, it means being quick to follow through on key decisions. To prepare for events like apple-picking, taking the fence, and Scotch Ball, you need to make sure that all individuals involved understood their responsibilities. From drivers and photographers to food/catering and tent setup or takedown, details matter. Communication matters. Most of all, don't be afraid to change things up.

Jay Liu

Getting things in place and done for Scotch Ball early is definitely important, and thinking ahead for the coming semesters is important if you want to add something new. We've organized taking the fence and talked to other clubs about collaborating for

late-night, which are both new for Events. Communicating with outside organizations, contractors, officers, and the other position holder will be very necessary for things to run smoothly. Documentation can also be very helpful, as Events includes a lot of schedules for each event created/overseen.

~Kye Stapleton-Gray

A lot of the job will include communication and reading up on previous event documents. I think that planning everything in advance would be the most useful thing to do as if any problems arise, you have time to fix it. Two big events, the Fence and Scotch Ball, will require the most effort in my opinion. Both need a lot of communication between the board, team and club members in order for everything to work smoothly. If you don't understand something, ask. The previous officers and the current officers are your best resources and I'd recommend you to use them.

~Daphne Lee

PUBLIC RELATIONS OFFICER

Description:

This position requires the officer to collaborate with both Events Coordinators, Social Chair, and Lessons Coordinator to get the accurate information published to the public in time for people to actually see it. This position occasionally substitutes Secretary and Media Manager when they are unavailable.

Duties:

- In charge of all print/digital media to advertise the club
 - Rush cards, promo video
 - Membership cards
 - Lessons posters
 - Scotch Ball poster, ticket, save the date
 - FB events: late nights, socials, comp team prep nights
 - Frequent FB & Instagram Posts
- Assisting events coordinators and social chair in creating event posters
- Advertising the club through live events
- Managing the facebook page/Instagram and associated incoming messages

Ideal skills/traits:

- Photoshop/Illustrator/Other graphic design applications
- Be able to find people to design for free if you can't do it yourself
- Very on top of their game

Comments from the current position holder:

Comments from former position holders:

This role was a big change for me, especially since I personally don't have a huge background with design. Either way, it was super fun for me to tap into my more artistic side in creating all of the promo material. The job is definitely front-loaded toward each semester so keep track of all of your deadlines and be prepared to do a good amount of work during your breaks. Don't be afraid to reach out to people for help even if it's as simple as "Hey. Does this look good?" You're also responsible for all of the social media, so try to post something every once in a while when the club does something big and/or exciting. This is a really good position for a super creative person who wants to give back to the club.

~Daria

This role was so much fun for me! It can be for anyone who is interested in exploring their artistic/creative side. It's definitely front-loaded during rush. You'll do most of your work during winter and summer break. During the school year you will take on more managerial tasks such as organizing mailbox stuffing and postering, responding to messages on facebook, and posting social media content. This position requires that you work ahead of deadlines and communicate with the people you are designing for. I encourage anyone who has an interest in media, art, or design to try it!

~Eileen

This has been a very fun yet challenging position for me. I think it's totally OKAY to not have the graphic design skills in the beginning, as long as you channel your inner creative self and take initiatives to learn them bit by bit. PR is definitely what you make of it! I challenged myself to make a promo video (without much previous video-editing experience) and received great feedback from the club. Be sure to ask for advanced notice to create PR materials when there's an event coming up especially if you're not adept with design. Would encourage anyone who is passionate about social media or design to try out this position.

~Ying Chen

SOCIAL CHAIR

Description:

The social chair's primary responsibility is maintaining transparent communication between the officers and the rest of the team and club, as well as making sure the CLUB members feel included. Know all the members of the club and team by name and personality, and be comfortable communicating with them.

Duties:

- getting club/team member feedback on important, open issues
- organize socials as often as possible (has been 2-3 times a semester)
- communicating e-board decisions with team/club members
- helping other e-board members as needed
- getting other orgs involved as needed
- manage lending the inventory of competition clothes
- Keep the closet organized by doing a clean up / organize once per semester.
- become friendly with all members of comp team and club
- create a fun and open atmosphere for the club
- work with comp team captain in leading events before comp season (hair demos, makeup demos, shopping trip)
- help organize trips to other Pittsburgh area socials and encourage our team to interact with the broader Pittsburgh ballroom community.

Ideal skills/traits:

- strong communicator (comfortable speaking to groups, professionalism as needed)
- ideally a heavily involved comp team member, but not required
- multiple other involvements on campus for visibility (Greek life, other dance orgs, etc.)
- eager to bring about significant change in the club
- strong, but non-divisive personality (sort of under the "strong communicator" umbrella: don't alienate team and club members, and ESPECIALLY not your fellow e-board members)
- responsible
- understanding and open to meeting lots of new, different people
- easy to work with/get along with

Comment from the current position holder:

Hello, it's your friendly neighborhood social chair! This role can be a little light on the official duties, just planning socials and organizing the closet, but the main responsibility is to be *social*.

The more you go out of your way to interact with people the better you'll be in this position. Doing just the on-paper duties with planning socials and managing the closet won't fulfill what the position needs. You've got to talk to the newcomers. Dance with them often. Teach formally and informally. You're the face of the club, be as outgoing as possible. You don't have to be an extrovert- I'm not- but you have to be able to be extroverted. Put on your best crazy excited persona and ham it up for the crowd. You need to have a passion for ballroom that you can share with them.

As far as the closet goes, be prepared to make a lot of trips up there to help people find shoes and costumes. I put something of an organizing system in place, but people aren't good at putting things back where they belong. It gets cluttered *fast*, and there's not a lot of room. Stay on top of it!

~Brenna Wrubel

Comment from the former position holder:

The social chair is ideally one of the most familiar faces in the club, apart from the captain. You need to serve as a liaison between the people hesitant to join, the people casually joining, and the competitive team. You need to pay attention not only to the extroverts who join and are easily enthused and easily noticed, but also to the more timid and quiet joiners who could just as easily contribute in great part to our club. The social chair needs to focus on the casual dancers to greater extent than the captain. The socials that you run several times per semester are not the most significant part of your duties, but you cannot leave them to the last minute without planning for setup, snacks, themes, music, decorations, lesson, etc. Delegating is a must needed skill.

The high level of interpersonal communication abilities required also gives the social chair the responsibility of bringing things to attention when others may not. This is particularly the case in the e-board. You need to have ears open to listen for opinions that are maybe being ignored both in the club or team, or in the e-board, and give voice to them.

~Matías

Social chair is a position that requires a lot of soft, personable skills. Because meeting and getting to know people is not a tangible responsibility, the social chair must be very driven to make all team and club members feel welcome. This manifests in the social chair position of being able to make it to most events/lessons/rounds and spend official ballroom time interacting with newcomers and team members rather than practicing with veterans/partners. Being social chair does really require a strong personality that is not scared of speaking up to voice the opinions of other team members and making sure that all exec-board decisions will be the best for the team and people on the team. Social Chair is a great position to voice new changes and ideas to the team and the board.

~Jessica

The most important thing about this position is that you are outgoing and extremely comfortable talking to literally anyone and convincing them to come to socials/comps/lessons/events, as well as listening to their feedback. Basically, if you are an extrovert and super passionate about ballroom, you'll be a good social chair. It's best if you are an involved team member because you can't get to know people if you're never around. Be punctual and organized when planning socials. Be prepared to help the rest of the officers with random things and to take on any side projects to better the club/team-for me this was the closet, but it could be anything that you have ideas about.

~Molly Rohrer

SECRETARY

Description:

Create and maintain the calendars, and keep the club members informed about individual lessons and special events. Updating membership information and club e-mail lists. Reserving rooms for lessons, events, and practice space. Manage email inquiries.

Duties:

- Send emails with description of lessons and events happening to the club once or twice a week during the semesters and during the summer
- Book rooms for events and lessons
- Keep track of reservations and changes
- Subscribe/ unsubscribe people to the general ballroom emailing list
- Respond to club emails
- Write down meeting minutes, and write up a summary of the board meetings and send them out in the emails
- Update lessons calendars
- Implement/maintain club membership list - including level placements, dues tracking, and weekly attendance

Who you collaborate with:

- Lessons Coordinator
- Team Captain
- President
- Social Chair
- Reps from other Organizations
- University Center, University Housing (for morewood multipurpose room)

Ideal Traits:

- Organized and friendly
- Skillful communicator
- Reliable and trustworthy
- Technical adept

Comment from the current position holder:

As the secretary, you are the bridge between the board and the club members. Thus, it is your responsibility to make sure that the members of the club have the information they need to participate in club activities such as lessons, practices and other fun events. You are also the go to contact between the club and the UC Reservations team, so you must be able to maintain a professional and reliable point of contact between the UC staff and the club. This involves

skilled, clear, accurate and professional communication as well as being on top of what is happening in the club in terms of events, lessons and competitions, and being organized. If you believe and convince others that you are capable in these areas, you would be a great secretary.

Comment from former position holders:

A secretary job is mostly behind the scenes work, keeping everything running smoothly. A candidate for this position is expected to excel at a number of responsibilities.

- You are expect to be methodical, well-organized, and with a good eye for details. A recurring responsibility of secretary is to reserve rooms for lessons and events. This requires you to constantly working with University center. In the event of them (or us) cancelling or changing reservation details, you will need to to diligently keep track of and revise the record to avoid confusion in the future term.
- You are expect to be a skillful communicator and technically adept. While we do not expect this position to be tech savvy, you should be able to take accurate notes of meetings, manage the platform for room reservation and mailing-list, and rarely work with IT to troubleshoot spam mails. In addition, you will be constantly answering member's emails, and keep them informed with lessons & events organized by the club via weekly email. This requires you communicates well with other officers and deal promptly with correspondence.

~ Parizat Ghini

The Secretary position is more than just sending weekly emails. Behind the scenes, there is a lot of communication with other officers to make sure that there is a clear identity of the club. Room reservations can change often and different rooms are reserved through different methods.

~Daniel Rong

MEDIA MANAGER

Description:

Manages and organizes club media related issues and activities

Duties:

- Be at every event worth recording
- process rounds videos efficiently
- carry camera, tripod and extension cord to every comp and every practice
- record and process competition videos
- update Spotify playlists at least twice a semester
- manage website, update info for every event and lessons info
- receive all media requests from everyone (making social playlists, help familiarize DJs)
- organize things with photo and video recording as needed
- Collect & Organize photos and videos from other members
- Work with PR to make compelling print, FB, and IG advertisements

Ideal skills/traits:

- know how to use softwares such as iTunes to process music, Quicktime player to process videos
- basic knowledge in website content organization
- Willing to learn

Collaborates with:

- Public relations (posters, event updates)
- Events coordinator (recording, event updates)
- Social chair (Club social events, music organization)

Comment from the current position holder:

Comment from former position holders:

Being Media Manager has definitely changed this year. But what everyone else has said before still holds. You have to be consistent and diligent about editing videos. My best advice would be to give yourself a time each week that is dedicated to editing videos. Editing doesn't have to be fancy by any means, but enough that the lesson videos are understandable for

someone who wasn't able to be there live. This position is low-stress, so good entry position if you want to see what being on board is like without putting too much work onto your plate.

~Daria VanAllman

Being a Media Manager is all about being diligent and consistent. You need to be willing to stay late to record late rounds. You would need to show up at competitions as early as when doors open so that you can set up the gear and be ready to record. As earlier media managers have indicated, cutting videos can take time—you need to split up competition videos into events, uploading each individually to YouTube. Media managers should strive to upload rounds videos at least once a week so that comp team members can get timely feedback. Compared to other positions though, this position is pretty low-stress and straight-forward.

~Aditya Chanana

The Media Manager position is an important position to maintain posterity of the clubs previous events and activities. It doesn't take a lot of creativity or skill like the other roles but it will require consistency. You should also be ok with watching a lot of the same videos and be able to set a considerable amount of time to cut and post videos. The website stuff is pretty confusing to understand at the beginning but eventually it becomes routine to understand how the website works.

~Elliott

The position of Media Manager can be tedious at times. Processing videos can take a long time, but it is possible to run it while simultaneously doing coursework. It requires balance in one's schedule. Make sure when recording videos at any event that you have the time to appropriately set up your equipment. And almost anything can go wrong so you must be resourceful and plan for any situation. Website and music maintenance can seem overwhelming but if you set out a small amount of time every week or so you can handle the work a little bit at a time.

~Rachel
Sniffen