

The 2025-2026 MBDT Executive Board Positions

Every position is part of the greater ballroom executive board. As a board member, regardless of what your specific position is, your responsibilities are to:

- Attend a board retreat in August and planning meeting in January
 - Attend a weekly board meeting
 - Open and close DTS during the school year
 - Be present at the newcomer lesson every Sunday
 - Actively be part of the recruitment process
 - Help in the planning and execution of MichComp
 - Overall, be an exemplary leader within the ballroom community. You should hold yourself accountable for being present at as many events as possible and be as active as possible in making our community a better place.
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Here is a description of all the specific positions, their responsibilities, and their eligibility requirements:

President

The President is ultimately responsible for overseeing all team operations, as well as long-term planning for the growth and improvement of the team. They are responsible for overseeing the timely execution of all team operations and making sure all other officers are fulfilling their responsibilities. The President leads board meetings and ensures the smooth functioning of team events. They are to brief board members on the upcoming events and allocate tasks accordingly. The President acts as a consultant for all board members, is responsible for ensuring training occurs for new board members, and maintaining strong relations with our coaches, DTS, the CCRB, and leaders in the greater Midwest Ballroom Community (other collegiate teams, organizers at OSB, Arnold). The President creates and oversees the MichComp timeline and ensures all board members are following through on their MichComp commitments. They are also the main contact point for communicating with our coaches about the planning of the competition. The President will work with the treasurer to oversee the judges/scrutineer/dj bookings and contracts. The President may run an election within the board to select a head of MichComp committees. The President is ultimately responsible for a smooth transition to the successive board. The President currently serves as the "Team Liaison" on the Ballroom Club board.

Eligibility: At least 1 year as an executive board member **AND** a current member of the A/B team.

Curriculum Chair

The curriculum chair is in charge of lesson scheduling (A, B, C, and Pre-C) as well as setting up the newcomer teaching schedule. They are also in charge of mentorship, working with Susan to schedule American lessons, and scheduling teachers for the Ballroom Club lessons on Sundays. The curriculum chair is in charge of sourcing alumni volunteers for MichComp and coordinating them for the competition. They are also in charge of ordering team snacks and water for MichComp, as well as taking care of the judges' food. The curriculum chair is also in charge of the fall and winter team workshops should there be interest in holding them.

Eligibility: Current member of A/B/C team.

Technology Chair

The Technology Chair is responsible for all technology-related issues of the team. They update and maintain the webpage and the e-mail lists, including newcomer registration, Michigan competition registration, apparel, PayPal payment buttons, and donations. For OSB, MichComp, and Arnold, the Tech Chair is responsible for the videotaping of dancing and making the videos available for team members to view. The Tech Chair is responsible for setting up the online competition registration system and scrutineer system for MichComp. They are also responsible for figuring out internet connectivity for the competition and renting any necessary AV system equipment. The Tech Chair will communicate with the DJ about what they need and provide any speakers or other sound equipment necessary for MichComp.

Eligibility: Currently in at least the second semester on the team. Website expertise is strongly encouraged. Coding expertise is helpful.

Public Relations Chair

The public relations chair serves as the liaison between the team and other organizations. They handle requests for the team to do showcases and to teach. They will work in conjunction with the President and Recruitment Chair on welcome week events and distributing flyers at the beginning of each semester. Prior to the U of M competition, They aid the competition committee with canvassing. The PR chair is in charge of advertisement for MichComp, this includes: ads in the newspaper, flyers, posters, social media posts, and corresponding with other midwestern teams to let them know about the competition. This person is also in charge of scheduling team parties and organizing apparel orders.

The PR chair takes on the role of "social chair," which can be shared with Recruitment if desired. The PR chair coordinates offering a wide variety of opportunities for team members to socialize.

Eligibility: Current member of A/B/C/Pre-C team.

Recruitment Chair

The Recruitment Chair helps newcomers have a smooth transition as they join the team. They have an intimate relationship with newcomer couples and address any of their concerns, both individually and as a group. The Recruitment chair is responsible for the advertising of the team during the Fall and Winter semester recruitment seasons, including but not limited to the distribution of flyers, Festifall, and Winterfest. The Recruitment Chair is to be present at all beginner lessons on Saturday and helps bring together partnerships, and helps newcomers prepare for competitions. They handle general e-mail inquiries addressed to the team (e.g. newcomer questions). The Recruitment Chair is also responsible for promoting MichComp within the team and encouraging members to participate with the MichComp committees.

Recruitment should work together with the PR chair to ensure newcomers feel welcomed into social events with the team and are aware of lessons+open dance at the Club.

Eligibility: Current member of A/B/C/Pre-C team.

Treasurer

The Treasurer is responsible for balancing the team's various bank accounts. The Treasurer also pays for room rentals and instructors. They collect dues from team members and is in charge of monitoring if newcomers on the team have paid, as well as collecting upper level lesson fees and registration money for the Michigan Competition. The Treasurer is in charge of keeping track of MichComp expenses, including collecting judges' expense forms and managing payment for any competition expenses. The Treasurer is also responsible for managing the registration desk check-in and payment at the open dance for MichComp and checking in with the front desk throughout the day of the competition. Over the course of the semester, the Treasurer tracks balances for every member and ensures members have paid their accumulated balances through the dues spreadsheet.

The Treasurer is most responsible for maintaining strong relationships with SOFC of CSG and obtaining subsidies by submitting funding requests before each competition. Treasurer works with the Away Comp Chair to ensure travel costs to competitions are split evenly among attending members and effectively budgets subsidies to alleviate the costs of competitions.

Eligibility: Current member of A/B/C team.

Away Competition Chair

The Away Competition Chair is responsible for promoting upcoming competitions and making attending competitions as easy as possible. This includes organizing accommodations and carpools prior to the competition. Away comp chair is responsible for accurately forecasting (possibly through polls) attendance at competitions weeks or even a month in advance in order to identify housing options. The chair is responsible for ensuring enough transportation - including members' cars, reserving UM vans well in advance before they are all taken up, renting cars if need be, as well as purchasing team snacks for the competitions. The away comp chair works with other teams' home comp coordinators to ensure maximum rooms are

made available for our members attending and, as a last resort, reserves hotels. The chair works with the Treasurer to assure fairness in travel costs. Finally, for OSB/Arnold, the Away Comp chair works closely with Susan McFerran to ensure adequate rooms at the Drury Inn and Crowne Plaza are obtained through the competition organizers. The away competition chair is responsible for following up with teams after registration for MichComp to provide details of the competition to other teams. They will also manage housing and crash space for competitors by sending out housing availability forms within the team and assigning available free housing to visiting teams.

Eligibility: Current member of A/B/C team.

Practice Coordinator

The Practice Coordinator is responsible for all of the ballroom team's practice space, including but not limited to: DTS, the CCRB, and the Michigan Union/League. The most important job for this position is to maintain a healthy relationship between the team and the Crabtree family (owners of DTS) and the people in charge of any other practice space. They are normally required to oversee cleaning and close DTS two nights per week with other board members closing the other two nights. They are also responsible for reserving space at the CCRB, Union or League, and anywhere else desired. The Practice Coordinator is responsible for finding a venue for MichComp, as well as renting any necessary tables/chairs/coat racks/dance flooring which is not provided by the venue. They are also responsible for managing hotel reservations and transportation for MichComp judges/scrutineer/DJ.

Practice coordinator ensures that the key elements of our relationship with DTS are satisfied. We must pay the owners each Sept 1 for the year. We must have an active insurance policy. We must schedule a "DTS day" to fix up the studio and help provide team member volunteers for the annual recital.

Eligibility: Currently in at least their second semester on the team