



**SCS Dance Company
Board of Directors**

President

Description

The President is an elected voting officer on the Board of Directors (BOD) and is part of its Executive Committee. The President shall preside over all club meetings and be responsible for all the administration of all club business, shall act as liaison between the Club and SCSCAI, shall appoint any committees deemed necessary, shall act as ex-officio chairperson over the committees except for the nominating committee, and shall insure the financial and administrative integrity of the club. All records shall be passed on to his/her successor.

Overview of Duties

- Prepares the agenda and conducts board and general membership meetings
- Ensures the financial and administrative integrity of the club
- Acts as chairperson over committees, excepting the nominating committee
- Coordinates with current Treasurer and optionally, incoming Treasurer for preparation of next year's budget
- Conducts installation of new BOD and arranges transition meeting for the incoming and outgoing Board
- Is familiar with SCSCAI and CCOC Operating Procedures
- Attends and contributes to scheduled Board meetings
- Attends Board-sponsored functions (general membership meetings, club functions, etc.)

Transition responsibilities for out-going Board Members

The out-going President shall meet with the in-coming President to review the job description and ensure a smooth transition.

UPDATED: AUGUST 2024