



**SCS Dance Company
Board of Directors**

Vice President

Description

The Vice President is an elected voting officer on the Board of Directors (BOD) and is part of its Executive Committee. The Vice President serves the president, other board members, club directors, teachers, committees and the general membership to ensure the day-to-day activities of the club run smoothly. Performs other duties as assigned.

Overview of Duties

- Assists the President in leading the club
- Becomes thoroughly acquainted with the President's duties in order to fill in or assume the role of President as necessary
- Participates in budgeting, planning, marketing and scheduling as needed
- Reviews Board and general membership meeting minutes and provides feedback
- Reviews and manages President's monthly newsletter content and format
- Maintains and updates club calendar, club roster and birthday list (for newsletter)
- Oversees Class Representative program
- Administers name tags and attendee lists for general membership meetings and other events as needed
- Provides leadership, guidance, and logistics and administrative support to classes hosting general membership meetings
- Staffs the "Welcome Table" at general membership meetings, coordinating the recognition of new members
- Attends and contributes to scheduled Board meetings
- Attends Board-sponsored functions, participating in the planning and delivery of club activities (general membership meetings, club functions, etc.)
- Represents the club to other groups and external organizations

Transition responsibilities for out-going Board Members

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