



**SCS Dance Company
Board of Directors**

President

Description

The President is a voting officer on the Board of Directors (BOD) elected by the Club membership. The president shall preside over all Club Board and Membership meetings and be responsible for the administration of all Club business, shall act as principal liaison between the Club and SCSCAI, shall appoint any committees deemed necessary, 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
- Administers all Teacher and Director (and other) Contracts with advice and consent of the Board
- Appoints the Chairperson of the Club's Committees with the advice and consent of the Club Board
- 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 2026