

# St. Demetrios Dance Advisory Committee Board Member Job Description

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## **St. Demetrios Dance Advisory Committee is seeking board members:**

Parents, guardians or grandparents of current dancers and are stewards of St. Demetrios;

The responsibilities of the Board shall include the management, direction and control of the activities, and affairs of the St. Demetrios Dance Advisory Committee, and shall include the following powers and duties:

***Policy Administration:*** Ensure that St. Demetrios Dance Advisory Committee operates within its by-laws. Help propose by-laws revisions. Recommend and implement policies, which, in turn, determine the organization's purpose, principles, functions and activities. Exercise final decision-making power over committee activities and recommendations. Reporting to the EYCC.

***Evaluation and planning:*** Regularly monitor organizational activities, including dance performances, dance instructors and overall operation. .

***Dance Instructors:*** Recommend the selection of Dance Instructors to the Education Youth Culture Committee. Participate in an annual evaluation of the Dance Instructors (done by the Executive Committee).

***Finance:*** Oversee all accounting and financial matters. Authorize and approve annual budget. Be responsible for monitoring all organizational expenditures under the direction of the Education Youth and Culture Committee.

***Fundraising:*** Advise and assist in fundraising efforts. Ensure adequate fundraising activities to fund St. Demetrios Dance activities.

***Other:*** Perform all other duties that are inherent in or appropriate to the Board of Directors, except for those, which have been specifically reserved for the Membership in these Bylaws.

# St. Demetrios Dance Advisory Committee Board of Directors Nomination Form-Elections Oct 16,2011

Nominations Due TUESDAY, OCTOBER 11, 2011 Must be returned to Church Office

Name of Nominee:

Address:

City

State:

Zip:

Phone: Work:

Home:

Mobile

Email Address:

1. Please list current and/or prior Dance Advisory Committee (formerly Parents Dance Committee) experience [include dates and your role]:

2. Commit to attending Board meetings on a regular basis: Yes No

3. I have reviewed a copy of the DAC's By Laws: Yes No

I understand that as a board member I am expected to attend up to nine board meetings per year and the annual membership meeting. If I must miss a board meeting I will inform the President prior to the meeting. I understand that if I miss more than 2 meetings in 1 year, I may be asked to resign.

Signature Nominee \_\_\_\_\_

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**RETURN NOMINATION FORM (BY TUESDAY, October 11, 2011) TO:** Pauline, St. Demetrios Church Office in person, email pauline@stdemetrios.org or fax (954)-467-0212. Elections are OCT 16,2011.