

**Officer and Committee Member Duties  
& Operating Procedures**

of the

**Colorado Round Dance Association  
(CRDA)**

April 2017

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# **Introduction**

This document contains material supplemental to the Bylaws of the Colorado Round Dance Association. These are guidelines for operation of CRDA events, duties of officers of the organization, and suggestions for roles of standing committees. The material in this document should always be used in conjunction with the Bylaws, and when there are conflicts, the Bylaws shall take precedence.

Definitions of terms used in this document are in the CRDA Bylaws Article XII. Definitions.

Changes to this document may be made by approval of a majority of Board of Directors voting at a regular Board of Directors meeting. While advance notice of proposed changes is not required, it is recommended that Directors be advised of the intent to present changes in advance of the meeting.

## **Elected and Appointed Positions**

The operation of CRDA relies on the volunteer efforts of a number of elected and appointed persons. General and specific information related to these positions is presented in the relevant sections.

### **General Information for All Positions**

- I. See current Bylaws for specific position's primary duties.
- II. All elected and volunteer positions including officers, Board of Director members, committee chairs and members, cuers at CRDA-sponsored dance events, and figure clinicians at the CRDA Gala must be members in good standing.
- III. Actions upon Assuming the Position
  - A. Discuss duties of the position with the President.
  - B. Meet with the previous office holder to receive an overview of the position, discuss the current procedures, and obtain any necessary records.
- IV. Records, Reports and Correspondence
  - A. Copies of official correspondence generated or received by CRDA officers and committees will be provided to the Secretary for inclusion in the permanent records. Copies will also be placed in working files that will be passed on to successors.
  - B. Correspondence generated or received by CRDA officers and committees of a routine or transitory nature need not be given to the Secretary, but will be placed in the working files and passed on to successors.
  - C. Report status of the activities of their position at Board of Directors meetings and at Annual General Membership meetings.
  - D. Official correspondence should be archived regularly (see Secretary section).
- V. Actions upon Closing the Year's Activities.
  - A. Prior to leaving office.
    1. Suggest revisions of the Duties and Operating Procedures and the Bylaws to the Board of Directors.

2. Ensure that the master copy of the “Officer and Committee Member Duties and Operating Procedures of the Colorado Round Dance Association (CRDA)” (this document) has the latest revisions related to the position. If not, recommend such changes so that the document and practice are consistent.
- B. Duties upon Leaving Office
1. Meet with the successor to discuss the responsibilities, procedures, and nuances of the position. Ensure the successor has a copy of this document, along with all the records received from the predecessor and all the records that have been accumulated.
- VI. Do nothing that would reflect unfavorably on the Colorado Round Dance Association, its Board of Directors or its officers.

## **President**

- I. See current Bylaws for President’s primary duties.
- II. Operating Policies and Procedures of the President.
- A. Perform the duties of vacant positions until time when such positions can be filled.
  - B. Monitor the financial condition of the association and report any issues to the Board of Directors.
  - C. Arrange the annual, independent audit of all financial records.
  - D. Publicize and promote the association and its activities, and campaign for new members.
  - E. Provide general guidance and philosophy to committees and committee chairs as necessary.
  - F. Preside over Board of Directors meetings.
    1. Arrange dates and locations for Board of Directors meetings typically held in January, April, August, October, and the short meeting in November to elect new officers.
    2. Send meeting reminders to Board of Directors via email and/or other methods.
    3. Send meeting reminders to association members via email and/or other methods.
    4. Produce a meeting agenda and make it available before the meeting. Bring copies of the agenda to the meeting.
    5. Chair the meeting following procedures outlined in the Bylaws and Robert’s Rules of Order.
    6. Arrange for snacks during the meetings.
    7. Review meeting minutes before publication.
  - G. Lead annual General Membership meetings.
    1. Produce a meeting agenda.
    2. Chair the meeting.
    3. Chair the short meeting of old and new Board of Directors immediately following to elect new officers.
  - H. Provide or assign someone to provide CRDA-related information to the following relevant organizations:
    - Colorado State Square Dance Association (CSSDA)
    - Denver Area Square and Round Dance Council (DAS&RDC)
    - Northeast Colorado Square Dance Council (NECSDC)
    - Colorado West Area Square Dance Council (CWASDC)
    - Southeast Colorado Area Square Dance Council (SEASDC)
    1. Submit a monthly article on CRDA activities.

2. Submit flyers advertising CRDA sponsored dance events.
3. Submit Hall of Fame recipients' name, biography and picture.
- I. Appoint association committee members as outlined in the Bylaws.
- J. Appoint chairs for CRDA sponsored dance events. The events are:
  1. Spring Dance
  2. Harvest Moon Dance
  3. Gala
- K. Ensure the following duties related to Fun Dances, Spring Dance, Harvest Moon Dance and Gala Dance events are performed by relevant committee chairs or their proxy:
  1. Send reminders via email and/or other methods to membership.
  2. Greet dancers.
  3. Make announcements related to area (CRDA and other) dance events.
- L. Perform the following duties related to contracts for CRDA sponsored events:
  1. Contract the Gala guest instructors after they have been recommended by the Cuer Selection Committee Chair and approved by the Board of Directors.  
The contract should clearly state what is expected of the guest instructors, include the guest instructor fee, and include the phone number, address and email of both the guest instructors and the president. The contract needs to be signed by both the president and the guest instructors.
  2. Sign, or designate a delegate to sign, contracts and work with relevant committee chairs for venues for CRDA sponsored dance events.
- M. Perform the following duties related to Round Notes:
  1. Write the President letter for each issue.
  2. Review and approve each issue before publication. The President may not censor content, but should ensure the document reflects the mission and goals of the organization.
- N. Make use of CRDA email reflectors to send emails related to CRDA activities.
- O. Write the President letter for the Gala syllabus.

## **Vice President**

- I. See current Bylaws for Vice-President's primary duties.

## **Secretary**

- I. See current Bylaws for the Secretary's primary duties.
- II. Operating Policies and Procedures of the Secretary
  - A. Receive and archive records of historical value such as CRDA reports, Newsletters and Gala Reports.
  - B. Official correspondence should be archived regularly. The Secretary should have ready access to the last ten years of records, while older records should be safely secured. Working files of officers and committees shall be retained for a few years until their relevance to successors has passed.
  - C. Record and publish minutes of annual General Membership and Board of Directors meetings.
  - D. Submit full minutes of both the General Membership Meetings and Board of Director Meetings to the Newsletter Editor for publication in Round Notes.

- E. Maintain the master versions (electronic and hard copy) of the current “Officer and Committee Member Duties and Operating Procedures” (this document) and provide an electronic version to be included on the website.
- F. Send Roundalab's Rounds of the Quarter to the CRDA cuer email reflector (Appendix II) and to the Round Notes Editor for publication.

## **Treasurer**

- I. See current Bylaws for Treasurer’s primary duties.
- II. Operating Policies and Procedures of the Treasurer.
  - A. Maintain a checking account in the name of Colorado Round Dance Association.
    - 1. Make timely deposits to the checking account for monies received.
    - 2. For those Committee Chairs who maintain records of income, the Treasurer will be responsible for reconciling CRDA financial records with the committee chairs’ records.
    - 3. Pay debts incurred in a timely fashion by verifying all claims by itemized statement, voucher, sales slip or similar document. These expense payments will be made with the knowledge of the appropriate committee chair. Individual Chairs will be advised directly by the Treasurer of monies transacted.
    - 4. Reconcile checking account transactions monthly with the bank statement.
    - 5. Checking account should be a no-charge account, and will be controlled to minimize such incidental expenses such as excessive check writing charges, excessive monthly deposit charges, and minimum balance charges.
    - 6. The account will be a dual signature account requiring signatures of both the Treasurer and the President. All fields of checks shall be completed prior to obtaining the second signature.
    - 7. Assure sufficient available funds to pay upcoming expenses (see section D).
  - B. Inform Board of Directors and membership at large of the financial status of CRDA.
    - 1. Provide Profit and Loss statements to each committee chair, as appropriate. These statements assist each chair in determining profit or loss of that particular activity.
    - 2. Attend all Board Meetings.
    - 3. Assure continued financial reporting in the event of extended Treasurer’s absence. This will be done by an alternate member proposed by the Treasurer and/or President, and approved by the Board of Directors.
  - C. When sufficient funds are available, invest in safe and secure instruments to obtain additional income,. These could be FDIC insured Certificates of Deposit, or similar interest-bearing instruments.
    - 1. Signatures of both the Treasurer and the President will be required to commit funds to such investments.
    - 2. Interest income will be recorded on CRDA’s records quarterly.
    - 3. Coordinate maturity of such instruments with major association expenditures, as appropriate.
  - D. Maintain financial records using Quickbooks software or equivalent.
    - 1. Financial records will be backed up at least quarterly or as appropriate to maintain security. Records will be kept in multiple locations.

- 2. All transactions will be recorded.
- 3. Financial records are kept on a cash basis.
- E. Assist in training a successor.
- F. Assist the President in arranging the annual, independent auditing of all financial records.
- G. Depreciate any fixed assets at the end of each fiscal year.

III. Additional duties of the Treasurer.

- A. Avoid, when possible, cash payments of expenses and cash receipts.
- B. Maintain an archive of all financial records, reports, and IRS forms.
- C. File IRS Form 1099 for each recipient of CRDA funds of \$600 or more per year. This entails obtaining personal ID numbers of those recipients.
- D. File an e-postcard form (annually) and any other required federal forms to the IRS.
- E. File the State of Colorado financial report and any other required state forms after the fiscal year end.

## **Board of Directors**

I. See current Bylaws for the Board of Directors' primary duties.

II. Additional Duties of the Board of Directors

- A. Ensure adherence of the activities of officers, committee chairs, and members to the organization's Bylaws and Operating Procedures.
- B. Approve the following:
  - a. Any change in membership dues.
  - b. Purchase requests from all committees.
  - c. Hall of Fame selections.
  - d. Any changes to CRDA Sponsored Dance Event admission fees.
  - e. Gala Dance Event details:
    - i. Event format (one-floor vs two-floor vs three floor, one guest instructor vs two, etc).
    - ii. Dates of the event
    - iii. Guest instructors (proposed by the Cuer Selection Committee)
    - iv. Location/Facility



# **Cuer Selection Committee**

- I. See current Bylaws for Cuer Selection Committee primary duties
- II. Operating Policies and Procedures of the Cuer Selection Committee.
  - A. Nominate guest instructors for future Gala dance events for consideration by the Board of Directors, based on suggestions by interested dancers, leaders, successful experience as a previous guest instructor, and estimated cost.
  - B. Ensure that guest instructors have sufficient experience in conducting clinics and workshops and cuing at dance events.
  - C. Shall consider the following factors in assessing potential guest instructors:
    1. High national or international prominence as instructors.
    2. Outstanding teaching quality (figures, body mechanics, styling, choreography etc.).
    3. Knowledge of Roundalab approved figures.
    4. Wide acceptance by local dancers.
    5. Excellent dancing ability.
    6. Competent teaching and cuing at all levels (Phase II – VI).
  7. Preferably no dance engagements in Colorado sixty (60) days prior and following the Gala. This is negotiable, but to the degree possible dance events by guest cuers in the area close to the Gala should be avoided.
- III. Submit selected guest instructor candidates to the Board of Directors for their approval.

# **Equipment Committee**

- I. Basic duties of the Equipment Committee.
  - A. Manage all CRDA owned equipment (PC, Recording boxes, Hearing Assist Equipment)
    1. Store or keep records of where the equipment is stored.
    2. Maintain equipment in proper operating condition.
    3. Transport or arrange transportation of relevant equipment to CRDA dance events.
    4. Handle rental contracts for the CRDA owned Hearing Assistance Equipment.
- II. Operating Policies and Procedures of the Equipment Committee.
  - A. PC
    1. Make the PC available to the Gala Program Committee Chair for preloading the CRDA Gala program.
  - B. Hearing Assistance Equipment and Recording Boxes
    1. Rentals of Hearing Assistance Equipment is limited to Colorado State Square Dance Association (CSSDA) for the State Square & Round Dance Festival and Denver Area Callers and Cuers Association (DACCA).
    2. A refundable damage deposit of \$500 is required for each Hearing Assistance Equipment set. There are 3 sets of Hearing Assistance Equipment which includes 1 transmitter and 4 receivers.
    3. A non-refundable rental fee of \$50 is required for each set of Hearing Assistance Equipment.

# Hall of Fame Committee

I. See current Bylaws for Hall of Fame Committee primary duties.

II. Basic Duties of the Hall of Fame Committee.

- A. Conduct all deliberations using the approved point system.
- B. Solicit nominations from CRDA members, past or present.
- C. Determine eligibility of nominees.
- D. Present the names of those selected for Board of Director approval.
- E. Recognize those selected at the Gala.

III. Operating Policies and Procedures of the Hall of Fame Committee

A. Nominations of candidates will adhere to the following procedure:

- 1. Nomination forms will be available from Board Members, Committee Members, published in issues of Round Notes and downloadable from CRDA's website.
- 2. Either a hard copy or electronic nomination may be submitted to the committee chair.
- 3. Nominations must be submitted to the Hall of Fame Committee chair by June 1<sup>st</sup> to be eligible for consideration before the following Gala.

B. Candidates will be considered according to the following:

- 1. Must be or have been a CRDA member.
- 2. Nominations will be considered only one year. Nominations must be resubmitted to be considered in subsequent years.
- 3. Prospective candidates are notified of their nomination and asked to submit a resume detailing their contributions to CRDA and Round Dancing. The point system categories will be made available to assist nominees in providing appropriate information.
- 4. Selection is based on accumulation of sufficient points. The point system is as follows:

Category	Points	CRDA Points?
Years Dancing	1 pt/yr	N
Years Member of CRDA	1 pt/yr	Y
Years Instructing/Cuing	1 pt/yr	N
CRDA Board Member	5 pts/yr	Y
CRDA President	10 pts/yr	Y
CRDA Vice-President	7 pts/yr	Y
CRDA Secretary	7 pts/yr	Y
CRDA Treasurer	7 pts/yr	Y
CRDA Committee Member	2 pts/yr	Y
CRDA Committee Chair	4 pts/yr	Y
CRDA Round Notes Editor	7 pts/yr	Y
CRDA Website Administrator	7 pts/yr	Y
CRDA Facebook Administrator	7 pts/yr	Y
Gala Chair	10 pts/yr	Y
Gala Program Chair	6 pts/yr	Y
Gala Syllabus	3 pts/yr	Y
Gala Registration	3 pts/yr	Y
Gala Guest Couple Host	2 pts/yr	Y
Gala Sound	2 pts/yr	Y
Gala Decorations	1 pts/yr	Y
Gala After Party	1 pts/yr	Y
Spring Dance Chair	5 pts/yr	Y

Spring Dance Program Chair	2 pts/yr	Y
Harvest Moon Dance Chair	5 pts/yr	Y
Harvest Moon Dance Program Chair	2 pts/yr	Y
Regional Dance Chair	5 pts/yr	Y
Regional Dance Program Chair	2 pts/yr	Y
Fun Dance Chair	5 pts/yr	Y
Nominations	1 pt/nomin.	Y
<i>Local, state or national activities that involve Round Dancing:</i>		
Light	5 pts total	N
Medium	10 pts total	N
Heavy	15 pts total	N

For induction into the CRDA Hall of Fame, a minimum of 115 CRDA points (those directly related to CRDA service) and a minimum of 150 total points are required for dancers (non-instructors); a minimum of 150 CRDA points and a minimum of 200 total points are required for cuers/instructors.

C. Notification and Presentation:

1. Nominees who have met the Hall of Fame selection criteria will receive a letter of notification inviting them to the Gala. The inductees will be provided a free registration to the Gala for that year. If there is a luncheon at the Gala, the inductees will also be given a free lunch.
2. The Hall of Fame Committee chair will announce the inductees at the Board of Directors meeting.
3. The award will be presented by the Hall of Fame Committee during the Gala.
4. New inductees will receive a gift.
5. A resume and picture will be included in the Hall of Fame scrapbook and the Gala syllabus.
6. A name plate will be added to the CRDA Hall of Fame plaque.
7. The Hall of Fame inductees resume and picture will be published in Round Notes and the Denver Area Square & Round Dance Council (DAS&RDC) Bulletin after the Gala induction.

## History Committee

I. See current Bylaws for the History Committee primary duties.

II. Additional Duties of the History Committee:

- A. Maintain and preserve scrapbooks that are the pictorial history of CRDA.
- B. Collect CRDA memorabilia and add these to the scrapbooks.
- C. Display the scrapbooks at CRDA sponsored dance events.
- D. When requested, perform photography or arrange for photography at CRDA sponsored dance events. Add selected photos to the scrapbooks.
- E. To the degree possible, also maintain electronic versions of CRDA memorabilia.

III. Operating Policies and Procedures of the History Committee

- A. Make sure all memorabilia is appropriate and in good taste.

# **Membership Committee**

- I. See current Bylaws for Membership Committee primary duties.
- II. Basic Duties of the Membership Committee
  - A. Maintain records associated with member information.
  - B. Work with the Treasurer to transfer membership dues into CRDA accounts.
  - C. Maintain a database of members and associated information.
  - D. Encourage and facilitate new organization members
- III. Operating Policies of the Membership Committee
  - A. Membership Chair:
    1. Receive and record dues payments at levels prescribed by the Board of Directors.
    2. Receive new applications for membership, record information in membership database, and handle dues payments.
    3. Receive requests for CRDA Badges, record the transactions, and handle accompanying payments, and order them from the current vendor.
    4. Verify addresses, phone numbers and other pertinent information that might be on checks or notes, and record all membership data changes in the master membership database. The information will be kept securely, minimizing the chance of it being compromised. The database will be regularly backed up and stored in multiple locations.
    5. Collect checks for payment and:
      - a. Forward them to the Treasurer in accordance with agreed-upon procedures.
      - b. Include appropriate information to enable the Treasurer to properly maintain the organization's financial records.
    6. The procedure for delinquency of dues is outlined in the CRDA Bylaws. Communicate with members whose dues are past due to encourage payment before they are delinquent.
    7. Maintain personal contact with as many of the members as possible.
    8. Keep track of all changes, additions, corrections to member's information, update the membership database and organization related email reflector lists (Appendix II), and forward the relevant information to the President and the Newsletter Editor.
  - B. Membership database contents:
    1. Updated master file
    2. Active members, sorted by name.

# **Newsletter Editor**

- I. See current Bylaws for Newsletter Editor's primary duties.
- II. Operating Policies of the Newsletter Editor.
  - A. Whenever the Editor is in doubt as to how to proceed, the President will be consulted.
  - B. Whenever the Editor encounters potentially offensive or controversial information submitted for publication, the President will be informed.
  - C. Nothing will be published that cannot be positively identified as to its source. However, an identified writer may request that their identity not be disclosed. The Editor will honor such a request.

D. Comments by the Editor that could be interpreted as offensive should be avoided. This does not prohibit factual discussion of controversial topics by anyone.

### III. Operating Procedures of the Newsletter Editor

#### A. Editorial Responsibility/Qualifications:

1. Is responsible for receiving and screening material intended for publication in Round Notes.
2. Is responsible for screening the content of Round Notes and exercising broad discretionary powers in accepting or rejecting, editing and developing the material that is printed. Obviously, good judgment and careful attention to the personal feelings of those who submit material are necessary to maintain the integrity of the newsletter without discouraging contributions.
3. A solid background and active participation in Round Dancing are desired.

B. Sources of Material: Material for Round Notes comes from club reporters, other Round Dance publications, a variety of publications that could contain information pertinent to the Round Dance activity, and volunteer authors who submit articles, letters or comments. If sufficient material is not forthcoming, the Editor will develop whatever is needed to complete the issue. When articles or material from books, magazines or other sources are used, proper recognition of the author and source is required. Permission to reprint will be obtained prior to publication.

D. Advertisements: Advertisements shall be published on a space-available basis with preference to dance-related items and at a price set by the Board of Directors.

E. Deadline: The deadline for submission of materials to be printed in Round Notes is at the discretion of the Newsletter Editor.

F. Layout: The printed version of Round Notes is at the discretion of the Newsletter Editor. Many members now receive Round Notes in electronic format sent via email. As more and more CRDA members move in this direction, the exact format of the newsletter will be less critical thus allowing more flexibility by the Editor.

G. Writing Style/Tone: The Editor has full freedom to give the newsletter any tone desired.

#### H. Supplemental Help

1. Members may be enlisted to assist the Editor in any needed tasks.

#### I. Round Notes features:

1. The President's Letter
2. Hall of Fame nomination form (January through June issues)
3. Editorial Page
4. Club News
5. Club Dance Activity
6. Future Special Round Dance Events
  - a. Any CRDA member may submit events to be listed in the Round Notes, and the Editor will judge publication based on space availability and dates of the event.
7. Feature articles by Gala chair
8. Other dance-related information of interest.
9. A membership renewal notice should be published in the last edition of Round Notes of the calendar year.

J. The electronic versions of Round Notes shall be sent to members as email attachments. The format shall be one that can easily be viewed using commonly available, preferably free, viewing software. Currently, the preferred format is pdf (portable document format).

K. Each issue of Round Notes will contain the following indication of copyright to protect the organization's interests: Copyright © Colorado Round Dance Association.

### V. Records, Reports and Correspondence of the Newsletter editor

- A. The source material for each issue of Round Notes shall be retained for at least one year after publication.
- B. One hard copy of each issue of Round Notes shall be retained for the permanent file. Backup copies of electronic versions will be stored in multiple locations. The issues will be archived according to the policy described in General Information above.

## **Public Relations Committee**

- I. See current Bylaws for Public Relations Committee primary duties.
- II. Public Relations activities are conducted by various representatives and subcommittees:
  - A. Facebook
  - B. Square Dance Representatives
  - C. Strolling Rounders
  - D. Website

## **Facebook Subcommittee**

- I. Basic Duties of the Facebook Subcommittee.
  - A. Monitor and maintain the CRDA Facebook page.
  - B. Work with the Public Relations Committee to use Facebook to publicize the association.
  - C. Work with the Website Subcommittee to provide a link to the CRDA Facebook page. Suggest material and links from Facebook that could be incorporated into the CRDA website.
- II. Operating Policies and Procedures of the Facebook Subcommittee
  - A. Ensure that postings on the Facebook page are appropriate and related to the purposes of CRDA (e.g. foster and promote Round Dancing, provide for the free exchange of dance related material).
  - B. Page administrators should only post articles, flyers, information, etc. related to the organization. A violation of this is grounds for removal as a page administrator.

## **Square Dance Representatives**

- I. Basic Duties of the Square Dance Representatives.
  - A. Will represent the Colorado Round Dance Association in the affairs of local Square Dance organizations. This includes exchanging information between CRDA and these organizations.
  - B. Will find out the details of upcoming meetings and attend when possible.
  - C. Will verify these organizations' newsletter deadlines for articles. Prepare appropriate articles and submit them to the editors by the deadlines.
- II. Operating Policies of the Square Dance Representatives
  - A. The CRDA Representative serves as liaison to the organization and shall be treated by CRDA very much like a committee chair. It should be noted, however, that the representatives have no vote in the business of these organizations and should conduct themselves accordingly. They

are spokespersons of CRDA, and therefore should become conversant in the current policies, practices and activities of CRDA.

- B. The relevant organizations to which CRDA may have representatives are:
  - 1. Colorado State Square Dance Association (CSSDA)
  - 2. Denver Area Square and Round Dance Council (DAS&RDC)
  - 3. Northeast Area Square Dance Council (NASDC)
  - 4. Colorado West Area Square Dance Council (CWASDC)
  - 5. Southeast Area Square Dance Council (SASDC)
  - 6. Tri State Square Dance Council (TSSDC)
  - 7. San Luis Valley Square Dance Council (SLVSDC)

### III. Operating Procedures of the Square Dance Representatives

#### A. Meetings

- 1. Will find out when the organizations' meetings are held. They are announced in the organizations' newsletters to which the representative is encouraged to subscribe.
- 2. When committee reports are given, CRDA is expected to provide a report. When the organization President calls for the report, the Representative orally delivers his/her report and provides a written copy of the report to the organization's Secretary. The content of the report is usually a brief description of current and upcoming CRDA activities.
- 3. When appropriate, the Representative is free to comment in the name of CRDA on business before the organization.

- B. At the CSSDA State Square Dance Festival each June, the Square Dance Representative shall design and set up a display about CRDA in the Showcase of Ideas. The CSSDA 3-R Committee handles this area. Meet with them to determine times, location and any special requests. The Representative may appoint someone else to do this.

- C. The Representatives also bring information from these organizations back to CRDA by way of reports at Board of Directors and General Membership meetings as well as articles in Round Notes.

## **Strolling Rounders Subcommittee**

- I. See current Bylaws for Strolling Rounders Subcommittee primary duties.

#### II. Basic Duties of the Strolling Rounders.

- A. Plan and organize official visits throughout the area by delegations of CRDA member round dancers to beginner class graduations, round dance clubs and other special events to promote the activities of CRDA and benefits of membership.
- B. Obtain information about the Fun Dances, Spring Dance, Harvest Moon Dance and Gala to share with prospective members.
- C. Contact every CRDA member Round Dance cuer, instructor and teacher to obtain beginner class graduation information and regular club dance schedules.
- D. Obtain information on special events that involve Round Dancing and share the information with classes and clubs that are visited.

#### III. Operating Policies and Procedures of the Strolling Rounders.

- A. Beginner Class Graduation Visits. The Strolling Rounders chair should make a list of all beginner class graduations dates and coordinate with the leaders to arrange visitation dates. During the visits, the delegations should give congratulatory remarks, a brief description of the

benefits of membership in CRDA, accompanied by encouragement to join, and followed by a description of and invitation to the Spring Dance.

- B. Gala Publicity Visits. Between the Spring Dance and the annual Gala, visits should be scheduled to as many Round Dance clubs and other special events which involve Round Dancing as possible. Emphasis should be especially placed on the Gala location, dates, format, the guest instructors, the teaching sessions planned and pre-registration benefits. Membership brochures and Gala pre-registration forms should be made available, and several should be left with the club's leader. The Strolling Rounders chair should also make efforts to contact non-CRDA member Round Dance leaders and schedule visitations if the leaders permit.

## **Website Subcommittee**

- I. See current Bylaws for Website Subcommittee primary duties.
- II. Basic duties of the Website Subcommittee.
  - A. Shall promote CRDA and its activities through CRDA's webpage found at: [www.crda.net](http://www.crda.net)
  - B. Shall keep the website up to date with current information. This information can include:
    - 1. All CRDA dance events
    - 2. Current Board of Directors
    - 3. Round Dance clubs
    - 4. Round Dance lessons
    - 5. Hall of Fame nomination form
    - 6. Hall of Fame recipients
    - 7. Membership application form
    - 8. Committee membership and openings
    - 9. Board of Directors Meeting dates and locations
- III. Operating Policies and Procedures of the Website Subcommittee.
  - A. Ensure that all material on the website is appropriate and in good taste.



# **CRDA Sponsored Dance Events**

I. See current Bylaws for policies related to CRDA Sponsored Dance events, currently only related to the Gala Committee.

## II. Basic Duties of CRDA Sponsored Dance Committees

A. Organize successful CRDA sponsored Round Dance events for the purpose of introducing new material, improving dancing skills and contributing to the enjoyment of social contacts through Round Dancing. These include:

1. Gala
2. Spring Dance (Beginner Dancer Round Dance Party)
3. Harvest Moon
4. Regional Dance events
5. Fun Dance events

B. Promote CRDA Sponsored Round Dance events throughout the state.

C. Develop cooperation, communication and friendship between Round Dance clubs, dancers and instructors throughout the state through CRDA Sponsored Dance events.

## III. Actions upon assuming Chair of committee

A. Begin planning EARLY.

B. Develop a plan. Create task lists complete with timelines.

C. Document everything and describe the rationale for any decisions. Use this information for progress reporting, for final reports and for updating these procedures.

D. Involve many people in planning and execution - never turn away a volunteer.

E. Find members with a positive attitude for leadership positions. Each appointee to a Chair position should be enthusiastic toward that task to be effective

F. Listen particularly to those who have done this before. Ask them to explain their rationale for the approaches that were used. What would they do differently the next time?

G. Encourage committee members to work in groups so everyone's experience and talent contributes.

H. Analyze the attendee evaluations and committee reports from the previous year. If appropriate, involve those people in the specific area in which they would like to see a change. Recognize that CRDA sponsored dance events have evolved over the years with careful adjustment of procedures each year. Make changes only with careful consideration, rather than based only on one or two comments in evaluations.

I. Communicate with your committee frequently. Make detailed reports describing the procedures you have used in fulfilling your assignment. The more detailed information the committee has the less opportunity there is for planning error. Committee members should be solicited for their comments and opinions.

J. Entire committees should brainstorm difficult issues.

K. Entire committees should openly discuss and come to consensus on important and potentially controversial issues.

L. Cultivate an environment that seeks input from all involved.

## IV. Written Contracts Related to CRDA Sponsored Dances

A. Contracts shall be negotiated and executed to bind physical facilities and Guest instructors. The documents shall be as simple as possible, yet afford clear understanding of the major responsibilities of all parties to the agreements. The President or designated delegate is

responsible for reviewing and signing all contracts. Make use of standard contract templates, adjusting as necessary with approval of the Board of Directors.

V. Members of the CRDA Sponsored Dance Events committees

A. Committee members must be members of CRDA, as prescribed by the Bylaws.

VI. Policies and Procedures

A. CRDA sponsored dance events are primarily social. The financial objective is to balance expenses with income as closely as possible. A modest net income or loss will be acceptable.

B. CRDA cuers who volunteer to cue at CRDA sponsored dance events, receive ½ price admission (with the exception of Fun Dance Events, which are handled differently because cuers are paid).

## Fun Dance Events

I. Basic Duties

A. Review the duties for all CRDA sponsored dances.

B. Organize a Fun Dance Event for the purpose of giving Round Dancers a place to dance on weekends and to financially break even.

II. Policies and Procedures

A. CRDA Fun Dance Events should be placed in different areas throughout the state (according for the density of dancers).

B. CRDA Fun Dance Events are scheduled on Friday or Saturday evenings or Sunday afternoons depending on cuer and hall availability.

C. Fun Dance Events are not scheduled in some months to avoid conflict with CRDA and other organization dance events.

1. June – Colorado State Square and Round Dance Council Festival.

D. CRDA advertises Fun Dance Events via flyers, in Round Notes, in the DAS&RDC Bulletin, on the CRDA website, and through announcements at other dance events.

E. The CRDA Fun Dance chair arranges the hall rentals and contacting cuers to cover the dances for the year (with the exception of the Grand Junction area Fun Dance Event).

F. The cost of Fun Dance Events is determined by the board.

G. CRDA does not provide snacks at these events.

1. Host cuers and their clubs are welcome to provide snacks at no cost to CRDA.

H. Two CRDA member cuers provide the programming and cueing.

1. The cuers select routines appropriate to the dance level of the dancers present.

I. CRDA's Treasurer (or their representative) collects the money at the door and pays the cuers and the hall rental from the CRDA treasury and not directly from the funds collected during the dance.

1. From funds collected at the door, the hall rental is paid first.

2. The cuers are next compensated on a sliding scale.

a. The minimum cuer compensation is \$45 and the maximum is \$60.

b. The amount the cuers are paid depends on the amount available from the funds collected at the door (after the hall is paid).

c. If the dance needs to be canceled due to weather or any other unforeseen circumstance, no compensation is given to the cuers.

d. Payment of the hall rental fee due to weather cancellation depends on the policy of the hall.

## **Regional Dance Events**

### **I. Basic Duties**

- A. Review the duties for all CRDA sponsored dances.
- B. Organize a Regional Dance event for the purpose of introducing new material, improving dancing skills and contributing to the enjoyment of social contacts through Round Dancing throughout the state.

### **II. Policies and Procedures**

- A. Any person or group may present a proposal to the CRDA Board of Directors for a regional dance.
- B. Board members are encouraged to promote regional dances within their areas.
- C. The proposal should include:
  - 1. The location of an adequate facility and rental cost.
  - 2. A date that does not have conflicting activities.
  - 3. Range of levels of dance routines to be taught and programmed.
  - 4. Admission price.
  - 5. Suggested instructors and cuers.
  - 6. Plan for advertising the event.
- D. The plan should be submitted to the President for consideration at either
  - 1. A regular meeting of the Board of Directors, or
  - 2. A special meeting of the Board of Directors.
- E. If the proposal is approved by the Board of Directors, the persons submitting the proposal are responsible for ensuring all necessary activities for a successful dance event are carried out.
- F. The finances of the event will be backed by CRDA funds. Any profit or loss will be reflected in the CRDA General fund.

## **Spring Dance Events**

### **I. Basic Duties**

- A. Review the general procedures for all CRDA sponsored dance event committees.
- B. Organize one or more Spring Dance events for the purpose of introducing new dancers to the festive atmosphere of a Round Dance event.
- C. Promote the Spring Dance event throughout the state.
- D. Develop cooperation, communication and friendship between Round Dance clubs, dancers and instructors throughout the state through the Spring Dance event.

### **II. Policies and Procedures**

- A. The Spring Dance Events are held for the specific purpose of gathering all the graduating beginner dancers together for a dance event where they can meet one another, can dance to the cuing of a variety of teachers, and can be introduced to Round Dancing in a festive atmosphere.
- B. The dance events are held on Sunday afternoons in March, April or May, if possible not to conflict with other special dances or holidays.
- C. Beginner class graduates get reduced admission to the events. CRDA members also get reduced admission.
- D. The program will be based on current rhythms and phases being taught at beginner classes. The program should include an intermediate or advanced level dance to demonstrate the scope of Round Dancing to the new dancers.
- E. Experienced dancers are encouraged to attend so they can help welcome the new Round Dancers to the world of Round Dancing.

# Gala Dance Event

## Gala Committee

- I. See current Bylaws for policies related to the Gala committee.
- II. See procedures for CRDA Sponsored Dances.
- III. Basic Duties of the Gala Committee
  - A. Organize a Gala dance event for the purpose of introducing new material, improving dancing skills and contributing to the enjoyment of social contacts through Round Dancing.
  - B. Develop cooperation, communication and friendship between round dance clubs, dancers and instructors throughout the state through the Gala dance event.
- IV. The Gala Dance Event
  - A. The Gala dance event may commence on Friday afternoon with an informal dance event or on Friday evening with a programmed dance, continue Saturday with morning and afternoon workshops/clinics at various levels, followed by a programmed dance on Saturday night. A Sunday morning clinic or review may be included depending on hall and cuer availability.
  - B. Per the Bylaws, Article III, Section 5, only CRDA members can cue or provide instruction at CRDA events. In order to meet the Bylaw requirement, Gala guest instructors are granted honorary membership status (i.e. payment of dues not required) in CRDA the year prior to their Gala until the end of the year following their Gala. By receiving the newsletter during this period, they become familiar with the operation of the organization, and they see the outcome of their instruction. This policy was established many years ago and has generated many compliments from guest instructors.

No honorary membership status is necessary for Gala clinicians, because they must already be members of CRDA.
  - C. To minimize misunderstanding, the Gala committee chair will be the main point of contact to the Guest Instructors. Other possible contacts with the Guest Instructors would be the Gala Program Chair and Gala Hosts.
  - D. Year(s) prior to the Gala event, the following would have been decided:
    1. Guest Instructors: Will be proposed by the Cuer Selection Committee following the prescribed procedures.
    2. The combination of the availability of guest instructor(s) and physical facilities on the same weekend will determine the weekend on which this event will be scheduled. It has usually been held on the first Friday and Saturday in November.
    3. One-Floor/Two-Floor/Three-Floor: This will be decided by the Board of Directors for each event based on a variety of factors including the facility, availability of suitable guest instructors, and finances.
    4. The number and identification of guest instructors will be decided at least two years in advance of the event.
    5. This event may be held anywhere in the state where a significant number of dancers can be expected to attend. A suitable (number of dance halls, size of dance halls, type of flooring, availability of nearby hotel rooms, etc.), economical facility must be available.
    6. Guest instructors will provide teaching at the Phase II, III, IV, V and VI levels at all Gala events, except when the facility does not provide sufficient halls to accomplish this. In such

case, higher and/or lower level teaching may be eliminated. The Gala committee will offer a proposal that will be reviewed and approved by the Board of Directors.

7. The same approach as IV.D.6 applies to the dance level of the evening dance programs.

#### V. Records, Reports and Correspondence

- A. A comprehensive report of the Gala planning and execution will be given to the incoming Gala chair.
- B. The report will include information from each committee and a detailed overview written by the Gala chair.
- C. Copies of all significant correspondence, receipts, notes, contracts, etc., will also be included.
- D. A complete financial report will be included.
- E. Post-mortem comments, recommendations and evaluations.
- F. The report shall be completed by the Gala wrap-up meeting, which is held no later than December 31 of the year of the Gala.
- G. Record any expenses and claim reimbursement from the Treasurer.

## Gala Chair

### I. Basic Duties of the Gala Chair

- A. The chair is directly responsible to the Board of Directors, through the President and will keep the President informed of all plans and significant activities BEFORE making any agreements or announcements.
- B. The chair will secure the approval and support of the Board of Directors for (note that many of these will be decided before chair selection):
  - 1. Proposed budget (the earlier this can be done, the better)
  - 2. Deviation from long standing traditions
- C. The chair will attend Board of Directors meetings to report progress.

### II. Actions upon Assuming Office

- A. Confirm the following key aspects:
  - 1. Dates of the event
  - 2. Event format (one-floor vs two-floor vs three-floor, one guest instructor vs two, etc.)
  - 3. Dates of the event
  - 4. Guest instructors (identity, contracts)
  - 5. Location
  - 6. Admission fees

### III. Operating Procedures of the Gala Chair and Gala Committee.

- A. Committee Organization. The Gala Chair should delegate many tasks to committee members so the coordinating and overseeing functions of the chair position can be accomplished. It is wise to have major committee chairs committed before the preceding Gala so that they can shadow their counterparts, plan and recruit help. The Gala committee composition includes, at a minimum, people filling the following roles. Each of the committees include as many committee members as needed to fulfill the committee's duties
  - 1. Chair
  - 2. Assistant Chair
  - 3. Registration Chair
  - 4. Program Chair

5. Publicity Chair
  6. Sound Chair
  7. Syllabus Chair
  8. Signs Chair
  9. Decorations Chair
  10. Refreshments Chair
  11. Greeters and Hospitality Chair
  12. Hosts
  13. Gift-Goodie basket Chair
  14. Facility/Hotel/Motel/Restaurants Chair
  15. Photography Chair
  16. After-Party Chair
- B. Submit a proposed Gala budget for the Board of Directors review and approval, using input from committee chairs.
  - C. Coordinate with each committee chair as often as necessary to insure satisfactory and timely completion of all tasks and to assist them in any way possible.
  - D. Communicate with the guest instructors and Board of Directors as necessary.
  - E. Actively participate in the publicity activities.
  - F. Involve the Assistant Chair in all plans and activities, including providing them with copies of all important and relevant documents.
  - G. Accomplish all duties that have not been delegated.

### Gala Chair Timetable

Gala Year			
January	February	March	June
Finalize Gala plans	Communicate with committee chairs to verify assignments are progressing.	Coordinate distribution of publicity materials with Publicity chair	Announce Gala at Colorado State SD Festival
Prepare final budget (with information from the Treasurer) and present to BOD		Announce Gala at Spring Dance event	Verify finalized travel arrangements for guest cuers
Coordinate travel arrangements with guest cuers			
Coordinate publicity with Publicity chair			

Gala Year			
August	October	November	December
With Program chair, develop preliminary evening programs	Finalize evening programs	Gala dance event	Gala wrap-up meeting to develop report of Gala
Survey CRDA members and cuers for dance routine choices		Take care of any last minute details; gather data for report	Finalize and submit final Gala report

## Gala Assistant Chair

- I. In the event of a lengthy absence or the incapacitation of the Gala chair, perform the Chair's duties.
- II. Perform other duties assigned by the Chair to advance progress of planning and execution of the Gala dance event.
- III. Be available to assist with publicity functions, including speaking publicly about the Gala.
- IV. Plan for the next Gala.
  - A. Make notes for next year during each step of the process this year.
  - B. Appoint all committee chairs for the next Gala before the preceding Gala wrap-up meeting.
  - C. Make an introductory announcement during the preceding Gala, of the dates, location, and guest instructors for the next Gala.
  - D. Prepare, print, and distribute the official flyer/preregistration form during the preceding Gala. If all information is not yet available, prepare and print a preliminary flyer providing whatever information is known at that time. The official flyer/preregistration form should be published as soon as possible. Insure that appropriate publicity is given to the event including a monthly article in Round Notes.
  - E. Help the committee chairs recruit committee members from as many clubs and as many regions of the state as possible.

## Gala Assistant Chair Timetable

Prior Year			
August	September	November	December
Choose Theme	Appoint Committee Chairs	Announce at preceding Gala	Double check facility arrangements and work out details
Prepare overall Gala plan.	Prepare, print, and distribute flyers and registration forms	Take notes of important issues	Attend previous Gala wrap-up meeting
Coordinate with President on details of Guest Instructor contracts			
Arrange for Round Notes subscription for Guest Instructors			
Complete registration forms for inclusion in preceding Gala syllabus			

## Gala Registration Committee

- I. Basic Duties
  - A. Provide for registration of attendees at all sessions of the Gala.
  - B. Accept registration forms and fees. Coordinate handling of membership fees and information with CRDA Membership chair.

- C. Acknowledge each pre-registration.
- D. Keep careful records that account for registration fees and contact information of those registered.
- E. In collaboration with the CRDA Treasurer, transfer funds to the Treasurer at agreed upon intervals.

**II. Actions upon Assuming Office**

- A. Discuss the registration function of the Gala with the Gala chair and previous Gala Registration Committee chair.
- B. Obtain a copy of the report for the last Gala of the same type from the Gala chair.
- C. Discuss procedures and intervals for fund transfers with the Gala Chair and the Treasurer.
- D. Using the Gala pre-registration form and practice of previous Registration chairs as guides, use appropriate software to format registration information.
- E. Recruit people to help with the registration function during the Gala. With their help, plan how to process dancers as quickly and as efficiently as possible. Priority should be placed on processing pre-registered dancers most rapidly, letting them experience how pre-registration speeds up the check-in process.

**III. Operating Policies (Pre-Registration)**

- A. Pre-registration closes one week after the Spring Dance of the Gala year. This gives the new beginner dancers a chance to pre-register at the lower price.
  - 1. Be knowledgeable of the current Gala pricing.
- B. To resolve registration-related disputes, accept the attendee’s version of the issue as correct unless there is conclusive evidence to the contrary.

**IV. Operating Procedures (Walk-In Registration)**

- A. Arrange for people to be at the registration table all four sessions to accept walk-in registrations.
- B. During the Gala, follow your planned procedures. If they are not working well, revise them.

**Registration Timetable**

Prior Year	
November	December
Collect pre-registrations at Gala	Attend previous Gala wrap-up meeting
	Solicit ideas and thoughts from previous Registration chairs

Gala Year			
January-April	May	November	December
Provide monthly registration lists to Gala chair and Treasurer	Arrange for members to help with on-site registrations	Gala – Coordinate distribution of materials and logging of attendees	Attend Gala wrap-up meeting
Send funds collected to Treasurer on agreed-upon schedule	Coordinate with Membership chair for on-site member renewals and acceptance of member applications	Contribute to Gala report on registration information	



# Gala Program Committee

## I. Basic Duties of the Gala Program Committee.

- A. Create and publish the evening dance program of the highest quality for each dance hall.
- B. Develop the program for daytime teaching activities.

## II. Operating Policies

- A. Each CRDA member Round Dance leader, teacher, or cuer shall be given an opportunity to indicate his/her availability to cue at the Gala.
- B. Every reasonable effort will be made to program those who respond affirmatively.
- C. Cuers/teachers/instructors are free to decline without condemnation or negative consequences.

## III. Operating Procedures

A. General: The method outlined here is one which has been proven to work very well over the years. Gala Program Committees may use any method they wish as long as the desired result is achieved.

B. Organize and Plan: Upon appointment, the Program chair should research the requirements of the position and formulate initial plans. They should become familiar with approaches of previous Gala dance events and lessons learned. The development of acceptable evening programs requires significant consultation with CRDA cuers and dancers.

1. This is a labor-intensive job. Use of a word processor and database will minimize the labor, reduce errors and save lots of time. Make use of the work done by previous Program chairs.
2. The Program chair should seek guidance from the Gala committee as to the desired breakdown of the programming by dance routine level. The following breakdown for a three-hall Gala is a starting point for planning:
  - a. Phase II-III (Easy) Hall: about 30 routines – 50% phase II, 50% 'easy' phase III (plus 2 phase II 'view and cue' level dances).
  - b. Phase III-V (Intermediate) Hall: about 33 routines – 30% 'difficult' phase III, 60% phase IV, 10% 'easy' phase V.
  - c. Phase IV-VI (Advanced) Hall: about 33 routines – 30% 'difficult' phase IV, 40% phase V, 30% phase VI.
3. The Program Committee will also program the activities that involve the Guest Instructors.
  - a. Guest instructors will share the request portion of the program both Friday and Saturday nights with local CRDA cuers.
  - b. Guest instructors will cue at least 50% of their available time both Friday and Saturday nights. The schedule needs to include time to move between halls and set up.
  - c. Guest instructors will present demonstrations of routines to be taught on Saturday after the Friday evening dance program.
  - d. Guest instructors will conduct Friday night, Saturday morning and Saturday afternoon routine teaches with clinics as time allows. The time and level will be determined by the Gala committee in consultation and coordination with the Guest instructors.
  - e. Guest instructors will be asked by the Gala Committee to present an exhibition program during the Saturday evening program. The format of that program will be organized with input of the Gala committee and in consultation and coordination with the Guest instructors.

## C. Gather Data.

1. Popular dance routines may be determined by vote of CRDA teachers and dancers. If a voting method is used, the vote list is updated from the previous year by adding new, popular routines, removing older, less popular ones, and asking CRDA cuers to make suggestions on routines that should be added. By September 15 (or earlier) a ballot should be made

available to all CRDA members and those pre-registered for the Gala. This should be coordinated through the CRDA webmaster in order to allow online voting. Voting should be available online by the time of the CRDA Harvest Moon dance event, or earlier. A voting deadline of 2-4 weeks is appropriate. Only those intending to attend the Gala event should be asked to vote on the program, although it is recognized that this is an unenforceable request.

2. All CRDA member Round Dance leaders, teachers, and cuers will be given the opportunity to indicate their willingness to cue and/or MC at the Gala. This can be done in conjunction with the online voting with a separate column to indicate those routines that the cuers are comfortable to cue for the Gala. Routines that are cued by the Guest instructors should also be gathered at this time.
3. If the voting method is not being used, a questionnaire should be sent to all Round Dance leaders, teachers, cuers and dancer run clubs. The questionnaire should solicit their availability to cue and/or MC, if they are CRDA members. They should be asked to list all the dances that their club is regularly dancing by name, choreographer and phase level. The questionnaire should be made available by September 15 (or earlier) with a deadline to respond within 2-4 weeks.

#### D. Program Planning

1. While waiting for the data to come in, the Program Chair should sketch mock-ups of the schedule for each hall for Friday and Saturday. This must include all the events scheduled for each hall, such as the phase II view & cues and the demonstrations on Friday night, the teaches/clinics on Saturday morning and afternoon, the CRDA annual General Membership meeting, and the CRDA Announcements and dancing exhibitions on Saturday night. They should block time for anything else they can foresee that takes time.
2. Experience has shown that scheduling dance routines at four minute intervals allows the program to flow very smoothly and on schedule. This works well for normal dance routines lasting about 3 minutes. Some high-level routines last 4 minutes or longer, and so this should be taken into account. Therefore, block out four minute (or longer) segments on the program mock-up for the dancing periods.
3. Similarly, experience has shown that scheduling twenty minute intervals for the phase II view & cue sessions on Friday night is optimum. These intervals should be scheduled for each dance routine to be taught, which is one per guest instructor.

E. Tally the Data: When the Program chair receives the ballot or questionnaire replies, they should tally cuer availability. Then they should tally the routine votes with a database program or chart which lists the dances down the left and cuers across the top. A list should be created for each hall, according to the levels which will be programmed in each hall. This information will show:

1. All the dance routines that are currently being danced in Colorado and their relative popularity.
2. All the dance routines that are regularly cued by each cuer.

#### F. Analyze and Refine the Data

1. If the Program chair is programming multiple halls that require splitting a phase into 'easy' and 'difficult', classify the dance routines appropriately.

G. Build the Program. The Program chair uses the information available to build the program: time intervals for routines, list of the potential dance routines from votes or questionnaires, and list of the cuer-dance routines matches.

1. Building the Program: Sets for an individual cuer usually consist of four or five dance routines. Within each set, the level and rhythm should be varied. Begin with cuers whose cuing repertoire is the smallest and move to those whose are larger.
2. The Program chair should make sure that no cuer is scheduled to cue any dance that they did not include on their list without consultation.

3. Popular routines choreographed by the Guest instructors may wish to be included in their sets.
  4. Request rounds will be shared by Guest Instructors and capable CRDA leaders. When there are multiple halls, the Guest instructors will switch halls on Friday and Saturday evenings.
  5. MCs may be assigned to oversee the timing and cuer transitions, and to make any announcements. MCs are free to participate in the dance program, but should remain vigilant to any problems that could arise.
  6. A Top 10 segment may be included in the Saturday evening program. The two dance routines receiving the highest votes in phases II through V may be danced during this segment of the program. The phase and rhythm should be mixed in this segment. The top two Phase VI dance routines may be scheduled in the Advanced Hall Saturday evening program.
  7. The Guest Instructor couples should not be scheduled to cue immediately preceding the demonstration segment (Friday night), the exhibition program (Saturday night), or their view and cue sessions (Friday night). This gives them time to be physically and mentally prepared for each of their performances.
  8. Provide lists (one per hall at the appropriate level) of those dance routines that were eliminated from the program to create request lists from which dancers can choose for request rounds.
  9. Once the evening program is nearly final, the chair will send a list of programmed routines (not the specific schedule) to the Round Notes editor for publication and to CRDA cuers and dancer run clubs to share with their dancers.
- H. Create and Distribute the Final Schedule: The Program Chair should send the final formatted program to the Syllabus Committee and Signs Committee in sufficient time to meet printing deadlines. Formatting in full page and pocket format is appreciated by attendees. Posters showing the program schedules should be prepared for display outside the dance halls.

## Program Timetable

Prior Year	Gala Year		
December	February-May	July-August	September
Attend previous Gala wrap-up meeting	Contact CRDA cuers for availability	Prepare and distribute preliminary vote lists of routines to potentially be programmed	Arrange for cue sheets of teaches to be sent to Syllabus chair
	Contact guest instructors to coordinate teaches and cueing assignments, keeping the Gala Chair informed	Contact guest cuers regarding status of teaches and cue sheets	Use vote lists to finalize program
			Send list of programmed routines to Round Notes editor and CRDA cuers

Gala Year		
October	November	December
Send final program to the Syllabus and Gala Signs Committees for printing.	Gala – make sure program runs smoothly	Attend Gala wrap-up meeting
Send assignments to CRDA cuers and guest instructors	Contribute to Gala report on programming	
Provide needed setup information to Facility chair		

## Gala Publicity Committee

### I. Basic Duties

- A. Make the Gala known to Round Dancers from Colorado and surrounding areas.

### II. Actions upon Assuming Office

- A. Discuss duties and responsibilities with the Gala chair and previous Publicity Committee chair.
- B. Obtain a copy of the report of previous Gala of the same type (number of halls, number of guest instructors) from the Gala chair.

### III. Operating Policies

- A. Assist and coordinate with the CRDA Public Relations Committee, which includes Committees for Strolling Rounders and the Website.
- B. In the absence of the Strolling Rounders assume responsibility for the functions assigned to the Strolling Rounders related to publicizing the Gala.

### IV. Operating Procedures

- A. In collaboration with the Gala Assistant Chair, design the flyer for the next Gala. Include in the design photographs of the Guest instructors, which can be obtained from the Gala Assistant Chair.
- B. See that the flyer is distributed to:
  1. Colorado Round Dance Association clubs and classes
  2. Round Dance organizations of neighboring states
  3. CRDA President
  4. CRDA Membership Chair
  5. Strolling Rounders Subcommittee Chair
  6. CRDA Public Relations Committee Chair
  7. CRDA Website Subcommittee Chair
- C. Design advertisements for the various dance bulletins and newsletters, and arrange for their publication. Examples include:
  1. CRDA Round Notes
  2. Four in-state square dance council bulletins.
  3. Other areas that usually draw dancers (Kansas, Nebraska, New Mexico, Texas, Oklahoma).
- D. In coordination with the Strolling Rounders, schedule visits to various clubs and special events to publicize the Gala. Recruit members of the Gala Committee, the Board of Directors and other volunteers to participate in these visits.

## Publicity Timetable

Prior Year		Gala Year		
September	December	January	February	March-September
Prepare, print, and distribute flyers and registration forms in collaboration with the Gala Assistant Chair	Attend previous Gala wrap-up meeting	Prepare publicity plan; compile address lists	Distribute registration forms and flyers to area cuers and clubs	Send ads to publications
		Compile list of area bulletin addresses and deadlines		Write news releases for Round Notes & area dance bulletins and newsletters
		Coordinate activities with Gala chair		Maintain supply of publicity materials & provide to traveling dancers
				Arrange for club visitations in coordination with Strolling Rounders

Gala Year	
November	December
Gala	Attend Gala wrap-up meeting
Contribute to Gala report on publicity issues	

## Gala Sound Committee

### I. Basic Duties.

- A. Arrange for and install basic sound equipment (amplifier, turntable, minidisc player, computer, speakers, microphone, audio taping boxes, and hearing assist equipment) for each hall to provide the best possible sound for cueing and teaching. Work with CRDA Equipment Committee to arrange the use of CRDA-owned items.

### II. Actions upon Assuming Office

- A. Discuss the function of this committee with the Gala chair and previous Gala Sound Committee chair.
- B. Obtain a copy of the Gala report for the last Gala of the same type from the Gala Chair.

### III. Operating policies

- A. Additional sound systems used for enhancing the standard system may be used when they are provided on the same basis as the standard callers' equipment (provided at no cost to CRDA).
- B. Appropriate backup sound equipment will be available in case of failure of the primary equipment.

### IV. Operating Procedures

- A. Arrange for and install basic sound equipment (amplifier, turntable, speakers and microphone) for each hall so as to provide the best possible sound available and to be fully operational before the starting time for each scheduled session.
- B. Wireless sound equipment (e.g. microphone receiver and transmitter) must be provided by those cuers/instructors who wish to use them.
- C. Hearing assist channel assignments must be 1, 5, and 8 for 3 halls. For 2 halls, any 2 of these 3 channel assignments will work.

## Sound Timetable

Gala Year			
July-August	October	November	December
Coordinate sound needs with Gala and Program chairs	Coordinate with Facility chair on set up needs and times	Gala – Ensure sound systems work properly; be ready to make repairs as needed	Attend Gala wrap-up meeting
Arrange needed sound equipment	Confirm arrangements for borrowed equipment	Contribute to Gala report on sound issues	

## Gala Syllabus Committee

- I. Basic Duties.
  - A. Shall prepare and publish a Gala syllabus to be made available to each couple and single who attends the Gala.
- II. Actions upon Assuming Office
  - A. Discuss the function of this committee with the Gala chair and the previous Gala Syllabus Committee chair.
  - B. Obtain a copy of the report of this committee and a copy of its Syllabus for the last Gala of the same type from the Gala chair.
- III. Operating Policies.
  - A. Coordinate with the Gala Chair and other Gala Committee chairs.
- IV. Operating Procedures.
  - A. Coordinate with the Gala chair to develop a budget for the syllabus.
  - B. Prepare the Gala syllabus.
    - 1. Design the syllabus cover, which should coordinate with the Gala event theme.
    - 2. The syllabus should contain:
      - a. Welcome letters from the President and Gala Chair.
      - b. Pictures and resumes of the Guest instructors, the Gala committee, the CRDA Board of Directors, officers and committees.
      - c. Anything else the Gala committee wishes to include.
  - C. Print the Gala syllabus and Dance Programs (Pocket Programs).

## Syllabus Timetable

Gala Year				
January	July-September	October	November	December
Coordinate with Gala Chair to prepare budget.	Format & prepare syllabus for printing	Receive formatted program from the Gala Program Chair	Gala	Attend Gala wrap-up meeting
			Contribute to Gala report on Syllabus issues	

## Gala Signs Committee

- I. Basic Duties.
  - A. Make and print all signs needed.
- II. Actions upon Assuming Office
  - A. Discuss the function of this committee with the Gala chair and previous Gala Signs Committee chair.
  - B. Obtain a copy of the Gala report for the last Gala of the same type from the Gala chair.

## Signs Timetable

Gala Year		
October	November	December
Make and print any signs requested	Gala	Attend Gala wrap-up meeting
	Contribute to Gala report on signs issues	

## Gala Decorations Committee

- I. Basic Duties.
  - A. Create and install appropriate decorations in the facility to provide a festive atmosphere for the dance event.
  - B. Obtain the decorating policies for facility.
- II. Operating Policies.
  - A. No decorations may be installed in violation of the rules of occupancy of the facility.
- III. Operating Procedures.

- A. Coordinate with the Gala Chair to develop a budget for Gala decorations.
- B. Visit the Gala facility, if necessary, to plan appropriate decorations.
- C. Plan decorations to coordinate with the theme of the Gala to the degree possible.

### Decorations Committee Timetable

Gala Year				
January	September	October	November	December
Develop decoration plan and budget	Purchase materials and make decorations	Coordinate with Facility chair on special needs & times for set up	Gala – Install and remove decorations	Attend Gala wrap-up meeting
		Recruit committee members for set up and removal	Contribute to Gala report on decorations	

### Gala Refreshments Committee

- I. Basic Duties.
  - A. Provide a cheerful environment through food and drink.
- II. Operating Policies. No refreshments will be served in violation of the refreshment rules which apply at Gala facilities.
- III. Operating Procedures.
  - A. If refreshments must be purchased from the Gala facility only, determine if the cost is reasonable for the refreshments desired.
  - B. Decide on the beverages and snacks to be served. Purchase them or arrange for their availability.
  - C. Arrange for enough people to serve the refreshments throughout the evening dances.
  - D. Arrange for appropriate cleanup after each dance session.
  - E. If a Sunday morning breakfast or get-together is planned, make sure either reservations or refreshments are provided for at a cost that is reasonable and fits into the Gala budget. If a Sunday morning brunch at an outside restaurant is scheduled, each attendee should be responsible for his own cost.

### Gala Greeters and Hospitality Committee

- I. Basic Duties.
  - A. Arrange for people to greet the dancers as they arrive for each session of the event (e.g. daytime teaching, evening programmed dancing, group lunch, General Membership meeting).
- II. Operating Policies.
  - A. Greeters should be in place before dancers begin to arrive and remain until session begins and heavy traffic has passed.



### III. Operating Procedures.

- A. Greet dancers as they arrive for each scheduled event.
- B. Offer welcoming remarks to the dancers and direct them to registration and/or ballroom locations.
- C. See to it that people feel welcome and know where things are to be found.
- D. Prepare first aid kits and make them available at the registration desk and/or cuing tables in each hall.
- E. Prepare dancer emergency kit. Include items likely to be needed by attendees, e.g. safety pins, sewing kits, moleskin, bandages, hand lotion, and pain reliever.

### **Greeters/Hospitality Committee Timetable**

Gala Year		
September-October	November	December
Prepare times & number of greeters needed	Gala	Attend Gala wrap-up meeting
Contact members to serve as greeters	Contribute to Gala report on greeter/hospitality activities	
Prepare first aid & dancer emergency kits		

### **Gala Hosts Committee**

#### I. Basic Duties.

- A. Host the guest instructors

#### II. Operating Policies.

- A. Be available to assist the guest instructors as needed with transportation and information during their stay in Colorado.

#### III. Operating Procedures.

- A. Provide or make arrangements for housing for the guest instructors, working with the Facilities/Hotel/Motel/Restaurant Chair.
- B. Provide or make arrangements for transportation to and from the airport and any other transportation guest instructor(s) may need. This includes picking them up at the hotel, driving them to the dance facility, and returning them to the hotel. It is important to be on time.
- C. Be sure the guest instructors have dinner arrangements.
- D. If time permits and there is interest, advise and assist in sight-seeing activities.

### **Hosts for Guest Cuers Timetable**

Gala Year				
August	September	October	November	December
Contact the guest instructors in order to coordinate travel	Coordinate with other hosts to assure guest cuers are treated	Contact guest cuers to confirm all arrangements,	Gala - Send thank you card to guest instructors	Attend Gala wrap-up meeting

itinerary, hotel arrangements, transportation, meals, special needs, and possible site-seeing activities, keeping the Gala chair informed.	equitably	keeping the Gala chair informed.		
			Contribute to Gala report.	

## Gala Gift-Goodie Basket Committee

### I. Basic Duties.

A. Provide gift-goodie baskets for Gala guest instructors.

### II. Operating Policies

A. Purchase or make suitable gifts and or goodies. Examples, but not limited to, are fruit, nuts, chocolate, water bottle, chapstick, hand lotion, Colorado themed souvenir, Gala themed souvenir, dance themed souvenir, and a thank-you note on behalf of CRDA.

### III. Operating Procedures

A. Coordinate with the Gala Chair to develop a budget for gifts and goodies.

B. Purchase or make suitable gifts and/or goodies and put them in a nice gift bag or basket.

C. Deliver the gift-goodie baskets to the Gala Hosts to present to the Gala guest instructors on behalf of CRDA.

## Gala Gift-Goodie Basket Committee Timetable

January	October	November	December
Coordinate with Gala Chair to prepare budget.	Purchase of make suitable gifts and/or goodies.	Gala – Deliver baskets to Gala Hosts.	Attend Gala wrap-up meeting
		Contribute to Gala report.	

## Gala Facilities/Hotel/Motel/Restaurant Committee

### I. Operating Policies.

A. Represent the organization in negotiations with hotels, motels and restaurants professionally.

B. Work with Gala chair as arrangements are finalized.

### II. Operating Procedures.

- A. Negotiate a commitment with an area hotel or motel to be the Gala headquarters hotel. Attempt to obtain the best benefits (rate, comp rooms, other freebies) possible. Negotiate rates with other hotels to serve as secondary facilities.
- B. Compile a list of restaurants in the area near the facility and headquarters hotel to assist attendees. The list should include the types of food served and price range.

**Facilities/Hotel/Motel/Restaurant Committee Timetable**

Prior Year	Gala Year			
Sept-Dec	March	October	November	December
Make initial contact with potential hotels and motels	Confirm dance event facilities; Provide President & Gala chair with copies of contract	Meet with facility representatives; provide proof of insurance and final set up plan	Gala	Attend Gala wrap-up meeting
Provide host hotel and other hotel and motel information to Publicity Chair		Arrange water and other set ups that are needed	Thank facility representative and ask about any problems. Thank host hotel.	
		Contact Chamber of Commerce for area information	Contribute to Gala report on facility/hotel experiences	

**Gala Photography Committee**

- I. Basic Duties.
  - A. Photograph all significant events of the Gala.
- II. Operating Policies.
  - A. Publish photos and videos that are in good taste.
- III. Operating Procedures.
  - A. Recruit committee members to serve as photographers.
  - B. Take photos and videos of all significant events of the Gala (e.g. instruction, evening dancing, and award presentations). Make available to the CRDA History Committee to place in the association scrapbook.
  - C. If appropriate, include photos of planning efforts (e.g. meetings, groups working on decorations, groups working on programming). Contact committee chairs to arrange for such photos.

## Photography Committee Timetable

Gala Year		
October	November	December
Coordinate with Gala chair on times and number of special pictures needed	Gala – take pictures	Attend Gala wrap-up meeting
	Contact guest cuers and Hall of Fame inductees to see if they want copies of photos	
	Summarize Gala photography information	

## Gala After-Party Committee

### I. Basic Duties.

A. Make all arrangements for the Gala after-party.

### II. Actions upon Assuming Office

A. Discuss the function of this committee with the Gala chair and previous Gala After-Party Committee chair.

B. Obtain a copy of the Gala report for the last Gala of the same type from the Gala chair.

### III. Operating Policies.

A. No refreshments will be served in violation of the refreshment rules which apply to the after-party facility.

### IV. Operating Procedures.

A. Coordinate with the Gala Chair to develop a budget for the after-party.

B. Arrange the location of the after-party. Possible locations include: Gala facility, Host hotel, or a nearby restaurant

C. Purchase any supplies needed for the after-party e.g. plates, cups, napkins, and plastic ware.

D. Advertise for people to bring food and drinks for the after-party, e.g. coordinate with Newsletter Editor to put in Round Notes prior to Gala, make a sign, and make announcements at the Gala.

E. Arrange for enough people to setup before the after-party, serve, and cleanup afterwards.

## **Appendix I: CRDA Video Policy Statement**

All videos are for personal use only.

Only handheld cameras are allowed.

Videotaping is only allowed of dance instruction during the teaching and demo sessions.

No videotaping of general dancing is permitted.

No posting of videos to public websites without permission.

## **Appendix II: Volunteer Policy Statement**

When there is CRDA work to be done and help is being recruited from within the membership (this can be cuing at the Gala, membership recruitment, club visitations, Gala committee help, newsletter help, etc.), you should ask and encourage members to volunteer their talents for CRDA. If they choose not to participate, you may be disappointed, but you should be gracious and allow people to decline without criticism - you stand a better chance of getting their help in the future. Where there is a comfortable environment in which to serve, there will be enough help to get the job done, so we should all continue working toward that type of environment and keep things positive.

Please be sensitive to the fact that your message may mean one thing to you and quite something else to the receiver - the message received is far more important than the message sent. Therefore, choose your words carefully when recruiting people or speaking for and about CRDA.

Please be sensitive also to the fact that when you speak your own opinion, many might interpret what you say to represent CRDA's position. Please be careful when expressing your own opinion in public and make it clear that your words are your own.

## **Appendix III: Social Media Policy Statement**

Appropriate usage of the CRDA member email list is limited to official announcements about any CRDA sponsored dance, distribution of Round Notes, distribution of documents that deal with potential By-laws or Operating Procedures. With approval of a CRDA officer, an announcement about a serious medical issue or death of a round dancer is appropriate.

The Colorado Round Dance Association (CRDA) Facebook page can be used to post dance related information. Posts will first go to the Visitor Posts section. They will be reviewed by a page administrator and promoted to the Posts section in a timely fashion if appropriate.

The News and Events email list is an opt-in email list for those interested in receiving notices of dance related news and event information. These emails should be brief and include a link to flyers, Facebook pages, dance lists, etc. The News and Events email posts will be monitored by a Social Media Policy sub-committee for appropriate content before being sent to the email list members.

## **Appendix IV: Contact Information**

### ***Email lists***

boardmembers@crda.net  
members1@crda.net  
cuers@crda.net  
president@crda.net  
rndnotes@crda.net  
webmaster@crda.net  
newsandevents@crda.net

Board of Directors  
Official CRDA use only (see Appendix III)  
CRDA member cuers & instructors  
Current CRDA President  
Official CRDA Round Notes use only  
Website Subcommittee chair  
“opt-in” email list for general dancing news and events (see Appendix III)

### ***Facebook Page***

Colorado Round Dance Association (CRDA) Facebook page (@crda.net)

### ***Website***

www.crda.net

Main organization site