

* **President**

Description:

Having a vision for the club and understanding the “big picture,” while ensuring that the club functions smoothly by facilitating cohesive work by other officers. Wants to advance and improve both the club and competition team while making sure both are being treated equally. Communicates with all officers, leaders of other organizations at CMU and Pittsburgh and is the primary contact.

Duties:

 -Delegation of officer duties

 -Processing internal communication between officers, and external communication with other

leaders (ex: USA Dance, Pittsburgh Ballroom, etc)

-Organize monthly officer’s meetings

 -Manage the CMU BDC Ballroom Closet (and the website)

 -Answering emails to ballroon@andrew.cmu.edu in a timely fashion

 -Picking up duties of officers if work is undone

 -Run officer elections, spring semester

 -China Shoe orders

-Responsible for picking up duties of officers when they are unable to do their task

Ideal skills/traits:

 -Passionate about CMU BDC, and willing to put in extra time/effort to get the job done well

 -Good communication skills

 -Leadership experience

 -Organized

 -Keeps track of events

 -Ability to improvise

 -Approachable

 -Open minded to ideas

 -Good mediator and moderator of discussion

 -Calm and patient attitude

 -Extensive knowledge about the club and team (long time membership, previous officership)

 -Ability to learn quickly

Who you collaborate with:

Every officer on the board

USA Dance Pittsburgh Board

Gretchen Brocks (Pittsburgh Ballroom President)

Comments from current position holder:

If you are interested in running for President, you should have set goals on what you wish to accomplish in order to improve the club, and strive to come up with ideas on how to do so. That is what it means to have a “vision” for the club. When I ran, I saw a lot of problems that I wanted to fix; I didn’t like that club/team members didn’t have much of a say in the officer’s decisions, that the club and team was so segregated, that we didn’t run enough rounds, that we didn’t have that many workshops, that there was no system for borrowing team costumes, and that there wasn’t much for TBA/ nonpartnered people to do on the team. While I didn’t have solidified ideas on how to solve those problems when I ran, I strove to solve them during the year. Social Chair was a new position originally aimed at just organizing the dance socials, but it was repurposed into holding pow-wows, which gave the non-officers a chance to speak their mind and share ideas, monthly socials were installed to integrate club and team, the ballroom closet was born, late night weekday rounds were born, Tal/Ilana workshops happened etc. You must constantly strive to think of new ways to improve the club, and be open minded to ideas presented by other officers and club members.

How much time you put in depends on how much you want to effect change on the club. The role of president is a highly rewarding job, as you can make real changes and see the effects on the club. Not only do you run the club, you must also serve as a role model for the younger members and in particular newcomers. There are times when the other officers will be unable to perform their duties, and in those cases, it is the role of the president to take care of those duties. There are times where you won’t know what the heck to do, and have to improvise or learn on the fly. If you are the type of person who cares about the people in the BDC so much that you are willing to stay up late or put BDC stuff before your own homework or priorities, then you are fit for the job. The past few presidents are all still heavily invested in the club and I regularly text, message, email and call them for advice or help with decisions. You are also free to contact any of us as well, even when I graduate as I will always be willing to help.

~Nancy Wei

* **Lessons Coordinator**

Description:

Being the person to structure, organize, and respond to feedback about anything related to the lessons on Mondays and Wednesdays (excluding Comp Team workshops and rounds). In addition, if the Club brings in an outside workshop (such as Glenn Weiss), you are responsible for coordinating it and ensuring that it runs smoothly. For events, you need to work with the PR, Events, and Social Chair officers in order to organize and smoothly coordinate things. The Lessons Coordinator is responsible in ensuring that the Club always comes first and advocating on the behalf of the Club when necessary.

Duties:

-Planning and running of Fall + Spring Ballroom Rush

-Planning the lessons schedule for each semester

-Coordinating all instructors including and not limited to student and professional instructors

-Working with the PR, Events, and Social Chair officers to offer input/ coordinate special lessons/ or work with other organizations to host events

-Organize and schedule private half hours if possible

-Organizing workshops, such as Glenn Weiss

-Organizing the auditions process

-Booking room space (may also be handled by the Secretary)

Ideal skills/traits:

-Highly organized

-Good at scheduling

-Aware of constraints

-Aware of instructor and student opinions and feelings

-Flexible and willing to take input when acceptable

-Must be aware of instructors feelings and preferences

-Must be able to multi-task well

-Comfortable enforcing rules/ assigning people positions and holding them to that standard

-Comfortable discussing policies changes, but also able to keep in mind all constraints

-Able to delegate

Comment from current position holder:

This position very much runs in the background, and yet is crucial for the integrity of the club. I think that the ideal person to be lessons coordinator should be able to listen to concerns and take them into consideration, yet must be able to be strong and bossy at times. At times, you may need to be bossy and micromanage people, and you need to be able to recognize when it is appropriate to do so. Think of this as a managerial position. In addition, as an officer, the Lessons Coordinator is responsible for advocating on behalf of the club when necessary and when talking about things like space conflicts. In addition, when dealing with professional instructors, it is important to recognize how each instructor likes to communicate and their preferences with respect to details.

To be honest, you need to be able to multi-task and think about many different constraints. And you really need to be comfortable telling people what they can and cannot do (from space constraints to tell people to quiet down during lessons to telling officers that they need to be at the table). You have to be willing to enforce set rules and yet still be able to be flexible when it comes to scheduling. This job is fairly independent from the other officers, but you still need to be able to coordinate others and be fair when it comes to assigning duties. You cannot favor yourself when it comes to assigning tabling slots, and it is impossible to make everyone happy. You have to be able to accept that you can’t make everyone happy, and defend your position on decisions made about timings and schedulings.

~Sophia Wienbar

* **Competition Team Captain**

Description:

Actively strives to raise the level of overall dancing in our club and provide resources for people to practice and improve as much as they want. Be available for questions and instruction, while also actively approaching those who might not approach you. Try to foster communication between the higher level dancers and the lower level dancers to encourage teaching. Be the team cheerleader making everyone feel included and welcome in our team.

Duties:

-Scheduling and running practices and training

-Staying knowledgeable about competitions and encouraging people to compete

-Providing encouragement and moral support for the team

-Organizing weekly rounds after lessons

-Organizing weekly workshops from high level dancers

-Being early to every practice to set up speakers and/or unlock skibo in time for practice

-Organize mock comp in the fall semester

-Stay knowledgeable of the goals of each of the team members and help them to achieve those goals.

-Send weekly emails keeping everyone informed on the going ons of the team

-Organize newcomer lessons, partner matching, and the mentor system

Ideal skills/traits:

-Leadership experience

-Be a high level dancer relative to the club

-Be a good dance instructor

-Have a knowledge of the entire syllabus

-Approachable

-Organized

-Sensitivity to feelings of team members

-Patient teacher

Comment from current position holder:

 If someone from the team wants to get better and actively goes out of their way to ask questions and to improve, these are not the people the captain should focus on. It’s tempting to focus on these people because they’re available, enthusiastic, and frankly, more fun to teach, but they can learn from anyone else on the team if they’re that motivated. As captain, you must actively reach out to the people who might be more shy or less aggressive about seeking help to make sure that they get the attention they need as well.

~Ajay Phatak

* **Competition Team Manager**

Description: The competition team manager is primarily responsible for promoting and organizing competition trips.

Duties:

 -Communicates with team members regarding competition trip opportunities

-Coordinates registration, transportation, and housing for all competition trips

-Works with student activities as authorized signer to reserve hotels and rental cars

-Works with other university teams when free housing is provided by hosts

-Deals with student activities and other university offices when accidents occur during trips

-Attempts to keep competition trip costs low and within budget

 -Determines and collects fees charged for competition trips

 -Processes reimbursements for competition travel expenses

 -Attends authorized signer training annually

Ideal skills/traits:

 -Finishing tasks early (leaves time to deal with unforeseen circumstances)

 -Organization skills and attention to detail for record keeping and planning

 -General communication skills

Comment from current position holder:

Mafia connections highly recommended.

~Stephen Kruzick

* **Treasurer**

Description:

The Treasurer must be aware of all expenditures and sign off as needed. In addition, the Treasurer must prepare, submit, and defend the budget for the upcoming fiscal year. As one of the authorized signers, the Treasurer must also keep track of the financial records as maintained on the Bridge. This position is also responsible for ensuring that all contracts are honored, and is the primary resource for forming contracts with new vendors.

Duties:

* Distribute and collect reimbursement forms as needed
* Official contact for contracts and invoices
* Notify instructors of payment schedules
* Talk to and maintain relations with Student Activities
* Take money from the cash box and deposit it monthly
* Authorized signer duties (meetings, signatures, authorizations, etc.)
* Keep track of financial records for the year
* Extra tasks, as needed

Ideal skills/traits:

* Timeliness
* High attention to detail
* Initiative
* Sheets experience (Excel acceptable)
* JFC experience
* Organization skills
* Bravery (seriously, there's a lot of communication)

Comment from current position holder:

I could write substantially more, but the role of Treasurer is one of the most arcane roles in the officer board. This is not for the faint of heart. If you have any hesitation at all about taking on the role, I urge you to consider another position. If you are set on the position, please contact me directly (asahay@andrew) so we can be certain the expectations are clear.

 Archit Amal Sahay

* **Internal Events Organizer**

Description

Works with external events coordinator the most. Contact outside organizations to accomplish getting an event done e.g. AB Tech for sound and lighting in Dancing with the Stars, applying to the Activities Board to get a Late Night Event in, talking to Phipps Conservatory for next year’s Scotch Ball. You are a team with the external events coordinator. Faithful communication is necessary and all relevant information must be shared between the two or else there will be extremely unnecessary stress.

Duties:

-Arranging large-scale events

Events: Dancing with the Stars, Scotch Ball, Late Night Events, Casino Night, Spring Showcase, Activities Fair

-Assigning tasks to officers for events

-Sending out emails, communicating details required for event to people, acquiring people for events in whatever position necessary

-Do everything that the external events coordinator does. This is essentially a partnership.

Ideal Traits

-Be flexible

-Communicate directly, quickly, and clearly

-Be organized and aware of relevant event dates (things like don’t make DWTS the same week as the sororities’ rush week and things like Activities Fair is in three weeks, sign up as soon as that link button is open)

Who you collaborate with;

-External Events Coordinator

-Treasurer

-Public Relations

-Media Manager (for advertising, mostly)

Comment from current position holder:

If you feel particularly busy every semester or if you plan on loading your schedule with classes this is probably not your cup of tea. It demands a lot of time and consideration especially because this is not really as independent a position as the rest.

**~**Stephanie Wang

* **External Events Coordinator**

Description:

Work closely with the internal events organizer essentially dividing up whatever work that needs to be done for events to happen. Often times there isn’t really a distinction between internal and external. Just gotta do whatever needs to be done. But seriously, communication with the other events coordinator is essential.

Duties:

 -Send lots of email.

* Organize Dancing with the stars which involves getting pros and stars to come out to the meet and greet then deciding partner matchings and sending out google forms and doodle pools and emails to communicate with everyone. Then keeping all the stars and pros on track for the performance and scheduling checkpoints for the dancers. Making sure all the logistics around the night of the event are in place (Judges, interview videos, music, lights, rehearsal, props, tickets, ushers, etc...
* Applying for late night events and organizing them and making sure instructors know what the schedule for the night will be and making sure all their needs are taken care of (like how they’ll play their music.
* Organizing Scotch ball which involves talking with the Phipps staff and catering and the band.
* Organizing spring showcase.
* And be able to do everything that the internal events coordinator does as well since who knows who is gonna end up having to do what things.

Ideal skills/traits:

-Be flexible

-Communicate directly, quickly, and clearly

-Be organized and aware of relevant event dates (things like don’t make DWTS the same week as the sororities’ rush week and things like Activities Fair is in three weeks, sign up as soon as that link button is open)

Comment from current position holder:

~Aiko Kyle

* **Social Chair**

Description:

The social chair’s primary responsibility is maintaining transparent communication between the officers and the rest of the team and club, as well as making sure the CLUB members feel included. Know all the members of the club and team by name and personality, and be comfortable communicating with them. Some important decisions that came about because of the social chair this year: rush, Yule Ball, weekday rounds, weekly workshops, Tal & Ilana, switching weekend practice order, pre-practice mentor/mentee time, team warmups/drills, monthly socials, reference documents/guides, Carnegie Classic (hopefully).

Duties:

* getting club/team member feedback on important, open issues
* communicating e-board decisions with team/club members
* helping other e-board members as needed
* getting other orgs involved as needed

Ideal skills/traits:

* strong communicator (comfortable speaking to groups, professionalism as needed)
* ideally a heavily involved comp team member, but not required
* multiple other involvements on campus for visibility (Greek life, other dance orgs, etc.)
* eager to bring about significant change in the club
* strong, but non-divisive personality (sort of under the “strong communicator” umbrella: don’t alienate team and club members, and ESPECIALLY not your fellow e-board members)
* responsible: don’t really need to specify here, do I?

Comment from current position holder:

Social chair is a new position, but has already had significant impact in less than a year. The next social chair should be willing and able to continue the current trend of positive change.

~Birry Tong

* **Media Manager**

Description: Manages and organizes club media related issues and activities

Duties:

 be at every event worth recording

 process rounds videos efficiently

 carry camera, tripod and extension cord to every comp and every practice

 record and process competition videos

 update music library at least twice a semester

 manage website, update info for every event and lessons info

 receive all media requests from everyone (making social playlists, help familiarize DJs)

 organize things with photo and video recording as needed

Ideal skills/traits:

 -know how to use softwares such as iTunes to process music, Quicktime player to process videos

 -basic knowledge in website content organization

Collaborates with:

 Public relations (posters, event updates)

 Events coordinator (recording, event updates)

 Social chair (Club social events, music organization)

 (potentially) Home Competition Coordinator

Comment from current position holder:

 Needs to be prompt with any media related activity and take care of your own things at comps, usually the comp doesn’t wait for you to be ready and set up everything

~Paggy Jingyi Zhu

* **Public Relations Officer**

Description:

This position requires the officer to look collaborate with both Events Coordinators as well as the Lessons Coordinator to get the accurate information published to the public in time for people to actually see it.

Duties:

 -In charge of all print/digital media to advertise the club

 - Assisting events coordinators in creating event posters

 - Advertising the club through live events

Ideal skills/traits:

- Photoshop/Illustrator/Other graphic design applications

- Be able to find people to design for free if you can’t do it yourself

 - Very on top of their game

Comment from current position holder:

 This is a very underrated but important position.

~Kristen Clark

* **Secretary**

Description:

Create and maintain the calendars, and keep the club members informed about individual lessons and special events. Updating membership information and club e-mail lists. Reserving rooms for lessons, events, and practice space. Manage the email account.

Duties

-Send emails with description of lessons and events happening to the club twice a week during the semesters and during the summer

-Answering emails to ballroon@andrew.cmu.edu in a timely fashion

-Book rooms for events and lessons

-Request Skibo each week

-Subscribe/ unsubscribe people to the general ballroom emailing list, the comp team emailing list, and the summer emailing list

Collaborates with:

-Lessons Coordinator

-Team Captain

-President

-Social Chair

-Reps from other Organizations

Ideal Traits:

 -Be organized

 -Have some degree of professional writing skills

 -Be friendly

Comment from current position holder:

This job is the most work before the semesters start / during rush, then it’s sending / answering emails all the time. If you are busy, but care about the club and want to make a difference, and you prefer sending emails than talking to people face to face, this job is for you, if you are decently organized.

This job is basically so that people know what and when events and lessons are happening. Not doing things in a timely fashion means people won’t know what is happening and when and then no one will come and that is the exact opposite of what we want. So be sure to stay organized and remember to do all the things.

Sending the emails is the main way of how we get people to come to lessons. So make sure to send the emails (a decent amount of time before the lesson/event, like the morning of or the afternoon/night before) or else no one comes (I tested this lol). Send emails twice a week, or three if there is an event on the weekend. Change the dates, and the dance being taught. Add in the Facebook club link or any event’s links, or shoe order forms etc. Remember to send reminder emails too.

Create the calendars at the beginning of the semester for the lessons, events, and competitions. People always ask about this at the beginning, so be sure to make all of it early on. Remember to update them with events that come up unplanned. You also get to add everyone to the emailing lists, the club, the team, and the summer emailing list. Mostly for rush, but there are stragglers in the middle too.

Remember to request Skibo each week. Be really nice to Rob and Abby because using the space is a privilege. You will be the first to hear from them if Skibo is poorly maintained, so also make sure that everyone knows to keep it clean, put chairs and pianos back where you found them, lock it etc. It’s all of the officer’s jobs, but you are the point of contact, so you are basically in charge of it. Remember, using this space is a privilege, not a right. If you do get Skibo, let the comp team captain know so he/she can put it in their email for the team. Abby usually responds Thursday or Friday. Sometimes Tuesday if she forgot to respond to you the week before.

Check the club’s email on a regular basis. In this way, you will be the voice/face of the organization so you need some degree of professionalism. People will contact you (through the official email or even your own email) with questions about lessons and privates, like pricings and when they start, dress code, levels (or even to be unsubscribed, but I changed the description in the email so that should happen less often now). It will get repetitive, but be polite nonetheless. If people ask for privates, you get first dibs. Otherwise, post in the officer’s group or the club to find people to teach them.

Other student organizations will contact you, usually requesting us for performances or showcases. Post in the officer group or the team facebook group and see if anyone wants to do it. Sometimes it’s questions about using our space (Raasta). If we have all 3 Rangos and there is not a competition or performance coming up, it’s usually ok to give them Rangos 3, or Rangos 1 if they want the stage. Otherwise, be polite and tell them we are using the space to practice for an upcoming comp/performance / for rounds.

When you reserve rooms, there is a form in the Lessons Coordinator folder to fill out. Put when we have the room, what room(s) we have, what event it is for, the time we have it, then T, for tentative. When you get the confirmation email (save all of these), change it to C for confirmed.

.~Krystle