

Bellydance Committee Job Descriptions

General Jobs to be undertaken by any / all committee members as required:

- Generate ideas for workshops.
- Generate ideas for social events.
- Maintain website (webmaster dependant on web design experience).
- Promote the bellydance club and its activities and deal with enquiries.
- Keep the blog updated.
- Be aware of other local teachers, incase we need to find new teachers for the club.
- Lead performance group (dependant on desire and experience).
- Generate ideas for how the club can be built on and improved.
- Contribute to the general smooth running of club and take on essential jobs as necessary.

The Chair:

- Call for bellydance club committee meetings.
- Call for Club meetings (AGMs, OGMs and EGMs).
- Email the club members with relevant news and information.
- Liase with any new teachers and explain how the club / teaching operates at the OU.
- Facilitate optimal communication between committee members.
- General, overall management and responsibility for the club, taking on tasks as necessary to ensure the club is ran smoothly and efficiently.

The Treasurer:

- Manage the bank account, distribution and banking of money.
- Make payments, where appropriate.
- Receive membership forms and fees, bank the fees and pass on the forms to the secretary.
- Receive class enrolment forms and fees, bank the fees and pass on the forms to the secretary.
- Manage the annual OU Club financial justification form.
- Attend relevant meetings with the OU Club.
- Present club accounts and finances to the OU Club when required.
- Manage any bids for funding to the OU Club.
- Facilitate teacher payment by arranging relevant meetings between OU Club and the teachers and managing invoices and contracts.
- The Treasurer must be a member of OU staff.

The Secretary:

- Manage room bookings for classes, where necessary.
- Manage room bookings for club events and meetings, where necessary.
- Manage membership application forms.
- Receive and keep completed membership forms and maintain an up to date membership list.
- Prepare and, where appropriate, distribute class enrolment forms.
- Maintain an up to date list of class membership.
- Keep the bellydance club mailing list updated.
- Create and maintain class mailing lists.
- Take detailed minutes at committee and club meetings.
- Prepare and distribute club membership cards.
- Create and manage an OU Bellydance mailbox that can be accessed by all committee members, as appropriate.
- Notify club members of Bellydance club general meetings, giving at least 15 days notice.
- Prepare agendas for club general meetings.
- Submit AGM minutes to the OU Club within 4 weeks of the AGM.

Events manager:

- Organise and develop events for the bellydance club, in consultation with the rest of the committee (e.g. dinners, haflas, charity events, workshops).
- Identify suitable suppliers of goods, where appropriate (e.g. clothes, accessories, food, workshop leaders), to be used in events, and facilitate purchase.
- Manage the advertising of club events (including classes), through posters, intranet etc.
- Identify suitable events for the performance group and facilitate their inclusion into the local performing community, as appropriate.
- Update the webmaster with local events that might be of interest to members, for inclusion on the website.