

DANE DANCES!, INC.

STATEMENT OF EXPECTATIONS FOR PROJECT DIRECTOR

As provided in the organization's by-laws, the Director's role will be to function as the primary fund-raiser for the organization; to coordinate the work of the committees and the volunteers (Friends); to encourage constructive participation in an environment where everyone's positive energies are utilized, with the intention of ensuring a successful season for Dane Dances!

The Director's duties will consist of the following:

- 1) Develop a personal and constructive relationship with the existing funders
- 2) Continually develop a list of possible new funders for next season
- 3) Develop a time-line for the production of the Dane Dances! season which details when each task should be begun and completed for example: when each committee should begin meeting; when Membership or wrap-up meetings should be held; etc.
- 4) Provide the leadership which enables the various committees and other volunteers to follow the time-line
- 5) Ensure that all the necessary tasks have been assigned
- 6) Ensure that the Board and/or Executive Committee is timely presented with all decisions it needs to make
- 7) Follow up timely with duties which are the Director's responsibility
- 8) Comply with the Financial Procedures of the organization
- 9) Maximize each volunteer's contribution to Dane Dances!
- 10) Work to smooth over the rough spots in interpersonal relationships
- 11) Make sure the volunteers are happy and not overworked
- 12) Continually encourage new volunteers to join us