

Statement of Values

Dane Dances! is a volunteer-driven group whose strengths come from that fact. Needless to say, there are many administrative jobs that rise from the obvious need to coordinate the large number of tasks required to produce our trademark four events in August of each year, in addition to raising funds for the considerable expense of our events.

The director must have a range of capabilities in order to meet these two different aspects of the job which include the following skill sets, and the ability to bring out skills in the volunteers.

LEADERSHIP. The director needs to provide the forward momentum, cohesion and positive energy that holds a group together, moves it forward to where it needs to be and insures that it all comes together on the Rooftop at the same time. And, if all that weren't enough, the director has to have the ability to help people work through the personal conflicts that are inevitable when so many volunteers have to work together harmoniously.

INSPIRE VOLUNTEER INVOLVEMENT. While the Director needs to provide that leadership, at the same time the leadership quotient ought not to be so dominant that the volunteers feel inadequate to add anything to what "the Director can do so much better than I." In addition, the director must make clear that the goals can only be achieved if others add their ideas about how to crystallize our common vision. Unless the volunteers step forward, the dances won't come together. The director should constantly be thinking of ways to send the message to the volunteers about how their involvement and ideas are welcomed, encouraged and highly valued.

FUND-RAISING. Dane Dances! needs to raise in cash or in kind \$20,000 to \$35,000 each year, depending upon how ambitious an agenda the volunteers want to achieve in any given season. Historically, this has been raised from corporations and foundations and wealthy individuals, as well as the small voluntary contributions from those who come to the dances, and the director needs to be the lead person who is able to attract funds and develop a relationship with funding sources so that they continue funding us in the future. At the same time, the director needs to be continually finding new sources for funding as old sources sometimes move on to other things.

COORDINATION. While volunteers are the ones who do the work and bring forward the new ideas about how to improve and expand Dane Dances!, there needs to be someone above that messy process (!) who makes sure that everyone in each area knows what needs to be done, the deadline by when it must be done, what other area of work needs to be considered in the process, and to be sure that the tasks are, in fact, completed on time. The director does that, too.

ADMINISTRATION. While help from others is critical to having time to administer the organization, as well, this one skill is essential. Some examples of tasks the director must do include maintenance of the e-mail listserv; creating budgets; paying invoices; board elections; scheduling meetings. Again, most of this should be delegated (e.g., Jim Block, our treasurer, generously does most of the financial backstopping), but it is the director who keeps track of what is out there that needs to be administered, and insures that someone is found for each item, and that it is done right and on time.