

## Introduction

This job description is a bit more detailed than some of the others because at the time of writing there was little knowledge of the tasks required outside the previous holder of this position. This document provides a more detailed summary of the things that have to be done each year to ensure that the Club's dance events can continue.

## Dance Convenor general responsibilities

1. To manage the Club's regular dance activities so that they can continue to run smoothly
2. To plan ahead for less frequent events (e.g. Woolshed Balls)
3. To apply for events such as the National Folk Festival dances in Easter each year
4. To report to the Committee each month or as required regarding the progress of dance events
5. To make recommendations to the Committee regarding dance matters (e.g. ticket prices)
6. To act as a central point of contact for the committee regarding dance-related matters

## Dance Sub-Committee

The Dance Convenor will preferably organise a sub-Committee including 2 or 3 regular dance attendees to ensure continuity and spread the workload.

## Regular events

The Club currently (2024) holds a monthly Family Bush Dance on the first Saturday of every month except January. These dances are currently held at the Ringwood East Senior Citizens' Hall, with live music and dance explanation / calling, provided by a roster of bands associated with the Club.

Until recently (around 2019?) the Club held two Woolshed Balls each year, one in May and one in October. With dwindling attendance at the October Ball, exacerbated by the COVID19 pandemic, the October Ball has not been held for several years.

There is a calendar of events at the end of this Job Description.

## Key dates

There are a few key planning dates each year:

1. January:
  - Plan for May Woolshed Ball
2. June:
  - Plan for October Woolshed Ball
3. October:
  - Organise band roster for the following year
  - Book the hall for the following year
  - Apply for National Folk Festival events

There is a more detailed description of the required planning at the end of this Job Description.

## Detailed responsibilities- Family Bush Dances

- After last dance:
  - Prepare advertising flyer / poster for the next Family Dance
  - Post event on Club Facebook page
  - Advise Maroondah News of next dance
  - Provide flyer and other material to Club Newsletter Editor
  - Ensure flyers / posters are available at other Club events (sessions, concert etc)
- On the day of the dance:

- Ensure hall will be open in time for band to set up
- Ensure cash box, EFT terminal etc are set up and door will be manned to admit attendees
- Ensure supper arrangements are in place (tea, coffee, milk, volunteers to set up and put away)
- Make brief announcements after supper, welcoming all comers and highlighting any upcoming events (e.g. next concert, next band for the dance etc)
- Ensure hall is clean and tidy, and securely locked after the event is over.

### Event calendar

Month	Event	Date
Jan	None	No events
Feb	Family Bush Dance	First Saturday of the month
Mar	Family Bush Dance	First Saturday of the month
Apr	Family Bush Dance	First Saturday of the month
May	Family Bush Dance Woolshed Ball	First Saturday of the month [what is the usual date?]
Jun	Family Bush Dance	First Saturday of the month
Jul	Family Bush Dance	First Saturday of the month
Aug	Family Bush Dance	First Saturday of the month
Sep	Family Bush Dance	First Saturday of the month
Oct	Family Bush Dance Woolshed Ball [if on]	First Saturday of the month [what is the usual date?]
Nov	Family Bush Dance	First Saturday of the month
Dec	Family Bush Dance	First Saturday of the month

### Planning calendar

Month	Activity	Comments
Jan	Plan for May Ball: - Date - Book hall - Band - Caller(s) - Program - Volunteers Prepare for NFF if we have been booked	We should find out about NFF bookings in November or December of previous year
Feb	Prepare for NFF if we have been booked	We should find out in November or December of previous year
Mar	NFF [if we have an event]	Depends when Easter falls
Apr	NFF [if we have an event]	Depends when Easter falls
May		
Jun	Plan for October Ball: - Do we have one? - Date - Book hall - Band - Caller(s) - Program - Volunteers	We haven't had one for several years now, but we should still formally reconsider each year in case things start to pick up again.

Jul		
Aug		
Sep		
Oct	<ul style="list-style-type: none"><li>- Organise band roster for next year's Family Bush Dances</li><li>- Book hall(s) for next year</li><li>- Apply for next year's NFF events</li></ul>	
Nov		
Dec		

Bill Buttler

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