

## **Titles and Duties**

The members of the Executive Board shall consist of the following positions: Executive Director, Director of Finance and Sponsorship, Director of Public Relations, Director of Dancer Relations, Director of logistics, and Director of Family and Hospital Relations. No Executive Board Director will be permitted to hold more than the committee position assigned unless appointed by the Executive Director or Advisor. All Executive Directors will be responsible with the recruitment of subcommittee members.

## **Requirements for TAMUK Dance Marathon Executive Board:**

- Be an active Greek member in good standing with your chapter.
- Be a registered, full-time student at Texas A&M University-Kingsville, taking 12 credits a semester while serving in the position.
- Have a minimum 2.6 cumulative GPA.
- Be available to serve for the full 2019-2020 academic year.
- Prepare for, attend, and assist in clean-up of Dance Marathon Event.
- Lead in creativity, fundraising and promote TAMUK Dance Marathon.
- Attend all necessary committee meetings throughout the year.

## **The Executive Director shall:**

1. Preside over the Executive Board meetings.
2. Represent Dance Marathon at the Texas A&M University-Kingsville.
3. Serve as a voting member of the Executive Board in the event of a tie
4. Responsible for administration and coordination of Dance Marathon, management of the Dance Marathon Executive team, and Dance Marathon committees.
5. Oversees preparation details of Dance Marathon event
6. Serves as a liaison to Corpus Christi Driscoll Children's Hospital, Texas A&M University-Kingsville community, and Children's Miracle Network Hospital, and other key partners.
7. Oversee all sponsorships for TAMUK Dance Marathon
8. Actively assist in seeking out new sponsors and maintain previous sponsor relationships.
9. Assist in preparing a sponsorship packet.
10. Assist in getting all necessary contract and have them approved by advisor.

11. Assist in overseeing finance committee with Director of Finance.
12. Proof read all material that is distributed by TAMUK Dance Marathon.
13. Assist in recruiting overall committees.
14. Collect reports from Executive Board and sub-committees.
15. Oversee the day-to-day functions and assist in whatever capacity which needed.

**The Director of Finance and Sponsorship shall:**

1. Responsible for all the finances of Dance Marathon that involves, collecting, counting, and reporting money.
2. Prepare a budget for each committee and overall event budget.
3. Work with Children's Miracle Network advisor, Executive Director, and FSL Coordinator regarding all finances.
4. Take part in the selection process for Fundraising Committee Members
5. Oversee all sponsorships for TAMUK Dance Marathon
6. Actively seek out new sponsors, maintain previous sponsor relationships and search for ways to increase overall sponsorship for the organization.
7. Create, maintain, and update an accurate record of previous and current sponsors.
8. Be responsible for collecting all money from the organizations that participate in Dance Marathon and handing our receipts after collection.
9. Be responsible for researching ways to effectively fundraise and apply for grant opportunities
10. Responsible for coordination and facilitating all fundraisers on campus and in the community or surrounding areas.
11. Develop new and innovative ideas to raise money for dancers and Dance Marathon as a whole
12. Responsible for coordinating in-event fundraisers.
13. Deposit all funds within 24 hours after an event into agency account and update Donor drive.
14. Responsible for coordinating final total reveal at the end of TAMUK Dance Marathon event.
15. Coordinate all thank you cards with corporate partners.

16. Assist in whatever capacity in which they are needed.

**The Director of Public Relations shall:**

1. Facilitate all internal and external communications of TAMUK Dance Marathon.
2. Be in charge of taking minutes during TAMUK DM Executive Board meetings.
3. Take part in the selection process for Creative and Community Committee members
4. Promote TAMUK Dance Marathon through mass media.
5. Manage all social media outlets for TAMUK Dance Marathon on campus and in the community.
6. Update and maintain the TAMUK Dance Marathon website.
7. Assist all committees in promoting Dance Marathon and related events.
8. Take part in the selection process for Public Relations Committee Members.
9. Develop all marketing material for TAMUK Dance Marathon including sponsorship flyers.
10. Responsible for all apparel orders for TAMUK Dance Marathon.
11. Responsible for developing promotional video for TAMUK Dance Marathon.
12. Responsible for photography and videography of all events related to TAMUK Dance Marathon.
13. Welcome and organize community member's attendance at the Event and make sure they are included.
14. Plan and execute community events in the Kleberg, Jim Wells, Nueces and Brooks Community.
15. Maintain relationships with TAMUK Fraternity and Sorority Life, TAMUK Athletics, TAMUK alumni, TAMUK Student Organizations, and TAMUK Faculty and Staff.
16. Coordinate one (or more) promotional weeks planned by the organization.
17. Assist in whatever capacity in which they are needed.

**The Director of Family and Hospital Relations shall:**

1. Responsible for maintaining communication with Hospital Advisor.
2. Recruit new families to be involved in Dance Marathon.

3. Connect miracle families to all those involved in TAMUK Dance Marathon and serve as the liaison between families, the hospital and TAMUK Dance Marathon.
4. Keep the Executive Board and All-Committee members in touch with the happenings of our families and in tune with the real reason why Dance Marathon exists.
5. Take part in the selection process for Family Relations Committee Members.
6. Plan and execute events specifically designed for the miracle families.
7. Create/design and decorate a Family Area at the Dance Marathon Event.
8. Keep track of miracle kiddo birthdays and gifts.
9. Create an emergency plan for families.
10. Promote interaction between families and dancers through the year at the event.
11. Find innovative ways to get kiddos involved at the Event
12. Assist in whatever capacity in which they are needed.

**The Director of Dancer Relations shall:**

1. Act as manager for all Morale Captains
2. Take part in the selection process for Morale Committee members.
3. Create, maintain, and update an accurate record of previous and current team rosters, team captains, and contact sheets.
4. Coordinate and facilitate all Team Captains meetings.
5. Provide tools and resources for effective dancer fundraising
6. Oversee morale engagement and encouragement
7. Promote Dance Marathon and train all Morale Captains to encourage Dance Marathon awareness and recruit dancers.
8. Responsible for creating and choreographing the Morale Dance
9. Plan and execute the kick-off event
10. Plan and create recruitment events for the TAMUK students and community
11. Develop new ways to reach dancers with entertainment at events.
12. Establish innovative ways to recruit dancers and enhance dancer retention
13. Assist in coordinating setup and tear down of Dance Marathon Event.
14. Assist in whatever capacity in which they are needed.

**The Director of Logistics shall:**

1. Coordinate with venue staff for Dance Marathon Event.
2. Responsible for securing Emcee's for Dance Marathon Event
3. Responsible for planning and executing the Dance Marathon Event.
4. Take part in the selection process for Logistics and Operations Committee Members.
5. Responsible for developing hour themes for the Event.
6. Responsible for collaborating with the committee regarding the logistics of the Event.
7. Work with all committees to ensure that the Event is representing all aspects of TAMUK Dance Marathon.
8. Responsible for decorating and designing the layout of Dance Marathon Event venue, oversee decoration efforts, and plan effective venue set-up.
9. Responsible for coordinating with all entertainment used at Dance Marathon Event.
10. Responsible for collaborating with committee regarding the logistics of the Dance Marathon Event.
11. Assist in developing new ways to reach dancers with entertainment at events.
12. Lead the planning and execution of activities for the Dance Marathon Event.
13. Create a script for emcee's for Dance Marathon Event.
14. Coordinate setup and tear down of Dance Marathon Event.
15. Assist in whatever capacity in which they are needed.

**The Executive Board and All-Committee members shall:**

1. Work under the direction and supervision of the Fraternity and Sorority Life Coordinator in accomplishing the duties and goals of TAMUK Dance Marathon.
2. Volunteer throughout the year and at the Event.
3. Prepare for, attend, and assist in clean-up of the Event.
4. Lead in fundraising and promote fundraising of others.
5. Attend Executive Board meetings and create and attend their own committee meetings throughout the year.
6. Emphasize fundraising for themselves and others.