

Executive Board meeting of The Leesburg Assembly - September 1, 2008 2:00 PM

The purpose of meeting was to allocate individual board member responsibilities for managing The Leesburg Assembly.

It was decided that all members of The Leesburg Assembly may look for possible special dance events. Any possibilities must receive approval from the Executive Board.

Annual ballots will be counted by 2 volunteer members of The Leesburg Assembly that are not on the board.

Executive Board

When not stated differently in The Leesburg Assembly bylaws, all Executive Board decisions must have approval of three board members.

Until the affairs of The Leesburg Assembly are functioning smoothly, the Executive Board will have bimonthly meetings. Members may attend but not participate in the business section of all meetings of the Executive Board. There will be an open forum for discussion at the end of the board meeting. Members of The Leesburg Assembly will be notified of upcoming Executive Board meetings.

The Executive Board (1) sets dates and locations for practices, balls, parties, board meetings, and business meetings, (2) selects musicians and callers, (3) selects special dance events, (4) determines attendance fees and dues, (5) terminates or suspends membership if necessary, (6) determines the need for and the responsibilities of any committees, (7) determines what are authorized expenses, (8) approves accounts and other investments that the Treasurer has selected, and (9) makes necessary decisions about attendance at events.

Chair – Jean Self-Trail

The Chair has the following responsibilities: (1) presides at all general business meetings and Executive Board meetings, (2) is the official representative of The Leesburg Assembly in conducting its general affairs and promoting its objectives, (3) prepares annual status reports to be presented at annual meetings, (4) finds possible practice locations, (5) reserves practice locations, and (6) invites practice and special event callers and musicians.

Secretary – Laurel Bybell

The Secretary has the following responsibilities: (1) maintains practice attendance list, (2) maintains membership list and lists of members of the Board, committees, and other appointed representatives, (3) maintains a list of and contact information for interested participants, (4) sends email notification of upcoming practices, balls, and other dance events, (5) sends phone messages to those without email, (6) sends out via email, the U.S.

Postal Service, and the website a six-month list of upcoming events, (7) sends notification of upcoming meetings and elections, (8) sends out balloting information, (9) records minutes for all meetings and provides them to webmaster to make available on the website, (10) calls special business meetings at direction of Chair, two other members of Board, or 10 Leesburg Assembly members (last must be in writing), and (11) substitutes for the Chair.

Treasurer – Amy Jones

The Treasurer has the following responsibilities: (1) serves as the custodian of the funds received by The Leesburg Assembly, (2) collects, receives and disburses such funds, and keeps a record of all receipts and expenditures, (3) prepares an annual status report of funds to present at annual meeting, (4) selects which accounts and other investments are used (with approval of the Executive Board), (5) files all state and federal tax returns and related documents, and (6) substitutes for Chair, if Secretary is absent.

First At-Large Board Member – Robin McCorry

This board member (1) assists other board members in duties as requested, (2) organizes practice food and beverages, and (3) purchases cups, plates etc., as necessary.

Second At-Large Board Member – Dave Pacelli

This board member assists other board members in duties as requested.

Webmaster – Dave Govoni

The webmaster has the following responsibilities: (1) reports to the Executive Board as necessary, (2) maintains the website, (3) makes sure the calendar is up to date, (4) makes sign-in sheets, refreshment sheets, handouts about The Leesburg Assembly, flyers for posting, and (5) constructs the official handout about The Leesburg Assembly.

Ball Committee

The Executive Board will establish a ball committee and appoint its chair to (1) look for possible ball and party locations, (2) reserve ball and party locations, (3) invite ball and party callers and musicians, (4) organize ball and party food and beverages, (5) make dance cards and invitations, and (6) perform other duties as needed.