

## Running UQDance – The Guidebook

Last modified: 5/10/2006

### About This Document

This document is intended to kick start any new executive members for future years. Starting off an executive member can be quiet intimidating (even overwhelming at times) and so I hope this document helps you and that, when it's your time to pass to torch, you add to it your own pearls of wisdom.

This document was started by Andrew Noske ([andrew\\_noske@yahoo.com](mailto:andrew_noske@yahoo.com)) because I'm a fanatical documenter and because it's always a pain to start from scratch! By learning from the mistakes and triumphs of others, our club can continue to be one of the most successful and biggest clubs at UQ. Chances are being an executive will take more time than you expect, but the rewards are worth it. Plus it looks good on the old resume. ☺

Roger Keays is probably the clubs oldest member and the webmaster of our website. He has contributed a HEAP to the club, he's good at what he does and if we have our way he'll be involved with the club for many years!

Andrew Noske was treasurer in 2006, and very, very big on documentation. It's mostly his fault this document is long, but hey; every little piece of advice helps!

*NOTE: We've put a few relevant photos in this document; to see more (or to get more info on constitution etc) go to the website. (<http://www.ugdance.net>)*

### Disclaimer

You should find a lot of good advice in this document, but it's not the ONLY document you'll have to read if you are an executive member. There will be lot of info Clubs and Societies (C&S) can provide you with which won't be in this document, and things that you have to do which we have left out, or will change from year to year. This document is specific to UQDance, and will not cover all the stuff ALL exec members should research themselves!

Once you've signed on as the new exec you'll also get e-mail reminders from C&S reminding you what forms you need to complete, what events you should attend etc. I recommend completing all paper work as EARLY as possible, and immediately writing all important dates into your own calendar!

If you're ever unsure of yourself, don't hesitate to call C&S (3377 2211) or your other exec members – between the three (or more) of you you'll probably figure it out!

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## **About The Club**

Presumably you're familiar with the club, and were a member the year before, so you shouldn't need too much explaining! UQDance is a SOCIAL dance club and part of UQ Clubs and Societies (C&S), meaning we must follow their rules, and attend their functions. The club has weekly workshop (during semester), but any instructors are volunteers; basically it is about students teaching each other to dance, having fun & building confidence.

### **UQ Sport**

UQ Sports runs a number of paid workshops for ~\$10-15 a lesson each semester, but no, we are not affiliated with these guys (or anyone else)! UQ Union has an agreement with UQ Sport something along the lines that says that UQ Union must not incorporate sporting clubs. That means our activities may not include formal instruction or competition. We have a letter from Ben Laidlaw dated 24<sup>th</sup> March 2004 which basically states that our aims and adjective fall outside the parameters of an affiliated club of UQ Sport.

### **Why a dance club?**

The motivation for forming UQ Dance was simply to get more people involved in dancing and break down the barriers that prevent people encouraging others to dance with them.

### **Aims and Objectives**

- To promote dancing at UQ including Modern Ballroom, Latin, Street Latin and other forms of partner, individual or group dances.
- To run regular informal dance workshops for our members on (at least) a weekly basis.
- To hold regular dance parties.
- To spread to joy of dance through performances and shows.

### **Constitution**

We use the UQ Union model constitution with the changes described in the appendix.

These changes include clauses which basically say club shall actively encourage participation from persons who would otherwise not be involved for any reason (e.g. lack of confidence, sexual orientation, disabilities, and any other reason).

Reading the constitution online is a good idea. ([www.uqdance.net](http://www.uqdance.net)).

## **Brief History**

UQ Dance was formed in 2003 as a fork of the Romance Languages Club when Amanda Lima, Roger Keays and Georgie Ewing started organising Brazilian Samba performances. Melissa Star joined the club in second semester 2003 and rallied strongly to meet the UQ Union requirements, making it possible for the formation of a separate club. After our affiliation meeting and first AGM on Oct 28 2003 the club was finally affiliated with UQ Union on March 25 2004.

- **2003** – ~100 members (but I’m not sure) – club founded.
- **2004** – 177 signed members – not sure how was run.
- **2005** – 182 members – danced in Cilla librate room sem1 (which we had to book each week & was a bit stuffy), but then started dancing outside under the uqunion centre & outside actually worked much better.
- **2006** – 820 members – weekly workshops, made first equipment purchases etc. Huge, huge changes to C&S infrastructure came with the introduction of VSU (Voluntary Student Union fee) – staff were downsized from three jobs to one person part time and the C&S office moved. The bottom line: NO MORE subsidy money for clubs (last payment was \$283 end of sem 1) – and every C&S service (printing, badges, laminating) ~doubled in price – we have to be self sufficient now.

NOTE: You can see [past exec members](#) on the website.

## **Membership**

Membership has always, and should probably always stay \$2 – i.e. the minimum we are obligated to charge people to stay part of “clubs & socs”. The attraction of ugdance is that it is social and it is CHEAP – we don’t charge \$10+ per lesson, we charge \$2 per YEAR!! On market day most students (& uni students are generally pretty poor) are wary about spending too much money signing up to too many clubs.

UQDance is a club which, is sustained on a handful of really good students – people who really love dancing, however I still think signing as many people up on market day as possible is important!

## **Market Day**

Market day is critical to ensure a good group of new students to help keep the club alive. In 2006 we tripled the previous number of members by making ourselves look a little bit more professional, with a couple of posters, speaker system, cash box, and people to dance out the front of the stall every once in a while, but there were still lots of things we could have fixed/improved! Fortunately, this document is about passing on knowledge learnt and mistakes made.

## Semester 1 Market Day 2006 – Lessons



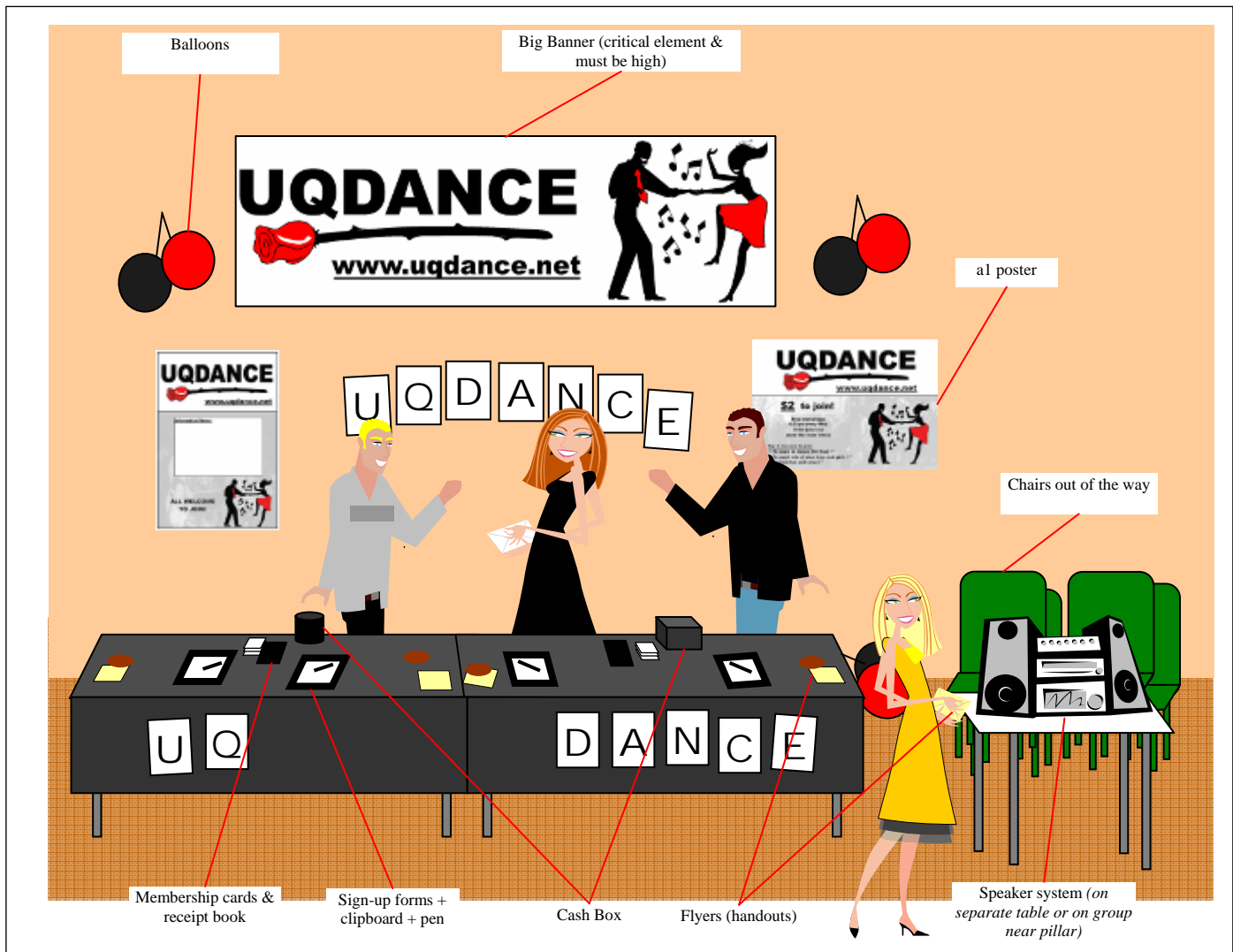
Above are photos of our market day stall semester 1 2006, about 2:00 (after most people had left).

### What we did right:

- Played funky music out the front, and danced out front every few minutes.
- New logo & posters & name tags helped us look professional.
- Great group of enthusiastic helpers (about 10 over course of the day) to man the stall, collect money.
- Danced out front occasionally.
- Helpers always stayed standing (until the end of the day).
- We had balloons, but they all popped!
- Cash box (+ extra box) worked well.
- Got 600 members, woot!

### What we could have improved:

- Should have arrived an hour earlier – I didn't even noticed how our stand looked until the end of the day!
- Ran out of membership cards and flyers, because we were expecting < 300 new members.
- REALLY could have used a huge banner high above us, luckily we now we have enough money to buy one. You have to spend money to make money people.
- Two black tablecloths would have been nice.
- Started dancing too close to stall that people couldn't sign on, and occasionally blocked path.
- Didn't bring/buy enough pens & didn't factor in the wind in blowing sheets around.



Concept diagram for stall in future (approx to scale) – the view from the front is important!

### General Advice

You want your stall to stand out from the rest and shout out “*have fun, meet girls/boys & learn to dance!*” to students. Following are some tips to attract as many students as possible:

- **Music.**
  - Music helps a LOT – grabs peoples attention – so ask for power, and bring a good stereo (a cheap stereo won’t cut it outdoors) and good music. Most students at market day are first years, so hit them with a mixture of modern dance songs; not just Latin.
- **Tables.**
  - The position we had in 2006 was awesome – we were by ourselves on the right side of the main tower, and were free to play our music and dance on the



big concrete area out the front. I think table assignment is done randomly, but it's DEFINITELY worth sweet talk and trying to ask for this position again – argue that we need concrete out front to dance on.

- Table space is critical; ask for **TWO tables** (not one).
- You will get 2 chairs per table, but I suggest just moving them out of the way (or use them to protect your bags) – you'll get more members if you stand, and it isn't that hard!
- Either put the stereo at the far end of a table or, even better, put it out the front near a wall/pillar (giving you more signing space). We didn't try it, but separating the tables by a couple of meters probably helps too (plus you can squeeze in front).

- **Helpers.**

- Make sure you organize **as many** people (members from last year, friends etc) to come and help as you can. I would say get at **LEAST** six people – ideally more like 20! And make sure they all know the sign-up process well – hence the reason we arrive easily.
- Don't worry about imposing on people, because it's a fun day for everyone, plenty to do, and if you have too many members at the stall, others can easily take shifts, walk around and take turns dance out the front (lots of people are just begging for a chance to show off!).
- People in general are like cattle (I call it **cattle-effect**); they go with the herd. Shopping centres, restaurants, night-clubs – everyone wants to go where the action is. An empty stall with two people sitting down, looking bored will **NOT** attract student. A stall with lots of people hanging around chatting; some behind the stall others in front **WILL** attract students. You'll soon notice cattle come in waves – I certainly noticed that one minute there was no-one, then someone wandered over, then a few people took notice, and then we found ourselves surrounded by forty girls, and this cycle repeated itself many times. Girls arrived in droves; guys generally would only have courage to approach if in small groups.
- Strictly speaking you're not suppose to have "roaming members" or members in front of the tables, but all the bigger clubs do it, so it makes sense to have a couple of people out front attracting attention.
- In 2006 (& similar in other years) 76% of our new members were girls! Find a way to attract more guys if you can.
- As crude as it may be, sex sells. Maybe near the end put up a post of a hot Latin dancer or something! There are a LOT of lonely undergrads out there, and yes most of the people who sign up have in the back (if not the front) of their mind they might meet someone special. Why do you think I put a rose in our logo? We are but human.



- **Dancing/Performance.**

- So far we've missed out on every opportunity to do a show on the big stage ☹.
- In 2006 we booked two performances at the "*secondary performance area*", but soon realized this was just a grassed area (with a little cord around it), well



away from our stand and no electricity!! We quickly decided it was pointless even bothering; and we were better off dancing outside our area.

- Provided there are enough people managing the stall, it's fun to go outside (at least 10 meters out from the stall so as not to block traffic) and get a few helpers dancing. We did a mixture – Salsa, Meringue, Rueda (always looks good and great to watch) and some Swing. It was hard to judge how many extra people this attracted, but even if it only attracts a few extra its lots of fun, and it would make sense to have a roaming member giving out flyers or telling people to join. In the summer heat, is most sensible to dance 2 songs, tell any audience to join, and then take a break, drink some water & maybe apply deodorant!
- **Other Techniques.**
  - The *L Club* attracts 1000s of members each year not only because they're (unofficially) about alcohol, but because they have thirty people in *L Club* shirts & *L Club* has standing around their stall, all doing the spiel. This is like a business for them, and they've perfected it over the years.
  - For us, dressing identically/having a uniform, MIGHT be overkill, but maybe worth thought. Actually; if you ask there might be a lot of people who like ugdance (& our logo) enough to say they'd buy a shirt from you if you made one! You could all look cool AND make a bit of money!
  - Other clubs offer lollies or goodie bags to people who sign. Some have sausage sizzle. Since we only charge \$2 we probably can't really afford this type of thing, but if you find a really good deal you could consider trying. It won't hurt, but in the end our club if someone loves dancing we shouldn't need to give them a red frog with their membership card.
  - The club also owns a wireless microphone now – might be useful.
- **Setting up.**
  - Arrive early!!
  - We only arrived 30 minutes early for 2006, and I think 1.5 hours would have been much better! Even by 9:00 lots of students are arriving, and if you are still setting up when people ask about the club you'll feel pretty silly. You need time to iron out the kinks, and get your table/setup perfect before it starts.
  - "*Rush hour*" is maybe 11-1:30, that's when you need all hands on the stall, everyone watching over the money and signup-lists. After 1:30 it dies down, and you can relax more.
- **Sign on Process.**
  - Signing up people is not fast – many will ask questions and will take a while to enter their details.
  - In 2005 & 2006 we just had them fill out a form, and didn't hand out individual receipts to anyone in the end; meaning it took less time. At the end we wrote one BIG receipt for "*564 members @ \$2 each = \$1128*". Clubs and socs didn't like us, but accepted it. If you do opt to give individual receipts you'll need to buy several books and will HAVE TO fill out ALL the info in these receipts (except name) in preparation!



- Instead of receipts we gave them little membership cards (to make them feel special), but when we ran out half-way we explained to people we are not fussed about “*proof-of-purchase*” – if they tell us they’ve paid that’s good enough for us; we certainly not the type of club who checks the list every workshop!
- When the club gets surrounded by people, you need AT LEAST two people – preferably three, or you’ll get overwhelmed. I would suggested having at least 2 sets of “sign up” forms (best if they are in clip-boards) running on each table.
- **Membership cards**
  - Print **1000** (can’t hurt to be over cautious)!
  - C&S have guillotine and photocopying equipment & the printing shop (near the bike shop) has a heavy duty guillotine.
  - Be warned, it will take HOURS (maybe all day) to cut out all these cards! Start doing it at least a week before.
  - For the cards I would suggest just using colour a4 paper (cardboard too expensive), its flimsy, but you tell them they can laminate it for free the clubs & socs tent.
  - I think a better idea still would be to pre-laminate all the cards. For this you would have had to go to C&S a few days prior and borrow the laminator for a few hours.
  - The 2006 card had room to write “name” & “student number” – solution would have been to write on TOP of the lamination with sharpie permanent makers, but for future year I’d suggest printing a smaller card (credit card size) which just says “Member”; to hell with writing their names on it.
  - Each lamination slip (there are three slightly different size) is 10c – C&S charges you for these slips (& you can buy them in sets of 100), but you can use the lamination machine free.
  - Keep in mind the primary reason we have cards is to make the student feel like, “*hey; I am a member*”, I got \*something\* to make me official & proof I paid, and also so they don’t forget the website address. Most students will soon realize they never use these cards and remove them from their wallets!
- **Handouts**
  - Print **2000**!
    - I printed 200 on Market day and ran out very quickly – luckily there were lots of extras of the old flyers from the year before.
  - I would suggest trying to make a simple design which you can print 2 or maybe 4 per page, and just cut out with two chops!
  - Be warned that most people will take a look, be tempted to ask questions, but then not join. If you have spent too long talking to a person, and there are people waiting, just say “*excuse me, I have to collect money, but take a flyer and any everything you need to know is on our website*”. However, if there are no other people waiting, keep him talking as long as possible, because his very presence/interest attracts others (thanks to the “**cattle effect**”).
  - Have four or so sets/stacks of flyers on the corners of the desks (under a rock) so people can just grab one and run (if they are in a rush).

- **Packing up**

- The UQ commonwealth bank is open 9:30-4:00 weekdays (although shuts 5:00 on Friday). So a good plan is to start packing up by 3:30 at latest, and sent the treasurer plus a couple of extra guys (we made \$1128 which was a bit scare to carry in a box) to take the money & membership forms over. Count the number of people who signed (and if you have time the money itself). We were \$40 off, but that's because we were swamped at time and so people signed without paying.
- Just by showing a bank statement (with the account number) they will count the money in a machine, and give you a receipt. Put this somewhere safe and congratulate yourself on a job well done.

**List of Stuff to Bring / Prepare:**

- *NOTE: Although you \*might\* only get 100 members, plan for over 1000! It's better to be safe than sorry – trust me; it sucks to run out of membership cards &/or flyers. If you plan well and use all the clubs new stuff (banners etc) you should get >500 quite easily.*
- *Also, you should consider what might happen in case of bad weather and rain – maybe check weather forecast.*

- **Helpers!**

- **Speaker system**, all necessary cables & lots of CDs/music to play. Extension cord should be provided.
- UQDance **banner & posters** – CRITICAL in grabbing attention. Print out a couple of set of “UQDANCE” written one letter per a4 page too. We now have a great home-made banner (2.1x1m), so make sure you have a way to stick it up high.
- **Table cloths** (each table 1.8m x .75m) – looks more professional – we now have a nice white table cloth with the ugdance logo which should stretch across 1.5 of the table (not the whole way!)
- Two rolls **clear masking tape & blue tack** for posters etc.
- > 1000 **membership cards**
- 100 **sign-up forms** + 4 black clip boards.
  - Clip boards are a nice touch. Getting really fancy, you could attach your pens to the table and/or clip board with string.
- 2000 **flyers**
- At least 10 **pens** + permanent markers + scissors
- 20 **receipts books** – (enough book to cover 2000 members = 13 books?) – although in the past we decided to hell with receipt books – we just got people to sign the membership sheet.
- **2 cash boxes** (one for each table) – our official cash box + extra container for other table during rush hour.
- **Name tags** for helpers are nice touch. I also bought a bunch of flowers which I left on the table and gave to girls who helped out – is good idea to prepare some form of thanks for the helpers.
- Bag of **rocks/paperweights** in case it's windy. In 2006 I had to go all the way to the lake before I found some rocks to stop our forms blowing away.



- Bring **water & cups**; it's hot this time of year... put it on the chair maybe – your helpers will need it after each dance.
- **Containers** to carry/keep everything together
- **Digital camera** & batteries. Is good idea to assign most trigger-happy helper as photographer – in 2006 we forgot to take photos till the end.
- Suggestion: backup CD-player running off **batteries** (just in case power doesn't work or we aren't given a stall with power).
- ...
- Add anything else you can think of here

### **Final Wishes**

That's a lot to remember when you think about it, so it pays to plan WELL ahead, and delegate jobs. If you don't get as many members as you expect, don't be disappointed, this club is about having fun and there are definitely advantages to a smaller group – a smaller groups means a closer group. Something like a bad position, bad weather, or something subtle you never thought of could easily be the cause of a poor membership sign up; so don't be put out by it!

I thought we did awesome in 2006 semester 1 market day, but writing it down makes me realize we really could have been better organized as we could have been! And that's why, if you plan well, I believe 1000 members is attainable. And if you spent wisely, that money can go a long way. The question you have to ask yourself next is can you handle that many members! Best of luck and may the funk be with you. ☺

### **Semester 2 Market Day**

Once you've done a market day, the second market day won't seem so intimidating. The main differences are:

- Semester 2 market day is smaller.
  - There are fewer stalls & fewer students.
  - The day is much more laid back (good chance to wander around).
  - Based on experience: expect/aim to sign up ~**1/3** as many new members as you did semester 1 market day.
- The day is USUALLY held during the FIRST week of semester 2: so there are actually students wandering around between classes – good chance to attract experienced dancers (not just first years).
- Club stalls are set up near the MIDDLE of the great court (in a big horseshoe configuration) rather than around the edge.
  - As a result, there is no wall to attach eye candy, and NO electricity – which for us means brining battery operated speakers.
  - Each club only gets one table (which you'll need to make a deposit for) and two chairs.

## Semester 2 Market Day 2006 – Lessons



Market day stall semester 2 2006; setting up.

### What we did right:

- Built on everything from semester one.
- Brought **battery operated stereo system** (since we didn't get electricity on sem 2).
- Made a cool **banner** + 2 drop sheets, which will stay with the club forever!
- Brought Nadim's **badminton set** so we could string up the banner & printed photos behind us (more advertising).
- Had lots of people volunteer to help (about 10 over course of the day).
- Had weights to stop paper blowing + plenty of clipboards, pens etc.
- Danced out front occasionally.
- Got in early and requested a table on the end... and were also naughty/lucky and took over the unused table next to us on the day.
- Had enough membership cards printed, so didn't run out this time... although we decided not to laminate them, because after VSU the price doubled from 10 to 20 cents per laminate slip.
- Had **t-shirts** for volunteers. Also sold some, although only ~8 – not as many as I hoped... sizes were too big (but at least the big ones can/will be kept for and lent to volunteers next market day).
- Signed up 189 new members.

### What we could have improved:

- Music could have been louder and more dancing, but it was REALLY hot and someone complained about the music.
- Our position stuck out on the end and t-shirts \*may\* have scared some shy people off – hard to tell.
- NOTE: For much of the day VERY few people signed on, but it picked up around mid-day.
- Those points are nit-picking – I think we did pretty well!

## Weekly Workshops

Our weekly workshop is at the core of the club. The workshop themselves are half lesson (run by volunteer members) and half just having fun. For all of 2005 and 2006 we ran these workshops Wednesday 6:30 till when everyone is gone (usually around 8:00). For the first hour was a lesson, with one or two people teaching a particular type of dance and/or set of moves, and after that, we just let the music do its thing and everyone dances.

## **General Workshops**

When we started, our workshops had basically no structure and we generally did something new each week, depending on who (if anybody) was willing to lead the workshop. This wasn't so effective because the vast majority of members were real beginners and needed lots of structure and guidelines. Also, people generally like to know exactly what to expect from week to week.

Here is a rough format for workshops that we can reuse and apply to different dance styles so that beginners will feel comfortable and experienced dancers won't get bored. It's important to note that UQ Dance is a non-instructional club and the teaching stuff is just to get people involved.

Each workshop needs a leader – someone to get people on their feet and dancing, tell them when to change partners etc. If we only focus on one dance style each workshop it makes organizing them and finding leaders a lot easier.

### **Format of workshops:**

- Well before the lesson, use the template provided to fill in lesson plan! Also, work out which songs you want to play, and use iTunes to put these into a playlist (see the readme file in the Music folder).
- Play general music for about 10 – 15min before start of workshop so people who already know how to dance can have a bit of a warm up.
- Start the workshop at about 10 – 15min after the advertised start time.
- Teach first progressive.
- Dance this progressive 3 times to different tracks.
- Spend 15 – 20 min teaching very basic step, encouraging people to change partners etc.
- Allow 15 – 20 min free dancing.
- Announce that there is one more progressive followed by general dancing.
- Teach final progressive.
- Dance this progressive 3 times to different tracks.
- Make any announcements before letting people dance.
- Anything after the second progressive is for more advanced people and may or may not be led or organized (could be just general dancing, or the workshop leader might want to show some advanced moves etc).



### Promoting Friendly Atmosphere

- Having a fun, friendly atmosphere is important if you want most of your members to keep coming back.
- Don't hit people with intimidating announcements, welcome them with something like:
  - *Hey everyone, welcome to our first workshop, it's great to see you all here, you all look great.*
  - *My name is Gary and tonight we're going to try and teach you basic merengue and when we've finished we'll just let you guys all practise and dance with each other.*
- During the first few workshops, some of the things you should mention/emphasise are:
  - **Personal touch:** *I joined ugdance last year, and I really enjoyed it and made some really great friends and learnt some cool moves, so I hope most of stick with it and enjoy the club as much as me.*
  - *UQdance of the union which means we are non-profit and any money we get goes towards improving the club, buying new stuff or paying for our social events.*
  - *We are not part of UQ Sports in any way, and although we have workshops, it's they're always run by other students, and that's what ugdance is all about; teaching each other to dance, making new friends and having fun.*
  - *Most of you here are beginners, so don't worry about looking silly or if you think you are not learning the steps! When we started I looked silly too, but the more you come along and practise the better you get. Nadim for example, joined ugdance only a semester ago, and he's already pretty good!*
  - *We'll usually cover a range of different dances each semester, and we do this because it's a good idea to learn a few.*
  - *We should emphasise that we are NOT professionals. These workshops are a great place to start and learn how to move, but are not a substitute for paid lessons, so if you want to learn to dance like a pro we recommend joining one of the Sports dance clubs, and there are several dance schools around the place you can read about on our website.*
- First few lessons, when people start, they are pretty tense and wary (even if they don't look it) so it might be a good idea to have some sort of exercise, even asking them to stretch, to help loosen them up. It seems kind of silly doing something like this, and you don't want to patronize them, but it can certainly help them relax, and the sooner that happens, the sooner they enjoy themselves.
- It's hard to remember all these things, which is why it's a good idea to write down these things in point form on the lesson plans.
- ALSO: Even though there is one microphone, it's a good idea to share it out, and ask other exec members if they have any other announcement or "dancing tips", because chances are there are lots of things you've forgotten to mention!

- For the first few lessons, when there are big numbers, after a dance, you should say something like “*hey, that was great guys!!*”, and then they should all start giving themselves a big clap – is always cool when they do that!
- Another tip is learn people’s name, give them nametags maybe, use their names during the lesson “*Wow, Jess is doing pretty well*” to make it feel personal.
- I have made a vertical poster which has an “announcements” area on it where you can stick an a4 page with new announcement. The idea was you can write up people’s birthdays, or “*some of us are going to Denims this Friday, call Michelle if you are interested*” or even just write something funny.

### **Times and locations.**

Tuesday nights at 6:30pm has worked okay. Good idea to stick to the same time every year so it becomes a well-known regular event. For rooms, we really only have access to the UQ Union rooms – *Kingham, Cella Libertas* and the *Tivey room*, and these can get pretty crowded. The advantage is that there is never a fuss booking them, and they can be booked 4 weeks in advance. To get better rooms is more difficult...

We have been given permission in the past to use the Holt room, but this has to be shared with the general student body and depending on how many people are in there it may or may not be suitable. It is possible to book the Holt room after normal opening hours (>7pm?) by contacting UQ Union Business Centre (be nice to Dawn). The Holt room is large and has a non-carpeted surface.

However, at end of 2005, we discovered dancing OUTDOORS is much more fun, and not as hot during summer. We dance in the area outside the Juice bar near the main refec & under the union complex.

### **The First Workshop**

The first workshop is going to be the scariest; especially if you are the one presenting. At this stage you will realize: “*holy crap, we’re probably going to have upwards of a hundred people show up*”.

Here are a few patterns we have noticed to reassure you:

- You can estimate the number of people at the first lesson as half the number of new members who signs up on Market Day.
- Although more girls sign up, guys who sign up are more likely to come to get their money’s worth – so even though the signup maybe unbalanced, will be less unbalanced on day.
- The first workshop might be huge, but less people come each week, so it might look something like: {200, 100, 60, 50, 50, 40, 30, 40, 20, 40, 20, 30, 40} over the course of a semester.
- The most enthusiastic people, the ones who stay the longest, will become the regulars.
- The ratio of girls to guys might start as high as 2:1, but always seems to balance out eventually – and occasionally you might have a night with more guys!

- Smaller groups are much easier to teach. 200 is very hard to manage, and take much long to do what you tell them to do (just ask Nadim)!!
- Signing up extra members; people who haven't paid can be more annoying than profitable (only made extra \$26 on 1st night); is easier to tell people to subscribe themselves to mailing list online, and maybe pay next market day.

### **First Workshop 2006 – Lessons**



*First workshop 2006 – an estimated 200 people attended!*



*Our 2006 setup – table (borrowed via C&S), external hard drive (club), wireless microphone (club), amplifier (Roger), laptop (Nadim), speakers (Nadim) & posters (club).*

#### **What we did right:**

- Bought a wireless microphone! Without one we'd have been royally screwed.
- Had good set up with laptop plugged into amplifier & speakers (microphone was plugged into laptop).
- Also set up posters at front, so people knew who we were and were welcome to join in.
- Typed in all new members (600 names takes long time!) and gave president enough time to e-mail members about our first lesson 2 days before it.

- Learnt from last year, and had lesson outside; we would never have fit inside any of the club rooms. Outside people don't feel as trapped.
- Also, had lesson start 6:30 – people less inhibited when it's starting to get dark.
- Nadim (president) sat down with Roger and organized lesson plan.
- Made club announcements towards end (not hit them at the start).
- Name tags seemed like good idea – to give people something to do, but so many people, was too many to manage, less than half got tags! Tags probably best on, say, the third week, not the first!

**What we could have improved:**

- Circle was stretched out really long, and some people couldn't see demonstrating couples – needed more couples along the middle.
- Had some problems getting mic volume & feedback right. Hadn't really organized someone to be DJ – and so Andrew had to step in, and I was unfamiliar with all our songs.
- Our more experienced dancers (regulars from last year) didn't realize that we wanted them to be more involved in demonstrating and teaching the newbie's the moves.
- Forgot to mention (on mic):
  - Anyone watching should join the circle.
  - A few girls should have stood in as guys.
- But overall, I think we did pretty awesome with the new equipment, and we were lucky it didn't rain!

**Music & Equipment:**

- Each year, sort out your equipment & test it before the first lesson.
- Get someone punctual and reliable to drive it all in EVERY week without fail.
- You can drive all the way up to the building, but if you park there security will pounce on you. Try making friends with security if you can. ☺

**Additional Advice:**

- It's a good idea that the president of UQDance runs the first workshop each semester. Teaching meringue progression for the first lesson is a good idea, because this is an easy dance, even for beginners.
- Running a workshop for a hundred (possibly more) people can be scary, so make sure you have a backup person should you lose your voice, but hey; just remember not to take it too seriously!
- The wireless microphone takes practise but can really help.
- It makes sense to set up at half an hour before the lesson to test the system and also have fun playing some music! It also takes a while to put up the posters, connect cords etc.



- We have made a workshop plan sheet, which the lesson instructor(s) should fill in, and, FURTHERMORE, save a copy to the website so the lessons can be achieved and reused.
- Don't be nervous, people know you're not professional and for \$2 they are not expecting you to be a rock. It's not easy instructing dance, but hey; it's a good thing to try.
- At the start of year it's a good idea
- There should be one designated DJ each year who knows the music fairly well, although if there are not many people, it becomes easier to do the songs yourself, and probably won't need the microphone.

## Performances

Certain years we have put on performances. These can be lots of fun to organize, practise and choreograph!

### ***Past Performances:***

- **Soiree 2006** – Soiree, which is held at the “*International House*” is a great opportunity to put on a demonstration. We did it in 2006 (14<sup>th</sup> August) with four couples dressed in black & red, and it was lots of fun. I think we were on at about 10 and perhaps 80 people watched.

### ***Possible Performances:***

- **Aussie International Night** – This really depends on having a member in the club willing to teach everybody something cool to dance. We try to get as many members of the club involved (or as many as the organizers will let us have). We usually get about 15min of stage time, so that's enough time for 3 demos with a bit a spiel about the club before each one.
- **Other ??**

## Break up Dinner

A semester break-up dinner (usually followed by dancing) is a good way to say goodbye to members at the end of semester, and the best time is probably early in the week after semester ends (before students start cramming). If there is enough left over money, you can spend this on subsidising the cost of the meal, but hey; make sure you budget it so next semester ugdance still has a healthy bank balance. To me, blowing \$400 on food is a bit much; the most devote members won't care too much if you take \$20 or \$10 off their meal if you explain that you can buy extra equipment with the extra \$200.



*2005 break-up dinner (and dance) at Casablanca's*



*2006 break-up dinner (and dance) at Decks*

## **Previous Dinners**

- **2005 sem1 (Friday 3-Jun-2005)**
  - Had break dinner at **Ahmet's Restaurant** (near Café Denim).
  - About 10 people
  - I think we got the banquet (\$60 per head from memory; bit \$\$), but nice friendly atmosphere & great food (& LOTS of it; needed doggie bag).
  - The club paid \$400, we paid the rest, and afterwards we danced at Café Denim.
- **2005 sem2 (Thu 3-Nov-2005)**
  - Had dinner and then dancing at **Casablanca's**
  - 23 people came.



- Were charged only \$35 per person (Michelle got us group discount). Club paid \$460 (\$20 per person) and people paid remaining \$15.
- Food was great & mixed
- After dinner, went downstairs & danced until well after midnight.
- I thought this night was better value for money than Ahmet's.
  
- **2006 sem1 (Friday 3-Jun-2005)**
  - Had break dinner at **Decks Seafood Restaurant** (Southbank).
  - Organized by Michelle Kiob.
  - 35 people @ \$25 each (\$875 total) paid with single cheque → club paid \$175 (\$5 each), people paid \$20 each and got a receipt from the cash book (so we'd know numbers – like “buying tickets”).
  - Not the best value meal (bought out bit of bread & then single chicken or lamb dish for each person), but atmosphere terrific!
  - Gave us own little dance floor between our 3 tables and let us play our own music.
  - Had black & red theme – people came well dressed.
  - Michelle awarded several prizes: most active member, most romantic, miss congeniality, best dressed and played “match the couple” party game – worked REALLY well.
  - Went to Café Denim after.
  - Having it on last day of semester meant quite a few people couldn't come (were double booked), but Friday means Café Denim.

## Other Social Events



2006 picnic island.



The bank 2006

Social events are fun! This is where you can really relax and let your hair down. Some of the events we've had in the past:

### **Event's we've done:**

- **Picnic**
  - **2006 mid sem2 break – picnic at South bank's "picnic island"**, followed by dancing/mucking around on the grass – 12 people (good size) & all brought own food to share.
- **Video nights**
  - **2006 mid sem1 break – movie night.** Didn't go, but believe they rented "strictly ballroom or something".
- **Excursions**
  - **2006 sem1** – met at uni and caught city cat to café Denims – about 12 people, pretty fun night.
  - **2006 sem2** – hired a bus and drove to "The Bank" on Sunshine coast – about 20 people. Rolo Van & Bus Hire cost \$143 + \$35 in petrol = \$180 for the club. Didn't go, but looked fun!
  - **2006** – small group of us went to the Casino to watch a Latin dance competition, was VERY crowded, but was fun to watch.
- **Parties**
  - No set drill for parties yet. It's hard to find a location. Red Room is a possibility, but lots of organizing and convincing the manager that it would be worth his while to host UQ Dance. We have hosted one 'party' in the Prentice building which was okay. The Holt room would probably be best for these activities...
  - Parties need to have some simple teaching or progressives just like the workshops to get people involved, build their confidence and help them enjoy themselves.
  - Things that have worked in the past (in 2003 & 2004):
    - Prizes – best dressed, mini comps, games, lucky door. Contact various venues for sponsorship.



- The game where you have to get into a certain position when the music stops or you get eliminated.
- **Other**
  - There have been lots of other little events – birthday parties, Halloween, where most of the regulars from Uqdance were invited, however were not really advertised to EVERYONE, and therefore not official.

### ***Other ideas.***

In the future we would really like to try:

- **Movie night** – i.e.: invite everyone to come along to watch a dance related movie (or else a comedy) at cinema. Southbank cinema is cheapest (\$5 for students I think) and if you go on Friday night if the movie finishes around 9, can walk over the road and go dancing at Café Denims (and/or grab a pancake).
- **Bowling night** – would be lots of fun, although would have to find good bowling club which plays some good music and book many lanes (maybe aim for discount too).
- **Fundraiser** – as a club we really don't need that much money (provided we have volunteers who bring along the equipment each week – market day earning is usually enough), but if there are a lot of enthusiastic people maybe we could do a fundraising thing, just don't expect to make much money from it! You may even make a loss, and that's something you have to be aware of.

## Advertising and Raising Funds

I've come to realize that ugdance doesn't really NEED a lot of money. We have quite a bit of stuff now, so unless there is something expensive we want to buy the money we make during market day should be plenty. I was worried that the cutting of subsidy payouts (following VSU) from C&S might cause problems, but we really don't need them.

And the same with advertising: the posters and banners during market day are probably enough.

HOWEVER, if money is an issue for some reason, some ideas include:

- **Selling CDs** – Burning/selling music CDs might be a bit tricky because of laws about copyright, however there are many bands which release free songs (<http://music.download.com/> is a good site). Blank CDs are <\$0.50 and could also contain dancing movies and documents. If about 100 people are coming to the lesson, you could probably sell 10 or more for \$5 each – and easy \$50 for the club.
- **Food** – If 100 people are coming to lessons – and many have missed dinner – it probably wouldn't be hard to bake something (like cookies) and sell them. Only the pizza café is open this late and night and probably wouldn't mind.
- **Badges** – C&S sell/make badges. After VSU (2006) they became \$0.60 per badge though, and selling them for >\$2 each might prove hard – not worth the effort.

### **T-Shirts**

In 2006 we got our own t-shirts. Yay!

To order the shirts we used a place called **EmbroidMe Milton**.  
<http://www.embroidme.com/> (ph: 3876 6166)

And they got their screen-printing done through: ??  
<http://??> (ph: ??)

We now OWN screen for printing both black and white shirts – we paid an extra \$110 to avoid hefty setup costs for future shirts. The bottom line is it will be easy to call EmbroidMe (better yet visit their office) and order a new batch of shirts for ~\$10 per shirt (depending on the type of shirt) and sell them for \$15-20 – up to you. It would be wise to order the shirts 2 weeks in advance, and they like batches of 10 or more shirts at a time to make it worth their while. Furthermore, you can actually supply your OWN shirts, and they'll print onto that for you for about \$3-5.

More info:

In 2006 we bought about 60 shirts in two batches and sold about ¾ of them for \$20 each. We didn't make much of a profit from them, but the MAIN benefit of t-shirts is advertising. The idea is people who have never heard of our club will see the shirts around university and be curious.

The shirts were done using "screen printing". Pricing is a bit complicated, but basically the (blank) shirts themselves are pretty cheap (~\$4-8 depending on quality) and it costs ~\$2-3 to print on a design, but SETUP cost is expensive (in the order of \$70-120 to make a single "screen"). In our case it was more expensive (\$180 setup cost) because I wanted three different colours (red and black for our white shirts... & white on our black shirts) and designs on both sides. Due to the setup cost buying in bulk is pretty essential. I bought 30 shirts, which will mean the cost per shirt (for ugdance) was ~\$20, but if then bought a second batch of 30 shirts (including girl style shirts) meaning the average cost per shirt dropped significantly.

UNFORTUNATELY I made a mistake with the sizes I ordered. I had assumed a small would fit a SMALL person (makes sense right), but the sizes they offered were a bit funny (American sizes maybe) and it turns out almost ALL of the girls are kid sizes, and most of the boys too... and I didn't get any kid sizes. I could have prevented that if I'd taken a girl (who understand sizes better) with me to the store, but oh well, these things happen.

Screen printing has the big setup cost, but is the way to go if you want something that looks professional... t-shirt transfer paper is \$5 a shirt, and rubs off... or you could "make your own" with the right paint or use spray-paint and stencils.... which would look a bit crud, and might bleed in the wash, but would do for market day, and probably a better option for your club.

## **Banners**

In 2006 a group of us also made a homemade banner and a couple of sheets. The reason we did this is because professional banner making places can charge \$400 for a professional banner; which was out of our range!

In case you're interested, here is info on the making of:

### **BANNER AND DROP-SHEETS:**

To make the banner I got the material from a local art store here "ArtLand" Indooroopilly: [ \$22 - 2.1x0.9m canvas + \$22 - litre black acrylic paint + \$14 - 250mL red acrylic paint ]

Then from Spotlight I bought some calico (about the cheapest material you can buy for ~\$3 per meter) for the table cloths: [ \$15 - 5m unbleached calico ]

And finally I bought some waterproofing spray, grommets set and cord from Mitre 10: [ \$5 - grommets (to hang up banner) + \$5 - cotton cord + \$10 - waterproofing spray ]

So all up that's ~\$90 I spent, but that got us a decent banner, two nice table cloths/drop sheets, and LOTS of paint left over. I looked into professional banners, but the average 3x1m professional banner cost between \$200 and \$400 dollars!!

To make them I first "borrowed" a seminar room and used a projector to trace the outline of my logo/designs ~3 hr. Then we had a painting day which took 6 of us ~4 hrs! Was lots of fun actually, and banner should last forever.

### **SHORT STORY:**

Two of the biggest lessons I've ever learnt I learnt from ugdance.

I learnt first of all that, indeed, advertising works! To make money you must spend money. By spending money wisely, by "investing" about \$200 on advertising over the



year on posters, banner and shirts, our club quadruple attracted over four times as many members (over 800 in total) as the previous year – which brought in ~\$1600.

But as good as that sounded, I was slow in learning my second lesson. It wasn't until much later that I realized having a **bigger club** did not mean having a **better club**. I had treated it like a business, but then realized that having a small friendly group of people, and a good atmosphere was far more important than any figure on paper. Uqdance isn't about showing off, or upstaging the guy next to you: uqdance is about meeting new people, forming a close group, and learning to dance by helping each other out. It's not the number of people that counted; it's about the people themselves. That was my real lesson.

## About the Website

Roger Keays is the webmaster, and hosts the website. Contact him if you have any problems.

### **About the Site.**

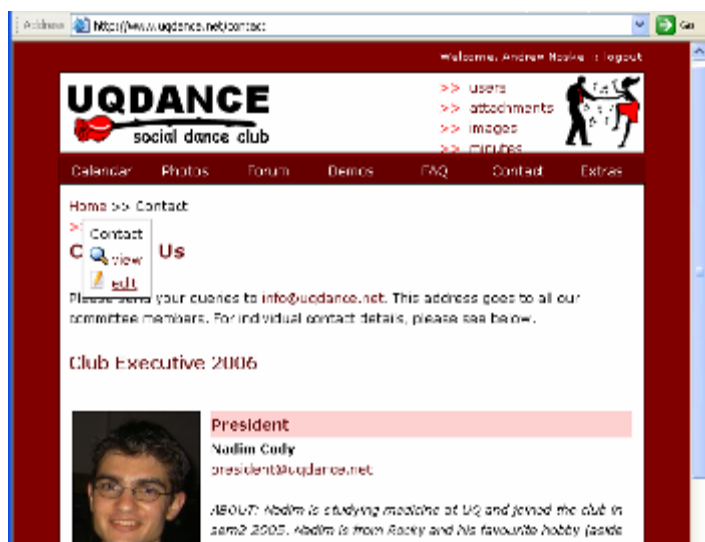
**Technical:** This site is hosted on Roger's server in St Lucia, and uses JSP & MySQL. Roger has built an entire Content Management Scheme (CMS), thus allowing members/users with sufficient privileges to edit the contents of pages (and even add/delete pages) online via the website itself WITHOUT knowledge of HTML. This system works well.

Roger charges the club about \$170 per year for his service, and considering the amount of time he puts into the site, and the assistance he gives members, this is **definitely** worth it, so don't forget to budget for it (use membership money). I would suggest moving elsewhere (somewhere without a CMS) would be a bad idea.

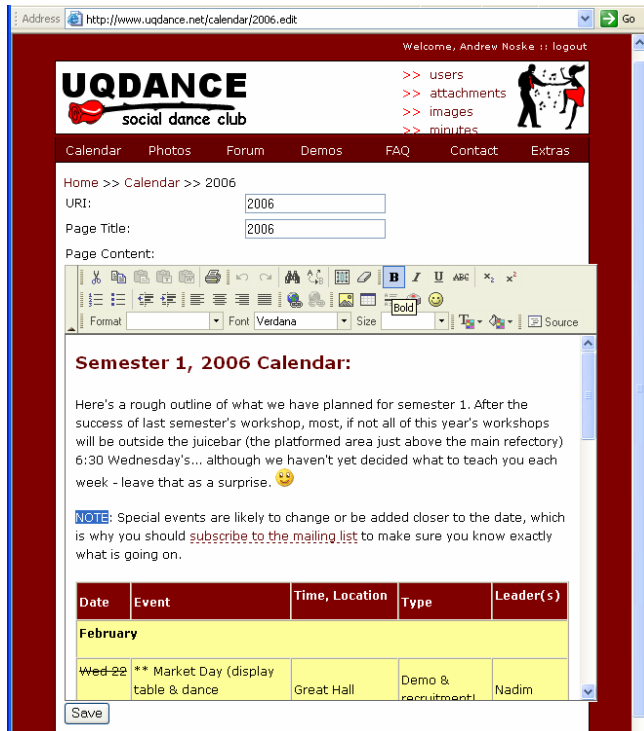
### **Changing the Site.**

To change the site you need to have "committee" privileges. This is how you do it:

- go to the site [www.uqdance.net](http://www.uqdance.net) and navigate to page you want to change.
- click the "login" link (at the top) & login
- click the red arrows and "edit"
- use the web GUI interface to change the text, add images, hyperlinks etc.
- click "save" when happy.



After login, you can click the red arrows to change page contents



*The editing window/gui.*

### ***Sending an E-mail / Newsletter to Members***

To send a newsletter you need to have “*committee*” privileges - mail me if you have problems. This is how you do it:

- login
- browse to the newsletter page
- look for “*add newsletter*” under the red arrows
- type in your message and save it, you should see your edition at the top of the list
- select “*edit*” under the arrows next to your edition
- click “*Publish*”

### ***Add a New User***

Adding a new user is useful if they have photos to upload; and if so long as you trust them with the site it shouldn't be a problem.

- login
- click “*users > add user*” at the top
- type in persons details, give them a password (make sure it's something they'll remember)
- test it works (if not then contact the webmaster)
- e-mail that person with their username and password and on how to change the site (copy the “*Change the site*” stuff).

## **Forum**

Not yet implemented.

## **Meetings**

It's not a meeting unless you take minutes and have an agenda. We only have meetings when we need to, like before market day, or before an AGM etc. Keep minutes on <ftp.ugdance.net> (see accessing files below). Meetings are best organized at someone's house; the secretary should take minutes (and type them up afterwards) and it's good to do something fun afterwards. Invite some of the most active members and you'd be surprised that even though you'd expect the meeting to last 20 minutes, most people will come up with a couple of ideas and the discussion can last an hour or more without you even realizing.

## **The Annual General Meeting (AGM)**

For most years our AGM has been held in September. In 2006 we had our AGM just after semester 2 classes ended (which usually happens late October). C&S will provide guidelines for an AGM, but most important points are:

1. **15 members** must attend and sign on. In previous years we needed 10% of all members to show, but we changed the constitution (for obvious reasons) in the 2005 AGM.
2. President must give a speech about the year.
3. Treasurer must give a "**treasurers report**"; talking about how much money was made & spend.
4. **IMPORTANT:** Treasure must have completed a audit at least one month prior to meeting (see Audit section)!
5. New executive must be elected. Each position is advertised in the order: president, secretary, treasurer (meaning if someone misses out on president they still try for secretary). People are asked to nominate & second others for the role. Don't go crazy nominating too many people – the president should nominate the best person with his gentle influence. ☺
6. Nominees should each be asked to stand and give a short talk... often there will only be one nominee, but even so they should give a speech.
7. Everyone except nominees vote (simple show of hands), secretary records numbers, and president announces new executive.
8. AGM is now up for general discussion (although don't let it go too long, people get bored), and people can make suggestions for year ahead.
9. President sums up meeting and thanks everyone for attending.
10. New executive and old executive should stay behind, exchange all contact details (including MSN usernames) and have a chat!

**Tips:**

- You should plan on the AGM last between 1-2 hours. It's a good idea if you organize to go out dancing afterwards! Also ensure meeting won't go too long.
- Even now we've reduced # members who must attend to 15, getting 15 people to come along near exam time, when people are studying, is not as easy as it sounds. If 15 members don't show up you are screwed, and may even have to face the possibility of the club folding! To avoid this:
  - 1) Ask at least 20 people to PROMISE they'll support you and come to the AGM. Even if they are just friends and not members, they can sign up on the day (or you can pay \$2 for them) and they are legitimate.
  - 2) Make sure you have people you can call (hence good idea to make friend with members & get phone numbers) if you are a few short on the day.
  - 3) Plan a time when you're sure people will be around & not too busy.
- There is no reason you can't have your AGM outside after the final workshop. In fact, I think it's a good idea – during the last or 2nd last workshop, ask 20 people to volunteer to stay at the end and participate in the workshop!
- If no one volunteers for the executive roles you are also screwed! For this reason, the current executive should get together and pick out three people they think would be best suited as their successors, and approach these people. See “**passing the torch**” section.
- If no one volunteers, don't be afraid to name names, and lay a “*guilt trip*” on people. Tell them it's not as hard as they think, that it's rewarding, and that if they don't do it the club will fold, and years of hard work, fun times and all our assets will be lost forever. Make them feel bad! ☺

**Managing Money**

This section is (obviously) most important for the treasurer.

When you start you should get a folder, and in it a few "C&S Info Sheets", including:

- 1) Audits (sheet m)
- 2) Bookkeeping Guidelines (sheet k)

Read these sheets carefully. If you don't have them, get them from C&S quick smart. You should also have:

- A cheque book - you will need this! always keep it handy
- A deposit book - probably won't use much
- Cash receipt books - if not, go & buy some from C&S
- Some documents (bank statements etc) left over from previous years.

**MOST IMPORTANT MESSAGE:** Keeping records is important!!

On the external hard drive you'll find an Excel spreadsheet. Every time you deposit or spend money you should store all receipts safely in their own folder AND update your records, so you ALWAYS know roughly how much money the club has.

### ***Our Cheque Account***

It sucks, but C&S require that you have a cheque account – which means no NetBank! This means you can't just use the Internet to check your balance & transactions – you must go to a Commonwealth Branch and ask them for a printed record (till as recent as possible). They will then charge you \$2 and (instead of just giving it to you) insist on mailing it to the contact address on the account and it won't be until about 5 days later it arrives! Like I said, it sucks. ☹

#### **Account details:**

Type: Commonwealth Bank Cheque Acct Bearing Interest  
Account #: 06 4158 10449613  
Name: UQ DANCE  
Branch: UNIVERITY OF QUEENSLAND  
BSB = 06 4158  
Enquiries: call: 13 2221  
Current contact address: (goes to “dance” pigeon hole in C&S room)  
Mr Andrew Noske,  
Clubs and Societies UQ Union,  
University of Queensland, St Lucia Qld, 4067.

We also use to keep what we call a “*Cash Account*”, which meant we could keep a small amount of money on hand, but this REALLY complicates things for the treasurer, and so we got rid of it in 2006. As a result, any money you make you should deposit into the bank IMMEDIATELY (next day at latest) otherwise C&S will be suspicious. It also means ALL debits you make from the account should be written as cheques – not using cash.

### ***Buying Stuff***

When you buy stuff, the BEST way to buy it is writing a cheque. Keep in mind this requires 2 executive members to sign the cheque, and many places will not accept cheques! In the cheque, make sure you write “only” at the end of the written quantity, write “NOT NEGOTIABLE” across the cheque and complete receipt details on the left side (auditor will look at these).

If you can't write a cheque, then what you can do is use your own key card to buy the item (eg: pens & folders from K-mart) and **KEEP THE DOCKET** (make sure it has an ABN and describes what was bought – else ask for a tax invoice)! You can then (later) write a cheque out to yourself to get the money back, but make sure the dockets are safe,

and maybe scan or photocopy them, because if the auditor can't see the dockets, then he'll suspect foul play!

Certain things; photocopying, stationary etc, you can pay using the subsidy money you get each semester, but for physical assets (like stereos etc), you should make sure it's covered by membership (or fundraised) money. For such items you should ALSO add them to our list of Inventory (see *Documents/Inventory.doc*). This document is so C&S knows what we own, and helps us keep track of stuff in case something is lost or stolen. Submit a copy to C&S when you submit your audit, and that should keep them happy.

## **Audits**

At least once a year an audit will be expected, and its timing is pretty critical too. The audit must be done is suppose to be approved ONE MONTH before you Annual General meeting.... keep in mind an audit takes a while to review (assuming it is approved first time) - in 2006 they only had one guy who did it - and he came in once a week or less.

The audit period must start after the last one (eg: if last one finished 31/10/06, next should start 1/11/07) and should end on last day of a month (eg: 31/8/07). Also: the AGM isn't allowed to any later than THREE months AFTER the end date for the audit period. The club made this mistake in 2005 (by putting an end date too early) and it cost us – it meant the AGM we held got classed as a “Special AGM”, and we were forced to do another audit and AGM shortly afterwards.

Writing the audit is a funny thing, but I would suggest reading the forms over and even thought the forms are a bit confusing; don't let yourself get overwhelmed by it. Once you've done an audit you'll think “*that wasn't so hard!*”, and it will help to look over the audits kept/archived from past years (see *Documents/Financial/Scanned Records/audit\_period\_01-06-05\_-\_31-12-05* folder). Check and double check you have all the forms & dockets and print outs & figures all add up before you submit your audit, and with any luck it will get approved the first time around.

## **Additional Advice For Executives**

### ***Committee Roles***

Here are some outlines of the roles for the UQ Dance committee. If a committee is having problems, or a person is not filling a role it can be best to either change jobs or replace that committee member. This can be done at a meeting where both incoming and outgoing members are present and doesn't need a vote or quorum or anything.

Feel free to tag your own bits of advice on the end of each section! 😊

### ***The President***

The president is the leader of UQ Dance and is the person who should mostly be coming up with new ideas, making new contacts and getting people involved (not to say other members can't do this of course!). He/she also has to make sure the club is operating effectively and is meeting UQ Union requirements. Ideally, the President shouldn't have to deal with *too* much paperwork and nitty gritty, so he/she can spend more energy on keeping the club moving.

The President must:

- Be creative!
- Make new contacts / partners.
- Motivate members.
- Send the weekly newsletter.
- Maintain this manual.
- Call and chair meetings.
- Ensure the committee work effectively (keep the peace!).
- Ensure UQ Union obligations are met.

### ***For the Secretary***

The secretary has a more administrative / organizational role than the president:

- Organize AGM.
- Room bookings.
- Take minutes at the meetings.
- Keep club documents in order.

### ***For the Treasurer***

The treasurer handles all the finances:

- Sign cheques.
- Keep financial records. (NEVER ever forget to ask for a receipt!)
- Conduct the audit.
- Prepare financial reports for UQ Union.
- Make purchases on behalf of the club – although to use cheque he will need either president or secretary to be co-signatory.

*NOTE: Most of the advice for the treasurer is in the “**managing money**” section*

### **Working as a Team and Managing the Workload**

- There is always a lot of work and organizing to be done in a club, and so working as a team is critical!
- You should get to know your other executive members really well, and ideally you should all be friends and should always be honest with each other!
- If you feel you are doing too much, you should ask other members to help you out – delegate tasks!
- Always be wary that there is a danger of one person taking over and dominating. Make sure that if you are starting to do this, talk to the other members about it, and make sure they don't feel left out. Before every important decision – purchase etc you should consult the other exec members – which is why it's important to keep their mobile phone number on hand! Meetings are especially important, because they give EVERYONE a chance to have their say!
- If you find that you are just TOO busy or stressed to fulfil your role, there is always a possibility to resign, so long as there is someone willing to take your place. In 2006 Nathalie found herself really busy with her PhD, and so had a talk with another girl called Michelle, who said she was willing to take over, and so it was very easy to make the change, Michelle wrote a brief “resignation e-mail” to us and there was no drama at all; everyone was happy. So if you are struggling to keep balance, don't fret – worse case scenario you step down or shuffle roles!

### **Passing on the Torch**

For the continuation of the club, it's vital that the club has a good executive each year! And more than that, there is always a possibility no one will be interested in filling the executive roles, and the club will have to fold! Nooo!

For this reason it's absolutely critical to stay alert and fly to the fact that, even in first semester, you should have an eye out for a suitable successor. Make sure you befriend the most enthusiastic members (and new first years are great candidates, because they're least busy, and are not about to finish their degrees at the end of the year), and even drop the hint/suggest that they could become an executive member next year. Try to get at least one girl in the exec too; it would look silly if they were all boys!

Give them a compliment and they'll probably be willing to watch you work & play a bigger role "*in preparation*". I guess this could backfire if they don't get the role (and often exec members want to stay on), and get disappointed/hurt, but even if they miss out you can make new "*exec roles*" for them. President, treasurer & secretary are the three required executive roles, but plenty of other clubs have *vice presidents*, *social conveners*, and all sorts of other roles! Put their name and photo on the website to make them feel special! It made me feel special, and the more people on the contacts page, the better our clubs looks. 😊

Whoever becomes your successor to your role – whether or not it's the one you wanted, you should exchange e-mail addresses with them immediately after the AGM. Your role doesn't stop at that point – it's important you try and meet up with this person, and have a chat about all the pitfalls of the position, and of course, show them this document. They will probably be a bit daunted and at first, but don't leave them standing alone with no idea what they are doing (don't smother them either though) – help them get the ball rolling, and offer encouragement and they will thank you in kind. And hey; it's fun to help them organize market day too! They can do all the hard work, & you can dance!

## Conclusion

It's safe to say, being an executive member will be more time consuming than you expect – the little things add up – but using these guidelines and all the work done by previous executives, hopefully we've made your life a bit easier. By documenting things as we go along, and even writing down workshop plans, each year should get easier and uqdance should blossom. But hey; dancing will always have its bad years too, but so long as the ball is kept rolling the club can, if given the chance, rise again. I think the most important piece of advice is that, if you have some kind of problem, or are getting stressed, don't bottle it up, talk to your other executive members about it!! Even in share house living you'll find you often have little stupid problems with other people which are VERY easily resolved if only you talk to them about it. If you feel you are not confident to say it directly use e-mail.

I for one found being treasurer for uqdance heaps of fun. It was a little scary at times, but I adjusted pretty quickly and being treasurer made me feel kind of important too. I've already made lots of new friends, and, even though I've had some other leadership experience, I still learnt a lot from the experience. Yes, it can be lots of fun, but careful that being an executive member takes up too much of your week – your study should still be your number one priority! Have fun, meet new people, but don't let the power go to your head.

One of the things you'll have to discuss with other executive members is the goals you have. Do you want the club to become more professional, with matching shirts, streamers, and the works; and try to be one of the biggest and most active clubs at uni (and make lots of money on Market day)? Or... are you aiming more towards having a smaller, more intimate and carefree group of people. I would suggest you can have both! You can have your pie and eat it too. Yes, we can have big advertising, get a lot of new members, build confidence and teach lots of people some dancing, but there will probably always be a small core group of people, nice people, who come every week,

who love dancing, and it's these people we rely on to keep the club going each year. In my mind, these people are the heart of ugdance.

Have a great year! And keep on dancing!

Sincerely,

**the people who came before ... ☺**

## **References:**

### ***UQ Union Documents:***

Clubs & socs manual:

<http://www.uqunion.uq.edu.au/clubsandsocieties/documents/cnsmanual>

### ***Contacts:***

**UQ Union Clubs and Socs** – for room bookings / general admin stuff

*web:* <http://www.uqunion.uq.edu.au> &  
<http://www.uqu.uq.edu.au/clubsandsocieties/>

NOTE: (is not really much on website unfortunately – if you want a form you have to go the C&S office)

*phone:* 3377 2211

*e-mail:* [clubs.union@uq.edu.au](mailto:clubs.union@uq.edu.au) or [jenny.knowles@uq.edu.au](mailto:jenny.knowles@uq.edu.au)

Jenny Knowles is a good person to have on your side; be extra friendlier to her ☺

**UQ Union Business Centre** – for booking the Holt Room

*phone:* 3377 2206 (Dawn Pereira)

**UQ Room Bookings** – for booking Prentice building

*phone:* 3365 3285