

Dance Experience and Annual General Meeting

On Saturday 12th January we will be holding our Dance Experience day, followed by the first Annual General Meeting. We will start dancing at 3.00pm, with the AGM straight afterwards at about 5:00pm.

The aim of the Dance Experience day is to recruit new members and raise funds for the studio. If you know anyone who's New Year resolution is to get fit or to start dancing please bring them along. No previous experience necessary!

The day will consist of demonstrations and short open classes for everyone to try. Each of the dancing styles provided by the Studio will be represented; Jazz, Ballet, Tap and Contemporary.

Tickets are available in advance from your teachers at £5 each, or at the studio on the day at £6 each.

At our last trustee meeting, and following a suggestion by Marion, it was agreed that we would hold the first ever AGM for the whole organisation. The idea is to let you all know what is happening as well as give you the chance to participate.

We also felt that it would be a good idea to create a structure of "officers" for WDS. At the moment there are a small number of people who do a lot of work for the studio and we felt that they should be recognised, and also that they should not feel obligated to carry the load indefinitely. We also felt that it might be better to sub-divide some of the roles so that we can spread the work around more evenly.

For more details see the 'Election of Officers' section later in the Newsletter.

Christmas Party

A big thank you to everyone who made the Christmas party possible.

The food, wine, decorations and dancing were better than ever, we continue to improve year on year. Thanks to the

decorating crew, the cleaning crew, and a special thanks to Gretchen for organizing everyone.

Also congratulations to Simone for winning the Christmas hat competition!

It's Show Time

We have been given the use of the Rhoda McGaw theatre for one night on Friday 3rd May 2002. Please try to keep the date free.

As we only have one night there may not be the opportunity to have a full dress rehearsal in the theatre before the performance. We'll fill you in with more details as they become known.

As with previous shows please do not feel that you are being forced to perform. But remember, most of the people who didn't dance last year ended up wanting to join in as the show date got nearer.

Dates for you diary:

- *Dance Experience and AGM Saturday 12th January*
- *Half-term 18th to 22nd February*
- *End of term 28th March*
- *New term starts 8th April*
- *Showtime Friday 3rd May*



The Reindeer returned for the Christmas party!

Election of Officers

Please check that any footwear used in the studio is clean, and try to avoid wearing outdoor shoes in the studio.

Please check that your name has been ticked in the register before each class..

We should consider every day lost on which we have not danced at least once.

Friedrich Wilhelm Nietzsche

Election of nine officers, as described below, will take place once a year at the AGM.

Nominations will be taken for each role, followed by a vote. Officers can offer themselves for re-election at year-end, or opt out. One person can be voted to more than one role – subject to them being able to cope with the workload.

The proposed roles are as follows:

Finance Officer Responsible for bookkeeping, treasury and all ledgers.

Marketing Officer Co-ordinates a team for advertising, displays, public relations, design of material with Communications officer, distribution of material with Information Officer

Communications Officer Responsible for creating, updating and maintaining all in-house literature (brochures, advertising, leaflets, timetable, web-site). Maintains image library.

Information Officer Responsible for distribution of literature (e.g. leaflet drops) carrying out displays. Ensures sufficient information is available at studio, and co-ordinates studio notice boards.

Bookings/subscription Officer Maintains database of all students, teachers and trustees. Maintains diary of studio bookings and takes bookings from outside parties. Provides information to Finance Officer for billing/invoicing. Co-ordinates with Studio Manager over studio access/cleaning requirements.

Studio Manager Responsible for upkeep of studio, including cleaning, maintenance, liaison with Mayford Centre. Reports requirements for repairs etc to trustees/Finance Officer. Purchases and maintains all consumable levels. Co-

ordinates working parties (e.g. for laying of floor). Holds spare keys and keeps register of key-holders. Arranges access for hires.

Exams Officer Overall responsibility for all dance exams, quality of exam teaching and exam entries. Co-ordinates standards of exam work, syllabi and liaison with exam boards. Arranges exam days.

Events Manager Overall responsibility for all events, including shows, parties, open days and workshops as and when relevant. Co-ordinates input into the above, and co-ordinates teams and work parties where required. Takes role of show director in years where WDS hosts a show. Liaison with other bodies (e.g. Woking Dance Network).

Costume Manager Responsible for all costumes and props owned by WDS, including inventory, storage, purchase, care and “hiring out”. Arranges costume/prop work parties where required, and provides advice to classes/teachers.

There are no limitations on who can take on the role with the following exceptions:

Finance Officer – needs to be a qualified book-keeper but cannot be a teacher or regular hirer of the studio.

Exams officer – must be a qualified dance teacher.

Due to the nature of the roles, the Communications Officer, the Marketing Officer and the Bookings Officer will need to be extensively computer literate and have access to e-mail.

We currently have people doing much of this work and it is hoped that most of them will volunteer for one of the formal roles! We have tried to structure them so that everyone can do something, but your input would be welcome.

A Brief Note on the Constitution

For those who didn't know, WDS is an informal trust, managed by six trustees; Betsy Field, Pauline Barnes, Delva Robinson, Tina Morcom, Lorna Sanders and Gill Barnes. Although WDS is not a fully registered charity (which we may

become, but costs some money to arrange), its aims are deemed to be charitable, i.e.

“To provide facilities for, and encourage, participation in dance by adults within the local West Surrey community”