

## The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix DD

Standing Operating Procedures (SOP)

April 29, 2020

### Bluebird Coordinator

1. **PURPOSE:** To establish and govern the position of Bluebird Coordinator for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Bluebird Coordinator, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Bluebird Coordinator can use this SOP to know and understand the duties of the Bluebird Coordinator, and should be used when performing the functions of Bluebird Coordinator.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **REFERENCES:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:** The Bluebird Coordinator has a base membership of one (1) member or couple. The Bluebird Coordinator is appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors, to serve a one year term.
6. **PROCEDURES:**
  - a. Responsibilities of the Bluebird Coordinator:
    - i. To oversee the position of Bluebird Coordinator for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
    - ii. To maintain a written record of all funds received and disbursed in the operation of the sale of bluebird supplies.
    - iii. To attend all meetings of the Federation Board of Directors for the purpose of reporting about the status of the Bluebird program. This report should be in written form and a copy provided to the Federation Secretary at each meeting, and should include but is not limited to the following information.
      1. How many sets of bluebirds is on hand.
      2. How many sets of braiding is on hand.
      3. How many sets of bluebirds/braiding were sold since the last meeting or report.
      4. How many sets of bluebirds/braiding were ordered since the previous meeting or report.
      5. Amount of income generated through the sale of bluebird and braiding sets and transferred to the Treasurer of the Missouri Federation at the first meeting of the Board of Directors after money is received. (A bank account for the Blue Bird program is not required.)
      6. Amount dispersed in support of this program.A report is not required if there are no changes to the program inventory, sales, or monetary balance since the previous Board of Directors meeting.

- iv. To maintain a supply of:
  - 1. Bluebird sets, printed or machine stitched.
  - 2. Sets of blue braiding.
- v. Shall order replacement Bluebird sets and braiding so as not to deplete the supply on hand.
- vi. To disseminate information pertaining to the Bluebird program to the Board of Directors, member districts, and clubs.
- vii. Shall ensure that the advertisement appearing in the "Show-Me Doin's" is current. Shall contact the "Show-Me Doin's" Advertising manager when changes to the advertisement is needed.
- viii. Shall promote the Bluebird attire by assembling and maintaining a bluebird attire display at the state festival.
  - ix. Shall sell Bluebird kits, or portions thereof, at the state festival, and any other square dance function in which the Bluebird Coordinator has been asked to attend.
  - x. Shall take orders for Bluebird kits and braiding by phone and/or mail.
  - xi. Shall perform all other duties related to the position of Bluebird Coordinator assigned or required.
- b. Tax Information: Missouri Tax Number 17038227 shall be used when applying for a bank account and for sales tax exemptions. A copy of the exemption letter from the Secretary of State may be obtained from the federation secretary.