

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

Appendix Y

Standing Operating Procedures (SOP)

March 20, 2020

Insurance Coordinator

1. **PURPOSE:** To establish and govern the position of Insurance Coordinator for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Insurance Coordinator, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Insurance Coordinator can use this SOP to know and understand the duties of the Insurance Coordinator, and should be used when performing the functions of Insurance Coordinator.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **References:**
 - a. Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
 - b. United Square Dancers of America (USDA) Insurance Program
5. **MEMBERSHIP:** The Insurance Coordinator has a base membership of one (1) member or couple. The Insurance 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:**

RESPONSIBILITIES OF THE INSURANCE COORDINATOR:

 - i. To oversee the position of Insurance Coordinator for the Missouri Federation of Square "N Round Dance Clubs, Inc.
 - ii. To provide insurance services for the Missouri Federation, districts and member clubs.
 - iii. To attend all meetings of the Federation Board of Directors.
 - iv. To disseminate insurance information to the Board of Directors, member districts, and clubs
 - v. Shall establish a bank account in the name of the *Missouri Federation of Square "N Round Dance Clubs, Inc., Insurance Account.*
 - vi. To collect/receive premiums paid by clubs enrolling in the USDA Insurance Program.
 - vii. Shall receive all monies from clubs enrolling in the USDA Insurance Program.
 - viii. To maintain a ledger of all income and expenditures related to the Insurance program.
 - ix. To submit annually in February, the financial ledger and supporting documents to the audit committee for an annual audit.
 - x. Shall regularly deposit insurance premiums received from member districts and clubs, and record said deposits in the financial ledger.
 - xi. Shall record all receipts and dispersals of funds in the financial ledger with supporting documentation filed.

- xii. Shall maintain records for the Missouri federation State officers, Districts & clubs who subscribe to the USDA Insurance Program.
- xiii. Shall assist State officers, Districts & member clubs to use the USDA portal to accomplish:
 - 1. Annual enrollment.
 - 2. Adding additional members.
 - 3. Entering dance & meeting locations and additional insured locations.
- xiv. Shall annually provide State officers, Districts & clubs with up-to-date information on how to use the USDA Portal.
- xv. Shall send to the U.S.D.A., State officers, Districts & club rosters with enrollment funds and maintain copies for reference.
- xvi. Shall maintain a ledger showing club name, number of members insured in each club, and the number of clubs insured.
- xvii. Shall maintain a list of all club insurance contacts with:
 - 1. Name of club.
 - 2. Name of club insurance contact.
 - 3. Address of insurance contact.
 - 4. Phone number of insurance contact.
 - 5. Email address of insurance contact.
- xviii. Shall forward insurance information received from the USDA Insurance Chairman to each club, as appropriate.
- xix. Shall update club membership records and insurance coverage as needed throughout the year.
- xx. Shall report to the Federation Board of Directors at each meeting held the following information and any other information thought pertinent:
 - 1. Report of income.
 - 2. Expenditures.
 - 3. Balance on hand.
 - 4. Number of dancers insured through the Missouri federation.
 - 5. Number of clubs insured through the Missouri federation.
 - 6. Number of dancers insured through another insurance program.