

INTRODUCTION

Most clubs are organized in a basic club format with officers or leaders performing their duties in a very similar manner. Clubs may use different titles for their leaders, but the duties and responsibilities are basically the same.

The following is a list of typical duties and responsibilities for a position that may meet the needs of most clubs but may require some variation or tailoring depending upon the type and organization of the club.

CLUB PRESIDENT

- Presides over all meetings of the Club and the Board of Directors.
 - Emcee the Club meetings, dances, and other functions.
 - Chair the Club Business Meetings.
 - Assures the preparation and distribution of an Agenda for all meetings in advance.



2. Conducts the business of the Club.
 - Conducts business in accordance with the current Club Constitution, By Laws and established Policies and Procedures.
 - Signs all correspondence in the name of the Club.
 - Promotes accepted square dance practices within the Club.
 - Develops and promotes plans and policies to ensure the well-being of the membership.
 - Confirms via correspondence the following items:

Rental arrangements for the dance facility for regular Club dances and meetings.

Rental arrangements for class facilities.

Contracts with Club Caller/Cuer and Special Dance Callers.

Notification of the change of officers to appropriate organizations and publications.

Establish/maintain Club calendar (1, 3, 6, or 12 month)

Implement telephone committee actions for emphasis of Club events, program changes and emergency actions.

3. Appoint or reappoint Committee Chairmen and assign such duties as necessary to further the aims and activities of the Club.
4. Assure the members of the Board of Directors are completely briefed and involved in absolutely everything the Club is doing.
5. Promote and support special Club social activities to maintain membership interest, involvement and retention. Club Visitations, Exhibitions, Theme Dances (July 4th, Hobo, Valentine), Parties, Area and State Festivals and Conventions, Charity Events, Fun Badge Activities, Leadership Classes.
6. Support Area and State square dance organizations, festivals, conventions and activities.
7. Participate in all Club functions.
 - Assure that dance facilities are opened at least 30 minutes prior to start of function.
 - Assure facilities are ready for the function (utilities, chairs, tables, banner, bulletin board, literature, handouts, flyers, etc.) at least 15 minutes prior to start time.



- Assist in welcoming the members and guests.
- Plan for and make announcements as required to pass on Club information and related square dance events, introduce guests and visiting dancers, recognize visiting Area and State Officers and VIPs, recognize the performance and special achievements of the caller, taw, Club members and other individuals as appropriate.
- Assist in bidding farewell to the members and guests as they depart.
- Assure facilities are secured (cleaned up and locked) at end of the function.

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8. Supervise activities of other Club officers to assure they are performing their duties and responsibilities in the best interests of the Club.
9. Assure that a Club Newsletter is prepared and distributed to all Club members periodically (monthly).
10. Set an example for other officers and Club members to follow to include, dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc.



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See web site www.usda.org Officers & Committees for Current Officers and Committee Chairs mailing address and phone.

CLUB PRESIDENT RESPONSIBILITIES



This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide a general overview of the typical responsibilities of a club president.

Leadership Education material can also be printed directly from USDA web site at www.usda.org

IS-050

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Revised 07/15