

## 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.

## VICE PRESIDENT

1. Assumes responsibilities and duties of the president during his absence.
2. Serves as the Club parliamentarian and assures adherence to the Club constitution, By-Laws, policies and procedures.
3. Serves as the "Official Greeter" of Club members and guests at Club functions.
4. Serves as chairman of the membership Committee and is responsible for bringing names of potential new members before the Club members for a vote. The VP will provide all new members with a packet of Club information to include

Club History, Constitution, By-Laws, Policies, Current Club Roster of Club and Class, Class plan, Club Calendar, Responsibilities of Officers, Badges, and other data as appropriate.

5. Prepare Class Plan. Consider using USDA Booklet Take The First Step.

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Distribute and discuss student handbooks, handouts, information sheets, etc.

Instruct new students on fun dangles as appropriate.

Report weekly to the Club on class activities and obtain the necessary participation (Angels) to assure all students are dancing.

Keep class abreast of Club activities, special dances, parties, elections, etc.

Encourage maximum Club participation during the last four weeks of class to give the class members a feeling of belonging and to permit the club members to become acquainted with the class members.



Present recommendations to the club officers and caller regarding disposition of dancers that are not attaining the desired goals in the class.

Advise Club Treasurer in advance of any date the class facility is not used as planned.

Assure refreshments are made available for the class.

Assure that Square dance Briefings are presented to the class during their lessons covering all aspects of the square dance hobby.

6. Support area and state square dance organizations, festivals, conventions and activities.

7. Participate in all club functions.

Assist in the preparation of the dance facility at least 30 minutes prior to start of function.

Assist in the set up of chairs, tables, banner, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.

Welcome members and guests as they arrive and bid farewell as they depart.

Assist in the clean up of the facility at the end of the dance or activity.

8. 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.

9. Perform other duties as assigned by the President.

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See web site [www.usda.org](http://www.usda.org) Officers & Committees for Current Officers & Committee Chairs mailing address and phone,.

## VICE 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 vice president.

Leadership Education material can also be printed directly from USDA web site at [www.usda.org](http://www.usda.org)

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