

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.

PAST PRESIDENT

1. Assumes responsibilities and duties of the President or Vice President in the event of their absence.
2. Provide continuity in club operations by advising Club officers in the performance of their responsibilities and duties.
3. Assures that the club calendar is adhered to by the Board of Directors to maintain program continuity and club operations.
4. Provide guidance, counseling and training to new club officers in club operations, functions and assists the Vice President in the square dance class briefings.



5. Chair the Nomination Committee upon appointment by the President.
6. Support Area and State square dance organizations, festivals, activities and conventions.
7. Participate in all club functions.
8. Assist in the preparation of the dance facility at least 30 minutes prior to start of function.
9. 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.
10. Welcome members and guests as they arrive and bid farewell as they depart.
11. Assist in the clean up of the facility at the end of the dance or activity.

12. Set an example for other officers and club members to follow. This includes dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc..
13. Perform other duties as assigned by the President.





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PAST 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 past
president.

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