

## 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.

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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. Welcome members and guests as they arrive and bid farewell as they depart.
9. Assist in the clean up of the facility at the end of the dance or activity.
10. 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..
11. Perform other duties as assigned by the President.



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EDUCATION  
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Of Square Dancing

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## USDA SQUARE DANCERS OF AMERICA

THE ONLY NATIONAL  
DANCER'S ASSOCIATION  
ORGANIZED BY DANCERS  
FOR DANCERS  
AND  
OPERATED BY DANCERS



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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](http://www.usda.org)

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