

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.

SECRETARY

1. Prepares official Club correspondence and related documents.

Letters of Offers, confirmation letters, contracts, etc.

Notifications of newly elected Club officers.

Club Roster.

Election Ballots.

Other correspondence and documents as required.

2. Performs as the club reporter and librarian and prepares:

Articles for publication in area/State News letters.

Articles for publication in local media.

Notification of dance dates, specials, etc.

3. Maintains Guest Book and places it in a conspicuous place at each dance. Temporary name stickers will be placed next to the Guest Book.

4. Serves as custodian of all Club records, correspondence, books, magazines, Articles of Incorporation, Constitution, By-Laws, etc.

5. Prepares and distributes minutes of Board of directors Meetings to all officers within 10 days of the meeting.

6. Maintain and post on bulletin board the club Calendar of Events (1, 3, 6, or 12 month). The calendar shall depict all significant Club and related square dance events. The calendar shall be updated as required to continually reflect known scheduled activities. Extra copies of the calendar and other documents (Roster, Flyers,

etc.) will be made available to the Club membership.

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

8. 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 the 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.

9. 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.

10. Perform other duties as assigned by the President.



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**CLUB SECRETARY
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 secretary.

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

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