

## 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.

## SOCIAL DIRECTOR

1. Responsible for planning and providing for refreshments for all Club Dances, Party Nights, Specials, Club Functions/Events. Schedule all social activities on Club Calendar.

2. Regular Club Dances.

Prepare coffee/drinks and assure that cups, sugar, etc. are available.

Receive and maintain an accounting of social funds.

Assure that clean up of the refreshment area is conducted.

Purchase supplies and accessory items as required.

3. Party Night.

Perform the same duties as for the regular Club dances.

Coordinate all refreshments by determining what is required, the amounts, and soliciting the membership to provide or the method of obtaining the refreshments. Personal contact may be required to assure sufficient refreshments and serving assistance. Refreshments may be bought from the Club's social funds or the Club Treasury if approved by the Board of Directors.

4. Special Dances, Functions or Events.

Perform the same duties as for the Party Night.

Refreshment plans will be coordinated with the appointed Dance or Event Chairman.

5. Committees may be appointed by the Social Director to assist in the duties involved in Party Nights, Special Dances, Club Functions, Events.

6. Support Area and State square dance organizations, festivals, activities and conventions.

7. Participate in all Club functions.

Assure timely preparation of refreshments at each dance, function or event.

Assure refreshment facilities are cleaned and equipment stored at the end of each dance, function or event.

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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# SOCIAL DIRECTOR 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  
social director.

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