

## **INTRODUCTION**

New officers, after studying their duties and responsibilities may understand what is required of the position, but, when should these tasks be performed?

Wouldn't it be nice to lay out the Officer Responsibilities to an incoming officer, discuss them with the new officer and then offer a calendar that tells the new officer when each task should be performed?

The following is a sample or guideline of a typical representation of a calendar for an Officer of a hypothetical Club that has the following make-up:

Club is governed by Constitution, By-Laws and Policies.  
Dancer-run Club via Board of Directors (Club Officers with 6/12 month terms).  
Vice President automatically moves into the President's position.  
Elections held in June and December.  
Annual Special Dance in December.  
Club Business Meetings in June and December.  
Dues are paid quarterly.  
Club conducts one Square Dance Class each year (September - February).  
Club dances one night each week.  
Club is a member of an Area and State Square Dance Association.

This sample calendar should be revised as necessary to fit the make-up of any other Club.

## **VICE PRESIDENT'S CALENDAR**

### **EVERY MONTH**

Prepare for, attend and participate in each Board of Directors meeting.  
Attend all Club and special square dance functions.  
Officially greet and bid farewell to members and guests at all Club functions.

### **JANUARY**

Study Club Constitution, By-Laws, Policies and existing square dance publications. Become familiar with the operations, functions and responsibilities of Area/State square dance organizations. Become familiar with National and International dance organizations.  
Review Vice President's Notebook to assure it is complete and current.  
Coordinate special "Class Dance" (if one is sponsored) with Caller, Board of Directors and others as required.  
Plan and present class graduation ceremonies to Board of Directors.  
Conduct square dance briefing to indoctrinate the class members as to club history, operations, functions, officer and member responsibilities and an introduction to the history of square dancing and dance activities outside the club.

### **FEBRUARY**

Conduct class graduation and initiation ceremonies.  
Present class members to the Club for membership vote.  
Present diplomas and Club badges to class members.

Present angel badges to appropriate Club members.

Prepare and submit a final summary report of class, with recommendations for future classes to Board of Directors.  
Prepare a draft class plan. Include all details for conducting the yearly class, arrangements for caller, facilities, schedule of each action, etc.

### **MARCH**

Present draft class plan to Board of Directors.  
Prepare final class plan based on Board of Directors comments.  
Conduct review of Club Constitution, By-Laws and Policies.

### **APRIL**

Obtain approval of Board of Directors for the final class plan.

### **MAY**

Prepare abbreviated class plan for issue to Club members giving all details necessary to recruit prospective class members.

### **JUNE**

Order handbooks for next class. Maintain a specified quantity.  
Order class badges. Maintain specified quantity.  
Order diplomas. Maintain specified quantity.  
Print student handouts for class use. Maintain specified quantity.  
Print "Dancer Prospect" forms for Club members to use in obtaining prospects for the next class.

## JULY

Order, design and print flyers and posters announcing next class.

Prepare and print letter of invitation and introduction to issue to prospective class members.

Distribute abbreviated class plans, flyers, posters, dancer prospect forms, etc. to Club members.

## AUGUST

Advertise class via radio, TV, newspapers, newsletters, exhibitions, demonstrations, etc.

Prepare student attendance record and finance records.

Develop list of prospective students and issue letters of invitation and introduction.

Instruct prospective "Angels" - promptness, attire, attitude, manners, duties, responsibilities, etc.

Develop Angel Roster and Schedule and distribute to Club members.

## SEPTEMBER

Prepare refreshments for the class members during the first month of classes.

Develop class roster.

Clean up and secure class facilities after class sessions.

## OCTOBER

Designate, or have class vote for class leader, refreshment chairman and clean up chairman.

Distribute the class roster to students and Club members.

Order copies of current Club Constitution, By-Laws, Policies for use in class briefings.

## NOVEMBER

Take orders for Club badges from students.

## DECEMBER

Stress wearing of square dance clothes by class members. (Good Christmas presents)

Order Club badges for students.

Order angel badges for Club members.

Invite class to dance with Club during the Christmas holidays if agreeable with the Caller and the Board of Directors.

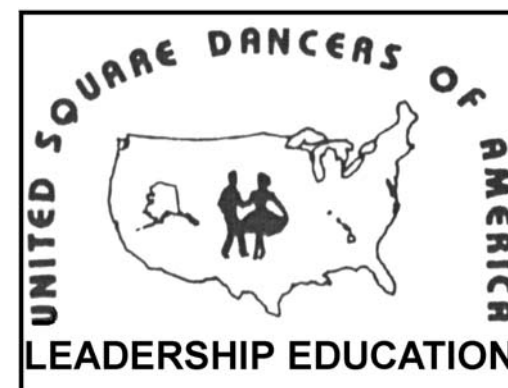


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# VICE PRESIDENT CALENDAR



This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide a general description of a typical calendar for a club president.

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

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