



# Washington Area Square Dancers Cooperative Association

## WASCA BOARD OF DIRECTORS JOB DESCRIPTIONS

### PRESIDENT

#### Responsibilities

1. Be the Chief Executive Officer of the Association and serve as Chairperson of the Board.
2. Conduct the Administrative business of the Association.
3. Represent the Association at all times in accordance with the Constitution and By-Laws.

#### Duties

1. Schedule and conduct Board and Delegates' meetings. Finalize and coordinate the logistical requirements for the Board and Delegates' meetings schedule for the year of Presidency.
  - a. Finalize and provide desired Board and Delegates' meetings schedule for the year of Presidency to Special Events **Maryland and Virginia** so they can schedule meeting dates and places for the Board Meetings.
  - b. Circulate, finalize and distribute the spreadsheet for the WASCA Board Meetings that contains spaces for Board Members to select what meetings they will host and what dishes they will bring.
  - c. After completion of the host and meal selections are made, prepare the final version of the form and distribute to all Board Members along with the checklist of host responsibilities. After gathering all of the meeting information, publish and distribute. After meeting dates/places have been established and all information is firmed up, provide the information to the Information Services Director for putting on the WASCA Website.
2. Appoint persons/committees to serve as:
  - a. Associate Directors and Advisors with Board approval.
  - b. Nominating Committee with Board approval.
  - c. WASCA representative to attend the USDA Meeting at the NSDCs.
  - d. WASCA representatives to plan and organize WASCA's participation in any other activities that will be emphasized during the tenure of the President that have been approved by the Board such as: ARTS, Health Fairs, State Fairs, City Events, etc.
3. Sign all contracts for WASCA following Board approval.

4. Manage and coordinate all the presenters and topics for the Annual Seminar, if one is to be held, at the Delegates' Meeting in September.
5. Plan and Coordinate the Delegates' Ball.
  - a. Notify the Special Events – **Maryland and Virginia** as to the desired location and date of Delegates' Ball (location usually rotated between **Maryland and Virginia**); October is the preferred time for the ball. After meeting date/place has been established, provide the information to the Information Services Director for putting on the WASCA Website.
  - b. Arrange for invitations to the Annual Delegates' Ball (Attendees: Board Members, Presidents and Delegates of Member Clubs, Who-Who list dignitaries, dignitaries from other local associations and federations, local callers, cuers, prompters and instructors).
  - c. Arrange for a caller and cuer for the Annual Delegates' Ball.
  - d. Coordinate remaining logistical requirements with other members of the Board as far as their responsibilities/volunteer activities are related (raffles, 50/50, Chinese Auction, greeters, etc).
6. Manage the selection and contracts for the WASCA Festival Staff:
  - a. Distribute a dated version of the WASCA Dance Staff Schedule for both cuers and callers so the selection process for the future staff and the alternate cuer and caller can be used by the Board to select the staff for the next Festival four years out.
  - b. Send contracts to the Staff selected for the Festival and notify the alternate cuer and caller of their status so they can keep the President of WASCA informed of their contact information and their availability dates.
  - c. Manage the selection and contracts for replacement staff in case of emergency.
  - d. Update the Staff listing for each Festival as necessary.
  - e. Provide a listing of the staff and copies of the staff contracts as necessary to the current Festival Director, and the round and square dance program directors for the current festival.
  - f. Provide a listing of the current festival staff to the Director of Subscriptions so copies of Calls 'n' Cues can be mailed to the staff from October through March for their use in planning for the Festival.
7. Host – along with the Vice-President, Festival Directors and Assistant Festival Directors – the Saturday night party. Arrange - along with the Vice-President, Festival Directors, Assistant Festival Directors, Past Festival Directors and Past Presidents - for invitations to the WASCA-hosted Saturday night Festival party.
8. Prepare articles for all issues of Calls 'n' Cues.
9. Manage the Who-Who List. Keep the Who-Who List current and provide it to those needing it during the year for such activities as Invitations for the Delegates' Ball and Special Events at Festival such as Fashion Show, Presidents/Festival Directors Party on Saturday night at the Festival, etc.
10. Assist the Festival Directors, as necessary, to ensure a successful Festival.

## VICE-PRESIDENT

### Responsibilities

1. Assume duties as delegated by the President. Chair any special or Ad-Hoc Committees when appointed by the President
2. Serve as Chairperson in the absence of the President. Keep current on all WASCA business matters in order to take over in the absence of the President.
3. Serve as WASCA's Insurance Coordinator.
4. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. As WASCA's Insurance Coordinator arrange for insurance coverage of our WASCA clubs and other special activities sponsored by WASCA. Prepare an information package on WASCA's insurance program and handle all queries concerning insurance.
2. Perform other duties as requested by the President.
3. Coordinate the WASCA activities at the Showcase of Ideas at the National Square Dance Conventions. This includes preparing the Display, arranging for pins or other advertising items, ensuring small tri-fold handouts are available, making all the logistical arrangements of getting the items transported to/from the NSDC, setting up the display, and coordinating a schedule of volunteers, etc.
4. Establish Board and Delegates' Meeting Schedule for your Presidency year. Provide desired meetings schedule to Special Events **Maryland and Virginia** so they can schedule meeting dates and places for the Board and Delegates' Meetings. After meeting dates/places have been established, provide the information to the Information Services Director for putting on the WASCA Website.
5. Establish date and place of the Delegates' Ball alternating between **Maryland and Virginia** for the year you are President. Notify the Special Events – **Maryland and Virginia** — as to the desired location and date of Delegates' Ball (location usually rotated between **Maryland and Virginia**); October is the preferred time for the ball. After meeting date/place has been established, provide the information to the Information Services Director for putting on the WASCA Website.
6. Arrange for the Dancer Appreciation Award to be on the agenda for the November and February Delegates' Meetings. Solicit nominees and put an Article in Calls 'n' Cues February issue. Ensure that the Dancer Appreciation Award Selection Committee (comprised of the recipients from the past three years) meets to select the recipient for this award in time to procure the award for presentation. Arrange for the presentation of the Dancer Appreciation Award at the Opening Ceremonies on Thursday evening of the WASCA Spring Festival.

7. Manage the preparation of the updated Delegates' Handbook for the September Delegates' Meeting. Ensure that the appropriate number of copies are reproduced of the Delegates' Handbook for the September Delegates' Meeting (2 for each club, 1 for each Board Member and a few extra- approximately 200 copies).
8. Provide the Editor of Calls 'n' Cues with articles on insurance coverage and on major items and special events of general dancing interest to WASCA readers.
9. Provide any known changes for individuals on the Who-Who list to the President.
10. Represent the Board in the promotion of square dancing, round dancing and clogging to the general public in the WASCA area.
11. Attend special meetings, especially in the public sector, where matters of important interest to WASCA dancers are being discussed.
12. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
13. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **SECRETARY**

### Responsibilities

1. Issue notices of all meetings for the Board and Delegates Meetings.
2. Maintain minutes of all meetings; transcribe and distribute Minutes.
3. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Issue notices for all meetings (Board and Delegates) in accordance with published guidelines.
2. Record, maintain, and distribute minutes for all meetings (Board and Delegates) by e-mail or U.S. mail, as appropriate.
3. Motions Report:
  - a. Ensure that all motions are clearly annotated in the minutes. Compile an annual report listing all Important Motions made by the WASCA Board for that fiscal year. Distribute the Annual Motions Report at the June Board Meeting.
  - b. Document all e-mail motions passed outside of the monthly Board meeting. Ensure that all e-mail motions passed are added as an addendum to the next monthly minutes
4. Prepare all official correspondence for the Association as required by the President
5. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
6. Provide any known changes for individuals on the Who-Who list to the President.
7. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **TREASURER**

### Responsibilities

1. Maintain the finances and records of same for the Association.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Receive and deposit all monies of the Association.
2. Disburse monies payable.
3. Maintain fiscal records for the Association in accordance with generally accepted accounting principles.
4. Prepare and submit current income statements and balance sheets at the Board meetings and Delegates' meetings.
5. Maintain control of WASCA finances, including investment of funds with the approval of the Board.
6. Prepare the annual budget for expenditures and the quarterly comparison of expenditures versus budget. Coordinate with the Festival Budget Officer regarding Festival accounting.
7. Provide imprest funds as required and approved.
8. File WASCA's taxes.
9. Procure badges for the WASCA Board of Directors.
10. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
11. Provide any known changes for individuals on the Who-Who list to the President.
12. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **DIRECTOR of MEMBERSHIP and INFORMATION SERVICES**

### Responsibilities

1. Manage and coordinate the membership program for WASCA.
2. Manage WASCA's Website.
3. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Process and recommend applications from prospective dance clubs for membership in WASCA when a prospective new club meets all criteria. Upon Board approval, advise the new club of its acceptance and provide appropriate information on WASCA and its activities. Provide club with official membership certificate.
2. Annually submit a Membership Form to all member clubs to obtain data on dance location, dates, name of leader (caller, cuer, prompter, or instructor), type/level of dancing, their President, Delegate, Alternate and other pertinent information.
3. Maintain the following permanent records (official listing of WASCA clubs):
  - a. An alphabetical list of all WASCA clubs with pertinent data.
  - b. A chronological listing of all WASCA clubs to the present date.
4. Provide the President, Secretary and Editor of Calls 'n' Cues with any changes in club status as they occur.
5. Collect membership dues from all clubs annually and remit funds with listing to Treasurer for deposit.
6. Check in all delegates at the Delegates' Meetings and keep record of the clubs' attendance. Provide vote cards at each Delegates' meeting for those Delegates whose clubs are in good standing.
7. After second and third Delegates' meeting, notify those clubs not represented during the current fiscal year that they must attend at least one WASCA Delegates' meeting before the end of the current fiscal year to remain in good standing.
8. Maintain and regularly update WASCA's Website. Arrange for a continuous host for the Website.
9. Prepare article for Calls 'n' Cues monthly covering Membership and WASCA's Website.
10. Provide e-mail and mailing lists for the Club Presidents, Delegates and Managers as appropriate for the applicable Board Member responsibilities, e.g. Secretary for distributing minutes, President for mailing invitations, etc.

11. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
12. Provide any known changes for individuals on the Who-Who list to the President.
13. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **ROUND DANCE LIAISON DIRECTOR**

### Responsibilities

1. Advise the Board on local round dance activities.
2. Advise the Board on Regional and National round dance activities and current trends in the Round Dance Community.
3. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Represent WASCA in the promotion of round dancing in the WASCA area.
2. Maintain liaison with Round Dance Teachers Association (RDTA) and any other round dance leaders groups. Attend meetings held by RDTA and any other round dance leaders groups.
3. If possible attend Round Dance related seminars, panels, clinics and symposiums. Report back to WASCA any useful information.
4. Solicit, encourage and prepare articles on the various aspects of round dancing for Calls 'n' Cues.
5. Provide data on round dance lessons to Editor of Calls 'n' Cues.
6. Maintain contact with the various local media and supply them with materials promoting WASCA dance happenings. This includes preparing public service announcements and special press releases to promote our various special dance activities during the year.
7. Provide any known changes for individuals on the Who-Who list to the President.
8. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
9. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **SQUARE DANCE LIAISON DIRECTOR**

### **Responsibilities**

1. Advise the Board on local square dance activities.
2. Advise the Board on Regional and National square dance activities and current trends in the Square Dance Community.
3. Represent the Association at all times in accordance with the Constitution and By-Laws.

### **Duties**

1. Represent WASCA in the promotion of square dancing in the WASCA area.
2. Maintain liaison with National Capital Area Square Dance Leaders Association (NCASDLA) and to the extent possible, other square dance groups in our nearby areas—to keep current on area events and problems of mutual interest. Attend NCASDLA meetings when they are scheduled.
3. If possible attend Square Dance related seminars, panels, clinics and symposiums. Report back to WASCA any useful information.
4. Solicit, encourage and prepare articles on the various aspects of square dancing for Calls ‘n’ Cues.
5. Provide data on square dance classes to Editor of Calls ‘n’ Cues.
6. Maintain contact with the various local media and supply them with materials promoting WASCA dance happenings. This includes preparing public service announcements and special press releases to promote our various special dance activities during the year.
7. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
8. Provide any known changes for individuals on the Who-Who list to the President.
9. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **DIRECTORS OF SPECIAL EVENTS – MARYLAND AND VIRGINIA**

### Responsibilities

1. Arrange for, and host, the four yearly Delegates' Meetings.
2. Arrange for the annual Delegates' Ball usually held in October.
3. Arrange for special dances for WASCA sponsored activities as requested.
4. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Arrange and host the four Delegates' Meetings.
  - a. Schedule the meeting facilities as early as possible
  - b. Provide for light refreshments to be paid for by WASCA.
2. In consultation with the WASCA President, make arrangements for the annual Delegates' Ball.
  - a. Schedule a facility suitable for this event.
  - b. Provide refreshments to be paid for by WASCA.
  - c. Provide themed decorations.
3. Make arrangements for annual First Nighters or other WASCA sponsored activities.
4. Provide any known changes for individuals on the Who-Who list to the President.
5. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
6. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **DIRECTOR of SUBSCRIPTIONS**

### **Responsibilities**

1. Manage the Subscription Data Base.
2. Manage distribution of Calls 'n' Cues to the current subscribers.
3. Manage the advertising program for Calls 'n' Cues.
4. Ensure compliance with the printing contract.
5. Represent the Association at all times in accordance with the Constitution and By-Laws.

### **Duties**

1. Subscribers:
  - a. Maintain Calls 'n' Cues database. Update address changes, new subscribers, reciprocal organizations/publishers and Publicity Chairman of the NSDC for Calls 'n' Cues database. Receive and post subscription payments to Calls 'n' Cues database.
  - b. Collect and deposit subscription fees and provide all documents to Treasurer for recording.
  - c. Respond to all subscription inquiries in a timely manner by telephone, e-mail or in writing.
2. Printing Contract:
  - a. Coordinate with the Editor regarding publishing requirements to establish a printer for Calls 'n' Cues.
  - b. As required, solicit a minimum of three bids from perspective printers for submission to the WASCA President.
  - c. Provide a copy of the signed contract to the Editor, Calls 'n' Cues.
  - d. Retain custody of FedEx credit card for payment of Calls 'n' Cues print job.
  - e. Advise the Editor of the number of copies required for each issue based on subscription numbers and the requirement for promotional copies desired.
3. Distribution:
  - a. Arrange with the postal service for the most economical postal rate and efficient mailing method. Coordinate the resolution of any postal distribution issues with the postal service.
  - b. Pick up issues of Calls 'n' Cues from printer. Affix address label, sort and transport in mail trays to USPS for mailing in a timely manner.
  - c. Mail issues to the current Festival Staff from October thru March.
  - d. Update annually the Festival Staff and reciprocal subscriptions for the September issue.
4. Advertising:
  - a. Encourage and accept appropriate advertisements for printing in Calls 'n' Cues. Forward any advertisements received to the Editor for inclusion in Calls 'n' Cues.

- b. As advised by the editor, bill organizations/persons for advertisements in the publication, collect and deposit said fees, and provide all documents to Treasurer for recording funds received.
  - c. Provide to each advertiser a copy of the Calls 'n' Cues issue that contains their ad.
- 5. Develop a promotional campaign for Calls 'n' Cues for the purpose of soliciting new subscriptions. Create a traveling display to promote Calls 'n' Cues at various venues.
- 6. Coordinate with Vice President the set up of the Display for Calls 'n' Cues at the NSDC Showcase of Ideas.
- 7. Provide any known changes for individuals on the Who-Who list to the President.
- 8. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
- 9. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **EDITOR – CALLS ‘N’ CUES (Associate Director per Article IV, Section 5 of the By-Laws)**

### Responsibilities

1. Manage WASCA’s Publication, Calls ‘n’ Cues, which is published ten times per year from September thru June.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.

### Duties

1. Publication – Calls ‘n’ Cues:
  - a. Ensure that the contents of the publication are consistent with Board procedures and established traditions. .
  - b. Attend all Board and Delegates’ meetings and ensure that the publication contents are consistent with the business conducted.
  - c. Communicate the submission deadline for each issue to all individuals that submit articles, birthdays, anniversaries, illnesses, calendar of events, or advertising. Check all information for accuracy.
  - d. Select replacements for regular contributors, as required.
  - e. Compile the Proof Copy of Calls ‘n’ Cues per the Printer’s specifications and submit to the printer by the 5<sup>th</sup> workday of the month.
2. Printing Contract:
  - a. Provide publishing requirements to the Director of Subscriptions so a printer can be retained for Calls ‘n’ Cues.
  - b. Maintain custody of FedEx credit card for payment, if needed, of Calls ‘n’ Cues print job.
  - c. Coordinate the Proof Copy of each issue with the Printer to ensure quality of the actual print job.
3. Advertising:
  - a. Provide Director of Subscriptions with a listing of billings required for each issue based on size of advertisement and number of months advertised. Forward any fees received for advertising to Director of Subscriptions.
  - b. Keep in contact with Reciprocal Festival Advertisers so the Editor can provide current Festival electronic flyers to the Reciprocal Festivals to put the ads in their program book, publications, and any advertising material. Ensure the Editor receives their black and white one-page flyer to put in Calls ‘n’ Cues two months prior to their Festival/Convention.
4. Distribution: Provide current yearly address for the NSDC Publication Chairman to the Director of Subscriptions so the required two copies of each issue of the Calls ‘n’ Cues can be sent for publication display[s] at the NSDC.
5. Promotion: Coordinate with the Publication Chairman of the NSDC to ensure they have received each issue of Calls ‘n’ Cues so the Calls ‘n’ Cues Editor will be eligible to attend the Press Breakfast at the NSDC.
6. Provide any known changes for individuals on the Who-Who list to the President.

7. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
8. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **PAST PRESIDENT (Associate Director per Article IV, Section 5 of the By-Laws)**

### **Responsibilities**

1. Serves on ad-hoc or special committees as requested by the President.
2. Serves as advisor to President, Executive Board and Regional Directors.
3. Represents the Association at all times in accordance with the Constitution and By-Laws.

### **Duties**

1. Performs tasks as requested by the President.
2. Advises President and Board members as requested.
3. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
4. Provides any known changes for individuals on the Who-Who list to the President.
5. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **FESTIVAL DIRECTOR**

### **Article V, Section 2 of the By-Laws states:**

1. Produce the annual festival.
2. Be responsible to the Board for the conduct of festival committee business.
3. Appoint assistant directors, establish subcommittees, and appoint subcommittee chairpersons, subject to Board approval.

### **Additional duties/responsibilities:**

1. Represent the Association at all time in accordance with the Constitution and By-Laws.
2. Provide any known changes for individuals on the Who-Who list to the President.
3. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.

## **LEGAL ADVISOR – AN ADVISORY POSITION**

### **Responsibilities/Duties**

1. Provides legal counsel as necessary regarding the WASCA activities. Ensure nominations are conducted in accordance with Constitution and By-Laws.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.
3. Provide any known changes for individuals on the Who-Who list to the President.
4. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
5. Assist the Festival Directors, as requested, to ensure a successful Festival.

## **BADGE SERVICE – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Prepare all badges required for official WASCA dance activities, including WASCA Spring Festival and Festival Committee. Any printed material that is needed will be provided by the appropriate member.
2. Procure and maintain an adequate stock of material used for the preparation of these badges.
3. Deliver completed badges (boxed and alphabetized) to the Festival Registrar.
4. Represent the Association at all times in accordance with the Constitution and By-Laws.
5. Provide any known changes for individuals on the Who-Who list to the President.
6. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
7. Assist the Festival Directors, as requested, to ensure a successful Festival

## **HISTORIAN**

### **Responsibilities/ Duties**

1. Arrange for climate controlled warehouse for archival of all WASCA's historical documents and artifacts. Ensure annual bill is provided to the Treasurer for payment.
2. Archive material as needed, including the Annual Motions Report provided by the Secretary.
3. Maintain an index of archived material so the materials can be retrieved as requested by Board Members.
4. Represent the Association at all times in accordance with the Constitution and By-Laws.
5. Provide any known changes for individuals on the Who-Who list to the President.
6. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs]; State Fairs; City Events; etc.
7. Assist the Festival Directors, as requested, to ensure a successful Festival

## **CLOGGING ADVISOR – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Advise the Board on Regional and National clogging activities and current trends in the clogging Community.
2. Coordinate the activities of the WASCA Clogging Clubs for WASCA sponsored activities such as the WASCA Annual March Festival and Health Fairs.
3. If possible attend clogging related seminars, panels, clinics and symposiums. Report back to WASCA any useful information.
4. Solicit, encourage and prepare articles on the various aspects of clogging, for Calls 'n' Cues.
5. Represent the Association at all times in accordance with the Constitution and By-Laws.
6. Provide any known changes for individuals on the Who-Who list to the President.
7. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
8. Assist the Festival Directors, as requested, to ensure a successful Festival

## **PARADES & PROMOTIONS – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Plan and organize all activities for parades and promotions sponsored by WASCA. Publicize details of any parade and/or promotion. Solicit participants, and include advertisements in Calls 'n' Cues.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.
3. Provide any known changes for individuals on the Who-Who list to the President.
4. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
5. Assist the Festival Directors, as requested, to ensure a successful Festival

## **ARTS REPRESENTATIVE – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Serve as WASCA's ARTS Representative at all functions. Plan and organize all activities relative to any ARTS Dances sponsored by WASCA.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.
3. Provide any known changes for individuals on the Who-Who list to the President.
4. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
5. Assist the Festival Directors, as requested, to ensure a successful Festival

## **HOSPITALITY COORDINATOR – AN ADVISORY POSITION**

### Responsibilities/ Duties

1. Make reservations and logistical arrangements as requested by the Director of Special Events – **Maryland** for WASCA Sponsored Activities.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.
3. Provide any known changes for individuals on the Who-Who list to the President.
4. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
5. Assist the Festival Directors, as requested, to ensure a successful Festival

## **FASHION & DESIGN COORDINATOR – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Create WASCA Festival flyers. Following WASCA Board approval, create flyers to be used for Festival registration and reciprocal advertisers (black/white and gray scale).
2. Assist/advise on any related festival documents requiring design or artwork based upon input from, and coordination with, Festival Director.
3. Provide logos and artwork for the Festival, WASCA website and for use in Calls 'n' Cues.
4. Advise the Festival Director on any art, design, handouts, logos, etc in coordination with the Festival and WASCA.
5. Assist/advise in preparation of the Program Book for the annual WASCA Festival.
6. Work with/advise the WASCA Board on any handouts, flyers, or anything associated with publishing /artwork for the WASCA organization.
7. Create flyers and other documents requiring design work for WASCA activities.
8. Help clubs with problems they have concerning art or publishing.
9. Represent the Association at all times in accordance with the Constitution and By-Laws.
10. Provide any known changes for individuals on the Who-Who list to the President.
11. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
12. Assist the Festival Directors, as requested, to ensure a successful Festival

## **NATIONAL EXECUTIVE COMMITTEE (NEC) – AN ADVISORY POSITION**

### **Responsibilities/ Duties**

1. Advise the WASCA Board on NEC and National Square Dance Convention activities, current trends, and significant events at the national level affecting the dance movement.
2. Represent the Association at all times in accordance with the Constitution and By-Laws.
3. Provide any known changes for individuals on the Who-Who list to the President.
4. Participate, as requested by the President, in any WASCA approved activities/programs such as Annual Seminar, if one is held, at the Delegates Meeting; ARTS; Health Fairs; State Fairs; City Events; etc.
5. Assist the Festival Directors, as requested, to ensure a successful Festival

**APPLICABLE TO ALL WASCA BOARD MEMBERS (Miscellaneous Items):**

- Subscribe to Calls 'n' Cues, encourage others to subscribe, and provide support for our official WASCA publication.
- Prepare articles and encourage others to submit items of square dance, round dance and clogging interest to the Editor of Calls 'n' Cues.
- Provide the Secretary with a written report or an outline of the pertinent data *prior* to the Board or Delegates' meeting. Be sure to include accurate spelling of names used. The preferred method of submission is electronic.
- Make your Committee and individual reports concise, keeping them directly related to your subject area. Provide information to the President in advance on topics to be raised so they can add it to the agenda.
- Provide a photograph for use in the Festival Program Book.
- Attend as many theme dances as possible during the year to support our Spring Festival and encourage the attendance of all area dancers. Visit as many clubs and special dances as possible in order to keep them informed, answer any questions, and listen carefully for potential problems or concerns as expressed by the dancers. Take WASCA Festival Flyers with you to all dances and leave extra flyers with the club.
- Sit in the first two rows of chairs at Delegates' Meetings to be near the microphone when speaking.
- Each Officer should report on their area of responsibility. It is important to communicate with the Delegates on Board events, let them know what WASCA is doing for them, and provide an opportunity for them to ask questions.
- The Board should wear appropriate dance attire at Delegates' Meetings when dancing follows.