

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.

CLUB DELEGATE

1. Responsible for the interchange of information between the Club and the area Association.
2. Attend and actively participate in all the area Association and Club meetings.
3. Represent the Club, vote for the Club and express the club's position on Association functions and operations.
4. Volunteer and accept on behalf of the club any responsibilities, appointments, or any obligations deemed necessary in the best interests of the association and the Club.

5. Disseminate all information and data to the club Board of Directors obtained at the Association meetings.
6. Be thoroughly familiar with the constitution, by-laws, Policies, procedures and operations of the Club and the Association.
7. Support area and state square dance organizations, festivals, activities, conventions, etc.
8. Participate in all club functions.
9. Perform other duties as assigned by the President.



Leadership can be fun!





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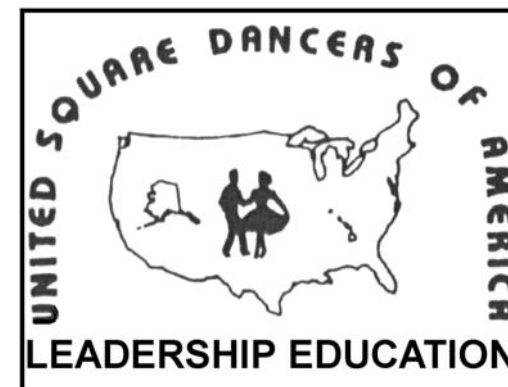
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**CLUB DELEGATE
RESPONSIBILITIES**



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 delegate.

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