

CHAIR RESPONSIBILITIES

5.2

Revised 11-01-02

- I. Attend the reception/orientation meeting for the new officers at the Convention.
- II. Attend the orientation meeting held after the Convention.
- II. During the year
 - A. Obtain nominations forms and secure nominee(s) for the office of Chair-Elect (must send at least two candidate's names to the Division Vice President by March 15th).
 - B. Nominees must hold membership in VAHPERD.
 - C. Nominees must provide a one-page vitae by October 1st for distribution at the annual convention.
 - D. Submit item(s) regarding section news to the Division Vice President for the Virginia Journal Division report (due to Journal editor January 15th and July 15th).
 - E. Prepare an annual report using the Section Chair Annual Report form (see section manual). Send this report to the Division Vice President 30 days prior to the annual convention.
 - F. Review the Past-Chair's responsibilities.
 - G. If Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures
- IV. At the convention
 - A. Attend all Representative Assembly sessions and the student award ceremony and reception.
 - B. Obtain ballots from the Division Vice President, and attend the Division/section meeting where you will conduct the section business meeting and Election. Distribute ballots only to eligible voting members.
 - C. Solicit nominations from the floor and allow nominees the opportunity to present their qualifications
 - D. Announce the new Chair-Elect prior to the close of the section business meeting.
 - E. Inform the new Chair-Elect of the orientation meeting following the Representative Assembly
 - F. Inform the new Chair-Elect of responsibilities REPRESENTATIVE ASSEMBLY including the orientation meeting.
 - G. Submit the new Chair-Elect's, Chair's, and Past Chair's name home and work addresses, phone number (home and work), fax, and e-mail address immediately following the end of the business meeting to the Division Vice-President.
 - H. Attend the REPRESENTATIVE ASSEMBLY as a voting member.

- I. Attend the orientation meeting The Past Chair must have at least 3 program proposals to the Past Vice President by March 15th. Get as many as possible at the convention.)
- J. Begin to solicit program presentations (see Past Chair Responsibilities)
- K. If Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures