

PAST CHAIR RESPONSIBILITIES

5.3

Revised 11-01-02

- I. Attend the orientation meeting for all new officers.
- II. Attend the winter orientation meeting.
- III. During the year
 - A. Submit at least three program proposals to the Division Past Vice President as soon as possible after convention. Must be done by March 15th.
 - B. Send any Section budget requests to the Past Vice President no later than January 31st.
 - C. Assist Chair in preparing annual report 30 days prior to convention.
 - D. If Past Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures
- IV. At convention
 - A. Check to see that all presenters are present and report to the Division Past Vice President
 - B. Attend all general sessions and awards ceremonies.
 - C. Keep Section records and minutes at all meetings. Record minutes of business meeting and have the Section Chair sign them and give them to the Division Vice President.
 - D. Give useful materials to the new Section Chair-elect.
 - E. If Past Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures