

Associated Square Dancers (California) Guidelines for all Board Members

1. All board members shall attend all meetings, and shall make every effort to attend visitations, and other A Sq D events.
2. All board members should familiarize themselves with the bylaws.
3. All committees for the year are set up and appointed by the President-Elect. The President may add or delete a committee member as he deems necessary.
4. The President is ex-officio, a member of all committees.
5. All Committee Chairmen shall appoint a secretary to take minutes at their meetings.
6. Other committees include, but are not limited to, Insurance, Caller/Cuer, Finance, Bylaws & Procedures and Membership.
7. A Chairman is usually appointed for the Sweetheart Ball, and his Committee should include the Chairman of the previous year's dance. The Chairman chooses the A Sq D Sweetheart for the year, and may call on his committee for help or advice.
8. The **Chairmen of all dances**, and **any other activity handling money**, should keep a good record of income and expenses, with receipts and invoices. This and other pertinent information should be kept in a book, and must be handed over to the Finance Chairman, who in turn will hand it over to the Board of Trustees for audit within a three month period. After this it should be passed on to the chairman for the following year.
9. **Some points to remember when running any of our dances –**
 - a) Make every effort to prevent the consumption of alcohol at any dance, (or at meetings, or any other outings.) The drinking of alcoholic beverages, while attending a square dance; or appearing at a square dance while under the influence of alcohol, is detrimental to the best interest of square dancing.
 - b) Remember you must have sign-in sheets at the door, preferably before any guests arrive.
 - c) You should have a supply of small safety pins for those paying at the door. They are unlikely to have anything with which to attach their ribbons. Many of the pre-sale customers will also arrive with their ribbons in their hand, looking for your help!
 - d) Have your work schedule available, otherwise no one knows who is to relieve them. You should prepare this well in advance, and find out whether your fellow board members will be there. (If it is an A Sq D event, they should all be there!) It is part of a board member's job to be available to help out at our dances. Most of them have experience in a particular area – make use of that!

10. Sometimes there will be a conflict of interest between your duties to A Sq D and your own club. You have to consider that your commitment to the Association should take precedence over your club duties. This is not always easy, but you should be aware that A Sq D will be counting on your presence.
11. It is mandatory that you should wear the A Sq D outfit to General Meetings, visitations, and on other occasions as directed by the President. We wear a special dress etc. so that people will see us and know that we are present. This is especially important at our General Meeting, so that the Delegates can recognize which people present are Board Members. Only exceptions are Board Meetings, the Sweetheart Ball (to which we usually wear red and white) and the Installation Luncheon, for which we usually dress in smart attire. At the request of the Chairman of a theme dance, we may wear whatever is indicated. The A Sq D badge should be worn at all gatherings associated with Square or Round dancing. It should be worn on the left side, over your heart. You may wear your club badge on the right side.
12. You must remember that while you are wearing an A Sq D badge, you will be considered by others to be a spokesman for A Square D, so you should consider carefully what you say! You should also behave in a seemly manner, and avoid the use of bad language.
13. Look around at the other Board Members, and non-board square and round dancers and try to find some people you could groom to take over either your position, or someone else's, at the end of the year.
14. Above all SMILE! Have fun, and let others see you are having fun!