



Austin Square and Round Dance Association

www.asrda.org

INSURANCE DIRECTOR

The Insurance Director reports to the Treasurer and President.

Duties of the Insurance Director are:

1. Distribute Insurance information to all ASRDA Clubs.
2. Process Insurance Premiums:
 - a. Collect premiums from all clubs that choose to participate.
 - b. Turn all premiums over to the ASRDA Treasurer.
 - c. Request a check payable to the TSFSRD from the ASRDA Treasurer.
 - d. Forward the check and participating club names to the TSFSRD Insurance Director
3. Determine the amount of insurance to be paid for ASRDA elected, appointed officers and MID-TEX Committee.
4. Request "Certificates of Liability" from the TSFSRD Insurance Director for clubs requesting a certificate. The information required for a "Certificate of Liability" includes:
 - a. Name of club
 - b. Date of dance
 - c. Location of dance
 - d. Contact person and phone number
5. Research and answer questions pertaining to insurance matters.

This chairperson may form a committee to carry out the functions of insurance chairperson, if needed.

As an ASRDA Appointed Officer you should wear your official ASRDA attire to any graduations, installations or anniversary dances that you attend. Check your RCS for other times to wear your outfit as listed.