



Austin Square and Round Dance Association

www.asrda.org

Vice-Presidential Guidelines

1. Preside at association meetings in the absence of the President.
2. Order from TSFSRD and distribute State Federation promotional material, educational material, flyers and registration blanks for State Federation functions and State Federation insurance forms.
3. Serve as coordinator of the publication of the Association sponsored newsletter, write articles for the newsletter concerning Association activities and clear special reports to be printed in the newsletter.
4. Serve as ASRDA-dance coordinator, select host clubs for ASRDA dances and contact the local Callers Association for Masters of Ceremonies at the ASRDA dances unless otherwise directed by the ASRDA Executive Board.
5. Serve as Chairman of the Blood Bank Committee unless otherwise directed by the ASRDA Executive Board.
6. Maintain custody of the ASRDA banners and assure that they are available for appropriate display as needed.
7. Assume the duties of the President in case of disability or absence of the President.
8. Attend meetings of the TSFSRD, at the request of the President, if the President is unable to attend the District's President's Committee or State Nominating Committee meetings