

## Appointed Officer Responsibilities - Education

### 1. Education for Dancers and Clubs

- a. Work with ASRDA clubs, club delegates, and new dancers to increase awareness of what is going on in ASRDA. Find out the way in which delegates are sharing information from the delegate meetings with their clubs.
  1. Get as many ASRDA dancers as possible signed up for the ASRDA Newsletter and weekly announcements.
  2. Update New Dancer Orientation Manual and share it with clubs and new dancers
  3. Encourage every club to write an article about their club each month.
- b. Work with Webmaster to insure delegate meeting minutes are available on the website.
- c. Create a ASRDA Policy Book – This will save officers and delegates from having to rely on institutional memory regarding how to handle certain issues. We already have “Guidelines on Handling Inappropriate Behavior at Dances” and “How to negotiate and write ASRDA Contracts.” The Education Officer would write the policy based on need and institutional memory and then present it to the delegates for changes and/or approval. Shirley Myers-O’Neal and Brooke Peters will be recreating the lost/misplaced Mid-Tex Manual. Finalize the “Publicity Reimbursement Policy.”
- d. Create an index of topics that have been discussed over the past five years and reference which meeting minutes contain these topics so delegates and officers can find these topics without having to randomly go through all the past minutes to answer a question about topics previously discussed.
- e. Update/create a list of responsibilities for each appointed officer position using current appointed officer input.
- f. Update and keep current the ASRDA Facebook page.
- g. Set up Zoom meetings for anyone who wants to have one. Brooke has a Zoom account until May 2023.
- h. Encourage club members to get involved in Mid-Tex or other Association dances.
- i. Supply clubs with Basic, Mainstream, and Plus booklets (Brooke already does this – ASRDA funds it) (There is currently a problem getting the books. May need to look for an out-of-state supplier).
- j. Interface with TSFSRD Education and Social Media officers to keep up to date with information they can offer the associations.
- k. Write monthly articles for the ASRDA RCS newsletter.

### 2. Education in the Community – This overlaps with publicity

- a. Write articles for local papers about square dancing or help members of different clubs write articles for their local papers.
- b. Create a list various media contacts to include magazines, newspapers, radio and TV stations for the entire ASRDA area along with deadlines for submissions and share with clubs.
- c. Investigate having club members become members of local Chambers of Commerce to increase visibility of square dancing.
- d. Write articles for the Federation newsletter, The Texas Star.