



Austin Square and Round Dance Association

www.asrda.org

SOCIAL SECRETARY GUIDELINES

The Social Secretary reports to the Association President.

1. The Social Secretary will prepare and keep current an ASRDA Calendar for the following dances:
 - a) ASRDA sponsored dances
 - b) Special ASRDA member club dances, Anniversaries, Graduations, Installations, ETC.
 - c) Neighboring Association/Council/Federation annual Festivals
 - d) Texas State Federation Square and Round Dance(TSFSRD) Events
 - e) National Conventions

The listing will include the type of event, callers/cuers names, dates, places, times and emergency phone numbers. Request a flyer(s). Follow up on any dance report that is incomplete.

2. Near the end of each month inform the ASRDA President of special club dances. This notification should include the entire Calendar file to update the RCS published Calendar and Website.
3. Send the Round the Capitol Square Editor an updated ASRDA Calendar to arrive by the 10th of the month, except June for publication in the RCS. The format and type size should be coordinated with the RCS Editor.
4. Provide copies of the ASRDA Calendar at each ASRDA Presidents/Delegates Meeting for distribution to the delegates and dancers in attendance.
5. Place notices in the Round the Capitol Square. To avoid conflicts in dance dates, frequently remind officers, delegates and clubs to check the published RCS calendars, Website and call the Social Secretary before scheduling special dances.
6. When any ASRDA Member is hospitalized or suffers a severe tragedy or death in his/her immediate family, send a get well or sympathy card, as appropriate, in the name of the Association. Send cards in the name of the ASRDA to other persons as requested by ASRDA or Past President's Committee Officers (this normally pertains to the families of someone who has been very prominent in Texas or National Square, Round Dancing or Clogging).

The chairperson may form a committee to carry out the functions of the Social Secretary.

Give your ASRDA Elected Officers suggestions to further promote square and round dancing. Also help your Association Officers to advertise special club activities, Association Dances and Meetings.

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