

CHAIR ELECT RESPONSIBILITIES

5.1

Revised 11-01-02

- I. Attend the orientation for new officers.
- II. Attend the winter orientation meeting.
- III. During the year
 - A. Establish and have ongoing communication with the Vice President of the Division. Send any section news to the Vice President-Elect for publication.(as requested)
 - B. Become familiar with all section officers duties: chair-elect, chair and past chair.
 - C. Serve as section chair in the absence, resignation, or death of the section chair.
 - D. If Chair Elect of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures.
- IV. At the convention
 - A. Attend all general sessions and award ceremonies.
 - B. Attend the division/section meeting and begin seeking nominees for the office of chair-elect.
 - C. Attend the Representative Assembly as a non-voting member.
 - D. Attend the reception/orientation meeting at Convention.
 - E. If Chair Elect of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures.