CHAIR RESPONSIBILITIES

5.2
Revised 11-01-02

I. Attend the reception/orientation meeting for the new officers at the Convention.

II. Attend the orientation meeting held after the Convention.

II. During the year
   A. Obtain nominations forms and secure nominee(s) for the office of Chair-Elect (must send at least two candidate’s names to the Division Vice President by March 15th).
   B. Nominees must hold membership in VAHPERD.
   C. Nominees must provide a one-page vitae by October 1st for distribution at the annual convention.
   D. Submit item(s) regarding section news to the Division Vice President for the Virginia Journal Division report (due to Journal editor January 15th and July 15th ).
   E. Prepare an annual report using the Section Chair Annual Report form (see section manual). Send this report to the Division Vice President 30 days prior to the annual convention.
   F. Review the Past-Chair’s responsibilities.
   G. If Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures

IV. At the convention
   A. Attend all Representative Assembly sessions and the student award ceremony and reception.
   B. Obtain ballots from the Division Vice President, and attend the Division/section meeting where you will conduct the section business meeting and Election. Distribute ballots only to eligible voting members.
   C. Solicit nominations from the floor and allow nominees the opportunity to present their qualifications
   D. Announce the new Chair-Elect prior to the close of the section business meeting.
   E. Inform the new Chair-Elect of the orientation meeting following the Representative Assembly
   F. Inform the new Chair-Elect of responsibilities REPRESENTATIVE ASSEMBLY including the orientation meeting.
   G. Submit the new Chair-Elect’s, Chair’s, and Past Chair’s name home and work addresses, phone number (home and work), fax, and e-mail address immediately following the end of the business meeting to the Division Vice-President.
   H. Attend the REPRESENTATIVE ASSEMBLY as a voting member.
I. Attend the orientation meeting. The Past Chair must have at least 3 program proposals to the Past Vice President by March 15th. Get as many as possible at the convention.

J. Begin to solicit program presentations (see Past Chair Responsibilities)

K. If Chair of the Dance Performance Section, additional responsibilities are listed in Policies and Procedures