

HSRDC Appointed Officers

Duties and Responsibilities

Camping Coordinator

- A. All Appointed Officers are expected to:
 - 1. Attend HSRDC functions
 - 2. Wear proper square dance attire
 - 3. Follow given guidelines
 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- B. Camping Coordinator
 - 1. Inform HSRDC members about camping facilities for the State Festival and National Convention
 - 2. Work with local clubs, when asked, to arrange camping facilities for the local dances
 - 3. Serve as Wagon Master for the HSRDC Hoe Down
 - 4. Inform the State Camping Coordinator of camping facilities for HSRDC dances

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Duties and Responsibilities

Chaplain Coordinator

- C. All Appointed Officers are expected to:
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 - 3. Follow given guidelines
 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- D. Chaplain Coordinator
 - 1. Serve as Liaison between the clubs and the Executive Board regarding any personal illness, sorrows, and /or joys affecting members of the Clubs of HSRDC
 - 2. Be responsible for send cards to individuals or families in need
 - 3. Make yourself available in whatever manner appropriate to help meet special needs of members. Solicit others to help in this endeavor.
 - 4. Be responsible for prayer for all HSRDC meetings and Hoe-down

HSRDC Appointed Officers

Duties and Responsibilities

Class Coordinator

- E. All Appointed Officers are expected to:
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 - 3. Follow given guidelines
 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- F. Class Coordinator
 - 1. Compiles and maintains list of clubs conducting lessons
 - 2. Refers all requests for lessons to appropriate clubs in their proximity
 - 3. Determines approximate date of graduation for each class being conducted at least 60 days prior to graduation date, confirms with clubs the actual graduation date and notifies Elected Board liaison of firm graduation date for each club.
 - 4. Sends updated list of all classes and graduations scheduled to Newsletter Editor monthly, to reach Editor no later than the 25th of each month
 - 5. Sends updated list of all classes and graduations scheduled to Web Master monthly
 - 6. Assists Executive Board to set time, place, date, caller for student dances to be approved by HSRDC delegates
 - 7. Contacts Education Director to have a table with student education material ready for graduation

HSRDC Appointed Officers

Duties and Responsibilities

Directors-at-Large

(Districts 1-6; Districts 7-12)

- G. All Appointed Officers are expected to:
1. Attend HSRDC functions
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 4. Assist the President and Executive Board whenever requested to do so
 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 6. Submit a summary report to next year's officer
- H. Directors-at-Large (Districts 1-6; Districts 7-12)
1. Liaison between District Directors and the Executive Board
 2. Take the Temporary place of a District Director who is not able to perform his job (illness, vacation, etc)
 3. Assist the Ticket Chairman in the distribution to and collection of State Tickets from the District Directors
 4. In cooperation with the other District Directors –at-Large and the First Vice President, Plan and conduct quarterly District Directors Meetings on the day of the HSRDC Quarterly Meetings

HSRDC Appointed Officers

Duties and Responsibilities

Education Director

- I. All Appointed Officers are expected to:
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 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- J. Education Director
 - 1. Custodian of all education materials
 - 2. Order and Education and promotional materials from the State Federation Appointed Officer, if necessary
 - 3. Provide the District Directors, Officers, and/or clubs with all educational materials requested
 - 4. Set up display at the following when needed
 - a. HSRDC Quarterly Meetings
 - b. New Dancer Jamboree and Trade 'N Buy
 - c. Student dances
 - 5. Prepare HSRDC graduate dancer booklets and Sewing Hints Booklets. Contact club presidents to be sure they are aware of these materials plus graduation certificates
 - 6. Attend as many graduations as possible to present booklets to graduates

HSRDC Appointed Officers

Duties and Responsibilities

Exhibitions Coordinator

- K. All Appointed Officers are expected to:
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 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- L. Exhibitions Coordinators
 - 1. Compiles and maintains a list of HSRDC club and/or individual dancers that are willing to do exhibitions
 - 2. Obtains all information and notifies the club(s) closest to the area of exhibition when informed of anyone needing an exhibition
 - 3. If an organization in the Houston area is having a fair, meeting or special event, notify the organization that exhibition groups are available
 - 4. Keep a record of all exhibitions coordinated by the Exhibitions Coordinator
 - 5. Maintain a sign in sheet at all exhibitions for insurance reasons
 - 6. Submit news items for the newsletter well in advance of the publication for the Executive Board approval
 - 7. The President and Treasurer must approve all expenses that are expected to be approved

HSRDC Appointed Officers

Duties and Responsibilities

Friendship Director

- M. All Appointed Officers are expected to:
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 6. Submit a summary report to next year's officer
- N. Friendship Director
1. Maintain records of all square dance attendance cards given to him/her by dancers
 2. Secure and distribute Friendship cards
 3. Orders Friendship badges, dangles and bars as needed
 4. Give badges, dangles, and bars as earned by dancers, at the next quarterly meeting
 5. Submit Friendship report to Newsletter Editor by the deadline for monthly publication

HSRDC Appointed Officers

Duties and Responsibilities

Historian

- O. All Appointed Officers are expected to:
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 - 6. Submit a summary report to next year's officer
- P. Historian
 - 1. Prepare a written history of the HSRDC activities for the year to be placed in HSRDC history book
 - 2. Custodian of the Council's history books, scrapbooks, displays and archival matters. Have these materials available for viewing by Executive Board and others upon request
 - 3. Responsible for displays at HSRDC functions, State Festival, National Square Dance Convention
 - 4. Maintain Club Badge Board, Club Location Board, Past President's plaque and Promoter of the Year Plaque
 - 5. Work with HSRDC President to determine archival material to be stored in a climatized facility
 - 6. Insure adequate climatized HSRDC storage facility
 - 7. Compile and maintain list of HSRDC properties in climatized storage
 - 8. Provide written report for quarterly meeting when deemed necessary
 - 9. Submit annual inventory record to HSRDC President at end of the year

HSRDC Appointed Officers

Duties and Responsibilities

Hospitality Director

- Q. All Appointed Officers are expected to:
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 6. Submit a summary report to next year's officer
- R. Hospitality Director
1. Custodian of hospitality equipment such as coffee pots and water coolers
 2. Responsible for the refreshments at HSRDC Quarterly Meetings and other HSRDC sponsored activities
 3. Responsible for drinks at:
 - a. Orientation
 - b. Leadership Seminar
 - c. Hoe-Down
 4. Responsible for the refreshments at State Federation HSRDC sponsored after parties

HSRDC Appointed Officers

Duties and Responsibilities

Insurance Director

- S. All Appointed Officers are expected to:
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 - 6. Submit a summary report to next year's officer
- T. Insurance Director
 - 1. Present State Federation insurance program, describing coverage with detailed explanations of the dancers insurance program at Third Quarter HSRDC Meeting
 - 2. Distribute to all clubs the enrollment forms and explanatory information for enrolling in the program with a reminder of the deadline
 - 3. Contact State Federation Insurance Appointed Officer for written copy of liability coverage when HSRDC has an event
 - 4. Assist club or individual with any insurance problem
 - 5. Keep an updated roster of all clubs and their covered members and notify Executive Board of changes
 - 6. Obtain and maintain a surety bond on the elected Officers

HSRDC Appointed Officers

Duties and Responsibilities

IRS Liaison and Advisor

- U. All Appointed Officers are expected to:
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- V. IRS Liaison and Advisor
 - 1. Helps, advises or informs the Executive Board of any IRS regulations that may concern the association
 - 2. Helps or advises HSRDC concerning IRS exemption
 - 3. Maintains a list of HSRDC club Federal ID Numbers
 - 4. Assists clubs in filing for Federal ID numbers

HSRDC Appointed Officers

Duties and Responsibilities

Parliamentarian

- W. All Appointed Officers are expected to:
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- X. Parliamentarian
1. Attends all HSRDC quarterly meetings and any other events at the President's request
 2. Has in possession the latest revised edition of "Robert's Rules of Order" and be familiar with it
 3. Rules on questions of parliamentary procedure, the HSRDC By-Laws, Rules of Order and minutes of each meeting for reference
 4. Contacts the President prior to all major and special called HSRDC meetings to consider potential parliamentary questions that could arise

HSRDC Appointed Officers

Duties and Responsibilities

Photographers

- Y. All Appointed Officers are expected to:
 - 1. Attend HSRDC functions
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 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- Z. Photographer and Assistant Photographer
 - 1. Attend as many special functions attended by the President as possible
 - 2. Take pictures of Executive Board and Directors, selected callers and cuers, HSRDC functions and HSRDC fashion show models
 - 3. Make pictures of the Executive Board for the State Federation Printed Program page and *Where 'N When*
 - 4. Take pictures as needed for the Hoe-Down printed program
 - 5. Maintain photographs and prepare two scrapbooks, one for the President, to be presented at the first quarterly meeting of the following, and one to be given to the Historian for storage with other HSRDC archival materials. Appropriate items to include would be written programs , flyers, tickets, photos, newspaper or HSRDC or TSFSRD newsletter clippings, etc that relate to HSRDC function/activities and TSFSRD functions/activities in which HSRDC is involved
 - 6. Send a copy of Council pictures to the HSRDC for anniversaries and graduations

HSRDC Appointed Officers

Duties and Responsibilities

Special Promotions Director

- AA. All Appointed Officers are expected to:
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 6. Submit a summary report to next year's officer
- BB. Special Promotions Director
1. Works closely with HSRDC Treasurer and President to monitor pre-registrations and cash flow
 2. Acts as Chairman for Presidents' Ball and maintains sign-in sheets at entrance
 3. Acts as Chairman of advanced registrations for Hoe-Down
 4. Works with Executive Board to develop a plan for encouraging the maximum participation of all Houston dancers at HSRDC Presidents' Ball and Hoe-Down. Recruits committee members to assist in the implementation of this plan with emphasis on each club's participation.
 5. Tracks the sales of Hoe-Down registrations and prepares reports of the progress and final results for the President and Executive Board
 6. Develops and executes, in cooperation with the Publicity Director and Executive Board, a promotional program for Hoe-Down. Special emphasis should be given to encourage local dancers to support the Hoe-Down; i.e. club visitations, flyers to vendors, flyers to other Districts. Advertise the Hoe-Down throughout all districts of TSFSRD.

HSRDC Appointed Officers

Duties and Responsibilities

Publicity Director

- CC. All Appointed Officers are expected to:
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 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 6. Submit a summary report to next year's officer
- DD. Publicity Director
1. Promotes square and round dancing and HSRDC whenever possible through news media: newspaper, radio, TV, internet
 2. Compiles and maintains an updated list of publications within the Houston area including advertising fees, if applicable.
 3. Maintains a list of radio stations that provide free public service announcements. Makes these lists available for club usage
 4. Contacts local media for Hoe-Down
 5. Sends announcements and pictures to area newspapers
 6. Write an article for each issue of the State Federation *Texas Star* representing HSRDC under guidance from the HSRDC Presidents

HSRDC Appointed Officers

Duties and Responsibilities

Scholarship Liaison

- EE. All Appointed Officers are expected to:
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- FF. Scholarship Liaison
1. Promote scholarship fund raising for HSRDC
 2. Prepare program for annual Scholarship Fundraising Dance
 3. Secure callers and cuers based on a volunteer basis with approval of President and Executive Board
 4. Design flyer and advertizing materials to distribute to the clubs, place in *Where 'N When*, and place on HSRDC website
 5. Work with President and Executive Board onplace to hold the fund raising dance

HSRDC Appointed Officers

Duties and Responsibilities

Storage Coordinator

- GG. All Appointed Officers are expected to:
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 6. Submit a summary report to next year's officer
- HH. Storage Coordinator
1. Compiles and maintains a list of all HSRDC properties and locations of said properties
 2. Maintains all HSRDC properties
 3. Arrange for the transport of equipment and materials needed from storage facility to Hoe-Down and other HSRDC functions as needed
 4. Ensure adequate storage facility at most economic price

HSRDC Appointed Officers

Duties and Responsibilities

Where 'N When Editor

- II. All Appointed Officers are expected to:
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 - 4. Assist the President and Executive Board whenever requested to do so
 - 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 - 6. Submit a summary report to next year's officer
- JJ. *Where N When Editor*
 - 1. Compile and maintain roster with copy given to members of the Executive Board
 - 2. Maintain updated number of members in clubs for accurate newsletter distribution
 - 3. Handle subscriptions
 - 4. Compile items submitted for publication. Editor manages day-to-day contents of newsletter with Executive Board having final decision
 - 5. Layout format in camera ready form for the printer
 - 6. Take layout form to printer in time for *Where 'N When* to be printed prior to end of the month
 - 7. Estimate budget and expense records
 - 8. Remit subscriptions and advertizing monies and bills for payment to the Treasurer on a monthly basis
 - 9. Follow guidelines given by the Executive Board. This includes ad fees, types of ads, etc.
 - 10. Coordinate distribution of the newsletter
 - 11. Send detailed monthly report to President to distribute to Executive Board

HSRDC Appointed Officers

Duties and Responsibilities

Where 'N When Distribution

KK. All Appointed Officers are expected to:

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6. Submit a summary report to next year's officer

LL. *Where 'N When* Distribution

1. Assist newsletter editor with compiling and maintaining mailing roster for *Where 'N When*
2. Coordinate distribution of newsletter
3. Stay in touch with HSRDC Executive Board on all issues of concern relating to production of the *Where 'N When*
4. Provide written report for quarterly review when deemed necessary
5. Obtain bulk postage for subscriptions

HSRDC Appointed Officers

Duties and Responsibilities

Web Master

MM. All Appointed Officers are expected to:

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6. Submit a summary report to next year's officer

NN. Web Master

1. Work closely with Newsletter Editor, Publicity Director, Executive board, Photographers, Class Coordinator and Education Director to maintain a current, attractive web site. The site should be updated at least once a month.
2. Publish (via the *Where 'n When* and flyers to clubs) a deadline for contribution to the website. Suggest 2 weeks before the update date; example: info due on the 1st updated by the 15th
3. Individual club events may not be advertised in advance on the HSRDC web unless a paid ad has been placed in the *Where 'N When*. The event will be on the HSRDC web only during the months the ad is running in the newsletter.
4. Guidelines for content of the web page are attached
5. Ensure HSRDC web site is linked to the TSFSRD site, HSRDC club sites and the Houston Callers Association site. Links may also be established with the National Square Dance convention site and square dance related sites of general, non-commercial interest (such as CallerLab)

HSRDC Appointed Officers

Duties and Responsibilities

Guidelines for HSRDC Web Site content

1. Update the site at least once a month. Reminders will need to be sent to obtain content for the page
2. HSRDC Contact information should be on the first page
 - a. HSRDC central telephone number (713-53HSRDC)
 - b. Name, phone number, and email address for President and Web Master or Class Coordinator
3. HSRDC logo should appear on the home page
4. Give credit to the web master. Include contact information
5. The HSRDC “services offered” page should include the committee name and contact
6. The club listing page should include contact information (email and/or telephone)
7. The caller and cuer listing should include contact information (email and/or telephone). No caller/cuer who is not listed in the Where ‘N When Caller & Cuer Directory should be listed on the website. (Callers/cuers must pay to be listed in the newsletter; we must treat all equally).
8. The site should have a “Special Events” or “Upcoming Events” page. This page(s) would contain information on:
 - a. Presidents’ Ball
 - b. New Dancer Jamboree and Trade ‘N Buy
 - c. Youth Scholarship Fund Raiser Dance
 - d. Current year and next year Houston Hoe-Down
 - e. Leadership Seminar
 - f. Other events HSRDC is hosting such as TSFSRD meetings
9. The site should have a “Past Events” page. This page(s) would contain text about and photos of:
 - a. Previous year Hoe-Down
 - b. Previous year Youth Scholarship Fund Raiser Dance
 - c. Previous year New Dancer Jamboree and Trade ‘N Buy
 - d. HSRDC clubs milestone anniversary dances
 - e. Other HSRDC activities of general interest (HSRDC participation at TSFSRD functions, volunteering, etc)

HSRDC Appointed Officers

Duties and Responsibilities

Youth Liaison

- OO. All Appointed Officers are expected to:
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- PP. Youth Liaison
1. Promote interest in square dancing among the youth
 2. Keep youth informed of all activities, extend invitation to youth to attend all Council functions
 3. Assist youth in organizing regular youth square dances. Act as mentor and advisor for the youth dances

HSRDC Appointed Officers

Duties and Responsibilities

Round Dance Liaison

- QQ. All Appointed Officers are expected to:
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 4. Assist the President and Executive Board whenever requested to do so
 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 6. Submit a summary report to next year's officer
- RR. Round Dance Liaison
1. Compiles and maintains list of round dance clubs and a list of square dance clubs that have rounds
 2. Be a liaison between HSRDC and round dance clubs
 3. Submit list of suggested feature cuers for Hoe-Down, other HSRDC functions and State Festival to HSRDC President
 4. Serve as cuer host for the Hoe-Down
 5. Assist in obtaining round dance cuers for HSRDC functions

HSRDC Appointed Officers

Duties and Responsibilities

Singles Liaison

- SS. All Appointed Officers are expected to:
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 4. Assist the President and Executive Board whenever requested to do so
 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 6. Submit a summary report to next year's officer
- TT. Singles Liaison
1. Liaison between singles clubs and HSRDC
 2. Compiles and maintains list of singles clubs
 3. Visit and offer assistance to singles club presidents as to their needs from the Council officers
 4. Be alert to any developing problems and pass this information on to Executive Board
 5. Submit news items for the newsletter to your Executive Board Advisor, well in advance of publication deadline for Board Approval
 6. All expenses that are expected to be reimbursed must be approved by the President and Treasurer in advance of being incurred.
 7. All activities of this office are intended to be directed to the singles clubs. Members of other clubs may not be solicited or contacted without prior approval of your Executive Board Advisor, and the club to which they belong
 8. The Council mission is to promote Square and Round Dancing, Clogging and Traditional Dancing. Social activities and related events are not intended to be in the Council's mission. These rightfully belong to the individual clubs.

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Duties and Responsibilities

Square Dance Liaison

- UU. All Appointed Officers are expected to:
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 6. Submit a summary report to next year's officer
- VV. Square Dance Liaison
1. Liaison between callers, callers associations, and HSRDC
 2. Attends caller association meetings and HSRDC meetings
 3. Submits suggested list of callers for HSRDC functions, Hoe-Down and State Festival to President
 4. Serve as caller host for the Hoe-Down

HSRDC Appointed Officers

Duties and Responsibilities

Email Coordinator

- WW. All Appointed Officers are expected to:
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 5. Submit timely, signed receipts for HSRDC expenses to the Treasurer that are subject to reimbursement
 6. Submit a summary report to next year's officer
- XX. Friendship Director
1. Maintain email distribution list of dancers in HSRDC who wish to receive electronic communications
 2. Sends messages to the HSRDC distribution lists in accordance with the HSDRC E-mail Policy adopted in 2002.
 3. If in doubt about appropriateness of an email messages, confers with the HSRDC President or Vice Presidents
 4. When sending messages, the subject line should contain
 - a. The club name
 - b. The event date
 - c. Brief reason for sending the email (such as, location change)
 - d. Individual's name if concerning the serious illness or death of an HSRDC member