

USA West Square Dance Convention – Policy

General Chairman

The General Chairman couple should be individuals who are selected by the local dance organization, State, Council or Federation. Their couple's experience background should include a full knowledge of square dancing and all of its components.

In addition it is necessary that they have experience in organizing and operating large functions/dances and have experience as club/council, federation/state office positions. They will be forming a company, possibly a tax free corporation, operating it successfully and profitably, and involve many dancers.

As General Chairman they will appoint an Assistant/or Co-Chairmen, ten Directors as well as a Secretary, Legal Advisor and Computer Coordinator. They will be responsible for supervising all of the Directors activities and plans and requiring a Final Report from each for inclusion in their Final Report to the Policy Board. The Director Positions to be appointed are:

1. Director of Business
2. Director of Publicity
3. Director of Services
4. Director of Registration and Housing
5. Director of Square Dance
6. Director of Round Dance
7. Director of General Dance Program
8. Director of Education
9. Director of Fashions
10. Director of Social and Special Events

The General Chairman and committees will be required to plan and present a Pre-Convention meeting 15 to 18 months in advance of their convention. The Pre-Convention will include planning progress reports for all areas of the convention.

As convention plans progress, records must be maintained that will provide information for the Final Report to be presented to the Policy Board.

The General Chairman must establish the position that all agreements will be signed by the General Chairman and that no one can make a verbal commitment to any supplier. Every commitment/contract must be in writing. Also, all communication outside the committee Directors to outside interests must have the General Chairman's approval before sending. The General Chairman must establish a smooth information path to and from all the Directors and themselves.