

USA West Square Dance Convention – Policy

Director of Education

The Director of Education is appointed by the General Chairman and is responsible for planning all educational panels, and seminars for the convention. It is important to note that all outside correspondence must have the approval of the General Chairman before it is released.

Education is an important part of the Convention as it supports and maintains the Conventions ability to qualify for the IRS 501 (c) 3 Educational tax exemptions. Dance teaches, Round, Square and others are also considered part of Education and should be taken into account.

As Director of Education responsibilities include the coordination of Panels, Clinics and Seminars with the dance program Directors to avoid scheduling conflicts and enhance the program with dance teaches and workshops that fit with subject presented at the panels, seminars and clinics.

Coordination with the Director of Services and Director of Publicity are important aspects in planning to insure meeting rooms and equipment are available. Information fed to the Director of Publicity through the General Chairman will assure maximum attendance at the Educational function.

A Final Report is required to be submitted to the General Chairman to include attendance totals, total education hours scheduled and subjects/themes and topics presented.