

DTASC BOARD POSITIONS

EXECUTIVE BOARD OFFICERS (Elected Positions)

President

Executive Vice-President

Middle School/JV Vice-President

Varsity Vice-President

Membership Secretary

Recording secretary

Division A/B Registrar

Division C Registrar

Treasurer

ADVISORY BOARD (Appointed Positions)

Historian

Parliamentarian

Webmaster

Chairman of Tabs

Chairman of Rules

Chairman of Judges

DUTIES OF OFFICERS

President

- Shall be chairman of the Executive Board and ex-officio member of all other committees.
- Arranges with the printer for notices of the fall and winter general meetings to be sent to all schools in Southern California.
- Arranges for coffee and refreshments at fall and winter general meetings
- Establishes the agenda for the general meetings and puts together the festival registration packets to distribute at general meetings
- Presides over regular **corporation** meetings
- Oversees the selection of the festival hosts
- Serves as a member of the Executive Rules Board
- Appoints a Head professional development, who will provide instructional workshops and serve on the welcoming committee at general meetings
- Oversees all festival preparations and proceedings
- Serves as Master of Ceremonies for each festival or selects a suitable replacement
- Sends congratulatory letters to each administrator of the host schools after high school and middle school festivals.

Executive Vice-President

- Shall preside over regular **corporation** meetings in the absence of the president
- In the event of the resignation of the president or his/her inability to function, shall automatically become the president of the **corporation**
- Is in charge of publicity, including press releases
- Works with the president on political action
- Mails out honorary invitations to attend festivals and meetings
- Coordinated the welcome for press, performers, honored guests and judges at festivals
- Appoints executive liaison(s) to assist with outreach, invitations, and welcoming at festivals

Middle School and Senior High Vice-Presidents

- Work together to generate written guidelines for tasks and duties of festival committee heads
- Obtain committee heads for their respective festivals, with the exception of tabs, rules, and judges
- With the festival host, serve as coordinators for their respective festivals and check regularly with committee heads and the festival host to make sure preparations are being made for festivals
- Serve as members for the Executive Rules Board

- Provide for adequate supervision and/or entertainment at festivals
- Send congratulatory letters to each administrator of the participating schools after the high school and middle school festivals

Treasurer

- Handles all income and expenditures of the **corporation** as approved by the Executive Board
- Coordinates ordering of all trophies and ribbons and arranges for their pick up and placement on the table for the final festival assembly
- Has the responsibility of an annual audit of organization accounts and shall present an annual financial report at the last meeting of the school year

Recording Secretary

- Records the minutes of the executive and general meetings
- Types minutes and gives them to the president and webmaster within 30 days

High School and Middle School Festival Registrars

- Receives festival entries and organize them for typing meetings for their respective festivals
- Assign Festival codes
- At division meetings will act as recording secretaries

Membership Secretary

- Organizes the welcoming committee for membership meetings
- Maintains an accurate membership list including e-mail
- Handles DTASC mailings to members, including election ballots

Historian

- Maintains DTASC scrapbook, including the constitution, rules and procedures, a festival flow chart or organization, news clippings, records, still shots, videotapes, etc.
- Keeps permanent festival materials, such as banners, stop watches and supplies, and implements their delivery to festivals
- Works with the treasurer to insure set up of the final festival assembly table
- Attends both festivals or designates a person to attend for the purpose of documenting the event on videotape

Parliamentarian

- Keeps meeting in order according to Robert's Rules of Order
- Brings to general meetings a copy of Robert's Rules of Order

Webmaster

- Appointed by the executive board and serves as ad hoc (nonvoting) members of the executive board
- Will maintain and update the DTASC website
- Will inform the president or members of the executive board of any updates

High School and Middle School Chairmen of Tabulations

- Are appointed by the executive board and serve as ad hoc (nonvoting) members of the executive board
- At the annual winter general meeting make presentations to establish tabulations procedures for the following year
- Serve as heads of tabs for their respective festivals and recruit and train tabs committee members
- Update and maintain tabs system: implement computerization
- Are present or are represented at all typing meetings to make decisions and communicate information regarding tabs

High School and Middle School Chairmen of Rules

- Appointed by the executive board and serve as ad hoc (nonvoting) members of the executive board
- Legislate all festival rules: with the presidents and middle school/high school vice-presidents from the Executive Rules Board, who will function as a phone committee to rule on any pre-festival rules interpretations
- Each time a member seeks an interpretation of a rule prior to festival, the Rules Chairmen keep a record of the interpretation given by the Executive Rules Board: pre-festival rules interpretations of the Executive Rules Board are handed down ONLY by the Rules Chairmen, after conferring with other Executive Rules Board members
- Bring an accurate copy of festival rules to festivals and serve as chairmen of rules committee members:

confer with the members of the executive Rules Board who are present at the festival before making a disqualification at festival

- The Executive Board may appoint one of the Chairmen to accept suggestions for rules changes. Prior to the winter general meeting, this appointed chairman would accept filings for rule changes, mail proposed changes to the membership secretary for distribution to the executive board prior to the June meeting
- At general meetings bring an accurate copy of festival rules, as well as records or rules interpretations. At the spring general meeting handle the implementation of rule changes (previously filed requests are handled before new requests)

High School and Middle School Chairmen of Judges

- Are appointed by the executive board and serve as ad hoc (nonvoting) members of the executive board
- Recruit judges and maintain middle school and senior high judges' lists
- Handle mailing of judges' invitations for festivals
- Work to improve judging by conducting orientations for judges and evaluating and revising the judges' lists
- Serve as heads of judges for their respective festivals and recruit and train judges' committee members

**DTASC
BOARD ELECTIONS 2018
NOMINATION BALLOTS**

President _____

Executive Vice-President _____

Middle School/JV Vice-President _____

Varsity Vice-President _____

Membership Secretary_____

Recording secretary_____

Middle School/JV Registrar_____

Varsity Registrar_____

Treasurer_____

All nominations are due to Josh Brady no later than **May 18, 2018**. You can email nominations to jbrady@valverde.edu. At that time, Josh Brady will contact all nominees to confirm acceptance of the nomination. Official ballots will be sent out by our membership secretary and be returned by the June meeting.