



## STATE/COUNTRY/ PROVINCE DIRECTOR'S STATEMENT OF DUTIES

Please initial your responsibilities listed below, in the left-hand side boxes:

### **Main responsibilities**

The S/C/P Director is NTA's first point of contact in the concerned State/Country/Province. In this capacity, they are responsible for:

- recruiting new members through opportunities offered by their teaching and dancing, to present and/or speak about the NTA organization.
- sending welcome letters to new members in your area
- addressing any questions or concerns of your constituent NTA members as well as request for information from non-members, in a timely manner.

### **Dues**

The term of office for State/Country/Province (S/C/P) Directors is one (1) calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Prior to assuming office, all Directors must have their dues paid for their entire term of office. Dues for subsequent years must be paid by September 1<sup>st</sup> of the year prior to beginning another term.

### **Communication within NTA**

You are required to communicate on a regular basis with the President and your Zone Director. Failure to respond to mail, emails, phone calls, etc. will indicate a lack of participation which could jeopardize your Directorship.

### **Accreditation Program**

All Directors are required to complete the first three (3) levels (DF-I, DF-II and DF-III) within a two (2) year period. Continuing with further accreditation is encouraged.

### **Newsletter Articles**

All Directors are required to submit two (2) dance related articles each year for publication in the NTA newsletter, to the President (with copy to their Zone Director and the Business Office). Due dates are April 15<sup>th</sup> and October 15<sup>th</sup>.

You may submit any of your articles early if you prefer.

### **Dismissal**

If any Director fails to fulfill their duties as stated herein, your position as Director may be revoked by the Executive Committee.

### **Questions & Concerns**

If you have any questions or concerns during your term of office as an NTA Director, please contact the President or your Zone Director.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signed: \_\_\_\_\_