



## NTA WEBSITE DIRECTOR'S STATEMENT OF DUTIES

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

### Main responsibilities

- To recruit new members through opportunities offered by their teaching and dancing, to present and/or speak about the NTA organization.
- To ensure the availability and accuracy of the website, including, but not limited to, the list of registered website users, published articles, newsletters, bios, music licensing forms.
- To communicate in a timely manner with the President and Executive Committee regarding website issues.
- To approve all new content posted to the website, including, but not limited to upcoming events, articles, bios, music licensing forms, new director forms.
- To define the set of functionality and the look and feel of the website, as approved by the President and the Executive Committee for approval.
- To supervise the implementation of above functionality and look and feel of the website by the webmaster, in the timelines agreed by both parties, after assessment of implied technical issues.

### Dues

The term of office for the NTA Website Director is three (3) calendar years (January 1<sup>st</sup> to December 31<sup>st</sup>). Prior to assuming office, the NTA Website Director must have his/her dues paid for the entire term of office. Dues for subsequent terms must be paid by September 1<sup>st</sup> of the year prior to the beginning another term.

### 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 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, the Director's position may be revoked by the Executive Committee.

### Questions & Concerns

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

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