



Dance Masters of America

Duties of the National Officers & National Administrative Assistant

Updated October, 2022



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These are the assigned duties of the 2022-2023 Advisory Committee.
These will be revised each year a new 2nd VP is elected.

DMA National President – Penny Koza-Lemansky (724) 984-3508 **National President duties**

The National President Shall:

1. Be the Chief Executive Officer and official representative of DMA.
2. Be an ex-officio member of all committees except the Nominating Committee.
3. Preside at all meetings of the National Grand Body, National Board of Directors, National Executive Committee and National Advisory Committee.
4. Fill vacancies in office (Article XI, Section 4 B3).
5. Appoint within thirty (30) days all National Standing and Convention Committee Chairman, Directors, Administrators and Liaisons with the exception of Nominating Committee and Past Presidents Council.
6. Receive a stipend as provided in the National Standing Rules.
7. Provide the names of all chairmen to be uploaded to the DMA National website before December 1st.
8. Co-sign with the National Treasurer or National Immediate Past President all written hotel, TTS and SHIP agreements. The National Advisory Committee shall keep copies of all contracts and agreements.
9. Co-sign with the National Treasurer or National Immediate Past President all DMA checks.
10. Shall respond to all correspondence as directed by Advisory Committee and/or Executive Committee.
11. Make agendas for all meetings
12. Responsible for Faculty
 - Create convention faculty contracts and forward to Administrative Assistant and National Treasurer.
 - Faculty Search
 - Faculty Contracts
 - Faculty Transportation
 - Faculty bio and Picture board
 - Welcome bags for Faculty
 - Create a folder with a brief bio of each faculty member and give to each Workshop Director.
13. Faculty class schedule
14. Instruct and advise all National Area Directors in their duties as members of the National Executive Committee and the National Board of Directors.
 - Obtain a list of all volunteers from the chapters.
 - On your Area Day, meet with the volunteers 15 minutes prior to the start of the morning and afternoon workshop classes to serve as door monitors.
 - Door Monitors will check that the students, observers, and teachers are wearing the correct badges to enter the classrooms. They shall control the traffic entering and leaving the classrooms.

- It is your responsibility to ensure that all classrooms have door monitors.
 - It is your responsibility to ensure that all volunteers arrive 45 minutes prior to the start of all Solo Title competitions. You are to assign the doors they will work and who will usher.
15. Media communications Liaison
 16. Exhibitor Liaison
 17. Manage the DMA Eligibility List
 18. Maintain roster for all membership
 19. Direct Executive Committee
 20. Write and submit to the National Advisory Committee a report of chapter activities; the information shall be gathered from the National Area Directors.
 21. Establish Executive Committee work schedule
 22. Appoint Committees
 23. Maintain all Job Descriptions
 24. Send a Pre-Registration communication regarding PASC to all members.
This would contain information about:
 - Include registration deadline date for preliminaries and finals
 - Date PASC will begin
 - Direct link to the PASC Rules
 - Competitive v. Elite classification
 - How to enter a Collaboration
 25. Create the Banquet script for the emcee
 26. Must attend either TTS & SHIP programs every year.

Note: The Marriott points accumulated from our convention must go to an individual because The Marriott Corporation doesn't have a corporate account. That individual will be the DMA Treasurer.

DMA National Treasurer – Charleen Locascio (504) 454-1376

National Treasurer duties

The National Treasurer shall:

1. Be the custodian of all funds and investments of DMA.
2. Collect all dues, fees and assessments and pay all bills authorized by vouchers.
3. Co-sign if needed with the National President or National Immediate Past President all written hotel, SHIP and TTS contracts. The National Advisory Committee shall keep copies of all contracts and agreements.
4. Co-sign with the National President or National Immediate Past President all DMA checks.
5. Prepare a comprehensive annual financial statement, which shall be reviewed by a Certified Public Accountant. Copies of the reviewed financial statements shall be sent, immediately following the filing of the DMA Income Tax Return, to the National Advisory Committee and the National Finance Committee of the year of the statement.
6. Receive a salary as provided in the National Standing Rules.
7. Receive the hotel points to be used for faculty/Advisory travel or lodging.
8. Perform such duties assigned by the National President, National Board of Directors, National Executive Committee or the DMA Standing Rules.
9. Process all registration for National Convention, TTS, SHIP, Intensives, National Solo Title Competition, Open Scholarship and National PASC. Process all Music Licensing.
10. When funds deposited in the General Account exceed more than an amount necessary for normal operations of the General Account, the excess funds shall be placed in investments as directed and approved by the National Advisory Committee. Funds shall be deposited in a commercial insured banking institution.
11. Maintain the DMA storage unit.
12. Arrange for the trucks from storage to convention and back.
13. Oversee the VIP hotel rooming list for convention.

14. Oversee all insurance policies assuring all certificates of insurance are sent to facilities that require them.
15. Oversee health certificates/manage whatever health department needs for the S.H.I.P. program.
16. Co-sign with the President or National Immediate Past President all written hotel, TTS and SHIP agreements. The National Advisory Committee shall keep copies of all contracts and agreements.
17. Process new members with National Administrative Assistant.
18. Process membership transfers.
19. Create schedules for TTS and SHIP.
20. Gather all Affiliated Chapter Competition Reports.
21. Submit potential judging list to Advisory for Advisory approval. Once approved send the list to the 1st VP.
22. Establish Solo Title line up
 - Send to the 2nd VP line up, title of song, and type of dance to be printed.
 - Send line up to Ruby so she can prepare photos and fact sheet for printer
23. Provide Solo Title t-shirt sizes for 2nd VP.
24. Confirm Attendance in all Scholarship Auditions.
25. Inventory all PASC pins, tote bags, arm bands, special awards, number badges, etc.
26. Send to the videographer a list of those that order videos and include payment.
27. Establish a roll call for all intensives.
28. Verify that all registered for the convention, SHIP and TTS are active members for the current year.
29. Send to the 1st VP a list of judges for all events.
30. Oversee TTS and SHIP contracts with Past President.
31. Must attend both TTS & SHIP programs every year.
32. Order wristbands for convention.
33. Maintain the DMA Charter, Articles of Incorporation and Corporate Seal.

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DMA National Immediate Past President – Dody Flynn (203) 417- 4355

Immediate National Past President

The Immediate National Past-President shall:

1. Chair the Past President's Council
2. Handle all hotel requirements with the 1st VP
 - Meeting space assignments
 - Meeting space grids
 - Hiring of photographer/videographer
 - Setting up for Livestream
 - Coordinating PSAV needs through the hotel
 - Coordinating with convention chairman on meeting space requirements
3. Sever as chairman of the protocol committee.
4. Receive a stipend as provided in the National Standing Rules.
5. Renew trademarks when necessary.
6. Retain all current and future hotel contracts.
7. Design and order all t-shirts.
8. Perform duties by the National President.
9. Secure flags at hotel by the orientation meeting.
10. Produce all DMA forms & applications for the website.
11. Website master.
12. Post faculty to the website

13. Co-sign if needed with the National President or National Treasurer all written hotel, SHIP and TTS contracts. The National Advisory Committee shall keep copies of all contracts and agreements.
14. Must attend either TTS & SHIP programs every year.

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DMA National First Vice-President – Erin Spriggs (913) 221-5226

First Vice-President duties

The National First Vice-President shall:

1. Assume the office of National President in the event of a vacancy.
2. Preside at any meeting of DMA in the event the National President is not able to preside.
3. Serve as chairman of the National Adjudication Committee:
 - Contact judges and title and scholarship teachers.
 - Maintain hours for judging and teachers and forward to the National Treasurer.
 - Brief judges for all segments of judging.
 - Establish and maintain the judges boards.
 - Meet with judges at the banquet to find out their selection of Champion of Champions
4. Perform such duties assigned by the National President, National Board of Directors, National – Executive Committee or the DMA Standing Rules.
5. Serve as the DMA Parliamentarian.
6. Serve as the National Adjudicator Liaison.
7. Perform national convention duties as assigned by the National President.
8. Receive a stipend as provided in the National Standing Rules.
9. Oversees bylaws.
10. Instruct and advise all delegates in their duties as members of the National Board of Directors.
 - Poll for all recommendations, resolutions, and suggestions from the Affiliated Chapters.
 - Refer all recommendations, resolutions, and suggestions to the Executive Committee for consideration and/or actions
11. Affiliation Liaison:
 - Maintain chapter affiliation agreements.
12. Affirm with the hotel on dates and space for 2023 convention-facility layout with Past President.
13. Order PSAV and pipe and drape required.
14. Confirm set up for all stages.
15. Confirm that both American and Canadian flags are in place for all events.
16. Co-ordinate with convention chair on site.
17. Must attend either TTS & SHIP programs every year.

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DMA National Second Vice-President – Shawn Terenzi (978) 273-4096

National Second Vice-President duties

The National Second Vice-President shall:

1. Assume the Office of National First Vice-President in the event of vacancy.
2. Preside at any meeting of DMA in the event the National First Vice-President and National President are not able to preside.
3. Serve as the National Solo Title Liaison.
 - Manage the Solo Title Handbook.
 - Oversee the Solo Title Directors.
 - Proof Solo Title books and send to printer.
 - Order and set up poster board for title pictures.
 - Order and prepare backpacks for title contestants.
 - Order and print names on luggage tags for backpacks.
 - Collect name tags for contestants from Ruby.
 - Order t-shirt for contestants (treasurer will send a report with sizes).
 - Order crowns, sashes, medals and trophies for title.
 - Prepare title certificates and frames for runner ups
 - Order flowers for all competitions.
 - Give the newly awarded title holders' music to the Banquet Chairperson.
 - Create a power point presentation for each of the 4 Solo Title pageants.
4. Perform such duties assigned by the National President, National Board of Directors or the National Executive Committee or DMA Standing Rules.
5. Oversee the recording of the minutes of all National Advisory meetings and forward to Executive Committee and Past Presidents within thirty (30) days. If any minutes require a vote, tabulate and report results to the Advisory Committee.
6. Oversee all Open Scholarship Audition materials (number badges, score sheets, awards letters and first aid kit). These materials will be sent to the registration desk by the chairman.
7. Receive a stipend as provided in the National Standing Rules.
8. Order trophies, plaques and banners for PASC.
9. Order flowers for the Memorial Service.
10. Must attend either TTS & SHIP programs every year.

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DMA National Administrative Assistant – Ruby Toy (516) 250-8503

Administrative Assistant Duties

1. Print National Solo Title and Open Scholarship score sheets for national convention.
2. Email scholarship forms to chapters that qualify for scholarships.
3. Email Solo Title Scholarship ad from with the chapter scholarship forms.
4. Process new members.
5. Produce and mail new member or member replacement certificates.
6. Maintain 25 and 50 year members with the National Treasurer.
7. Send list to all chapter officers to verify their 25 and 50 year members.
8. Order when necessary 25 and 50 year, and past presidents' pins.
9. Produce the 50 year member certificates for the national convention.
10. National convention supplies to be sent to the National Treasurer for shipping.
 - Packets will be assembled on site.
 - Print member badges.
 - Print coupons for wristbands.
 - Print any other pertinent information.
11. Maintain a supply of educational materials and fill orders as requested.
12. Solo Title Competition:
 - Produce judges' books
13. Solicit and mail contracts to exhibitors.
14. Maintain all membership records.

15. Contact BMI, ASCAP & SESAC for yearly rates.
16. Oversee the business of the DMA National Office under the supervision of the National Advisory Committee.
17. Receive a salary as provided in the National Standing Rules.
18. Maintain the permanent files of DMA.
19. Maintain a National Roster of members.
20. Keep on file a set of all educational materials, to include TTS Examinations and study guides, DMA Examinations, DMA Manuals, DMA Committee Guidelines, and DMA Rules for all Competitions and Auditions.
21. Send verification to chapters via email of acceptance of Life Membership into DMA
22. Printing Intensive winner's certificates.
23. Print signs for convention.
24. Print Welcome party 12 and under, Petite title, and Junior title parent pick up pass.
25. Print backstage passes for title.
26. Create and mail faculty contracts for TTS and S.H.I.P.
27. Solo Title:
 - Send Solo Title contestant lists and photographs to the designer.
 - Proof Solo Title program books.
28. Scholarship Auditions
 - Have supplies, numbers, and score sheets ready for open scholarship director.