daCi
dance and the Child international

National/Regional Representatives – Responsibilities

1) Attend the international daCi Advisory Board (AB) meetings.
The Advisory Board includes the Executive Committee (daCi chair, chair elect, secretary, treasurer, research officer, members at large) and national/regional representatives and the past chair in Meeting #2.

In each three-year cycle there are at least four AB meetings (in-person or remotely via online platform):

Meeting #1 – held the day after the international conference ends
Meeting #2 – held two years before the next international conference at the venue
Meeting #3 – held remotely via online platform one year before the conference
Meeting #4 – held the day before the international conference begins
Note: daCi pays partial travel/accommodation costs for board members to attend AB meeting #2

2) Submit Reports prior to AB Meeting #4

- Send a written report one month before Meeting #4 to the secretary even if you cannot attend (e-mail, fax, letter)
- Send your report as a text document only (do not insert graphics or pictures) Keep it short - no more than two pages
- Identify and send a proxy if you cannot attend the meeting

Country/Region Report Content and Form
- List your officers by name if you have officers
- List the number of members in your country (including names, email addresses, and institutional affiliations if applicable - to be checked with daCi membership records)
- Describe any daCi meetings or events you have held in your country
- Describe daCi accomplishments in your country - Describe how you communicate with members (email, newsletter etc.)

Useful tips
- Only include news that is specifically related to daCi
- Share any concerns or challenges you are facing,
- If applicable, state your interest in becoming a chapter

3) Actively recruit to increase daCi membership in your country/region

- Invite colleagues to join daCi
- Send emails, flyers or letters to colleagues, friends, parents, and other groups
- Request that daCi members recommend contacts for potential future members
- Create a network with relevant organizations
- Organize meetings/workshops/festivals/activities that are based on daCi objectives

daCi branding guidelines and suggestions
- Branding should include the daCi logo and reflect the aims and objectives of daCi (accessed from the daCi website)
- Acquire sponsorship (company, school, etc) with an awareness of the suitability of the products and services of the company
- If necessary, seek professional help to do the design and layout so that the material looks attractive and professional.

4) Establish and maintain contact with country/regional members

- Regularly share information about daCi global opportunities, conferences, initiatives etc. with your members and help organize national daCi events
- Send the call for submissions to your members when the daCi in Print editor sends it to you
- Share information about the international newsletter (published in both May and November),
- Send call for nominations and votes for national and international board
- Produce a regular e-newsletter
- Correspond through e-mail
- Create and maintain a national daCi website, Instagram, and/or LinkedIn
- Encourage members to visit the main daCi website: https://daci.international/en/
- Encourage members to follow the daCi facebook page: https://www.facebook.com/dacifanpage
- Invite members to make submissions to the international publications (photos, lesson plans, articles etc.)

Note: In communications with other daCi Board members and your country members ensure email subject headings are about the topic of your email and if possible, includes dates and deadlines.

5) Establish where possible a daCi chapter in countries/regions where there is none

Step by step process for creating a daCi chapter in your country/region:
Step #1 – individual members join daCi and participate in the international conferences
Step #2 – individual members meet together and elect or appoint a national/regional representative
Step #3 – the representative attends the international board meetings

Step #4 – if the individual members want to form a chapter refer to the legal procedures of your country to organize a recognized association (if possible with a professional)

- Contact other representatives to exchange ideas for creating a chapter
- Refer to the daCi constitution found on the daCi website as an example of organization structure.

6) Keep up-to-date with processes for payment of international membership fees (in Canadian dollars) with the international treasurer.

- Remind members one month in advance that it is time to renew membership
- Work with international and any country/region treasurer to ensure dues and membership lists are updated regularly
- Follow Membership information via daCi website for payment of International Membership Fees
- Send updated membership lists to the international daCi treasurer and to the secretary
- Send the remaining dues (or new ones) by May 1st

Fee link: https://daci.international/news/83-you-can-now-pay-membership-dues-online

7) Work with the Nominations Committee to elect the Executive Committee

- Elections are held ensuring that the process is completed in sufficient time designated by the Executive Committee before the international conference
- Vote for the Executive Committee when you receive the Election Ballot