

## **Guidelines for VSDA Friendship Officer.**

The 'Friendship Officer', preferably a female, should be an honest, upright and genteel person, possibly a regular churchgoer, who must not only have neat, readable handwriting, but also be sensitive to the occasion.

The position of "Friendship Officer" in the VSDA is a responsible and highly sensitive one requiring a high degree of privacy at all times.

The Friendship Officer should endeavour to keep abreast of club news through club callers, and through the SAV, which is a good source of information about special occasions relating to dancers and their families,

The Friendship Officers address, telephone number and email address should be printed in all editions of "Squares Around Victoria" (The SAV). Photographs for identification should, where possible, accompany this for the benefit of dancers.

The VSDA will supply a float of \$ 50 to the Friendship Officer to cover the cost of cards, postage and any other expense that may occur.

A correctly completed requisition form submitted to the Treasurer for replacement funds, will ensure that the Friendship Officer is never 'out of pocket'.