

## Position

## Director

Appointment	<u>Elected by the delegates at District Conference in the odd numbered years.</u>
Term of Office	<u>Two Years.</u>
Role	The Director assists the Governor by:  -Participating in the administration of the District  <u>-Acting as an Area Representative</u>
Bylaws and Policies	-Be thoroughly familiar with all District Policies and Procedures  - Be thoroughly familiar with the International Policies and Procedures and the International Resource Manual.  -Be familiar with the workings of the International Foundation  -Be thoroughly familiar with the duties of Governor, District Officers and Chairs.  <u>-Be Familiar with parliamentary procedure.</u>
District Board	-Serve as member of the District Board of Directors and participate as assigned in the administration of the District.  -Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.  <u>-Serve as Board Liaison to the International Foundation.</u>
Communication	
With the Governor	-Maintain regular communication with the Governor on all matters pertaining to this position and assist with the work of the District as the Governor may request.  <u>-Perform other duties as assigned by the Governor.</u>
Know the District	-Study the Districts geography and location of clubs. Gain as much knowledge of the clubs as possible (service projects, membership trends and program meetings) <u>by reading most recent newsletters and Activity Reports.</u>
Club Liaison	<u>- Maintain regular communication with your club assigned at least monthly.</u>
Conference	-Organize the Tammy Fournier Fun Run/Walk, Foundation auction/raffle, and preside at the Foundation Luncheon.  -Report and send to the District Treasurer all funds collected at District Conference for the International Foundation, keeping track of all Club 21 member, Lamplighters, and

specific donations.

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Club Visits

-Visit clubs as assigned.

DSB

-Submit regular articles to the DSB by due date as assigned.

Reports

-Submit an annual report on your activities within the District prior to District Conference.

-Prepare to report on your activities within the District at each District Board Meeting.

Records

-Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives.

Expenses

-Claim any expenses as allowed under District Policies.

**NB:**

**Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and International Resource Manual.**