

Position

First Vice Governor

Appointment	<u>Elected by the delegates at District Conference in the odd numbered years.</u>
Term of Office	<u>Two Years.</u>
Role	The First Vice Governor 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. <u>-Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.</u>
Absence of the Governor	<u>-Act for the Governor Elect in her absence or in the event of her inability to act</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	<u>-Study the Districts geography and location of clubs. Gain as much knowledge of the clubs as possible (service projects, membership trends and program meetings) by reading most recent newsletters and Activity Reports.</u>
Club Liaison	<u>- Maintain regular communication with your club assigned at least monthly.</u>
Future Conferences	-Maintain 5 year schedule of location and host clubs for future conferences. <u>-Send out formal letter to possible sites/ host clubs and report to the Board.</u>

Conference	-Present the First Timers session at District Conference, providing an outline of conference, key information that first timers need to know and an opportunity for the first timers to get to know each other. -Present President's Workshop for incoming Club Presidents at Conference.
Club Visits	-Visit clubs as assigned -Collate and report to the Board on Club Visit evaluations submitted by Clubs after a Board Member or District Governor visit.
District Policies	-Maintain and update District Policies.
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. Collate all <u>Club Activity Reports</u> , and provide a summary to the International Office by due date.
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:	<u>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and International Resource Manual.</u>

Position

Second Vice Governor

Appointment	<u>Elected by the delegates at District Conference in the odd numbered years.</u>
Term of Office	<u>Two Years.</u>
Role	The Second Vice Governor 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. <u>-Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.</u>
Vacancy in the Office of 1 st VG	<u>-In the event of a vacancy in the office of the First Vice Governor, the Second Vice Governor shall complete the unexpired term of the First Vice Governor.</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	<u>-Study the Districts geography and location of clubs. Gain as much knowledge of the clubs as possible (service projects, membership trends and program meetings) by reading most recent newsletters and Activity Reports.</u>
Club Visits	<u>-Visit clubs as assigned.</u>
Club Liaison	<u>- Maintain regular communication with your club assigned at least monthly.</u>

Affiliate Member

Liaison	<p>-Act as District Liaison for affiliate members ensuring that they receive all district communications and encouraging them to attend District Conference and other District events.</p> <hr/>
BRR	<p>-Send a letter to each District club in a timely manner, according to International dictates, for any and all Bylaws, Resolutions and Recommendations changes the club would like to present at District Conference. Advise clubs on the format needed for submission.</p> <p>-Present to the District Board all submissions, and have published in the "Call to Conference" DSB.</p> <hr/>
Conference	<p>-Provide evaluation forms to the Conference Committee/expeditors for all workshops and other conference sessions. Report to the District Board a summary of all evaluations collected.</p> <p>-Organize the District Marketplace at Conference, including application forms, set up and closing.</p> <hr/>
DSB	<p><u>-Submit regular articles to the DSB by due date as assigned.</u></p> <hr/>
Reports	<p>-Submit an annual report on your activities within the District prior to District Conference.</p> <p><u>-Prepare to report on your activities within the District at each District Board Meeting.</u></p>
Records	<p><u>-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.</u></p> <hr/>
Expenses	<p><u>-Claim any expenses as allowed under District Policies.</u></p> <hr/>
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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 -Acting as an Area Representative
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. -Be Familiar with parliamentary procedure.
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. -Serve as Board Liaison to the International Foundation.
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. -Perform other duties as assigned by the Governor.
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.

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.

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Position

Parliamentarian

Appointment	<u>Appointed by the Governor Elect with approval of the District Board of Directors.</u>
Term of Office	<u>Two Years.</u>
Role	<ul style="list-style-type: none">-Provide support and advice to District Governor and District Eleven clubs on matters of District and International Policies and Procedures.-Provide parliamentary support to District Governor on request.-Provide assistance to the District BRR Committee on request.-Officiate as Parliamentarian at District Conference and provide instructions.-Attend District Board meetings.-Sit at the right hand of the Governor enabling you to give advice as needed.-Provide the line up for presentation of the flags and assign past Governors to flag for opening session.-Prepare seating charts with District trainer for banquet, luncheons, business session and opening session. <u>Assist expeditors with seating charts and table tents.</u>
Bylaws and Policies	<ul style="list-style-type: none">-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 Conference	<p>Officiate as Parliamentarian at District Conference and provide instructions.</p> <p>Conduct delegate/alternate session at District Conference.</p> <p>Provide the line up to Conference Chairman for announcing presentation of the flags and assign past Governors to flag for opening session at District Conference.</p> <p>Present official program at opening session for corrections and give instructions at District Conference.</p> <p>Prepare seating charts with District trainer for banquet, luncheons, business session and opening session and provide to Conference Chair. Assist expeditors with seating charts and table tents.</p>

Prepare District Conference banquet processional line-up and announcement list to conference chair.

Present resolution at closing session of District Conference.

- 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.**

Position

District Secretary

Appointment	<u>Appointed by the Governor with approval of the District Board of Directors.</u>
Term of Office	<u>Two Years.</u>
Role	-The District Secretary assists the Governor with the administrative details and records of the District. <u>-To sit with the Governor at all official meetings.</u>
Board Meetings	<u>-Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Mid Year Board meeting and financial meetings.</u>
Record of Proceedings	-Record of the proceedings of Conference and prepare the minutes of all meetings of the District Board of Directors, with reminders to the Governor (or presiding officer) of any matter in the minutes of the previous meeting which should be brought before the current meeting e.g. unfinished business, a tabled motion, a recommendation of the Board. <u>-Develop an Action plan (to-do list for Board members) after each Board meeting listing any tasks agreed upon at the meeting and assigned to the Governor and or Board members. <i>This plan should be distributed as soon as possible after the board meeting.</i></u>
Motions	<u>-Prepare motion forms for use during District Business meetings and Conference Business sessions.</u>
Pre Conference	-Ensure these minutes are available for the Post conference Board Meeting.
Board Minutes	<u>_____</u>
Conference Report	Record and prepare minutes for all business sessions, awards presented, election reports and conference chair reports at Conference. <u>-With the District Governor, prepare a written report of the Conference proceedings as required by the Bylaws and District Policies.</u>
Credentials	<u>-Notify each District club of the number of delegates/alternates by deadline date in District Policies (obtain figures from District Treasurer). Ask each club to send her/his list back to secretary by April 1st and then forward information to the Credential Committee assigned for that particular Conference.</u>
Other Documentation	<u>-Prepare and send such reports, notices and correspondence as the Governor may request.</u>
Information to International	-Within 10 days after the election of District Officers, the retiring District Secretary shall send to the International Office, on forms provided, the names of the newly

elected officers and the new District Secretary, complete with Telephone/fax numbers, email and mailing addresses.

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.

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Position

Treasurer

Appointment	<u>Elected by the delegates at District Conference in the odd numbered years.</u>
Term of Office	<u>Two Years.</u>
Role	<u>-The Treasurer serves as the Chair of the Finance Committee which is composed of the Governor and Governor Elect</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. <u>-Be familiar with the workings of the International Foundation</u>
Finance Committee	<u>-Chair the Finance Committee, working closely with the District Governor and Governor-Elect to evaluate revenues and direct monetary allocations to the areas that will best support the activities of the District</u>
District Budget	-Prepare the budgets, in consultation with finance committee members and District Financial Advisor (if required), for each of the two years of biennium. -The draft budget for the next biennium is to be presented at the midyear Board meeting immediately preceding the beginning of the biennium. -The final budget is to be distributed to District Board Members at least 30 days prior to Conference at the start of the next biennium. -The District Budget should be reviewed at the following midyear board meeting and if there are material changes then the revised budget will need to be approved at the next Conference. <u></u>
Explanation of Budget	<u>-Be prepared to present to the District Board and Conference body, the reasoning and basis of the projected revenues and expenditure of the Finance Committee. (The budget shall reflect the dues paid and also include all other revenues and expenditures of the fiscal period)</u>
Annual Compilation	-Submit financial records to a third-party accountant/CPA for compilation as outline in District Policies. <u>-Distribute the Compiled Annual Account to District Board members, Clubs, and Past District Governors prior to Conference.</u>
Incoming Funds	<u>-To receive, record and deposit all funds, including dues from Clubs for members and affiliates, District Conference fees etc., in the account of the District.</u>

Payment of Accounts	-To pay upon receipt, all District accounts, only when accompanied by an authorized expenses form signed by the Governor
Change of Signatories	-Arrange for the change of signatures to the District check account (Governor, Governor-Elect and Treasurer) after approval of the Board of Directors at Post Conference Board meeting.
Affiliate Dues	-Bill all Affiliate members in District Eleven in April for dues for District and International. Forward paid dues to International. (International does not bill Affiliates.)
District Conference	-Assist with the work of the District Conference as Governor may request. -Preside at the Treasurer's workshop at District Conference.
Membership	-Keep membership rosters updated and forward to the Governor and District Board.
New Members	-Forward a list of new members, including complete address, name of club and sponsor, to the Governor and to the District Membership Chair and DSB editor. -Maintain a record of club membership and distribute a summary to the District Governor and Officers and Membership Chair <i>each month</i> and to the District Board prior to the District Board meetings.
Awards	-Provide the Governor, prior to Conference with the membership Net Gain numbers for each club.
Club Visits	-Visit clubs as assigned.
Board Meetings	-Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Midyear Board meeting, and training (IFF) days.
Reimbursements	-Prepare and distribute reimbursement forms and checks for District Officers and District Chairs for District work.
Club Incorporation	- Assist all clubs, existing and new, with incorporating their clubs. Follow-up each year with club compliance with government filing requirements. Inform clubs of their legal obligations as non-profits both for clubs and foundations.
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. -Perform other duties as assigned by the Governor.
Expenses	-Claim any expenses as allowed under District Policies.

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Position

Immediate Past Governor

Appointment	Automatic Accession to Immediate Past Governor at conclusion of biennium as District Governor
Term of Office	Two Years.
Role	-Provide support and advice to District Governor on request. -Assist Director with Foundation activities -Other duties as assigned by the Governor
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.
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.
Past Governor's	-Act as host of the Past Governor's Breakfast at Conference.
Club Visits	-Visit clubs as assigned.
Club Liaison	- Maintain regular communication with your club assigned at least monthly.
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.
Team Liaison	- Act as Team Liaison. See separate job description for Team Liaison.
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.
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