

Position

Governor

Appointment	Governor-Elect is elected at the District conference in odd years; assumes Office of governor immediately upon installation at the close of the District Conference, two years after election.
Term	<u>Two years or until successor has been elected and installed.</u>
Role	-Chief elected officer of District Eleven. Presides at all meeting of the Board and the Conference, votes only if it affects the outcome.
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	-Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.
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) by reading most recent newsletters and Activity Reports
Responsibilities	1) Chair of the District Board of Directors. Duties include, but are not limited to: i) Providing leadership in developing knowledge and skill of the District's Board of Directors, committee chairs, committees and individual members. ii) Appointing a District Secretary, Parliamentarian, as well as District Eleven Committee Chairs. iii) Appoint chairs of special committees, except Nominating Committee, and members of those committees, except the BRR and the nominating committees. iv) Serving as ex-officio member of all committees, except the BRR and Nominating committees. v) Serving as the legal agent for the District. vi) Ensuring that a Nominating Committee is elected by the Conference delegates in even-number years. vii) Approving the signing of all charters of new clubs. viii) Giving each committee chair and member of special committees a statement of the committee's purpose, goals and objectives

immediately upon their acceptance of appointment and requests each committee chair to review and update its goals and objectives annually and evaluate its performance in both written and oral form at conference

- ix) Ensuring that the budget is prepared by the Finance Committee and submitted to the board of Directors and delegates for approval.
 - x) Assuring that the slate of candidates for District offices is distributed in accordance with the bylaws and policies.
 - xi) Fulfilling any other duties and responsibilities associated with the orderly transaction of business on behalf of the district.
- 2) District duties include, but are not limited to:
- i) Planning for visits and contacts to clubs by District officers, and directors. Designating the District representative for each club, based upon needs and special invitations.
 - ii) Developing training programs for club presidents and other future leaders.
 - iii) Developing training and orientation procedure for Board of Directors
 - iv) Fulfilling any other duties or responsibilities associated with the effective management of District resources to ensure the goals of the District, and of Altrusa International are met.
- 3) Club duties include, but are not limited to:
- i) Communicating with clubs through official publications and monthly contacts to club presidents; preferably through electronic means.
 - ii) Helping local clubs to solve problems as requested.
 - iii) Arranging a schedule of club visits which insures that the needs of each club in the district are met. Ensuring that clubs not visited by the Governor or Governor-Elect are visited by another member of the District Board of Directors as per the current District visitation schedule.
 - iv) Complete visits with assigned District clubs during the biennium.
 - v) Encouraging attendance at District Conference, International Conventions and Leadership Seminars.
 - vi) Fulfilling any other duties or responsibilities associated with helping to develop strong active and productive clubs.
 - vii) Ensure the information on the District web site is current and accurate.
- 4) District Conference duties include but are not limited to:
- i) Developing a Conference program that speaks to the needs of the District as well as the desires of the members.
 - ii) Attending to the responsibilities associated with the Conference visit of the International representative.
 - iii) Preparing the agenda for all sessions of the Conference.
 - iv) Preparing in collaboration with the Conference Chair and the Conference Treasurer, the budget for the Conference.
 - v) Attending to the details of judging the Marilyn Atwood Award.
 - vi) Assigning District officers to preside at various occasions.
 - vii) Assign a club to preside over the memorial service. The club sends out forms for deceased members.

- viii) Issuing the “Call to Conference” and sending to members within the District at least 60 days prior to the Conference.
- ix) Writing letters of appreciation to all Conference participants.
- x) Preparing, within 45 days of the close of the Conference, a report of all official Conference proceedings, including reports, the Conference budget and financial statements.
- xi) Fulfilling other duties or responsibilities associated with providing the membership with worthwhile conferences and handling the business of the District in an efficient, professional, productive and effective manner.

