

## 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.
<b>NB:</b>	<b>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and International Resource Manual.</b>