

DIRECTOR

- Appointment - Elected by the delegates at District Conference in the odd numbered years.
- Term of Office - Two Years.
- Role - The Director assists the Governor by:
- Participating in the administration of the District
 - Acting as an Area Representative
- Bylaw & 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 a member of the District Board of Directors and participate as assigned in the administration of the District.
- Attend all meetings e.g., Annual District Conference, Pre and Post Board meetings, Finance Meetings, Mid-Year Board Meetings.
- Serve as Board Liaison to the International Foundation.
- Communication w/ 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) by reading most recent newsletters and Activity Reports.
- Club Liaison - Maintain regular communication with your assigned clubs at least monthly.

- Conference - Organize the Tammy Fournier Fun Run/Walk, Foundation auction/raffle, and preside at the Foundation Luncheon.
- Report and send all funds collected at District Conference for the International Foundation to District Treasurer, keeping track of all Club 21 members, 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.
- Note: Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies, and International Encyclopedia.

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