

GOVERNOR-ELECT

- Appointment - Elected by the delegates at District Conference in the odd numbered years.
- Term of Office - Two Years.
- Role - The Governor-Elect assists the Governor by participating in the administration of the District and engages during the biennium in activities to ensure a smooth transition upon assuming the office of Governor.
- 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.
- Absence of the Governor - Assume the office of Governor with the full authority of the presiding officer at any International or District Board meeting or District Conference in the absence of the Governor or in the event of the Governor's inability to act.
- 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.

- Strategic Plan - Review the District Strategic Plan in conjunction with the District Governor and District Board.
- Maintain and update the Strategic Plan Monitoring Document and provide copies for the District Board.
- Communicate with the District Leadership Chair to assist with the communication of the District Strategic Plan to Clubs.
- Club Liaison - Maintain regular communication with your assigned clubs at least monthly.
- DSB - Submit regular articles to the DSB by due date as assigned.
- Club Visits - Visit clubs 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.
- Conference Planning - Visit hotels for upcoming conference at which time you will preside as Incoming Governor and Governor.
- Present hotel contract to board for approval.
- Conference - Preside at Awards Luncheon.
- During your installation year, work with Conference Committee to promote the theme and goals for your biennium. Work with the current Governor and chairs to promote your agenda. Include your incoming chairs as assistants during workshops whenever possible.
- Preparation for Your Biennium - Review District Conference and Board meeting reports for the previous two years.
- In the year preceding installation as Governor, appoint a District Secretary, Parliamentarian, and Chairs for all standing and special committees, except nominations. Update position descriptions, ensure role clarification with appointed personnel.

Make definite plans, establish goals and involve incoming chairs in planning to achieve them.

Attend Governor-Elect training as arranged by International.

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.

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