

LEADERSHIP

- Attend planning sessions as directed by the Governor or District Team Liaison.
- Conduct one or more workshops at the District Conference and/or other workshops as assigned. Provide workshop room set up requirements including audio/visual needs to Conference Chair.
- Attend planning sessions as directed by the Governor.
- Prepare articles for the District Service Bulletin as assigned.
- May contact local clubs individually to seek or share information.
- Accompany District Officers on club visits as requested.
- Prepare an annual report of activities and submit to the Governor or Governor Elect by April 1 or each year. (Last report to Governor and Governor Elect).
- Encourage clubs to submit for awards in all communications with them.
- Contact all Club Presidents concerning Nina Faye Calhoun Award nominations. Receive nominations and prepare for judging of the Nina Faye Calhoun Award. Select the committee to judge the annual entries following guidelines published by International. Committee members should be non-Altrusans.
- Prepare and present the participating clubs with Certificates of Award for participation at the annual conference banquet. Prepare and present Certificates of Award for first, second and third place winners. Obtain a \$50 check from the District Treasurer to present to the first-place winner at the conference banquet. Submit the winning entry to International and the International Foundation immediately following Conference.

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