

SECOND VICE GOVERNOR

- Appointment - Elected by the delegates at District Conference in the odd numbered years.
- Term of Office - Two Years.
- Role - The Second Vice Governor 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 Encyclopedia.
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.
- Vacancy in the Office of 1st VG - In the event of a vacancy in the office of the First Vice Governor, the Second Vice Governor shall complete the unexpired term of the First Vice Governor.
- 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 Visits - Visit clubs as assigned.
- Club Liaison - Maintain regular communication with your assigned clubs at least monthly.
- Affiliate Member Liaison - Act as District Liaison for affiliate members ensuring that they receive all District communications and encouraging them to attend District Conference and other District events.
- BRR - Send a letter to each District club in a timely manner, according to International dictates, for any and all Bylaws, Resolutions and Recommendations changes the club would like to present at District Conference. Advise clubs on the format needed for submission.
- Present to the District Board all submissions and have published in the Call to Conference District Service Bulletin (DSB).
- After Conference submit all approved submissions to the International Office before the July International Board of Directors meeting.
- Conference - Provide evaluation forms to the Conference Committee Expeditors for all workshops and other conference sessions. Report to the District Board a summary of all evaluations collected.
- Organize the District Marketplace at Conference, including application forms, setup and closing.
- 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.
- 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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