

Position	Immediate Past Governor
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Appointment	Automatic Accession to Immediate Past Governor at conclusion of biennium as District Governor.
Term of Office	Two Years.
Role	<ul style="list-style-type: none"> - Provide support and advice to District Governor on request. - Provide parliamentary support to District Governor on request. - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Encyclopaedia. . - Be familiar with parliamentary procedure (Renton's).
District Board	<ul style="list-style-type: none"> - 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 Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings;
Past Governor's Council	<ul style="list-style-type: none"> - Act as chair of the Past Governor's Council and liaison between the District Governor and the District Board and the Council.
Board Minute Summary	<ul style="list-style-type: none"> - Maintain the summary of key district board actions after each board meeting. - Circulate the summary to the District Governor and District Governor-Elect.
DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none"> - Submit reports as requested by Governor
Records	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 Altrusa Resource Guide.

Position	Governor Elect
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	<ul style="list-style-type: none"> - 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. - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Encyclopaedia. - 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	<ul style="list-style-type: none"> - 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 Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings;
Absence of the Governor	<ul style="list-style-type: none"> - 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 as directed by Altrusa international, Inc. Bylaws Article X1.
Communication with the Governor	<ul style="list-style-type: none"> - Maintain regular liaison with the Governor regarding all matters pertaining to this position and assist with the work of the District as the Governor may request.
Know the District.	<ul style="list-style-type: none"> - Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programm meetings) by reading the most recent newsletters and Activity reports.
President Elect Training	<ul style="list-style-type: none"> - Plan and assist together with the District Leadership and Training Chair the President Elect Training held prior to the District Conference. - Seek assistance from Board members and District Chairs if required.
Strategic Plan	<ul style="list-style-type: none"> - 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 Members as required - Liaison with the District Leadership Training and Strategic Planning Chair to assist with the communication of the District Strategic Plan to Clubs.
Area Representative	<ul style="list-style-type: none"> - Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.
Communication with Clubs	<ul style="list-style-type: none"> - Maintain regular communication with your clubs.
DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none"> - Submit reports as requested by the Governor

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 Altrusa Resource Guide.

Position	First Vice Governor
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	<p>The First Vice Governor assists the Governor by:-</p> <ul style="list-style-type: none"> - Participating in the administration of the District - Acting as an Area Representative - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Resource Guide. - Be familiar with the working of the International Foundation - Be thoroughly familiar with the duties, of the other District Officers and Chairs. - Be familiar with parliamentary procedure.
District Board	<ul style="list-style-type: none"> - 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 Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.
Absence of the Governor-Elect	<ul style="list-style-type: none"> - Act for the Governor Elect in her absence or in the event of her inability to act as directed by Altrusa International, Inc. Bylaws XI
Communication with the Governor	<ul style="list-style-type: none"> - Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District and Conference as the Governor may request.
Know the District.	<ul style="list-style-type: none"> - Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programme meetings) by reading the most recent newsletters and Activity reports.
Area Representative	<ul style="list-style-type: none"> - Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.
Conference – First Timers Session	<ul style="list-style-type: none"> - Present the First Timers session at District Conference, providing an outline of conference, key information that first timers need to know and an opportunity for the first timers to get to know each other.
Communication with Clubs	<ul style="list-style-type: none"> - Maintain regular communication with your clubs.
DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none"> - Submit Reports as requested by the secretary
Records	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Claim any expenses as allowed under District Policies.
NB:	<p>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and Altrusa Resource Guide.</p>

Position	Second Vice Governor
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	<p>The Second Vice Governor assists the Governor by:-</p> <ul style="list-style-type: none"> - Participating in the administration of the District - Acting as an Area Representative - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Resource Guide. - Be familiar with the working of the International Foundation - Be thoroughly familiar with the duties of the other District Officers and Chairs. - Be familiar with parliamentary procedure.
District Board	<ul style="list-style-type: none"> - 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 Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings;
Vacancy in the Office of 1 st VG	<ul style="list-style-type: none"> - 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 as directed by Altrusa International, Inc. Bylaws XI .
Communication with the Governor	<ul style="list-style-type: none"> - Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District and Conference as the Governor may request.
Know the District.	<ul style="list-style-type: none"> - Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programme meetings) by reading the most recent newsletters and Activity reports.
Area Representative	<ul style="list-style-type: none"> - Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.
Communication with Clubs	<ul style="list-style-type: none"> - Maintain regular communication with your clubs.
Affiliate Member Liaison	<ul style="list-style-type: none"> - 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.
DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none"> - Submit reports as requested by Governor
Records	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Claim any expenses as allowed under District Policies.
NB:	<p>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and Altrusa Resource Guide.</p>

Position	Director
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Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	<p>The Director Governor assists the Governor by:-</p> <ul style="list-style-type: none"> - Participating in the administration of the District - Acting as an Area Representative - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Encyclopaedia. - Be familiar with the working of the International Foundation - Be thoroughly familiar with the duties of the other District Officers and Chairs. - Be familiar with parliamentary procedure.
District Board	<ul style="list-style-type: none"> - 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 Conference; Pre and Post Board meetings, Finance Meetings; Mid Year Board meetings.
Communication with the Governor	<ul style="list-style-type: none"> - Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District and Conference as the Governor may request.
Know the District.	<ul style="list-style-type: none"> - Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programme meetings) by reading the most recent newsletters and Activity reports.
Area Representative	<ul style="list-style-type: none"> - Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.
International Liaison	<ul style="list-style-type: none"> - Organize District Fundraisers for International Foundation
Communication with Clubs	<ul style="list-style-type: none"> - Maintain regular communication with your clubs.
DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none"> - Submit reports as requested by Governor
Records	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 Altrusa Resource Guide.

Position	District Secretary
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Appointment	Appointed by the Governor with approval of the District Board of Directors.
Term of Office	Two Years.

Altrusa International Inc. District Eleven Board Position description

Role	<ul style="list-style-type: none"> - The District Secretary assists the Governor with the administrative details and records of the District. - To sit with the Governor at all official meetings.
Board Meetings	<ul style="list-style-type: none"> - Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Mid Year Board meeting,
Record of proceedings	<ul style="list-style-type: none"> - Record the proceedings of Conference and prepare the minutes of all meetings of the District Board of Directors. (refer to District policy 21) with reminders to the Governor (or presiding officer) of any matter in the minutes of the previous meeting which should be brought before the current meeting e.g. unfinished business, a tabled motion, a recommendation of the Board. - Develop an Action plan after each Board Meeting listing any tasks agreed upon at the meeting and assigned to the Governor and or Board members. This plan should be distributed with the minutes.
Pre Conference Board Minutes	<ul style="list-style-type: none"> - Ensure these minutes are available for the Post conference Board Meeting.
Conference Report	<ul style="list-style-type: none"> - With the District Governor, prepare a written report of the Conference proceedings as required by the Bylaws and District Policies.
Other documentation	<ul style="list-style-type: none"> - Prepare and send such reports, notices and correspondence as the Governor may request.
Awards Information	<ul style="list-style-type: none"> - In October of each year send to all Club Presidents and Awards Co-ordinators, a list of District Award due dates and where they are to be sent. - Include a copy of all District Award forms.
Credentials	<ul style="list-style-type: none"> - Send Credentials Form to all Clubs by 1st March each year. - Check with the District Treasurer to ensure that all clubs are in good financial standing so that club delegates can be presented to the Credentials Committee. - At least 15 days before the annual Conference, furnish the Credentials Committee with a list of the Delegates and Alternates, District Officers and Past Governors.
Information to International	<ul style="list-style-type: none"> - Within 10 days after the election of District Officers, the retiring District Secretary shall send to the International Office, on forms provided, the names of the newly elected officers and the new District Secretary, complete with Telephone/fax numbers, email and mailing addresses.
Records	<ul style="list-style-type: none"> - Maintain a record of duties performed during the term of office, records and files, copies of reports to International and to the District governor, correspondence and other related material, to act as a guide to a successor.
Expenses	<ul style="list-style-type: none"> - Claim any expenses as allowed under District Policies.
NB:	<p>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and Altrusa Resource Guide.</p>

Position

Treasurer

Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.

Role	<ul style="list-style-type: none"> - The Treasure serves as the Chair of the Finance Committee which is composed of the Governor and Governor Elect - <i>For other responsibilities see below</i>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be thoroughly familiar with all District Policies and Procedures - Be thoroughly familiar with the International Policies and Procedures and International Resource Guide. - Be familiar with the working of the International Foundation
Finance Committee	<ul style="list-style-type: none"> - Chair the Finance Committee, working closely with the District Governor and Governor-Elect to evaluate revenues and direct monetary allocations to the areas that will best support the activities of the District.
District Budget	<ul style="list-style-type: none"> - Prepare the budgets, in consultation with District Board Members for two years - The final budget is to be distributed to District board members, Clubs and Past District Governors at least 30 days prior to Conference prior to District Conference at the start of the next biennium - The District Budget should be reviewed at the following mid year board meeting and if there are material changes then the revised budget will need to be approved at the next Conference.
Explanation of Budget	<ul style="list-style-type: none"> - Be prepared to present to the District Board and Conference body, the reasoning and basis of the projected revenues and expenditure.
In-coming Funds	<ul style="list-style-type: none"> - To receive, record and deposit all funds, including dues from Clubs for members and affiliates, District Conference fees etc, in the account of the District.
Payment of accounts	<ul style="list-style-type: none"> - To pay upon receipt, all District accounts, only when accompanied by an authorised expenses form signed by the Governor.
Change of signatories.	<ul style="list-style-type: none"> - Arrange for the change of signatories to the District checking account (Governor, Governor-Elect and Treasurer) after approval of the Board of Directors at the Post Conference Board meeting.
District Conference	<ul style="list-style-type: none"> - Assist with the work of the District Conference as the Governor may request.
New members	<ul style="list-style-type: none"> - Forward a list of new members, including complete address, name of club and sponsor, to the Governor and to the District Membership Chair and DSB editor. - Maintain a record of club membership and distribute a summary to the District Governor and Membership Chair each month and to the District Board prior to the District Board meetings.
Board Meetings	<ul style="list-style-type: none"> - Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Mid Year Board meeting, and training (IFF) days.
Communication with the Governor	<ul style="list-style-type: none"> - Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District as the Governor may request.
Expenses	<ul style="list-style-type: none"> - Claim any expenses as allowed under District Policies.
NB:	<p><u>Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and Altrusa Resource Guide.</u></p>