



## **DISTRICT POSITION DESCRIPTIONS TEMPLATE**

**These are generic guidelines which may be adapted to suit the needs and priorities of each District.**

**Districts may use this as a template from which to draw up their own description of each job.**

### **District Board Members**

The District Board of Directors is typically comprised of the Governor, Governor-Elect, First Vice-Governor, Second Vice-Governor, Secretary, Treasurer, Immediate Past Governor, and two Directors. However, Districts are free to vary the name of Board members and the number of Directors to suit their particular situation.

#### **Duties of the Board are to:**

1. Hold regular meetings in the Conference location immediately preceding and following the annual District Conference, and a mid-year meeting as set by the Governor. Special meetings may be called by the District Governor as deemed necessary including conference call type meetings.
2. Supervise the affairs of the District and transact its necessary business not otherwise provided for.
3. Approve the District budget at the Pre-conference Annual Meeting and present it to the Conference for adoption.
4. Arrange for an audit/review of the Treasurer's books at the end of each financial year.
5. Designate the depositories for District funds.
6. Arrange a bond for any person handling District funds, premium to be paid by District.
7. Determine the location of annual Conferences at least three years in advance, scheduled to be held between April 15<sup>th</sup> and May 15<sup>th</sup> each year.
8. Report to the Conference any Board business transacted since the preceding Conference.
9. Transact business by mail/e-mail/conference call as needed and determined by the Governor.
10. Fill the vacancies occurring on the Board of Directors as provided by the District Bylaws.
11. Provide leadership and serve as a resource for information to local clubs.
12. Monitor local clubs for adherence to Bylaws, charter strength, effective programs and projects.

## Officer's Position Descriptions

Name of Position: **District Governor**

Election: A Governor-Elect is elected by ballot biennially at the District Conference. The Governor-Elect assumes office as Governor at the close of the Conference two years following his/her election.

Term of Office: Two years

Role: As the chief elected officer of the District, the Governor plans, administers, communicates, and evaluates the activities within the District during his/her term of office. S/he serves as the conduit to the District and Local Clubs for information, planning and programming. The Governor is the matrix of opportunity and expertise through which the network becomes reality; there is a sense of "amity and unity" in the traditions and essence of Altrusa; and ideas and actions are communicated. S/he also looks for talent within the District, identifies leadership potential, and provides opportunities for leadership for leadership development.

### *Responsibilities:*

#### **To International:**

1. Promotes District support of the International program and action on biennium directives, as well as adoption of changes in bylaws, policies, and procedures.
2. Cooperates with the International officers and chairmen in the dissemination of information
3. Promotes the growth of Altrusa in the District
4. Encourages increased support of the Altrusa International Foundation, Inc. so that its projects can assist more people
5. Is a "talent scout" for members with leadership abilities and encourages participation on committees at the International level

#### **To the District:**

1. As chief administrative officer presides at all Board of Directors meetings and at the District Conference.
2. Is an ex-officio member of all committees except for the nominating committee?
3. Enlists District Officers and Chairperson in carrying out assignments, such as Conference planning, Area Workshops, seminar development, and submission of articles for the District Service Bulletin.
4. Sees that the budget for the District's fiscal year, prepared by the Finance Committee, is submitted to the Board of Director and to the District Conference for approval.
5. Keeps the Governor-Elect and Vice Governors informed about important district matters.
6. Approves, in writing, vouchers submitted for payment by the District Treasurer.

7. Communicates with District Chairpersons and encourages them to assist their counterparts in interpreting the International program, directives and any procedural changes.
8. Provides opportunities for leadership development through well-organized workshops and seminars.
9. Assists the local clubs in appointing a Conference Chairperson and Conference Committees; challenges them to host a well-organized Conference.
10. Contacts the International President as early as possible to obtain the name of the International Representative assigned to the conference.
11. Informs the International Representative promptly regarding Conference plans, how s/he is expected to participate, and when him/her address is scheduled. Arranges accommodation for IR.
12. Reports to the Conference all Board business transacted since the preceding Conference.
13. Ensures that the Board of Directors follows the requirement that a Conference site be selected at least three years in advance and notifies the International President and International office as to the selected site, with the name and address of the Conference hotel.
14. Appoints a District New Club Building Chairperson who is responsible for the development of an extension plan to be approved by the District Board.
15. Arranges Judges or determines recipients of any District/Governor Award from those submitted.
16. Ensures that the Governor Elect is mentored as they prepare for their biennium.

**To Local Clubs:**

1. Promotes a spirit of unity among clubs in the District and enhances their awareness of their larger identity and purpose as a part of an international service organization.
2. Encourages inter-club meetings and attendance at District Conferences, Area Workshops, and International Conventions
3. Interprets Altrusa objectives, rules, and procedures.
4. Endeavors to assist clubs in problem solving as needed.
5. Develops leadership through well planned Area and District Conference workshops and/or seminars
6. Promotes club and member support of the Altrusa International Foundation
7. Encourages clubs to implement the biennium program. This may be through the District Program coordinator where applicable.
8. Through the District Membership Development Chairman, motivates clubs to search for new members and to retain existing members.
9. Through the New Club Building Chairman, implements the District New Club Building Plan.
10. Communicates with local clubs through correspondence and messages in the District Service Bulletin.
11. Answers all club correspondence promptly
12. Prepares a schedule of club visits and persons assigned for each visit.
13. Attends organizational meetings of new clubs in the District and presents the charter.
14. Encourages clubs to publish yearbooks and newsletter

Name of Position: **District Governor-Elect**

Election: A Governor-Elect is elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of all valid votes shall be declared elected.

Term of Office: Two years

Role: The Governor-Elect assists the Governor in carrying out the responsibilities and conducts activities necessary to assure a smooth transition when s/he assumes the office of Governor.

### *Responsibilities:*

1. Utilizes the biennium as preparation for the governorship.
2. Serves as a member of the District Board of Directors and participates fully in the administration of the District.
3. Knows the District, studies its geography and location of clubs, reviews its extension program, and gains a thorough knowledge of clubs, such as their service projects, membership trends, and program meetings.
4. Studies the bylaws on all three levels of Altrusa to become familiar with their provisions.
5. Understands the International and District Policies.
6. Knows the Altrusa International Foundation functions.
7. Reviews District Conference and Board meeting reports/minutes for previous years, minutes of the last International Convention, and decisions of ensuing International Executive Committee and Board meetings.
8. Reviews parliamentary procedures.
9. Identifies Altrusans qualified and available for District leadership roles.
10. Attends the Governor-Elect training session arranged by International
11. In the year preceding installation as Governor, appoints a District Secretary, Program Coordinator, and Chairperson of all standing and special committees; except the nominating committee.
12. Makes definite plans, establishes goals for the next biennium, and involves the incoming chairpersons in planning to achieve them.
13. Serves as Chairperson of the District Planning Committee.
14. Assumes the office of Governor upon the inability of the incumbent to complete his/her term
15. Conducts workshops as requested by the Governor.
16. Submits articles to the District Service Bulletin as assigned.
17. Carries out assignments and responsibilities as described in the District Strategic Plan.
18. Submits a report of activities at the mid-year Board of Directors meeting and a written annual report for District Conference.
19. Promotes the interaction of District Altrusans at Conference.
20. Serves as chairperson of the judging committee for Conference exhibits.

Name of Position: **District First and Second Vice-Governors**

Election: The Vice-Governors shall be elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of valid votes shall be declared elected.

Term of Office: Two years

Role: The Vice Governors shall assist the Governor in h/her work with Clubs in the District, and assume such responsibilities as directed by the District Board of Directors.

### *Responsibilities:*

1. Serve on the Board of Directors.
2. Keep informed on District and International bylaws, policies and procedures so as to provide effective service.
3. Assist the Governor in District administration and other duties as requested, such as club visits and conference duties.
4. Conduct workshops as requested by the Governor.
5. Submit to the Governor, prior to Board meetings, any agenda items with recommendations for future action.
6. In order of succession, act as Governor-Elect in his/her absence or in the event of his/her inability to act.
7. Submit a report of activities at the mid-year Board of Directors meeting and an annual report for District Conference.
8. Submit articles to the District Service Bulletin as assigned.
9. Carry out assignments and responsibilities as described in the District Strategic Plan.
10. Promote the interaction of District Altrusans at Conference.
11. First Vice Governor prepares the Conference Evaluation Forms to be included in the Conference packet. Completed evaluation forms are summarized and distributed to the board members, and conference chairpersons.
12. First Vice Governor coordinates the purchase of a gift or collection of honorarium funds for the outgoing Governor from the officers, committee chairpersons and members of District.

Name of Position: **District Secretary**

Election: The Secretary is appointed by the District Governor at the beginning of the biennium.

Term of Office: Two years

Role: The District Secretary shall assist the Governor in his/her work in the district and shall maintain the records of the District.

### *Responsibilities:*

1. Serves as a non-voting member of the District Board of Directors and records its minutes.
2. Studies the bylaws and policies on all three levels of Altrusa to become familiar with their provisions.
3. Prepares and sends such correspondence, notices, and reports as the Governor may request.
4. Maintains a record of current local club officers and committee chairperson and their addresses in order to compile a District Directory at the beginning of the club year - The Directory may be compiled by the District Communications Chair or whoever is appointed to the task by the Governor.
5. Furnishes the credentials Committee with a certified list of delegates and alternates, officers, and Past Governors in order to certify those eligible to vote at District Conference.
6. Provides the Elections Committee a certified list of nominations for District officers 15 days prior to the annual conference. On the day of the election, furnishes the Committee with a list of qualified voters certified by the Credential Committee at least two hours before the poles open for voting.
7. Within ten days after election of District Officers, the retiring District Secretary shall send to International Headquarters, on the forms provided, the names of the newly elected officers and appointed Secretary. A copy of this list should also be sent to each club in the District
8. Records proceedings of the District Conference.
9. Performs the traditional duties of a Secretary during the business meeting, such as roll call, reading of Board minutes, and other responsibilities as requested by the Governor.
10. Assists the Governor in the preparation of a written report of the Conference.
11. Reports newly-appointed District Committee Chairpersons to International.
12. Submits an annual report for District Conference if required by the Governor.
13. Carries out assignments and responsibilities as described in the District Strategic Plan.
14. Promotes the interaction of District Altrusans at Conference, if applicable
15. Turns over all records to the next secretary in succession

Name of Position: **District Treasurer**

Election: The Treasurer shall be elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of the valid votes shall be declared elected.

Term of Office: Two years

Role: The District Treasurer shall maintain all District funds and membership roll

***Responsibilities:***

1. Serves as chairperson of the Finance Committee and as a member of the District Board.
2. Collects District dues from clubs, payable at the per member rate established by the District.
3. Keeps a file of all club members, with current mailing address by club.
4. Notifies the District Service Bulletin editor of all additions and deletions.
5. Deposits all money received in the name of District, Altrusa International, Inc. in a bank authorized by the District Board.
6. Pays all bills and claims as soon as invoices are approved, in writing, by the Governor.
7. Keeps an accurate record of receipts and disbursements and submits a quarterly record of income and expenses to the Board of Directors.
8. Prepares a budget comparison of income and expenses for the mid-year and annual Board of Directors meetings.
9. Prepares and files Form 990 annually with the U.S. Internal Revenue Service.
10. Prepares and files with relevant Charities or Incorporation bodies as appropriate.
11. Collects and maintains a record of those clubs paying Conference Fees.
12. Keeps an accurate record of the number of active, active-retired, emeritus, affiliate, and life members for each club, and submits a report accordingly at the mid-year and annual Board of Directors meeting.
13. Determines the annual winner of the Net Gain in Membership Award to be presented at Conference reporting to the Governor within the time period specified, if applicable
14. Bills all affiliate members of the District for annual dues.
15. Submits the District books for audit at the end of each year.
16. Serves as interim Treasurer for any New Club in Formation, processing all funds in and out through the District bank account and keeping accurate record of all transactions.
17. Prepares and presents an annual financial audit/review at the end of each year.
18. Transfers books and records to the successor at the end of the term. The Board must authorize any transfer of monies.
19. Carries out assignments and responsibilities as described in the District Strategic Plan.
20. Promotes the interaction of District Altrusans at Conference if relevant

Name of Position: **District Directors**

Election: The Directors shall be elected by ballot biennially at the regularly scheduled annual Conference; the two nominees who receive the largest number of ballots shall be declared elected.

Term of Office: Two years

Role: The District Directors shall assist the Governor and District Board of Directors in their work with Clubs in the District, and assume such responsibilities as directed.

### *Responsibilities:*

1. Participate fully in all deliberations of the Board of Directors and contribute new ideas that will enable the Governor and the administration to achieve goals set.
2. Assist the Governor by accepting assignments such as Area workshops, Club visits, and workshops at District Conference.
3. Submit a report of activities at the mid-year Board of Directors meeting, and a written annual report for District Conference.
4. Study bylaws and policies on all three levels of Altrusa.
5. Submit articles to the District Service Bulletin, as assigned.
6. Carry out assignments and responsibilities as described in the District Strategic Plan.
7. Promote interaction of District Altrusans at Conference.



Name of Position: **District Immediate Past-Governor**

Election: The Immediate Past-Governor position is assumed at the close of the Governor's biennium.

Term of Office: Two years

Role: The Immediate Past-Governor advises and assists the Governor and Board of Directors.

*Responsibilities:*

1. Authorizes the prompt payment of all bills incurred by the Conference of the concluding term as Governor and provides a financial statement to District Board members.
2. Prepares a Conference Report, unless this is prepared by the Secretary, summarizing the proceedings, and distributes the report to the District Board members, International Officers, Altrusa Headquarters, and local Club Presidents.
3. Serves on the Board of Directors
4. Assists with assignments as requested by the Governor.
5. Submits articles to the District Service Bulletin, as assigned.
6. Submits an annual report for Conference.
7. Carries out assignments and responsibilities as described in the District Strategic Plan.
8. Promotes the interaction of District Altrusans at Conference