

FIRST VICE GOVERNOR

Appointment -	Elected by the delegates at District Conference in the odd numbered years.
Term of Office -	Two Years.
Role	The First 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 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-Elect - inability to act.	Act for Governor-Elect in her/his absence or in the event of her/his
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 Liaison - Maintain regular communication with your assigned clubs at least monthly.

Future Conferences - Maintain 3-year schedule of location and host clubs for future conferences.

Send out formal letter to possible sites/ host clubs and report to the Board.

Club Visits - Visit clubs as assigned.

Conference - 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.

Present President's Workshop for Incoming Club Presidents at Conference.

District Policies - Maintain and update District Policies.

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.

Collate all Club Activity Reports, and provide a summary to the International Office by due date.

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.

Updated 9/2021

