

District Three

♦ Serving Florida, Georgia, North Carolina and South Carolina



Responsibilities of District Board

Position Descriptions

Altrusa International, Inc.

Board of Directors

Position: Board of Directors

Elected: Elected by the delegates at District Conference in odd years.

The Board of Directors is composed of the Governor, Governor-Elect, Vice Governor, Secretary, Treasurer, and three Directors. The District Secretary and Parliamentarian are appointed by the Governor (non-elected positions). Each Board member has one vote with the exception of the District Secretary and Parliamentarian. Full authority and responsibility reside in these officers. Special appointments (i.e. Legal Advisor) may be made by the District Governor. They may advise the presiding officer as needed during Board meetings and District Conferences and at other times.

Term: Two years

Role: To further the principles and objectives of Altrusa International and District Three, with a strong commitment to the responsibilities listed below.

Responsibilities of the Board of Directors to the Membership

- 1) Hold regular meetings immediately preceding and following the annual District Conference and at such other times as the Board may specify.
- 2) Supervise the affairs of the District and transact its necessary business not otherwise provided for.
- 3) Formulate and enforce policies (always in conformity with and subordinate to the bylaws) governing the business of the District.
- 4) Develop strategic long- and short-term goals, evaluating them semi-annually during board meetings.
- 5) Work with new clubs in the District and cooperate in organizing new clubs.
- 6) Assist the Governor in enhancing the strength of existing clubs.
- 7) Communicate with clubs as assigned by the Governor.
- 8) If feasible, accept invitations from clubs for initiations, installations, or as guest speaker, advising Governor of such activities.
- 9) Develop strong leaders to serve the clubs, District and Altrusa International, advising President and President-Elect of the responsibility to attend leadership training and other opportunities as available.
- 10) Assist the Governor in the planning and implementation of leadership training programs.
- 11) Serve as Board Liaison to District Committee Chairs as assigned by the Governor.
- 12) Maintain fiscal soundness of the District and approve District budgets and submit to the Conference for adoption by the membership.
- 13) Designate the depositories for District funds.
- 14) Arrange a bond for any person handling District funds with the premium paid by the District.
- 15) Determine location of the annual Conference at least three years in advance, for the month and days assigned to the District by International.
- 16) Report to the Conference any Board business transacted since the preceding Conference.
- 17) Act by mail or email ballot or mail or email vote, as determined by the District Governor, with copies to be returned to the Governor and Governor-Elect.
- 18) Fill any vacancies occurring on the Board of Directors as provided by District bylaws.

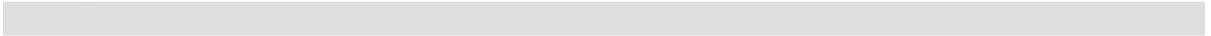
Responsibilities of Board Members to the Board

- 1) Serve as a member of the District Board of Directors and participate fully, as assigned, in the administration of the District.

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- 2) Study Altrusa District Three reference materials and District Three job descriptions to become thoroughly familiar with the duties of the District Governor and other District officers and committees.
- 3) Study the bylaws on all three levels of Altrusa to be familiar with their provisions. Know how the District and International Foundations work and what the International Policies cover.
- 4) Assist the District Governor in working with the clubs in the District, making club visits, conducting leadership training, performing other functions and duties as requested and assigned by the District Governor, and keep the Governor fully and promptly informed of all activities.
- 5) Submit a written report to be presented at all board meetings of district involvement, activities and assigned club updates between board meetings.
- 6) Make a written report to the District Conference expressing the year's work in terms of the District's Long-Range Strategic and Action Plans, with recommendations for future action. This written report is to be placed in the Conference packet, and must be submitted to the Governor and Conference Chair by a date determined by the Governor and the Host Conference Committee.
- 7) Attend all District meetings, such as Annual Conference, Board meetings, leadership training held in your geographic region, and attend International Conventions, if possible.
- 8) Maintain a system, with complete information about responsibilities, activities performed and the method of carrying out each phase of work, copies of articles for District publications, speeches, programs, etc., copies of reports to international and to the District Governor, correspondence and other related materials. Transfer these materials to the District officer who will follow at the post-conference Board meeting in election years.
- 9) Brush up on parliamentary procedure. Study *Robert's Rules of Order Newly Revised*.
- 10) Submit Request for Reimbursement forms for official District business in a timely manner as specified in District Policies.

Characteristics Common to All Members of the Board of Directors

- 1) Knowledge, skills, experience and vision required to do the job.
 - 2) Capable of working with a team to orchestrate an effective biennial program.
 - 3) Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the office.
 - 4) Possess the qualities of leadership - the ability to motivate, inspire, to lead.
 - 5) Excellent manager of time and people - capable of assessing abilities in others and able to organize the work of the District.
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Governor

- Position:** Governor
- Elected:** Governor-Elect is elected at the District Conference in odd years; assumes office of Governor immediately upon installation at the close of the District Conference, two years after election.
- Term:** Two years or until successor has been elected and installed.
- Role:** Chief elected officer of District Three. Presides at all meetings of the Board and the Conference, votes only if it effects the outcome.

The Governor's role includes, but is not limited to:

- 1) Being correctly and intelligently informed on Altrusa principles, bylaws, policies, practices, procedures and projects and interpreting Altrusa to District officers and committee chairs, local clubs and members and the public.
- 2) Developing an international and regional viewpoint throughout the District and helping the membership to understand the responsibilities and rewards of membership in a service club.
- 3) Encouraging enthusiastic support of the planned program and the official projects.
- 4) Inspiring clubs to develop service projects in keeping with Altrusa's program and to nominate them for the Mamie L. Bass Service Award or other Altrusa awards.
- 5) Promoting Altrusa's growth through organization of new clubs and, through the Presidents, encouraging clubs to strive continuously for excellence in programs and projects, which will make membership development, including recruitment, retention and revitalization, a reality.

Responsibilities of the Governor

- 1) Chair of the District Board of Directors. Duties include, but are not limited to:
 - i) Providing leadership in developing knowledge and skill of the District's Board of Directors, committee chairs, committees and individual members.
 - ii) Appointing a District Secretary, Parliamentarian, as well as District Three Committee Chairs.
 - iii) Appoint chairs of special committees, except Nominating Committee, and members of those committees, except the BRR and the nominating committees.
 - iv) Serving as ex-officio member of all committees, except the BRR and Nominating committees.
 - v) Serving as the legal agent for the District.
 - vi) Ensuring that a Nominating Committee is elected by the Conference delegates in even-number years.
 - vii) Approving the signing of all charters of new clubs.
 - viii) Giving each committee chair and member of special committees a statement of the committee's purpose, goals and objectives immediately upon their acceptance of appointment and requests each committee chair to review and update its goals and objectives annually and evaluate its performance in both written and oral form at Conference.
 - ix) Ensuring that the budget is prepared by the Finance Committee and submitted to the Board of Directors and delegates for approval.
 - x) Assuring that the slate of candidates for District offices is distributed in accordance with the bylaws and policies.
 - xi) Fulfilling any other duties and responsibilities associated with the orderly transaction of business on behalf of the District.
- 2) District. Duties include, but are not limited to:
 - i) Planning for visits and contacts to clubs by District officers, and directors. Designating the District representative for each club, based upon needs and special invitations.

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- ii) Developing training programs for club presidents and other future leaders.
 - iii) Developing training and orientation procedures for Board of Directors.
 - iv) Fulfilling any other duties or responsibilities associated with the effective management of District resources to ensure the goals of the District and of Altrusa International are met.
- 3) Clubs. Duties include, but are not limited to:
- i) Communicating with clubs through official publications and monthly contacts to club presidents preferably through electronic means.
 - ii) Helping local clubs to solve problems, as requested.
 - iii) Arranging a schedule of club visits which insures that the needs of each club in the district are met. Ensuring that clubs not visited by the Governor or Governor-Elect are visited by another member of the District Three Board of Directors as per the current district visitation schedule.
 - iv) Complete visits with assigned District clubs during the biennium with appropriate reimbursement as specified in the District policies.
 - v) Encouraging inter-club meetings and activities, attendance at District Conference, International Conventions and Leadership Seminars.
 - vi) Fulfilling any other duties or responsibilities associated with helping to develop strong, active and productive clubs.
 - vii) Ensure that information on the District web site is current and accurate.
- 4) District Conference. Duties include, but are not limited to:
- i) Developing a Conference program that speaks to the needs of the District as well as the desires of the members.
 - ii) Attending to the responsibilities associated with the Conference visit of the International representative.
 - iii) Preparing the agenda for all sessions of the Conference.
 - iv) Preparing, in collaboration with the Conference Chair and the Conference Treasurer, the budget for the Conference.
 - v) Attending to the details of judging and of the "Special Award" (currently known as the Governor's Outstanding Club Award).
 - vi) Assigning District officers to preside at various occasions.
 - vii) Arranging for a suitable tribute to deceased members.
 - viii) Issuing the "Call to Conference" and arranging to have it sent preferably through electronic means to all District officers and committee chairs, all members of the International Board of Directors and International chairs, the International office and all members within the District at least 65 days prior to the Conference.
 - ix) Writing letters of appreciation to all Conference participants.
 - x) Preparing, within 45 days of the close of the Conference, a report of all official Conference proceedings, including reports, the Conference budget and financial statements.
 - xi) Fulfilling any other duties or responsibilities associated with providing the membership with worthwhile conferences and handling the business of the District in an efficient, professional, productive and effective manner.

Special Characteristics of the Governor

- 1) A strong vision of outstanding accomplishment for Altrusa International, the District and the clubs.
 - 2) The ability to work in a team relationship with the International and District boards of directors.
 - 3) The willingness and the commitment to spend the time needed to fulfill the responsibilities of the job.
 - 4) Demonstrated ability as a leader, public speaker, administrator, planner, executor of responsibilities; delegating while fulfilling other roles within Altrusa.
 - 5) Personal characteristics of integrity, wisdom and independence, as well as business or professional knowledge that propels the growth and the development of Altrusa; a track record of accomplishment; an understanding and acceptance of Altrusa's philosophy; the ability to stimulate and motivate associates; and, the strong desire to be effective.
 - 6) Continually looking for and developing future leaders in our District. Encourage members to become involved in District offices.
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Governor-Elect

Position:	Governor-Elect
Elected:	Elected by the delegates at District Conference in odd years
Term:	Two years
Role:	To assist the Governor and fully participate in the administration of the District.

Responsibilities of the Governor-Elect:

- 1) Be ready to preside at any meeting in the absence of the Governor, as directed in International Bylaws Article XII, Sections 3 and 4.
- 2) Know the District. Study its geography and location of clubs. Gain as complete knowledge of the clubs as possible (service projects, membership trends, and program meetings) by reading the most recent newsletters and the Annual Club Reports.
- 3) Review District Conference and Board meeting reports of the two previous years, minutes of the last International Convention and decisions of ensuing international Executive Committee and Board meetings.
- 4) Participate, with the Governor, in the Governor's Council conference calls and luncheon meeting at the International Convention.
- 5) Serve as a trustee of the District Three Foundation Board of Trustees per the bylaws of the Foundation. Report on Foundation activities at each District Board meeting.
- 6) Monitor Annual Club Reports on International website and follow up with club presidents to ensure reports are complete and timely. Summarize results of Annual Club Reports to be published in the summer issue of the DSB. Forward copies of summary to all Board members and Committee chairs
- 7) Make definite plans for the administration of the District, while continuing to implement the Board approved strategic plan. Consult with Governor during the planning.
- 8) Assume the office of Governor at the expiration of the term as Governor-Elect, or upon the inability of the incumbent to complete the term.
- 9) Appoint, in the year preceding installation as Governor, a District Secretary, all District Committee Chairs, and special committees (excepting Nominating Committee). See that each receives a copy of the *Responsibilities of District Committee Chairs* document and be ready to answer questions to further clarify duties entailed in assignments.
- 10) Meet with the incoming leadership team at Conference the year of installation.
- 11) During second year of biennium, gather budget information from incoming leadership team and participate in all meetings of the Finance Committee.
- 12) Plan and conduct a workshop for District Board of Directors at the post conference Board meeting or within 3 months following installation.
- 13) Serve as protocol officer at annual Conference in consultation with the Governor and Parliamentarian. Establish head table seating, processionals, recessionals, etc.

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- a. Contact conference committee to determine what clubs will be hosting events and request that each club provide name and title of person to present Invocation and Altrusa Accent
- b. Contact Governor, Vice Governor, Foundation Chair for specifics on who will be seated at the head table for the various functions
- c. Set seating chart by order of precedence, see Exhibit A
- d. Coordinate final seating arrangements with the Governor
- e. Once finalized, email seating charts to every person listed on the chart
- f. Provide final copies to conference committee for inclusion in participants packets
- g. Notify parliamentarian of Governor's banquet chart in order to line up participants

14) Attend training held concurrently with the International Board of Directors meeting following election.

15) Participate in the Conference opening ceremony in the presentation of the flags. Take charge of all District flags and flag presentation rehearsal for the opening ceremony upon installation.

- a. Select eight (8) individuals to carry the flags in the flag ceremony. Typically includes people running for District office. Discuss selection with Governor.
- b. Select at least one other person to assist with the ceremony presentation at conference
- c. Make any updates necessary to the flag ceremony script
- d. Work with conference committee to determine musical accompaniment
- e. Provide sheet music and instructions to person handling music
- f. Make sure white gloves are in good condition, clean and ready to go
- g. Coordinate with conference staff method and manner to move flags throughout conference, if necessary
- h. Coordinate rehearsal for flag ceremony at conference (typically Thursday afternoon)
- i. Make sure all gloves, sheet music and script are gathered after ceremony
- j. Flags and stands will go to the next conference committee

16) Complete visits with assigned District clubs during the biennium with appropriate reimbursement as specified in the District policies.

17) Solicit club funds and select appropriate gift of appreciation for outgoing Governor to be given at the end of the biennium at Conference. Governor-Elect should begin this process in February of the second year.

Vice Governor

Position:	Vice Governor
Elected:	Elected by the delegates at District Conference in odd years
Term:	Two Years
Role:	To assist the Governor and fully participate in the assigned administration of the District

Responsibilities of the Vice Governor:

- 1) Be ready to preside at any meeting, if necessary.
- 2) Complete any unexpired term of the Governor-Elect, in the case of a vacancy in that office.
- 3) Coordinate and work on the District Marketing and Public Relations plan with direction from the Governor.
- 4) Serve as Policy Chair.
- 5) Handle the District Awards for conference.
 - a. Review all award entry forms for current information, update for Board approval as needed
 - b. Coordinate with Governor and Foundation representative for awards to ensure all forms are up to date and available for club presidents
 - c. Select individuals to coordinate the different District Three Awards. These individuals should include fellow Board members, committee chairs and past governors. Each award entry form has instructions for submission and judging.
 - d. Provide current award forms to webmaster to post on District website along with checklist tracking file.
 - e. Contact club presidents with information on award submissions. Entries are due from clubs on January 31 each year.
 - f. Collect all results from award coordinators for completion of award winning certificates and compile information for awards booklet. Booklet should contain listing of all entries, results and short narrative for all International award submissions. Booklet may be in electronic format.
 - g. Provide information and instruction to award coordinators for their presentations of their awards at conference. Submit information to conference committee for conference program.
 - h. Before awards presentation prepare a list of award entries and winners for the Governor and International Representative. International award winning entries should include a brief narrative of first, second, and third place winners.
 - i. Preside over awards presentation.
 - j. Make sure room is set up for Governor to have presentation area at side of stage for flow of presentations and to allow pictures.
 - k. After awards presentation return score sheets to clubs, via jump drive, CD or hand delivery of hard copies, along with awards booklet
 - l. Submit all winning International award entries to International office immediately after conference. Include original club submissions and new score sheets for judges.

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6) Maintain the comprehensive District awards file (to include: applications, instructions to the clubs, winners. etc.)

7) Complete visits with assigned District clubs during the biennium with appropriate reimbursement as specified in the District policies.



Immediate Past Governor

- Position: Immediate Past Governor
- Elected: Not an elected position or member of the District Board
- Term: Two years, immediately following term as Governor
- Role: To serve as advisor when called upon by the Governor.

Responsibilities of the Immediate Past Governor:

- 1) Complete and distribute Report of Conference Proceedings, concluding the term of office as Governor, within 60 days after the Conference and see that all Conference bills are paid within 30 days. Remit any excess funds to the District Treasurer. See that Conference club is promptly reimbursed when a deficit occurs.
- 2) Deliver all District papers and other pertinent materials (i.e., membership and budget reports for past two years, current financial reports and budget comparisons, etc.) to successor immediately upon conclusion of term of office as District Governor.
- 3) Keep informed on all International and District bylaws, policies, procedures, projects and practices in order to handle assigned responsibilities in an informed and intelligent manner.
- 4) Advise and assist the District Governor when and as requested.
- 5) Forward to Governor all requests for reimbursement of costs incurred during the transition from Governor to Immediate Past Governor.

Parliamentarian

Position: Parliamentarian

Appointed: By the Governor

Term: Two years

Role: To advise the Governor, as requested, on matters of parliamentary procedure.

Responsibilities of the District Parliamentarian:

- 1) Be familiar with all Altrusa International, District and local club bylaws, and International and District policies and *Robert's Rules of Order*.
- 2) To confer with the Governor, as requested, before Board meetings and conferences and during recesses, in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meetings.
- 3) To be present and seated next to the Chair at meetings of the Board of Directors and conferences to advise the Governor, as requested, in a low voice.
- 4) To call the attention of the Chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
- 5) To have an understanding with the Governor that there probably will be occasions when it may be essential for the Chair to listen to suggestions being made by the parliamentarian, even if it means momentarily not giving full attention to others. To be able to see a problem developing and to head it off with a few words to the Chair.
- 6) To avoid, if at all possible, invitations to speak to the assembly, except when requested by the Chair, on most involved matters.
- 7) To understand that the Chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian or to disregard it.
- 8) To maintain a position of impartiality.
- 9) To serve as principal advisor to the other officers and committee chairs during the preparation and the business of the Conference, regarding the management of the Conference, as it pertains to the actual transaction of business.
- 10) To advise, prior to the Business Sessions, those who are to present reports or business to the Conference (the chair of the Credentials Committee, the Committee on Standing Rules, the Program Committee, the Bylaws, Resolutions and Recommendations Committee, the Elections Committee and other Standing Committees), as provided in *Robert's Rules of Order, Newly Revised Formal Organization Procedure at the Convention*.
- 11) To assist the Governor by conducting leadership training in Parliamentary Procedure and performing other functions and duties, as requested or assigned by the Governor, keeping the Governor fully and promptly informed of all activities.

Special Characteristics of the District Parliamentarian:

- 1) Knowledge of parliamentary law and the ability to be objective in making interpretations.

Secretary

Position: Secretary

Appointed: By the Governor

Term: Two years

Role: To assist the Governor and to fully participate, as assigned, in the administration of the District; to make and maintain an official record of what is done by the District Board of Directors.

Responsibilities of the District Secretary:

- 1) Prepare minutes of meeting of the District Board of Directors and of District Conferences.
- 2) Handle room and meal arrangements for District Board meetings.
- 3) Consult with District Treasurer concerning conference fees paid by clubs in good standing.
- 4) Furnish Credentials Committee, at least 10 days before annual Conference, with a list of delegates and alternates, District Officers and Past Governors. Also, furnish the names of Altrusans who are authorized to vote for candidates for District officers (odd numbered election years) and/or the members who will serve on the Nominating Committee (even numbered years). Work with Credentials Committee during Conference.
- 5) Provide, 15 days prior to the annual Conference, this information to the Elections Committee:
 - a) In odd numbered election years: a certified list of nominations for District Officers.
 - b) In non-election years: a certified list of candidates to serve on the Nominating Committee.
- 6) Work with designated Board member to assure that minutes of Board meetings are available when necessary.
- 7) Furnish the Committee on Elections with a list of qualified voters certified by the Committee on Credentials at least two hours before the polls open for voting.
- 8) Prepare, with the Governor, a written report of the Conference proceedings, as required by the bylaws. Present the report to the membership at the next Conference.
- 9) Prepare a letter, over the Governor's signature, to the Presidents of clubs that were not represented at the District Conference to say that they were missed and to encourage their attendance at the next year's conference.
- 10) Send to International headquarters, within 10 days after election of District officers, the names of the newly elected officers and the new District Secretary. International provides the forms for this process.

Special Characteristics of the District Secretary:

- 1) Good command of the English language.
- 2) Organized and efficient.

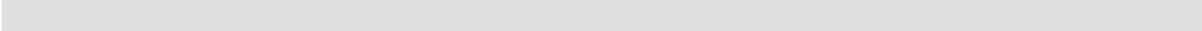
Treasurer

Position:	Treasurer
Elected:	Elected by the delegates at the District Conference in odd years
Term:	Two years
Role:	To assist the Governor and to fully participate, as assigned, in the administration of the District; to exercise fiduciary responsibility for financial affairs of the District as Treasurer and Finance Committee Chair.

Responsibilities of the Treasurer:

- 1) Collect all District dues and fees, including fees for Conference delegates, from clubs, payable in the amount per member established by the District.
- 2) Collect affiliate member dues.
- 3) Send updated membership list to Governor and an accounting of clubs that have paid Conference fees by March 15. Upon approval of the Governor, send a check covering all Conference fees paid to date to the Conference host club.
- 4) Maintain an accurate record of all club members, listed by club, with current mailing addresses, phone numbers, fax number, and e-mail address. Provide updated rosters to Governor and Secretary as requested.
- 5) Verify District records against member roster received periodically from the International Office.
- 6) Keep an accurate record of all receipts and disbursements, accounts payable and accounts receivable.
- 7) Deposit all funds in a bank approved by the District Board of Directors in an account in the name of District Three, Altrusa International, Inc.
- 8) Remit District contributions to the District Three Foundation and Altrusa International Foundation, Inc.
- 9) Pay all bills when approved by the District Governor.
- 10) Serve as Chair of the Finance Committee.
- 11) Arrange for a bond through the International Altrusa Office.
- 12) Prepare and submit to all Board members a complete quarterly financial report of income and expenses, accounts payable and accounts receivable, and a comparison of income and expenses with the budget and the preceding year.
- 13) Prepare, with the Finance Committee and the Governor in even years and with the Governor-Elect in odd years, an annual budget for approval at the pre-conference meeting of the Board of Directors.
- 14) Prepare and submit an annual audited Financial Report to the District Board of Directors at its pre-conference board meeting and to the District Conference business meeting.
- 15) Submit recommendations for any changes in fiscal procedures to the Governor for approval.
- 16) Submit for audit, within 20 days of the end of the fiscal year, the books in which records of receipts and disbursements have been kept.
- 17) Transfer all District financial records and monies to the incoming treasurer at the close of Conference when successor is installed. *All records* includes bank statements, deposit slips, canceled checks, paid invoices, unpaid invoices, accounts receivable, membership reports, and the formal records of all transactions or books. (IRS requires that these be kept for not less than three years and seven is preferable.)
- 18) File Internal Revenue Form 990 by July 15 in years when District has gross receipts of \$25,000 or more. Send a copy of completed form to the attention of the Financial Department at the International Office. Altrusa's Group Exemption number is 0738, a 501 (c)(4) corporation, and District Three is part of this affiliated organization.
- 19) Notify the *District Service Bulletin* Editor of all new members.

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- 20) Request and maintain all records of District Conferences, including bank statements, deposit slips, canceled checks, paid and unpaid invoices, refunds and proceeds.
 - 21) Audit the record of the Conference Finance Chair and submit a written report to the Governor within 45 days of the close of the Conference.
 - 22) Notify the Webmaster of all membership changes (i.e.: new members, deleted members, name changes, address changes, etc).
 - 23) Maintain official membership records for purpose of calculating number of eligible conference delegates and alternates for each club. Prepare and mail Conference Fee Invoice and Reporting Forms for delegates/alternates, deceased members, and 50 year member recognition.
 - 24) Maintain official membership records for calculation of membership award recognition for conference. Provide Awards Coordinator with award recipients.
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Directors

Position: Directors

Elected: Elected by the delegates at the District Conference in odd years.

Term: Two years

Role: To assist the Governor and to fully participate, as assigned, in the administration of the District.

Responsibilities of Directors:

- 1) Attendance in and participation at District conference.
- 2) Assume leadership role or roles at District conference as assigned by Governor or Conference Chair.
- 3) Complete visits with assigned District clubs during the biennium with appropriate reimbursement as specified in the District policies.
- 4) Develop understanding of all roles and responsibilities of District officers.
- 5) Develop understanding of all roles and responsibilities of District committee chairs.
- 6) Complete special duties as assigned by the Governor (i.e.: serve on and/or chair task force, serve on committees).

Nominating Committee

Position: Nominating Committee

Elected: Composed of five active past club presidents, each from a different club, elected at Conference from a slate of not more than one nominee from each club who did not have a member on the previous nominating committee. The candidate receiving the highest number of votes serves as Chair. Vacancies are filled by the District Board of Directors, asking the nominee who received the next highest number of votes to serve, if applicable.

Term: For the election

Role: To prepare a double slate of nominees for each office, except Governor, Secretary and Parliamentarian for the vote of delegates at Conference in odd years, and to carefully consider the qualifications of leadership, accomplishments for Altrusa, and the needs of the District.

Responsibilities of the Nominating Committee:

- 1) Chair writes letter (email) requesting nominations for District Three Office for review by the Governor. To be completed within 30 days of District Conference or no later than June 15, whichever comes first.
- 2) Chair sends letter upon approval by the Governor no later than July 1 to all club presidents, District Board, and Past Governors requesting nominations on the Nomination Form. The nominator should have contacted candidate prior to name being submitted to confirm readiness to be nominated. Deadline for return of all nominations is August 15.
- 3) Committee members receive from the chair, copies of all materials, including photograph, on each candidate by August 30.
- 4) Nominating committee meets via teleconference (or face-to-face if budgeted) to prepare the slate of candidates for District office.
- 5) Committee contacts candidates under consideration to advise them the position for which they are being considered to reconfirm that they will serve if elected.
- 6) Committee prepares a slate of two (2) candidates for each District office (except Governor, Secretary and Parliamentarian) and multiple candidates for the three (3) Director positions. In its confidential deliberations, committee members will consider specific contributions made to Altrusa at the local, district and international levels and the needs of the District.
- 7) If a nominee withdraws before the election, the Chair contacts all members of the Committee immediately and seeks to replace that nominee with another candidate, time permitting, prior to election.
- 8) Chair presents the slate to the Governor for Governor's presentation of the slate on behalf of the Nominating Committee at the mid year board meeting. Board of Directors confirms eligibility of candidates and addresses any questions of the Nominating Committee through the Governor back to the Nominating Committee Chair.
- 9) After confirmation of eligibility by the Board and before January 1, Chair forwards copies of candidates' nomination forms and each nominee's photo ready for printing to the District Service Bulletin Editor and District Web Master. Candidates' 50 word statement expressing their tools for the office and views of Altrusa along with their photo will be published in the *Call to Conference* issue of the DSB and posted on the District Web Site.
- 10) Chair presents the slate of candidates to the membership at District Conference.
- 11) The Nominating Committee has completed its assigned tasks when the slate is formally presented at the District Conference. The Nominating Committee Chair passes to the next Nominating Committee Chair a confidential file, electronic or otherwise, including copies of call for nominations letter used, updated Nomination Form, names and clubs of potential future candidates made known to the Nominating Committee and any additional data that would ensure efficient and effective committee operations.

Credentials Committee

- Position:** Credentials Committee (at least three members)
- Appointed:** By the Governor two or three months prior to District Conference
- Term:** One year
- Role:** To receive and confirm credentials, deliver a suitable badge, ribbon or ticket certifying official status, and report tabulations to the District Conference.

Responsibilities of the Credentials Committee:

- 1) Attend District Conference.
- 2) Obtain from District Secretary, at least 10 days prior to the annual Conference, a certified list of all club delegates and alternates, all members of the District Board of Directors and all Past Governors entitled to vote. (A Past Governor holding active membership who no longer resides in the District in which she served as Governor is entitled to vote at the District Conference where she now resides.)
- 3) At the Conference, keep the Credentials desk open at all times specified in the program book. Examine photo ID presented by Delegates, District Officers, and Past Governors; give to each whose credentials are approved an identifying ribbon, badge or identification ticket as may have been previously determined, and check the names on the authorized list provided by the District Secretary fifteen (10) days prior to the Conference.
- 4) Present to the Conference at its first business session a report containing an accurate tabulation of delegates and alternates using forms supplied by the Governor,
- 5) Prepare and present such interim reports as may be requested by the Governor. All such reports should include: a tabulation of all clubs in the District, with the names of the delegates and alternates accredited from each club, all members of the District Board of Directors, and all Past Governors who have been accredited.
- 6) Prepare a final report, present it at the last business session of the Conference and deliver it to the District Secretary for the official records.
- 7) Furnish the District Secretary with the list of qualified voters not less than two hours before the opening of the polls in election years.
- 8) Consult Conference Manual for additional information.

Elections Committee

- Position:** Elections Committee (three members)
- Appointed:** By Governor two or three months prior to the District Conference
- Term:** One year
- Role:** To develop procedures to facilitate the efficient balloting and accurate tabulation of votes for candidates to the Nominating Committee or the Board of Directors (officers and directors) and to communicate the election results to the Governor.

Responsibilities of the Elections Committee:

- 1) Attend District Conference.
- 2) Obtain from District Secretary, at least 15 days prior to the annual Conference, a certified list of nominees for office.
- 3) Obtain from District Secretary, at least two hours before the polls open, a list of qualified voters as certified by the Credentials Committee.
- 4) Conduct a candidates' forum at the conference for the Nominating Committee elections in even years. Conduct a candidates' forum at the conference for the candidates running for District Office in odd years.
- 5) In advance, prepare a draft ballot allowing for nominations from the floor so that ballots can be printed immediately after the close of the first business session.
- 6) Prepare a list of duties for Election Committee members, including schedule for elections and tabulation of voting.
- 7) Supervise the distribution and casting of all ballots.
- 8) Prepare a ballot box and tabulation forms for votes cast that can be easily checked and validated by the committee and by the designated District Director.
- 9) Verify that all preparations are complete for voting, including requesting that an expediter assist the committee in admitting delegates into the voting area.
- 10) Post signs designating the polling area and hours of voting, if necessary.
- 11) Serve as tellers of election.
- 12) Arrange to have two committee members tabulate ballots and the designated member of the Board of Directors assigned by the Governor verify that the ballots are properly handled.
- 13) Report to the Governor, immediately after the votes are counted, the number of votes for each nominee and the names of nominees who were elected. Report shall be signed by the entire Election Committee and the member of the Board of Directors assigned by the Governor.
- 14) Report the election results, announcing where the count will be available for any voting member until the end of the conference. Do not post unofficial election results.
- 15) Destroy the ballots at the conclusion of the Conference.
- 16) Consult Conference Manual for additional information.

CONVENTION PROTOCOL

Head Tables:

Seating

When head table is facing the audience, the presiding officer sits at the right of the lectern at the center of the table. (on the audiences left) The presiding officer holds the highest rank and when a guest speaker from outside the organization is present, he or she holds the next highest rank and is seated at the right of the presiding officer. (i.e. local official or International Representative)

Other officers and members are seated, alternatively to left and right of the lectern according to their rank, If it is a business meeting, the secretary is seated to the right and the parliamentarian to the left of the presiding officer.

Exhibit A