

CHAPTER ADVOCATES

14.01 Chapter Advocates

The District Vice President of each Division in conjunction with the Vice President Chapter Support & Development shall appoint Chapter Advocates within their Division to assist them with their Division responsibilities. .

14.02 Desired background/capabilities

- A. In anticipation that the Chapter Advocate position is a training ground for future District Officers, it is desirable that these appointments be recent Past Chapter Officers who have shown good leadership within their chapters.
- B. All appointments shall be approved by the District President and/or District President elect.
- C. Willing to carry out the duties and responsibilities in his designated area as defined by the Vice President of his Division.
- D. Willing to create, experiment and take chances.

14.02 Duties

- A. Help assigned chapters develop their mission statement, establish and meet objectives.
- B. Be a resource to his chapters.

14.03 Training and responsibilities

- Attend the District annual Leadership Academy School.
- Be assigned a minimum of two (2) Chapters by his Division Vice President.
- Develop an ongoing and positive relationship with assigned chapter leadership.
- Assist chapter leadership in planning and goal-setting and work to help the chapter accomplish defined goals.
- Provide long term support and training leaders in understanding and fulfilling the purpose and mission of the chapter.
- Minimum of two (2) Chapter visits during the year.
- Phone and/or Email contact a minimum of 6 times during the year.
- Provide an Email report to the Division Vice President after each chapter contact.
- Maintain a file of reports for all assigned chapters.

14.04 Mandatory Reports

- A summary on line or written report due: April 1st and September 15th.
- Reports and/or requests for assistance to any District Officer as the occasion arises.

14.05 Expenses

Chapter Advocates shall be allowed expenses incurred in the proper discharge of their duties, as the treasury permits and within the confines of the district budget, as follows:

A. Travel:

\$.25 per mile per itemized trips for visitation of assigned Chapters, LTA, or when requested to attend meetings by the District President.

B. Telephone, Postage, Office Supplies:

As documented by receipts.

C. Hotel/Motel

Only when advance permission is received from the Division Vice President.

- D. **All claims for expenses** shall be submitted to the Division Vice President for approval, provided reports have been filed, the Division Vice President shall then submit them to the District Treasurer for payment.