

District Officer Job Descriptions

13.01 District President

Duties and responsibilities include:

- Chief Executive Officer of the District.
- Establish annual goals and priorities of the District and is responsible for achieving them.
- Develop the District work plan with the assistance of the District Leadership team.
- Annually review all committees, confirm with and reappoint and/or appoint a new Committee Chairman for all committees. In agreement with the Chairman, confirm all committee members prior to December 1st for publication in the District Directory
- Supervise and monitor all District Officers and Committee Chairman who, in turn, are responsible to ensure District and Society programs are implemented at the Chapter level.
- Maintain knowledge of all governing documents.
- Communicate with his District officers to ensure activity progress in the interim between Board meetings.
- Reports to the Society Board on plans and budgets and progress toward achieving goals.
- Chair all meetings of the District Board and House of Delegates.

13.02 District Executive Vice President

Duties and responsibilities include:

- Provide assistance to the President to establish goals & objectives for the year, as well as a long term plan for the District.
- Maintain knowledge of all governing documents.
- In the absence of the President preside over the District Board and House of Delegates meetings.
- Assist President in recruitment and selection of Committee Chairman.
- Serve as liaison with ADC and other subsidiary groups.
- Be knowledgeable of activities in other Districts and identify projects for Land O'Lakes.
- Participate in Web cam teleconference of the Society Presidents Council.
- Attend as a member all District Board and House of Delegates meetings.

13.03 District Secretary

Duties and responsibilities include:

- Serve as recording and corresponding secretary for the District.
- Maintain the district calendar and district documents.
- Issue Chapter show clearance & licenses; maintain a list of and publicize chapter shows in the Pitch Piper and District Web site.
- Record and transcribe the minutes of all District meetings.
- Issue calls and agenda to District Officials at least 14 days prior to all duly called District meetings.
- Issue Official Calls for Spring and Fall District House of Delegates meetings and such notice sent to each LO'L Chapter 30 days prior to each meeting.
- Prepare minutes on all Board actions and send to the Board and District Officials within 15 days following each meeting.
- Upon receipt from Hdqtrs on IRS 990 filings, Incorporation Renewal, Finance Review, the Secretary will advise the Division VP's of any delinquencies within his Division.
- Distribute District Statements of Policy, Operating Procedures and District Directory to all District Chapters.
- Attend as a member all District Board and House of Delegates meetings.

13.04 District Treasurer

Duties and responsibilities include:

- Chief financial officer of the District.
- Receive and deposit income and expense disbursements.
- Maintain financial records, analyze expenditures and is aware of State, Federal, and Province policies regarding non-profit organizations.
- Serve as chairman of the District Finance Committee which reviews policy & financial accounting.
- Prepare and present the District budget for approval.
- Prepare and submit appropriate financial reports to the District and Society Board of Directors.
- Attend as a member all District Board and House of Delegates meetings.

13.05 District Vice President-Division(s)

Duties and responsibilities include:

- Assist the District President in administering the District work plan through supervision of his Chapter Advocates, their activities and personal contact with the Chapters in his Division.
- Responsible for the selection, assignment and activities of the Chapter Advocates and insure reports are filed in a timely manner by the Chapter Advocates.
- Follow up with his Chapters regarding IRS Form 990, Incorporation Renewal, Chapter financial review, Canadian Revenue Agency and Chapter show clearance reporting.
- Conduct Division Council meetings with Chapter Presidents and/or Delegates from Chapters in his Division.
- Participate in and promote attendance at Chapter and District events, such as: Leadership Training Academy, Chapter officer installations, Chapter shows and contests.
- File activity reports on his activities.
- Attend as a member all District Board and House of Delegates Meetings.

13.06 Vice President of Chapter Support & Development

Duties and responsibilities include:

- Serve as chairman of the Chapter Support & Development Committee.
- Provide ideas to Chapters for membership recruitment and retention of existing members.
- Work with the Division Vice Presidents to coordinate the recruitment and training of Chapter Advocates.
- Monitor as well as evaluate activities of the Chapter Advocates in relation to Chapter Growth & Development objectives and its effect on Chapters.
- Follow up and maintain records on Chapter reporting and visitations.
- Seek out extension sites for new Chapters within the District.
- Work with the VP Education & Leadership Development regarding classes offered at Leadership Academy that would help Chapters in membership recruitment and retention.
- Monitor and follow up on Chapters filing of IRS 990, Financial Review and Incorporation renewal.
- Serve as District liaison with the Society Growth & Development Committee..
- Attend as a member all District Board and House of Delegates meetings.

13.07 Vice President of Education & Leadership Development

Duties and responsibilities include:

- Serve as chairman of the District Education Team and select members for the team to

meet the goals and objectives.

- Organizing and manage the District Leadership Training Academy with assistance from the District Education team.
- Organize and coordinate Chorus Director and Assistant Director training workshops throughout the District.
- Coordinate the Chorus Coaching program and Take The Coaching To The Chapters.
- Coordinate the Standing Ovation program and maintain a list of certified Evaluators.
- Organize and coordinate the Quartet schools held at Divisions and assign coaches.
- Plan and coordinate District music education schools that will improve and expand the musical knowledge and performance abilities of the membership.
- Attend as a member all District Board and House of Delegates meetings.

13.08 Vice President of Contest and Judging

Duties and responsibilities include:

- Serve as Chairman of the District Contest & Judging Committee and appoint the committee members.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Set up and administer CJ-20 contest entries on the Society Web site.
- Organize and administer all contest judging activities within the District, and conduct the draw for order of appearance.
- Attend (or send a C&J committee member) to all Division and District contests to ensure compliance to Society rules.
- Communicate with all potential contestants in Division and District contests. Ensure any Frank Thorne members who are competing have complied with Policy 10.03 C.
- Promote and handle all applications for judging candidates and schedule practice panels.
- Work with Director of Events to ensure contest venues have suitable sound and lighting.
- Serve as District liaison with the Society C&J and attend C&J meetings as required.
- Participate in training carried out by the Society C&J Committee.
- Attend as a member all District Board and House of Delegates meetings.

13.09 Vice President of Events

Duties and responsibilities include:

- Chairman of the District Events Team as listed in District Policy 15.07
- Responsible for the site selection, contract negotiation, budgeting and planning of Spring and Fall Conventions and Division Contests.
- Maintain a 3 year schedule of Division and District contests and publish on LO'L Web site.
- Review potential sites based on established prerequisites and present to the Board and House of Delegates for approval of District Convention site selection.
- Do site review and/or PreCon review of District Contest and Convention sites and provide assistance to Host Chapter committee members.
- Assist other Vice Presidents and/or committees in site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- Provide interpretation of Society regulations as they apply to conventions.
- Assure District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- Maintain a long range District convention rotation schedule and file on past and potential convention sites.
- Serve as District liaison with the Society Events Committee, and when necessary, the

Society External Affairs Committee.

- Participate in training carried out by the Society Events Committee.
- When performing these duties and responsibilities, shall be reimbursed for travel and expenses incurred.
- Attend as a member all District Board and House of Delegates meetings.

13.10 Past District President

Duties and responsibilities include:

- Duties as normally associated with the office or as further defined by the President.
 - Serve as Credentials Chairman for the Board and District House of Delegates meetings.
 - Attend as a member all District Board and House of Delegates meetings.
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