CHAPTER COUNSELORS

The District Vice President of each Division has the option of appointing Chapter Counselors within their Division to assist them with their Division responsibilities and/or train as their replacements.

A. All appointments shall be submitted to the District President and District Executive Vice President for approval.

B. The District Education Team will provide training of Chapter Counselors. Each Division Vice President shall be responsible for the assignment of duties of each Chapter Counselor.

Duties and Responsibilities

- Develop an ongoing and positive relationship with assigned chapter leadership.
- Be a line of communication between Chapter and District/Society.
- Assist assigned chapters in development of a Mission Statement, planning long term and annual goal setting, and accomplishment of annual objectives.
- Provide assistance to assigned chapters when requested.
- Ensure that assigned chapters receive information on Division and District Events.
- Provide expertise in the resources available for chapter training.
- Provide reports three times per year to Division Vice President on progress of assigned chapters toward meeting their annual objectives.
- Maintain a file of reports for all assigned chapters.
- Conduct Officer Installations for assigned chapters when requested.
- Attend training programs at Leadership Training Academy (LTA).
- Be of assistance to other Chapter Counselors as occasions arise.

Expenses

Chapter Counselors shall be allowed actual 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.