

# **DISTRICT OFFICER JOB DESCRIPTIONS**

## **District President - LO'L Chief Executive Officer**

Duties and responsibilities include:

- Manage all District officers and committee chairman who, in turn, are responsible to ensure Society programs are implemented at the chapter level.
- Supervise and monitor all administrative functions and activities of the District.
- Maintain knowledge of all governing documents.
- Establish annual goals and priorities of the District and is responsible for achieving them.
- Develop a District work plan.
- Approve all financial matters and reports to the Society Board on such plans and budgets as well as progress toward achieving goals.
- Communicate with his District officers as appropriate to ensure activity progress in the interim between Board meetings.
- Chair all meetings of the District Board and House of Delegates.
- Recruit and appoint Function Directors.
- Appoint committees as needed to carry on the business of the District.

## **District Executive Vice President**

Duties and responsibilities include:

- Serve as chairman of the District Operations Team.
- Provide assistance to the Director of each function to establish goals & objectives for the year.
- Maintain knowledge of all governing documents.
- Attend as a member all District Board and House of Delegates meetings.
- Preside over District Board and House of Delegates meetings in the absence of the President.
- Assist President in recruitment and selection of Function Directors.
- Communicate with Function Directors as appropriate to ensure activity progress in the interim between Operation Team meetings.

## **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 to be mailed to each LO'L Chapter 30 days prior to each meeting.

- Prepare minutes on all Board actions and mail to the Board and District Officials within 15 days following each meeting.
- Distribute District regulations, Statements of Policy and Operating Procedures to all District Chapters.
- Attend as a member all District Board and House of Delegates meetings.

#### **District Treasurer - Chief Financial Officer**

Duties and responsibilities include:

- Receive and deposit income and disburse expenses.
- 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 submit appropriate financial reports to the District and Society Bd of Directors.
- Prepare and present the District budget for approval.
- Attend as a member all District Board and House of Delegates meetings.

#### **District Vice President-Division(s)**

Duties and responsibilities include:

- Assist the District President in administering the District work plan through supervision of his Chapter Counselors, their activities and personal contact with the Chapters in his Division.
- Attend as a member all District Board and House of Delegates Meetings.
- Responsible for the selection, assignment and activities of the Chapter Counselors and insure reports are filed in a timely manner by the Chapter Counselors.
- Follow up with his Chapters regarding Form 990, Chapter financial review and show clearance reporting.
- Promote attendance at contests, festivals, Leadership Training Academy, Mini-HEP, District schools and District conventions.
- Communicate with and provide assistance to the District Functional Directors.
- Conduct Division Council meetings with chapter Presidents and/or Delegates from chapters in his Division.
- Participate in Chapter and District events, such as: Leadership Training Academy, Min-HEP, officer installations, chapter shows and contests.
- File activity reports on his activities.

#### **Vice President Music & Performance/Education**

Duties and responsibilities include:

- Serve as chairman of the District Music and Performance Committee.
- Plan and coordinate District music education schools and organization of all music activities in the district that will improve and expand the musical knowledge and performance abilities of the membership.

- Coordinate Chorus Director, Assistant Director and CDWI workshops.
- Maintain records on director certification and director development programs.
- Organize quartet schools and chorus coaching programs including the Standing Ovation Program and Take The Coaching To The Chapters.
- Coordinate all Society Music representative visits to the District.
- Serve as District liaison with Society Music & Performance Committee.
- Participate in training carried out by the Society Music & Performance Committee.

### **Vice President of Leadership Training (CSLT)**

Duties and responsibilities include:

- Coordinate and monitor training programs for District officers, Function Directors and Chapter Counselors.
- Coordinate and assist the Society CSLT Committee and its LTA subcommittee with organizing and managing Leadership Training Academy.
- Serve as District Liaison with the Society CSLT Committee.
- Work with the Division Vice Presidents to coordinate the recruitment and training of Chapter Counselors.
- Participate in training carried out by the Society CSLT Committee.

### **Vice President Financial Development - Harmony Foundation**

Duties and responsibilities include:

- Work with the Harmony Foundation staff to ensure that the District implements a financial development program.
- Recruit and train District President Council Chair, Founder's Club Chair, Grant Writing Chair and Grant Education Chair.
- Communicate to District members planned giving philosophy
- Has background in written and verbal communications.
- Attend as a member all District Board and House of Delegates meetings.

### **Past District President**

Duties and responsibilities include:

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