



## District Vice- Chairperson

**Term:** Two years

May serve two consecutive elected terms in addition to any unexpired portion of a term that may have been served.

**Vacancy:** In the event that the Vice-Chairperson office is vacated, the District Director, in consultation with the other District officers, shall appoint a District member to fill the term of office.

**Elected:** In the Spring of odd-numbered years by the District.

### **Duties and Responsibilities:**

1. Attends District Officers' meetings and is a voting member of this group.
2. Oversees continuing education portion of the yearly Action Plan of the District.
3. Coordinates the continuing education presentations at the District level.
  - a. Contacts potential speakers for District level continuing education after consultation with the District Director.
  - b. Contacts potential facilities to host District meetings after consultation with the District Director.
  - c. Seeks and collects evaluations of District continuing education activities.
  - d. Reports the above evaluation summaries to District membership and Chapter office.
4. Oversees the coordination with the Chapter office staff regarding announcements of District meetings.
5. In consultation with the District secretary, makes welcoming calls to new District members in a timely fashion.
6. Coordinates, with the District Director, the annual Spring District dinner meeting.  
*(Currently, applies only to Southern District.)*
  - a. Arranges for catering and orders food.
  - b. Arranges for the physical set up of the dinner.

### **Time Commitment:**

Varies. The following are approximate time commitments:

1. Preparation for District Meetings - 30 min./meeting (3 meetings/year)
2. District meetings - 3 hr./meeting (3 meetings/year)
3. District officers' meeting - 2-3 hr./year
4. Preparation for continuing education presentation at District meetings - 1-2 hr./meeting
5. Telephone calls to new members - 1-30 min./month
6. Preparation for Spring dinner meeting (*Southern District*) - 1-2 hr./year
7. Other duties - 2 hr./year