

# VOLUNTEER DISTRICT LEADERSHIP RESPONSIBILITIES

## District Directors:

1. Work with District Leadership to grow and develop the district members
2. Serve every other month on the Board of Directors, if unable to attend appoint a representative for the district to attend BOD meeting; an elected officer or a member in good standing of their district to represent the district. If the representative is an elected officer, they shall have full rights of attendance. A member in good standing, they shall have full rights of attendance except that they cannot make, second, nor vote on any motion.
3. Relay a pertinent information back to District leaders to distribute to membership
4. May be appointed as the District Representative on the BOD
5. Participate in at least one committee for the BOD

## President:

1. The president presides at all meetings of the District unless absent and then the vice-president shall preside.

## Vice President:

The vice-president attends all official meetings of the district's executive committee.

1. Shall assist the district president in his/her duties.
2. Shall preside in the absence of or at the request of the district president.
3. Shall assume other duties that the district president directs.
4. Shall represent the District at or in other organizations when requested.

## Secretary / Treasurer:

### **Secretary**

1. Attend all sessions and meetings of the district's executive committee when called upon and at all meetings of the district's membership and shall report all votes and minutes of all proceedings in the minute book of the district. Minutes of the district's meetings shall be forwarded to the MCA's central office within fifteen (15) days of the adjournment of each meeting.

### **Treasurer**

1. Work with the District Leadership to establish Budget and in conjunction with the MCA Executive Committee and Executive Director for the district budget and disbursement.
2. Shall complete in a timely manner the financial reporting forms that are sent from the MCA's central office.