

DISTRICT OFFICER JOB DESCRIPTIONS

District President - LO'L Chief Executive Officer

Duties and responsibilities include:

- Management of all District Officers and committee chairman who, in turn, are responsible to ensure Society programs are implemented as the Chapter level.
- Supervise and monitor all administrative functions and activities of the District.
- Maintain knowledge of all governing documents.
- Establishes the 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.
- Communicates with his District Officers as appropriate to ensure activity progress in the interim between Board meetings.
- Chairs all meetings of the District Board and House of Delegates.
- Recruits and appoints Functional Directors.
- Appoint committees as needed to carry on the business of the District.

District Executive Vice President

Duties and responsibilities include:

- Chairman of the District Management Team.
- Provide assistance to the Director of each Function to establish goals & objectives for the year.
- Maintains knowledge of all governing documents.
- Attends as a member all District Board and House of Delegates meetings.
- Presides over District Board and House of Delegates meetings in the absence of the President.
- Assists President in recruitment and selection of Functional Directors.
- Communicates with Functional Directors as appropriate to ensure activity progress in the interim between Management Team meetings.

District Secretary

Duties and responsibilities include:

- Recording and corresponding secretary for the District.
- Custodian of the district calendar and district documents.
- Issues Chapter show clearance & licenses; maintains a list of and publicizes chapter shows.
- Records and transcribes the minutes of all District meetings.

- Issues calls to all District Officials and Chapter Delegates to their appropriate meetings.
- Prepares minutes on all board actions and distributes them, as well as district regulations and Statements of Policy and Operating Procedures to Chapter Delegates.
- Attends as a member all District Board and House of Delegates meetings.

District Treasurer - Chief Financial Officer

Duties and responsibilities include:

- Receives and deposits income and prepares and disburses expenses.
- Maintains financial records, analyzes expenditures and is cognizant of State, Federal, and Province policies regarding non-profit organizations.
- Member of the District finance committee which reviews policy & financial accounting.
- Prepares and submits appropriate financial reports to the District and Society Board of Directors.
- Prepares and presents 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:

- Assists 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.
- Attends as a member all District Board and House of Delegates Meetings.
- Is responsible for the selection, training, assignment and activities of the Chapter Counselors and insures reports are filed in a timely manner by the Chapter Counselors in his Division.
- Maintains contact with the District President, District Officers and Functional Directors to ensure that all appropriate messages get out to the Chapters within his Division.
- Ensures appropriate follow up with his Chapters regarding Form 990 and Chapter Audits.
- Encourages attendance at Contests, Festivals, COTS, Mini-HEP Schools and District Conventions.
- Communicates with and provides assistance to the District Functional Directors: Music & Performance, Member Services, Contest & Judging, Events, Chapter Support and Leadership Training, Chorus Director Development, Marketing & Public Relations and Young Men in Harmony.

- Holds Division Council meetings with Chapter Presidents and/or Delegates from his Chapters.
- Selects a host Chapter for the Division contest the following year at one of these meetings.
- Is active in Chapter and District events, such as: COTS, Mini-HEP, Officer Installations, Chapter Shows and contests.
- Files Activity reports on his activities.

Vice President Financial Development

Duties and responsibilities include:

- In concert with the Harmony Foundation staff, ensures that the District implements an integrated, comprehensive and successful financial development program.
- Leads and directs the annual District fund raising program planning process.
- Recruits and trains District President Council Chair, Founder's Club Chair, Grant Writing Chair and Grant Education Chair.
- Understands and is able to communicate planned giving philosophy.
- Has proven administrative ability and excellent written and verbal communications skills.
- 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.
- Attends as a member all District Board and House of Delegates meetings.
- Credentials Chairman for the Board and District House of Delegates meetings.