

| Position                 | District Leadership Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Appointment              | Appointed by the Governor Elect with approval of the District Board of Directors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Term of Office           | Two Years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Role                     | <ul style="list-style-type: none"> <li>- To act as Chair of the Leadership Programme Committee (including Nominations Chair and BRR Chair).</li> <li>- To liaise with the International Leadership &amp; Training Chair.</li> <li>- To liaise with the Governor and District Board Representative in planning ways to achieve the District Goals for the biennium.</li> <li>- To regularly communicate with all Club Presidents and offer any assistance with Leadership issues and their Strategic Plan.</li> </ul> <p><i>For other responsibilities see below</i></p> |
| Policies and Bylaws etc. | <ul style="list-style-type: none"> <li>- Be familiar with all District Policies and Procedures.</li> <li>- Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| Conference               | <ul style="list-style-type: none"> <li>- To attend the annual District Conference – if able.</li> <li>- To attend pre-conference Chairs meeting at the request of the Governor (usually occurs Friday morning).</li> <li>- To attend Governor quarterly Programme Committee meetings.</li> <li>- To develop and present/assist with a Conference Workshop if requested by the Governor.</li> <li>- To assist the Governor-Elect with President Elect Training held prior to Conference.</li> </ul>                                                                      |
| IFF Days                 | <ul style="list-style-type: none"> <li>- If able - to present/ assist with a workshop at your area IFF Day at the request of the District Board member assigned to your area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| Communication with Clubs | <ul style="list-style-type: none"> <li>- Keep up regular communication with the Club Presidents and answer any queries they may have re their Strategic Plan or Training/Leadership issues.</li> <li>- Supply Clubs with any relevant training material they may request.</li> <li>- Conduct a review of Leadership resources on the District Fifteen website and liaise with the District Communications Chair for update of materials.</li> </ul>                                                                                                                     |
| DSB                      | <ul style="list-style-type: none"> <li>- Submit regular articles to the DSB by due date.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Reports                  | <ul style="list-style-type: none"> <li>- Submit a six-monthly report on behalf of the Leadership Programme Committee prior to the Mid-Year Board Meeting and an annual report to be included in the District Conference Programme. <i>Due date will be advised by your Board representative.</i></li> </ul>                                                                                                                                                                                                                                                             |
| District Awards          | <ul style="list-style-type: none"> <li>- You may be asked at the request of the Governor to select judges and co-ordinate judging for a District Award.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| Records                  | <ul style="list-style-type: none"> <li>- Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archive.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| Expenses                 | <ul style="list-style-type: none"> <li>- Claim any expenses as allowed under District Policies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |