Position	Immediate Past Governor
Appointment	Automatic Accession to Immediate Past Governor at conclusion of biennium as District Governor.
Term of Office	Two Years.
Role	- Provide support and advice to District Governor on request.
Conference Manual	- At the beginning of the biennium complete a comprehensive review of the Conference Planning manual in conjunction with the Conference Chairs for both years of their biennium as Governor.
District Board	The Immediate Past District Governor no longer serves on the District Board
Past Governor's Council	-Is a member of the Past Governor's Council. There is no chairperson for this Council.

Updated at October 2024 Mid Year Board Meeting

Position	Governor Elect
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	- The Governor Elect assists the Governor by participating in the administration of the District and engages during the biennium in activities to ensure a smooth transition upon assuming the office of Governor. *For other responsibilities see below*
Policies and Bylaws etc.	- Be thoroughly familiar with all District Bylaws, Policies and Procedures. - Be thoroughly familiar with the International Bylaws and Policies. - Be familiar with the workings of the International Foundation. - Be thoroughly familiar with the duties of Governor, District Officers, and Chairs. - Be familiar with parliamentary procedure.
District Board	- Serve as a member of the District Board of Directors and participate as assigned in the administration of the District. - Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid-Year Board meetings and Zoom meetings called by the Governor.
Absence of the Governor	- Assume the office of Governor with the full authority of the presiding officer at any International or District Board meeting or District Conference in the absence of the Governor or in the event of the Governor's inability to act as directed by Altrusa international, Inc. In the event of a vacancy in the office of Governor, the Governor-Elect may complete the unexpired term and may also serve an additional two-year term as Governor. Where the Governor-Elect decides not to complete the unexpired term the District Board of Directors may appoint another qualified Altrusan to complete the unexpired term.
Communication with the Governor	- Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District as the Governor may request.
Know the District.	- Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programme meetings) by reading the most recent newsletters and Activity reports.
President Elect Training	- Plan and assist together with the District Leadership and Training Chair the President Elect Training held prior to the District Conference. - Provide information to the Communication Chair on District Appointees as required for the completion of the District Directories prior to assuming the role of Governor. - Seek assistance from Board members and District Chairs if required.
Strategic Plan	- Review the District Strategic Plan in conjunction with the District Governor and District Board. - Liaise with the District Leadership Training Chair to assist with the communication of the District Strategic Plan to Clubs.
Area Representative	- Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.

Communication with Clubs	- Maintain regular communication with your clubs.
IFF Day	- Run an annual training day (IFF Day) for your assigned area.
DSB	- Submit regular articles to the DSB by due date.
Reports	- Submit a six-monthly report prior to the Mid-Year Board Meeting and an annual report for the Conference Board meeting. *Due date will be advised by the District Secretary.*
Preparation for your biennium	- Review District Conference and Board meeting reports for the previous two years. - In the year preceding installation as Governor, appoint a District Secretary and Chairs for all standing and special committees, except nominations. - Update position descriptions; ensure role clarification with appointed personnel. - Make definite plans, establish goals, and involve in-coming chairs in planning to achieve them. - Attend Governor Elect training as arranged by International.
Records	- 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 archives.
Expenses	- Claim any expenses as allowed under District Policies.

NB: Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Fifteen Policies and Altrusa Encyclopaedia.

Position	Director
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years. Directors may be re elected for a further 2 years.
Role	The Directors assist the Governor by: - - Participating in the administration of the District. - Acting as an Area Representative. *For other responsibilities see below*
Policies and Bylaws etc.	- Be thoroughly familiar with all District Bylaws, Policies and Procedures. - Be thoroughly familiar with the International Bylaws and Policies. - Be familiar with the working of the International Foundation. - Be thoroughly familiar with the duties of the other District Officers and Chairs. - Be familiar with parliamentary procedure.
District Board	- Serve as a member of the District Board of Directors and participate as assigned in the administration of the District. - Attend all meetings e.g. Annual Conference; Pre and Post Board meetings, Finance Meetings; Mid-Year Board meetings and any Zoom meeting required by the Governor.
Communication with the Governor	- Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District and Conference as the Governor may request.
Know the District	- Study the Districts geography, location of clubs. Gain as complete a knowledge of the clubs as possible (service projects, membership trends and programme meetings) by reading the most recent newsletters and Activity reports.
Area Representative	- Act as an area rep to assigned Clubs and making Club visits on alternative years to the Governor.
Conference – First Timers Session	- Present the First Timers session at District Conference, providing an outline of conference, key information that first timers need to know and an opportunity for the first timers to get to know each other.
IFF Day	- Run an annual training day (IFF Day) for your assigned area.
DSB	- Submit regular articles to the DSB by due date.
Reports	- Submit a six-monthly report prior to the Mid-Year Board Meeting and an annual report for inclusion in the Conference Booklet. Due date will be advised by the District Secretary.
Records	- 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 archives.
Expenses	- Claim any expenses as allowed under District Policies.

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Position	District Secretary
Appointment	The Secretary is appointed by the District Governor at the beginning of the biennium..
Term of Office	Two Years.
Role	- The District Secretary assists the Governor with the administrative details and records of the District. - To sit with the Governor at all official meetings.
Board Meetings	- Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Mid-Year Board meeting as a non voting member of the District Board.
Record of proceedings	- Record the proceedings of Conference and prepare the minutes of all meetings of the District Board of Directors. - Assist the Governor with preparation of the Agenda for Board meetings and issue the Board meeting pack with required attachments. - Develop an Action plan after each Board Meeting listing any tasks agreed upon at the meeting and assigned to the Governor and or Board members. This plan should be distributed with the minutes. - Update historical record of key Conference/Board decisions for District Fifteen.
Conference Report	- With the District Governor, prepare a written report of the Conference proceedings as required by the Bylaws and District Policies.
Other documentation	- Prepare and send such reports, notices and correspondence as the Governor may request.
Awards Information	- In October of each year send to all Club Presidents and Awards Co-ordinators, a list of District Award due dates and where they are to be sent.
Credentials	- Send Credentials request to all Clubs by 1st March each year. - Check with the District Treasurer to ensure that all clubs are in good financial standing so that club delegates can be presented to the Credentials Committee. - At least 15 days before the annual Conference, furnish the Conference Convenor and Credentials Committee Chair with a list of the Delegates and Alternates, District Officers, and Past Governors.
Information to International	- Within 10 days after the election of District Officers , the retiring District Secretary shall submit to the International Office, the names of the newly elected officers and the new District Secretary and Committee chairs , complete with Telephone numbers, email, and mailing addresses.
Records	- Maintain a record of duties performed during the term of office, records and files, copies of reports to International and to the District governor, correspondence, and other related material, to act as a guide to a successor.
Expenses	- Claim any expenses as allowed under District Policies.

NB: Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Fifteen Policies and Altrusa Encyclopaedia.

Position	Treasurer
Appointment	Elected by the delegates at District Conference in the odd numbered years.
Term of Office	Two Years.
Role	- The Treasurer serves as the Chair of the Finance Committee which is composed of the Governor and Governor-Elect. *For other responsibilities see below*
Policies and Bylaws etc.	- Be thoroughly familiar with all District Bylaws, Policies and Procedures. - Be thoroughly familiar with the International Bylaws and Policies. - Be familiar with the working of the International Foundation.
Finance Committee	- Chair the Finance Committee, working closely with the District Governor and Governor-Elect to evaluate revenues and direct monetary allocations to the areas that will best support the activities of the District.
District Budget	- Prepare the budgets, in consultation with finance committee members and District Financial Advisor (if required), for each of the two years of the biennium. - The draft budget for the next biennium is to be presented at the mid-year Board meeting immediately preceding the beginning of the biennium. - The final budget is to be distributed to District board members, Clubs and Past District Governors at least 30 days prior to Conference prior to District Conference at the start of the next biennium. - The District Budget should be reviewed at the following mid-year board meeting and if there are material changes then the revised budget will need to be approved at the next Conference.
Explanation of Budget	- Be prepared to present to the District Board and Conference body, the reasoning and basis of the projected revenues and expenditure of the Finance Committee. (The budget shall reflect the dues paid and also include all other revenues and expenditures of the fiscal period).
Annual Review	- Submit the books to the District Financial Advisor for compilation for review within (20) days of the end of the fiscal year, the fiscal period being the 1 June to 31 May. - Liaise with the District FAR Chair and District Financial Advisor regarding any review queries. - Distribute the reviewed annual accounts to District Board members, Clubs and Past District Governors prior to Conference. - Submit relevant documents to the Charities Commission within six months of the End of Year date. - Remind Club Treasurers to submit documentation to the Charities Commission
In-coming Funds	- To receive, record and deposit all funds, including dues from Clubs for members and affiliates, District Conference fees etc, in the accounts of the District.
Payment of accounts	- To pay upon receipt, all District accounts and expense claims, when authorised by the Governor (or in the case of Governor's expenses – the Governor-elect).
Change of signatories	- Arrange for the change of signatories to the District bank accounts (Governor, Governor-Elect and Treasurer) after approval of the Board of Directors at the Post Conference Board meeting.

District Conference	- Assist with the work of the District Conference as the Governor may request. - Provide Treasurers Training workshop at Conference (or pre-conference).
Membership	- Ensure that the Governor and Governor-elect & Directors have access to Group Tally Membership records and provide assistance with enquiries as required. - Remind Clubs when District and International Dues are due. - Remind clubs they need to provide details to the Governor of membership Gains and losses before the Mid year Board Meeting - Remind clubs about Group Tally, clubs need to check on who has full access to change things and those with only viewing access as required. - Reconcile District Dues received to Group Tally records.
Board Meetings	- Attend all meetings e.g. Annual Conference, Pre and Post Board meetings, Mid-Year Board meeting.
Communication with the Governor	- Maintain regular liaison with the Governor on all matters pertaining to this position and assist with the work of the District as the Governor may request.
Expenses	- Claim any expenses as allowed under District Policies.

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