

**FIRST VICE DISTRICT GOVERNOR**

**PURPOSE:**

To set forth guidelines to assist the First Vice District Governor in the administration of his/her duties and activities as First Vice District Governor of District 14-N.

**GENERAL:**

1. The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief Administrative Assistant and representative of the District Governor. His/her specific responsibilities shall be, but are not limited to:

- A. Further the purpose of this Association;
- B. Perform such administrative duties assigned by the District Governor;
- C. Perform such other functions and acts required by the International Board of Directors.
- D. Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in Council meetings as appropriate;

- E. Assist the District Governor in the review of the strengths and weaknesses of the clubs in the District, identifying the existing and potentially weak clubs and establishing plans to strengthen them;
- F. Conduct club visitation as the representative of the District Governor when requested by the District Governor;
- G. Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;
- H. Work with the District Leadership Development Committee and assist the Committee to develop and implement a District-wide leadership development plan to enhance the enthusiasm and capability of the District officers and members to serve effectively through utilization of the District MERLO Team and integration of the team's work with the District's leadership development efforts;

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- I. Work with the District Convention Committee and assist the committee to plan and conduct the annual District convention and assist the District Governor to organize and promote other events within the district;
  - J. At the request of the District Governor, supervise other District committees;
  - K. Participate in the planning of the next year, including the District Budget;
  - L. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to the by-laws and rules of procedure adopted by the International Board of Directors.
2. First Vice District Governor Reimbursement:
    - A. As outlined in the District Constitution and By-Laws.
    - B. Use the form herewith and follow instructions as outlined. Copies of forms are permissible.
  3. In case of a vacancy in the office of First Vice District Governor refer to Policy No. 410