

## First Vice District Governor Duties & Responsibilities

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 not limited, to:

- Further the purposes of this Association.
- Perform such administrative duties assigned by the District Governor.
- Perform such other functions and acts required by the International Board of Directors.
- Participate in the Cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in Council meetings as appropriate.
- Assist the District Governor in the review of the strengths and weaknesses of the Clubs in the District, identifying the existing and potential weak Clubs and establishing plans to strengthen them.
- Conduct Club visitation as the representative of the District Governor when requested by the District Governor.
- 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.
- At the request of the District Governor, supervise other District Committees.
- Participate in the planning of the next year including the District Budget.

## First Vice District Governor Duties & Responsibilities

- 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 these by-laws and rules of procedure adopted by the International Board of Directors.
- Conduct a District quality assessment and collaborate with the District Officers, specifically members of the District's Global Action Team, and other Committee Chairpersons, during his/her term as First Vice District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the District Cabinet during his/her term as District Governor.

