

# DISRICT DIRECTORS

## The duties of the District Directors shall be:

- A. Assume responsibility for collecting of National, State, and District dues from all members in their district.
- B. Attend all Executive Board, and Annual Meetings.
- C. Reads and becomes familiar with the Constitution of the Association and the Handbook.
- D. Maintains district accounts, bank statements, and provides for appropriate accounting.
- E. Holds District Meetings of members whenever deemed necessary.
- F. Sends newsletter material to Vice President for Public Affairs.
- G. Serve on the nominating committee with the immediate Past President serving as Chairman.
- H. Ascertain if all present at any regular business meetings are members of the Association.
- I. Contribute suggestions to Program Committee.
- J. Reports membership of District to all members.
- K. The Directors from the Northeast and Southeast shall be elected in even years, the Southwest and Northwest Districts in odd years. The Directors shall take office at the close of the meeting of the years in which they are elected.
- L. Directors shall pass all records, files and monies of the District to the duly elected successor in a reasonable time frame.
- M. Collects and reports all monies from fund raisers if one should occur.
- N. Sends greetings to new member and informs them by letter and telephone of the benefits of membership in the Association.
- O. Provides for appropriate gifts to wedding, babies, retirees, and Christmas when necessary.
- P. Develops a file of past award entries for State and National awards to use as reference for new entries.