

District 5M-2 Cabinet Position Description

First Vice District Governor

Per LCI Constitution and By-laws:

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:

- a. Further the purposes 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 potential 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 MERL Team and integration of the team's work with the district's leadership development efforts;
- 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 these by-laws and rules of procedure adopted by the International Board of Directors.

Additional requirements:

- Must have served as President of your local club for one year **and** Zone Chair, Region Chair, Cabinet Secretary or Cabinet Treasurer for one year/term.
- Must have served as 2nd Vice District Governor (VDG)
- Required training:
 - 1st VDGE training at MD5M convention – 2 hours
 - VDG training during October (usually in Mahnomen) – 2 days plus attend Council of Governors meeting

Expenses

- Uniform, at own expense, required for VDG and DG
- Suggested attendance at other District Mid Winter conventions, at own expense
- Some, partial expenses are budgeted at the District and Multiple District level i.e. travel, mileage, hotel, food allowance – all subject to Rules of Audit.