

## DUTIES OF THE DISTRICT CHAIRPERSON

As a member of the Kansas State Council Board of Directors you have voting power.

The applicable district By-Laws define detailed responsibilities for this position.

### OTHER DUTIES ASSIGNED

- a) Contact and offer assistance to chapters in your district.
- b) Hold district meetings at such times and places as deemed advisable by the district chairperson and district members.
- c) Notify the First Vice President—President Elect of the dates of each District meeting as soon as the dates have been determined. The First Vice President will need these dates prior to the summer council meeting to establish the State Officer Visitation Schedule.
- d) Preside at ritualistic ceremonies and installation of officers when invited.
- e) Keep a record of all district activities and correspondence to pass on to the next district chairperson.
- f) Invite State and IC Officers within the state to each district meeting.
- g) Preside at district meetings planning programs of interest on pertinent subjects with the hostess chapters.
- h) Attend all four state council meetings and annual state convention.
- i) Maintain a file of your work including copies of letters, any helpful materials, suggestions, and ideas for you successor. *Do not use legal size paper.*
- j) Prepare articles for the *News & Views* when requested and other times when appropriate.
- k) Prepare files and a list of helpful hints, and turn them over to the incoming District Chairperson as soon as possible after state convention.
- l) Work closely with the First Vice President--President Elect of the Kansas State Council.
- m) Compile a district directory for your area and take it to the Summer State Council Meeting for distribution. The First Vice President--President Elect will identify the required number of copies.

(REVISED JANUARY 2013)