

**SECTION D 1000 – JOB POSITIONS**

**D 1000 – 1 - INTERNATIONAL DIRECTOR**

**ADOPTED: 04/90                      LAST AMENDED: 07/12**  
**CROSS REFERENCE: 0215            LAST AMENDED: 03/06**

**RESPONSIBILITIES**

**Directors of Civitan International shall assume these responsibilities and any other charges that might be assigned to them by the Board of Directors and the International President. At the annual International Directors orientation session these responsibilities shall be included in the training session.**

**To promote growth, leadership and public relations of the organization.**

**To represent the Board and International within his/her Region via various forms of communication.**

**To represent those under his/her supervision at the International Board meetings.**

**To act as advisor to all District Governors.**

**To educate members in his/her region on International Policies and programs.**

**To represent fairly the Board and the International adoptions regardless of their personal beliefs.**

**To develop policy at the International level.**

**To supervise (within policy limits) his/her Districts.**

**To introduce legislation for the good of all Civitans.**

**To be well versed in Civitan history, policies and procedures and financial practices of Civitan International.**

**To help develop an accepted public relations program for each District.**

**To use the administrative latitude and flexibility afforded to each International Director by the International governance documents and the International President.**

**To recognize problems before they become major issues.**

**To use the office of International Director to further the Creed and ideals of Civitan.**

**To covenant to comply strictly during his/her term of office and to use his/her best efforts to ensure that all proprietary information, systems, trademarks and other trade secrets concerning fund raising**

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are kept confidential, except to the limited extent that their disclosure is necessary to the operation of the particular fundraising project.

To covenant to refuse during his/her term of office and thereafter to enter into business arrangements that use or are based directly or indirectly upon Civitan International's proprietary information, systems, trademarks or other trade secrets concerning fundraising for the gain of any organization other than Civitan International, its Regions, Districts or Clubs or to assist any business using such information, systems, trademarks or other trade secrets by providing financing for such or investing in such.

### D 1000 – 2 - IMMEDIATE PAST GOVERNOR

ADOPTED: 04/90                      LAST AMENDED: 07/12

Reference International Policy #302    Last amended 07/11

#### RESPONSIBILITIES

The Immediate Past Governor shall be a voting member of the District Board of Directors and shall use his/her experience to assist the Governor as requested and assigned.

#### DUTIES

It shall be the duty of the Immediate Past Governor to:

Coordinate and manage the International Awards Program within the District. He/she shall promote participation by individuals, clubs and the District in the International Awards Program by soliciting entries and assisting with the application process.

Coordinate and manage the District Awards Program within the District. Arrange for judging the awards using the Area Directors or others if required. Order the necessary banner patches and plaques as required to be presented as noted in D1100.

Be the District representative for reporting to the membership any information related to the Civitan International Foundation.

Execute such other duties and responsibilities as may be assigned by the Governor or District Board of Directors.

Chairperson of the “Nominating Committee and administer the election process for the District Officers (Governor-Elect, Area Director(s) and Past Governor Director”.

### D 1000 – 3 - GOVERNOR

ADOPTED: 04/90                      LAST AMENDED: 07/12

Reference International Policy #302    Last amended: 02/16

#### RESPONSIBILITIES

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**The Governor shall be the Chief Executive Officer of the District. He/she shall exercise general supervision over the affairs of the District subject only to the District Board of Directors, the delegates to the Annual District Convention and the International Board of Civitan International. He/she shall further the purposes of Civitan International and the District. He/she shall promote the interests and coordinate the work of District Officers and of member clubs within the District. He/she shall at all times act as a representative of Civitan International in all relations with member clubs in the District.**

### **DUTIES**

**It shall be the duty of the District Governor to:**

**Implement, supervise, and lead the District in growth and member retention [program] and comply with the requirements as set out in International Board Policy.**

**Preside at all District wide meetings, District Conventions and meetings of the District Board of Directors.**

**Serve as ex-officio member of all District Committees.**

**Appoint District officers, project chairs and District committees as provided in the Policies and Governance Documents of Civitan International and in District policies.  
Recommend ad hoc committees as needed.**

**Work with the District Board to develop policies and programs for the District.**

**Work with the Area Directors, project chairpersons and District committees to ensure that the policies and programs of Civitan International and the District are carried out. The Governor will supervise and be responsible for monitoring the performance of elected and appointed members and take the necessary action outlined in D500 – 10 of the District Policies to correct or move to replace the member as required.**

**Appoint person to fulfill any office (other than Governor-Elect) in the event of vacancy.**

**Attend the Governors' Update meeting, the annual convention of Civitan International plus any special meetings for Governors held prior to or after the International Convention and any meetings or conferences conducted by Civitan International or the International Director for District Governors.**

**While in attendance as a paid member of the District at the Senior International Convention the Governor and Governor Elect will split the attendance of the workshops and report the details to the membership at the Region Convention at the end of the Civitan year.**

**Attend all the District wide meetings and area meetings in his/her District.**

**Prepare for District Board approval, the program, format and agenda for District wide meetings and District Conventions and prepare the agenda for meetings of the District Board. Prepare or supervise the preparation of the format and agenda for area meetings.**

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**Designate Parliamentarian for District wide meetings and District Conventions.**

**Prior to Sno-Do the Governor will communicate with the Junior District Chairperson and Junior Civitan International Manager to confirm that the District will only cover expenditures for the Senior International President attending Sno-Do. The expenditures will consist of required local travel and a Sunday evening dinner without alcoholic beverages.**

**Perform any other responsibilities or duties required by the By-Laws, or assigned by the International Board and/or the District Board of Directors.**

**D 1000 – 4 - GOVERNOR-ELECT**

**ADOPTED: 04/90                      LAST AMENDED: 07/12**

**Reference International Policy #302    Last amended: 02/16**

**The Governor-Elect is responsible for becoming familiar with all District Civitan activities and to prepare for assuming the job of Governor. He/she is to assist the current Governor in every way possible to ensure the efficient operation of the District and to prepare for the orderly transition from one administration to another. Specifically, he/she shall assist the Governor in the management of the Growth and Member Retention program on district level and shall operate under the direction of the District Board of Directors.**

**DUTIES**

**It shall be the duty of the District Governor-Elect to:**

**Assume the office of Governor in the event of vacancy.**

**Strive to achieve the goal of 5 percent net increase in the Clubs in the District.**

**Develop with the Governor a District Growth Plan on the form supplied by Civitan International.**

**Communicate the need for growth, methods to achieve growth and benefits from these efforts to all members.**

**Conduct growth and retention related education and training seminars on a regular basis.**

**Assist all District Officers and Growth and Retention personnel as needed.**

**Develop plans and programs for District operation and growth for the next fiscal year.**

**Develop with his/her District Manager of Growth and Retention a growth plan for his/her administrative year. The form used will be supplied by Civitan International. The plans shall be approved by the District Board of Directors.**

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**Appoint, for the next fiscal year, Project Chairs, Committee Chairs and Committees before the annual convention. Submit the names to the District Board of Directors for review and approval. Announce names of the appointees during the annual convention.**

**The appointment of the Junior Chairperson is required prior to Junior International year ending June 30th.**

**The appointment of the Training Coordinator and Sno Do Chairperson is the responsibility of the Governor-Elect. Provide a copy of the District Job Description for their position prior to their assuming office and ensure that they are familiarized with the District Policy pertaining to that job. (i.e. bank accounts, expense claims and reporting to the District Board of Directors.**

**Present the names of up to three individuals (for consideration by the Civitan International Board of Directors) to serve as the International District Liaison to represent the organization's charitable revenue-generating programs. The names should be available for the Spring Board Meeting to allow sufficient time to contact the individuals selected and insure that person receives the necessary material and training for the upcoming fiscal year. (Item 13 of this policy provides the job description – International District Liaison).**

**Provide for training of District Officers for the next fiscal year and ensure that all Club Officers attend training certification Programs offered through Civitan International.**

**Attend the Governors-Elect Academy, the Annual Convention of Civitan International plus any special meetings for Governors-Elect held prior to or after the International Convention and any other conferences conducted by Civitan International or the International Director for Governors-Elect.**

**Attend all District-wide meetings, District Conventions, and meetings of the District Board of Directors.**

**Perform any other responsibilities or duties assigned by the District Board of Directors or the Governor.**

**While in attendance as a paid member of the District at the Senior International Convention the Governor and Governor Elect will split the attendance of the workshops and report the details to the membership at the Region Convention at the end of the Civitan year.**

**Perform any other responsibilities or duties assigned by the International Board.**

**Arrange for purchase and prepare officer pins for the Annual Installation of District Officers.**

### **D 1000 – 5 - AREA DIRECTOR**

**ADOPTED: 04/90                      LAST AMENDED: 07/12  
Reference International Policy #302    Last amended: 07/11**

### **RESPONSIBILITIES**

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Area Director responsibilities shall be as specified under sections 5 and 6 of International Policy. At the Districts option, Area Directors shall take the place of Lt. Governors and District Directors, thus having the combined responsibilities and duties of both positions. In no instance shall a District have both Area Directors along with Lt. Governors and District Directors.

Shall be an elected member of the District Board of Directors and help perform all duties related to it.

### **ELECTION:**

In addition to election of Area Directors at the Annual Convention Area Directors may be elected at a special District Convention. The procedure for election at a special convention shall be the same as that for election at the Annual District Convention.

### **DUTIES**

It shall be the duty of the Area Director to:

Conduct a minimum of 2 (two) conferences/visitations with his/her assigned Clubs.

Visit each newly affiliated Club in the assigned area within thirty days of chartering and thereafter as often as directed by District Board or the Governor.

Report to the Governor and Civitan International on the prescribed form for each conference/visitation within sixty days.

Conduct area meetings as may be directed by the District Governor.

Provide liaison between Clubs, Club Presidents and the District Governor with reference to policies and standards for Clubs established by Civitan International and the District.

Assist the Governor and/or Governor-Elect to ensure that all Club Officers are properly trained as required by Civitan International.

Encourage inter-club relations.

Promote club attendance at all area, District wide and International functions.

Attend all District wide meetings, District Conventions and any other meetings called by the Governor or the District Board of Directors which require their attendance.

Perform all other responsibilities and duties assigned by the Governor.

Perform duties related to the general duties and specific tasks of the District Board of Directors.

Work with District Manager of Growth and Retention.

D 1000 – 6 - AD HOC COMMITTEE (S)

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**RESPONSIBILITIES**

May be appointed at the Governor's/District Board of Directors discretion. The Governor/ District Board of Directors must establish the task, perimeters and responsibilities of the committee.

The chairperson will report back to the Governor/ District Board of Directors with their findings and recommendations.

**D 1000 – 7 - AWARDS CHAIRPERSON**

ADOPTED: 10/87                      LAST AMENDED: 07/12

**RESPONSIBILITIES**

Coordinate and administer the District and International Awards Programs on behalf of Canadian District West.

**DUTIES**

Purchase and prepare all Awards for presentation in accordance with the District Awards Program.

Prepare copies of the District and International Awards Program for distribution at the annual District training Academy to District Officers and Club Presidents.

Send reminder notices to all Clubs of Awards that must be applied for 60 days prior to the deadline date established in the award Program with instructions for submitting and/or applications as necessary.

Coordinate Awards, Judges and committees as required. Appoint the Chairperson of the Honour Key Judging Committee from past recipients of the Honour Key.

Shall meet with the Awards Committee composed of the Past Area Directors as required.

Review the Awards Program annually and recommend changes, revisions, grandfathering of existing awards and new awards to the District Board of Directors.

**D 1000 – 8 - BULLETIN EDITOR**

ADOPTED: 04/90                      LAST AMENDED: 09/14

**RESPONSIBILITIES**

To publish an informative bulletin, highlighting activities of Clubs, District and International events at least FOUR times a year and distributed to members. The Bulletin will include complete details of all  
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District and International projects pertaining to Canadian District West and may include a Convention Registration Form (REFERENCE: D 500 – 5 - REGISTRATION FEES).

### DUTIES

The Editor will serve as coordinator and publisher of the Canadian District West Bulletin.

Distribute the Bulletin to all Civitans within the District. Send copies to the International Director, the Canadian District East Governor and Bulletin Editor and the Editor of the International Magazine.

Accept invitations to visit Clubs for the purpose of covering SPECIAL CLUB ACTIVITIES that are newsworthy items and publish those items in an effort to stimulate the interest of the Clubs and individual Civitans.

Secure updated information to be reported on from the Governor, Governor-Elect, Lt. Governors and committee Chairpersons prior to publishing each issue of the Bulletin.

The Honourary Canadian which must be applied for (ref: C.D.W. Policy Manual 100 – 7) will be published in the winter issue of the Beaver Tales prior to the submission date of the award to remind the membership to submit their nominations.

### **D 1000 – 9 - CAKE CHAIRPERSON**

**ADOPTED: 04/90                      LAST AMENDED:**

**PLEASE REFER TO SECTION 600 – 4 FOR THE INFORMATION PERTAINING TO THE JOB DESCRIPTION FOR THIS POSITION.**

### **D 1000 – 10 - CANDY BOX ADMINISTRATOR/PAST GOVERNOR DIRECTOR**

**ADOPTED: 04/90                      LAST AMENDED: 03/04**

**PLEASE REFER TO SECTION 600 – 2 FOR THE INFORMATION PERTAINING TO THE JOB DESCRIPTION FOR THIS POSITION**

### **D 1000 – 11 - CHAPLAIN**

**ADOPTED: 04/90                      LAST AMENDED 07/12**

### **RESPONSIBILITIES**

Is an ad-hoc position appointed by the Governor.

### **DUTIES**

Render invocation at all District Banquets, Luncheons, Dinners and Business Meetings.

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**D 1000 – 12 - COMMITTEE CHAIRPERSON (S)**

**ADOPTED: 04/90**

**LAST AMENDED: 07/07**

**RESPONSIBILITIES**

**To promote and coordinate all activities pertaining to designated committee.**

**DUTIES**

**Circulate to the Clubs and the District Board of Directors, details of work already in progress and the plans for the future.**

**Advise Clubs how to obtain more information.**

**Report to the District Board and the Conventions at regular intervals on the progress of your activities and provide a status report of your Committee at each District Board meeting.**

**Furnish the District Secretary a written status report on your Committee at least 14 days prior to each District Board meeting.**

**D 1000 – 13 – BYLAWS AND POLICY COMMITTEE**

**ADOPTED: 04/90**

**LAST AMENDED: 07/12**

**RESPONSIBILITIES**

**Chaired by the District Judge Advocate, the Bylaws and Policy Committee shall familiarize themselves with the Articles of Incorporation, Bylaws and Policies of Civitan International and Policies of Canadian District West and shall make recommendations to the governor and District Board of Directors for amendments to the District Policies.**

**It is the responsibility of this Committee to review all amendments to the Articles of Incorporation, Bylaws and Policies and ensure that the District Policies are amended where necessary.**

**D 1000 – 14 - EVENTS CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED: 07/12**

**RESPONSIBILITIES**

**Oversee the operation of all District events and be responsible along with the HOST CLUB for the operation of all District wide meetings (CONVENTIONS) and the Annual Region Five Convention when held in our District.**

**DUTIES**

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Obtain from the incoming Governor as early as possible, the list of events and the Host Clubs for the coming year. If the booking for any meeting has not been made by the previous Chairperson or Governor, take the necessary action to complete the booking immediately. Weekend Meetings/Conventions must be booked a minimum of ONE YEAR ahead of the year in which it is held.

Meet with the HOST CLUB early in October to initiate plans for the meetings. Consult the hotel or facility for prices, accommodation, meals etc. Outline Club and District responsibilities to the HOST CLUB. Secure from the HOST CLUB PRESIDENT the representative to work with you on all negotiations. Work with the HOST CLUB to prepare a budget and set fees for attendees. If necessary, visit the site to familiarize yourself with the facilities and the management.

Notify the Hotel Convention Director or Manager with the names of those solely responsible for making any changes in plans, etc. once the basic format has been established.

Keep in CLOSE CONTACT with the HOST CLUB representative to make sure that the HOST CLUB is performing all necessary duties.

Arrive at the site of the Meeting or Convention early to make sure that all is in order and that the Registration Desk is prepared.

Oversee the overall operation of the event making sure that everything is running smoothly. Pay special attention to the needs of visiting guests.

Present to the District Board of Directors a FINANCIAL STATEMENT on completion of the event.

Liaise with Canadian District East to ensure the smooth running of the Annual Region Five Convention.

Assist the HOST CLUB in every way possible at all District events to make sure they are operated on a sound financial basis and in the best interest of Civitan and the District with special care being given to the proper format and seating arrangements at the head table.

Other special responsibilities may be assigned from time to time by the Governor.

### D 1000 – 15 - FINANCE COMMITTEE

ADOPTED: 04/90

LAST AMENDED:

#### RESPONSIBILITIES

Appointed by the Governor-Elect prior to assuming office as Governor, the Finance Committee shall help him/her in the preparation of the annual budget for approval of the District Board of Directors prior to July 31 each year.

During the Governors term of office this committee shall assist the District Officers in all financial matters.

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**D 1000 – 16 - GROWTH AND RETENTION CHAIR**

**ADOPTED: 04/90**

**LAST AMENDED: 07/12**

The District Growth and Retention Chair shall be appointed by the District Board of Directors upon recommendations of the District Governor-Elect. The District Board of Directors shall evaluate the appointee's performance.

**QUALIFICATIONS**

The District Growth and Retention Chair shall have participated in one or more Civitan International New Club Building Seminars. It is recommended that the District Growth and Retention Chair have built at least one existing senior club at the time of appointment.

**RESPONSIBILITIES / DUTIES**

The District Growth Chair shall assist the District Governor in the management of the growth and retention program on the District level and shall operate under the direction of the District Board. The District Growth Chair's activities should include, but not be limited to the following:

Develop with the Governor-Elect a District Growth Plan on the form supplied by Civitan International.

Communicate the need for growth, methods to achieve growth and benefits from these efforts to all members.

Assist the District Governor in supervising and directing the District growth programs.

Conduct growth related education and training seminars on a regular basis.

Assist all District Officers and growth personnel as needed.

**D 1000 – 17 - JUDGE ADVOCATE**

**ADOPTED: 04/90**

**LAST AMENDED: 07/14**

**RESPONSIBILITIES**

The District Judge Advocate shall perform the services of legal advisor and legal counsel to and for a District and its District Officers and the District Board of Directors. He/she shall perform those duties specified to be performed by a District Judge Advocate in the Articles of Incorporation, Bylaws of Civitan International, particularly Section 5 of Article I and the Sections of Article V.

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He/she shall advise and assist the Clubs of his/her District in complying with the terms and provisions of Section 9 of Article I and shall advise and assist his District in District incorporation if it is not incorporated or in the performance of required corporate duties if is incorporated.

The District Judge Advocate, upon designation by the Governor so to act, shall serve as parliamentarian at District meetings and conventions and at meetings of the District Board of Directors and to this end, shall become acquainted with parliamentary procedure as prescribed in “Roberts Rules of Order”.

The District Judge Advocate shall perform such other duties and functions as may be assigned to him by the District Officers and the District Board of Directors.

### DUTIES

Chair the Articles of Incorporation, Bylaw and Policy Committee.

Update the District Policy Manual and distribute amendments as required.

Distribute updated Policy Manual on disk each year to the District Officers (Board and Chairs) when they assume office and Club Presidents at their annual Geographic Training.

Review all changes to the International Articles of Incorporation, Bylaws and Policies making recommendations for necessary amendments to the District Policies resulting from such changes, to the District Board of Directors.

### D 1000 – 18 - JUNIOR CHAIRPERSON

ADOPTED: 04/90

LAST AMENDED: 02/18

### RESPONSIBILITIES

Appointed by the Senior Governor under the term of office being July 1<sup>st</sup> to June 30<sup>th</sup> the following year, the Junior Civitan Chairperson is the official adult representative of the Junior Civitan program and the liaison between Junior and Senior Clubs and the Junior and Senior Board of Directors.

The Junior Chairperson is responsible for the properly carrying out of the Junior District’s administrative functions in accordance with the directions from the Junior and Senior District Boards.

### DUTIES

Keep the Senior Governor and District Board informed concerning all activities of the Junior program.

Work with the Junior Governor and Junior Board in planning the year’s activities (provide guidance and suggestions, but do not hinder their operation).

Ensure that the Junior District and Clubs operate under the Junior Civitan International Constitution and District Bylaws and Policies.

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Ensure that financial records are kept in accordance with standard procedures set by the Senior District.

Establish a District budget for approval of both Senior and Junior Boards.

Ensure that each established Club pays their Annual International and District dues for their membership. Dues are payable November 1<sup>st</sup> each year and are delinquent December 1<sup>st</sup>.

Promote new Club charters as well as growth in established Clubs.

Plan and coordinate with Junior District Officers, a Club Officer Training Academy, District Meetings, projects, District Board Meetings and a District Convention in April/May.

### DUTIES TO CIVITAN INTERNATIONAL

Advise the names and addresses of new District/Club Officers immediately upon election.

Assist in collection of dues 60 days or more in arrears.

Promote International Programs, Projects and Conventions to encourage maximum participation.

### D 1000 – 19 - SERGEANT-AT-ARMS

ADOPTED: 04/90                      LAST AMENDED: 07/12

### RESPONSIBILITIES

Is an ad-hoc position appointed by the Governor.

### DUTIES

The Sergeant-at-arms will render assistance as requested by the Governor to ensure the orderly running of all District functions.

### D 1000 – 20 - SECRETARY

ADOPTED: 04/90                      LAST AMENDED: 07/12

### RESPONSIBILITIES

The Secretary maintains the official records of the District and performs such other duties as usually pertains to the functions of a Secretary. The Secretary may be designated as the agent for an incorporated District.

### DUTIES

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**It shall be the duty of the Secretary to:**

**Attend all District wide meetings, conventions and District Board of Director Meetings and act as Secretary of said meetings.**

**Keep minutes of all District wide meetings, conventions and meetings of the District Board of Directors. Transmit approved copies of these minutes to Civitan International and others designated by the Board within thirty days of close of each meeting.**

**Preserve and have accessible, District Policies and Procedures Manual.**

**Mail timely notice of all District wide meetings and Conventions to all District Officers and Club Presidents.**

**Mail notice of upcoming vacancies of District Officers and requirements for office to all current District Officers and Club Presidents.**

**Perform any other responsibilities and duties as may be assigned by the District Board of Directors or the Governor.**

**Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of records and books.**

### **D 1000 – 21 - SNO-DO CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED: 07/12**

#### **JOB DESCRIPTION**

**Coordinate activities for the Junior Civitan International Sno-Do event in consultation with the Youth Development Director at Civitan International World Headquarters.**

#### **RESPONSIBILITIES**

**Establish a Sno-Do committee to be comprised of Junior and Senior Civitan members, Junior Advisor and other interested parties.**

**In August arrange location and food for planning meeting with Civitan International Youth Development Director.**

**Hold planning meetings as required with Sno-Do Committee.**

**Approach Clubs in the District for financial and volunteer support as may be required.**

**Arrange locations plus food and entertainment for all events.**

**Arrange special outings for participants (i.e. tours, shopping, sports, etc).**

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**Arrange billeting for participating Junior Governors.**

**Arrange hotel reservations as required including room for Canadian District West Senior Governor's reception.**

**Arrange travel within Canada (i.e. buses, donated vans, etc).**

**Arrange for snowmobiles and enlist support of local snowmobile club.**

**Arrange for Snow Voyagers Snowmobile Club for training and escort during the snowmobile run.**

**Arrange additional insurance (as amendment to District Insurance Policy).**

**Establish a bank account, pay bills and request funds as required from Civitan International.**

**Promote Sno-Do and Civitan International Research Centre locally and within the District at Conventions and through the District Bulletin.**

**Keep detailed records and prepare a final report for Civitan International.**

**Submit billet list to Civitan International Foundation of Canada Treasurer (Tax receipt(s) will be issued to families who billet).**

### **RESPONSIBILITIES OF CIVITAN INTERNATIONAL**

#### **YOUTH DEVELOPMENT DIRECTOR**

**Arrange funding from Civitan International.**

**Approve Sno-Do committee decisions.**

**Make all pre-travel and travel arrangements**

**Print weekend itinerary.**

**Arrange Junior Governor's update meeting.**

**Send invitations to all Clubs in Canadian Districts East and West to the banquet.**

**Send thank you to all Clubs who assisted.**

**Arrange for plaques for local businesses as required.**

**Arrange program for banquet including printed material.**

**Send thank you to Committee members.**

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**D 1000 – 22 - TRAINING COORDINATOR**

**ADOPTED: 04/90**

**LAST AMENDED: 07/12**

The District Governor-Elect shall be required to appoint a District Training Coordinator (DTC) no later than March 1<sup>st</sup> of each year. The DTC shall report to and be directly accountable to the Governor-Elect.

**GENERAL RESPONSIBILITIES**

The prime responsibility of the DTC is to assist the Governor-Elect in the planning, preparation and implementation of the District Officer Training Program. The DTC shall also assist by insuring that the Club Officers receive the necessary training arranged by Civitan International. Therefore, the DTC shall work with the staff director of Leadership training to coordinate Club President and Club President Elect attendance at Geographical Training sessions. Club Secretaries and treasurers are trained exclusively on line.

**SPECIFIC DUTIES**

Assist the Governor-Elect in providing resources to all District Officers for the next fiscal year. If necessary, training may be provided to the following District Officers;

Area Director

Lt. Governor

Secretary

Treasurer

Fundraising Chair for District Projects

Fruit Cake Chair (individual works with Headquarter Staff)

Candy and Coin Box Chair (individual works with Headquarter Staff)

District Liaison for promotion of International Fundraisers (trained by Headquarters Staff at the Civitan International Convention).

To assist throughout the year as resource person in regards to training and education.

The individual should also see that all officers of newly Chartered Clubs are trained within THIRTY (30) days of charter presentation. He/she should be available to assist with other District education programs.

**D 1000 – 23 - TREASURER**

**ADOPTED: 04/90**

**LAST AMENDED: 07/14**

**RESPONSIBILITIES**

The Treasurer maintains the official financial records of the District and performs such other duties as usually pertains to the functions of a Treasurer.

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### DUTIES

It shall be the duty of the Treasurer to:

Keep accurate and complete records following good accounting principles of all District financial transactions including candy boxes.

Submit financial statements and records as required by the Governance documents of Civitan International the policies of the District, or by the District Board of Directors.

Receive and deposit all monies due the District.

Disburse monies within limitations of the District budget or by specific instructions of the District Board of Directors or the delegates to the District Convention.

Furnish written reports of District finances to each meeting of the District Board of Directors and to the Annual District Convention.

Close the books at the end of the fiscal year and submit them for audit as required by the Governance documents of Civitan International and Government of Ontario.

Attend all District wide meetings, Conventions and meetings of the District Board of Directors.

Perform any other responsibilities and duties as may be assigned by the District Board of Directors or the Governor.

Submit such reports as may be required by the laws of the State, Province and Nation.

Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of books and records.

### **D 1000 – 24 - DISTRICT HONOUR KEY – JUDGING CHAIRPERSON**

**ADOPTED: 12/98**

**LAST AMENDED:**

### RESPONSIBILITIES

The District Honour Key – Judging Chairperson is appointed by the Awards Committee Chairperson to coordinate a committee of no less than three past Honour Key recipients to judge the applications received for District Honour Key.

### DUTIES

The chairperson will meet with or supply the past Honour Key Committee members with copies of the applications received and poll the committee for their voting results. The chairperson will then report to the Awards Chairperson with the results of the voting. The names of the committee members will not be released by the District Honour Key – Judging Chairperson.

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**D 1000 – 25 - GOVERNOR-ELECT DESIGNATE**

**ADOPTED: 03/01                      LAST AMENDED:**

**RESERVED (07/12)**

**D- 1000 - 26 - PHILANTHROPY LIAISON**

**ADOPTED: 03/01                      LAST AMENDED: 02/19**  
**Reference International Policy #0302-13**

**Purpose:**

**To assist district in fostering awareness and revenue development of programs at the club and district levels. In cooperation with the Civitan International Research Center and the Planned Giving committees, the International District liaisons shall promote awareness of and financial interest in the Civitan International Research Center. They shall also promote involvement in the President's Council, Civitans at the Helm, candy box, and coin box programs, which all serve to fund Civitan International.**

**Qualifications:**

**The candidate(s) for this position must be a member(s) in-good-standing of the President's Council. Appointments are for one year.**

**Training:**

**The International District Liaisons shall attend a special orientation session provided by Civitan International at the annual international convention, coordinated by the Civitan International secretary-treasurer. The Liaison, committee chair(s), and the administrator of the Civitan International Research Center shall work directly with the Liaisons as needed for continuing education. Make-up training shall be provided through materials mailed from the World Headquarters.**

**Budget:**

**The International District Liaisons may be reimbursed up to \$200 (U.S.) per year. Expense vouchers with documentation are sent to the Civitan International Revenue Office for payment.**

**Specific duties and activities, and recognition:**

**A. When attending district, area, and club meetings, Liaisons shall be given time to speak on Civitan International activities.**

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**B. To review appropriate background materials and regular reports regarding the Civitan International Research Center, Planned Giving, and Civitans at the Helm provided by the Civitan International Staff in order to communicate information about these programs to district Civitans.**

**C. To become involved with the Candy Box Project, in support of the District Candy Box Chair, as a cornerstone of the Research Center support base.**

**D. To serve as a district source of planning giving opportunities in cooperation with the Planning Giving Committee/Department.**

**E. To receive special recognition during select events at the annual international convention.**

**D-1000-27 - YOUTH LEADERSHIP AND DIVERSITY CONFERENCE CHAIRPERSON**

**ADOPTED: 01-09**

**AMENDED: 07/12**

**RESPONSIBILITIES:**

**Oversee and organize the entire event for Canadian District West.**

**DUTIES:**

**Arrange transportation and set up a bus schedule.**

**Obtain necessary forms from the coordinator of the conference and distribute to the clubs, as soon as possible in the New Year in order for the sponsors/clubs to have plenty of lead-time to get students. This should happen no later than April 01.**

**A cover sheet will be sent with the forms. This cover sheet will include: full cost for the participant (registration, t-shirt, meals and transportation), where to send the forms and payments and a time frame for this to happen.**

**Acknowledge to the student, club and advisor receipt of the application.**

**Ensure all the returned forms are properly completed. If not follow up to acquire the missing information.**

**Produce a spreadsheet to be forwarded to the Conference Director with a copy to the District Treasurer to track payments.**

**Arrange for Chaperones to accompany the participants.**

**Have Chaperones fill out the registration form so the District Treasurer can forward their participation fee.**

**Copies of the information package shall be mailed to each participant, sponsoring club and advisors along with the bus schedule no later than mid-June.**

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Contact the participants to confirm that they received the information package, verify that they are still attending and verify the pickup location.

Copies of the application, pickup locations and spreadsheet are to be given to the Chaperones before the departure date.

Upon arrival at site location have all participants call home.

On the return trip the participants shall be given a copy of the application form so that they can thank their sponsors.

File a final report to the Canadian District West (CDW) Board and District meeting at the Region 5.

**IT WILL BE IMPRESSED UPON EVERYONE THAT THE PARTICIPANTS DO NOT TRAVEL UN-ACCOMPANIED.**

### **D-1000-28 DANCE-A-THON CHAIRPERSON**

**ADOPTED: 07/12**

**AMENDED: 07/14**

**REMOVED (NOT IN CANADA ANY LONGER)**

### **D-1000-29 DISTRICT DIRECTORY EDITOR**

**ADOPTED: 02/18**

**AMENDED: NEW**

### **RESPONSIBILITIES:**

Appointed by the Governor-Elect under the term of office being July 1<sup>st</sup> to June 30<sup>th</sup> the following year, the District Directory Editor is responsible for gathering the information from the following to facilitate the composition of the District Directory for the upcoming Civitan calendar year.

Governor, International Presidents theme and moto – front page (as per previous years).

The important dates for the Senior and Junior District dates for the year – Oct 01 to Sept 30 the following year.

Selection of Invocations for the various faiths.

List of Past Governors and years served.

List of District Honour Key holders and the year presented.

Board of Directors for CDW including: Governor, Governor-Elect, Immediate Past Governor, Past Governor Director, Area Directors X3, Treasurer, Secretary, Judge Advocate. Following Chairs: Awards/Nominations, Bulletin, Cake, Candy, Credentials, Communications, District Directory Editor, Events, Foundation Representative – Canada, Foundation Representative – International, Junior, Membership – Growth and Retention, Sno-Do, Training, Web Administrator, Youth Leadership & Diversity.

Basic Information for Civitan International including: International President, International Director – Region Five, Civitan International mailing address, phone contacts and email addresses, List of Department contacts and other staff as required.

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**Heel award winners.**

**Executive Boards of the other District(s) in the Region including: Governor, Governor-Elect, Immediate Past Governor, Secretary & Treasurer.**

**Civitan International Foundation of Canada information as developed each year.**

**Club officers and Chairs for each Junior Civitan Club including the District board, Governor, Deputy Governor, Secretary, PR Coordinator, Lieutenant Governor X 2, Sergeant-At-Arms.**

**Junior Civitan Clubs, Club number, Junior President, Advisor – phone # and email address.**

**List of Canadian District West Awards identified in policy manual.**

**Calendar Oct to Oct of the following year.**

**Club officers for each club in the district including the President, President-Elect, Treasurer, Secretary and Cake chairperson.**

**Civitan countries and dates.**

**List of cake chairs and contact information.**

**Club anniversaries, listed or on the monthly calendar.**

**Honourary Canadians**

**Civitan History.**

**Officer Installation.**

**Member Installation.**

**Junior Civitan Creed.**

**Past International Directors and years.**

**Note pages (left over open pages).**

**The Civitan Creed – Back page.**