

Responsibilities of District Officers:

1. The President presides at all district meetings including the District Anchor convention meeting. It is the President's responsibility to work closely with the District Anchor Coordinator in preparing the district newsletter to be published quarterly.
2. The President-Elect serves in the absence of the President. In the event the office of the President becomes vacant, the President-Elect automatically becomes President. The President-Elect will assist with planning and provide decorations for the banquet at which she/he is installed as President.
3. The Secretary is responsible for taking minutes at all district meetings. Minutes should be sent to the District Anchor Coordinator for approval and then distributed to all Executive Board members within 30 days of all meetings. It is the Secretary's responsibility to take roll and give the attendance report during the business session at District Convention.
4. The Convention Chair is responsible for working closely with the District Anchor Coordinator to prepare the convention program. It is the responsibility of the Convention Chair to open convention and make all announcements from the podium.
5. The Region Chairs are responsible for making contact with the Anchor Clubs in their region and acquiring club information to submit to the District Anchor Coordinator for the district newsletter, "Anchor's Aweigh." The Region Chairs should be willing to volunteer for parts of the program during convention.
6. It will be the responsibility of all officers to contribute articles to the District Anchor Newsletter, "Anchors Aweigh."
7. **The in-coming District Anchor Executive Committee will attend a meeting at the close of each District Convention at the convention site.**
8. **Officers shall attend a meeting during the summer or early fall to review district business and make plans for the annual District Anchor Convention**, preferably at the convention site.
9. The planning of District Convention is the responsibility of all District Officers. The Anchor District Officers serve in the place of the host club. Each officer will be responsibility for volunteering for the various jobs and task concerning convention – selection of speakers, acquiring presenters for workshops, preparing parts in the program, T-shirt design, set-up and clean-up of activities, acquiring decorations, signs, etc. The officers should coordinate with their individual Anchor Club Advisors which task her/his club is willing to assume.
10. **Officers will attend a meeting of the District Anchor Executive Committee on Friday afternoon prior to the District Anchor Convention at the convention site**
11. **Term of office for each District Officer shall be one year beginning July 1 following District Convention and ending June 30 of the following year.**
12. If any officer becomes disabled and/or mentally unable to perform the duties of the office, and such incapacity continues for a period of three (3) successive months, or if the officer is absent from any two (2) meetings of the Executive Committee, the officer automatically forfeits the office.
13. If there is no nominee for a given district office, it will be the responsibility of the District Anchor Coordinator to fill the position with an appointment. If a vacancy occurs in any office, other than President, then it shall be the duty of the Anchor Coordinator to fill such vacancy for the unexpired term by appointment.