

**Position**

District Program Co-ordinator

Appointment	Appointed by the Governor Elect with approval of the District Board of Directors
Term of Office	Two Years
Role	<ul style="list-style-type: none"><li>- To act as Chair of the Programme Committee.</li><li>- To work with the Governor and Committee Chairs in planning their biennium based on the District Strategic Plan and the Governor's Goals.</li><li>- To act as a liaison between the Governor/ District Board and the District Chairs.</li><li>- To be in regular communication with the District Committee Chairs, usually via Email.</li></ul> <p><i>For other responsibilities see below</i></p>
Policies and By-laws	<ul style="list-style-type: none"><li>- To be familiar with all District Policies and Procedures</li><li>- To be familiar with all District Committee Chair roles and responsibilities.</li><li>- Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals.</li></ul>
District Board Meetings	<ul style="list-style-type: none"><li>- If able, attend part of the District Board Meetings (<i>no expenses can be claimed</i>)</li></ul>
Conference	<ul style="list-style-type: none"><li>- Work with the Conference Committee to ensure the facilities and equipment required for the workshops are available.</li><li>- To assist the Governor with the presentation of the programme for the new biennium</li><li>- To work with the committee chairs responsible for the judging of the service awards to the collating of a summary of service project entries into the awards for distribution at conference.</li></ul>
IFF Days	<ul style="list-style-type: none"><li>- Work with the District Board member who has been assigned the IFF Day nearest to your Club and assist them as required.</li></ul>
DSB	<ul style="list-style-type: none"><li>- Submit regular articles to the DSB via due date</li><li>- Remind Committee Chairs to regularly submit articles</li></ul>
Reports	<ul style="list-style-type: none"><li>- To submit a six monthly report prior to the Mid Year Board Meeting and a annual report to be included in the District Conference Programme. Due date will be advised by the District Secretary.</li><li>- To remind all Committee Chairs to submit reports as stated above to you by a date prior to the notified due date for collating and submitting to the District Secretary.</li></ul>
Expenses	<ul style="list-style-type: none"><li>- Claim any expenses as allowed under District Policies.</li></ul>