

SECTION E

District Officers' Position Descriptions

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DISTRICT GUIDELINES

The Ohio Association of Family and Consumer Sciences is composed of four districts (See Map, Section A) to permit participation of individual members and to develop effective programs. District organization and function shall conform to OAFCS Bylaws and guidelines.

MEMBERSHIP

District members must meet the membership requirement of AAFCS and must hold membership in both AAFCS and OAFCS. District membership is based on the individuals AAFCS mailing address.

Dues are paid to the AAFCS treasurer. The amount allocated for state and districts is returned to the OAFCS treasurer. The OAFCS treasurer distributes funds to districts as directed by the OAFCS Executive Board.

ORGANIZATION

A district executive board composed of elected officers and appointed district committee chairperson governs each district. Elected officers and their terms of office are:

President	1 year
President-Elect	1 year
Vice-President, Membership	2 years
Vice-President, Nominations	2 years
Secretary	2 years
Treasurer	2 years

Committees may vary in type and number for different districts, but tend to follow the committee pattern of OAFCS. Districts may not need the same number of committees required by the state organization. District committees may be developed according to program and size of membership. The district president appoints district committee chairpersons.

DISTRICT BOARD

1. Meets on call of District President, usually a minimum of three times a year.
2. Establishes policies regarding district affairs.
3. Adopts a budget submitted by district treasurer.
4. Recommends persons for state office or committee work.
5. Makes decisions regarding cooperation and representation in community and state projects.
6. Promotes a program of work appropriate for the district which is consistent with the purposes of OAFCS and AAFCS.

ELECTIONS

District elections are conducted by mail or e-ballot, simultaneously with OAFCS elections. A district nominating committee presents nominations for district offices and, in appropriate years, nominees for district representative on state nominating committee. The nominations are presented to the district board and are then forwarded to the state nominating committee that will conduct the state and district elections by mail or e-ballot. Nominees must give consent before their names are submitted to the membership.

MEETINGS

1. Each district holds at least one district meeting during the fiscal year. Any OAFCS member may attend any district meeting.
2. The district board with the appropriate district committees establishes arrangements for dates, meeting places, and programs. These arrangements should be cleared with the OAFCS Vice-President, District Affairs.

RESPONSIBILITIES TO OAFCS AND AAFCS

1. District president serves as a member of the OAFCS Executive Board.
2. District board suggests, on request of OAFCS president, members for leadership positions in OAFCS and AAFCS.
3. District presidents are the liaison between the district and state association.

4. District committee chairpersons may be requested to serve as members of corresponding state committees to help strengthen both the state and district programs.
5. On request of the OAFCS president, each district submits, for consideration, the names of members who are available to serve as delegates or alternate delegates to AAFCS Annual Meeting.
6. Each district president prepares a yearly report of district events and activities. This report is submitted to the OAFCS Vice-President, District Affairs.

DUTIES OF DISTRICT OFFICERS

COUNSELOR

(Past President, Past President-Elect)

1. Serves as member of District Executive Board
2. Provides counsel to members of the District Executive Board

PRESIDENT

(Serves one year as District President-Elect)

1. Serves as a member of the OAFCS Executive Board. Attend executive board meetings or send a representative. Present a report of your district functions and provide a written report for the state secretary.
2. Presides at District Executive Board meetings and general district meetings. Call for District Board Meetings, usually a minimum of three times per year.
3. Appoints committee and section chairpersons, as needed.
4. Appoint a person to serve on state awards committee. This person may eventually serve as co-chair or chair of this committee. These should be two-year terms. District A and B appointed in even number years and District C and D appointed in odd number years, beginning in 1997. Select and recognize district Friend of the Family Award winners. Each district should have at least one nominee for each state award. Award packets come out in the fall and are at oafsc.org the OAFCS web site.
5. Each district needs to promote persons for state offices and also to serve on executive board.
6. Reports district program and activities to OAFCS Vice-President, District Affairs. Put the state president and president-elect on your mailing list.
7. Prepares a yearly report

PRESIDENT-ELECT

(Elected for 3-year term: President- Elect, President, and Counselor)

1. Responsible for program of district meetings. Plan at least one educational meeting for district members. Apply for PDU's for this program. You may have more than one meeting. Put the state president and president-elect on your mailing list.

2. Serves as an alternate for the president

VICE-PRESIDENT, MEMBERSHIP

(Elected to a two-year term: District A & C elected in even years and B & D in odd years.)

1. Responsible for membership activities and projects.
2. Functions as a member of the District Executive Board.

VICE-PRESIDENT, NOMINATIONS

(Elected to a two-year term: District A & C elected in odd years and B & D in even years.)

1. Responsible for nominating candidates for district and state office. Reports to OAFCS Vice President Elect, District Affairs (state nominating chair).
2. Functions as a member of District Executive Board.
3. Notifies District Candidates the outcome of the election.

SECRETARY

(Elected to a two-year term in even years.)

1. Responsible for records of official action and policy decisions.
2. Functions as a member of District Executive Board.
3. Distributes minutes to members.

TREASURER

(Elected to a two-year term in odd years.)

1. Responsible for all financial records. Sets up a ledger for receipts and disbursements using fiscal year of November 1 to October 31. Send books to the State Treasurer for audit by December 1. (By order of the OAFCS Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

OHIO ASSOCIATION of FAMILY AND CONSUMER SCIENCES

DISTRICT A

EXECUTIVE BOARD

Position Descriptions

Counselor

(Past President, Past President-Elect)

1. Serves as member of District Executive Board
2. Provides counsel to members of the Executive Board

President

(Serves one year as District President-Elect)

1. Serves on the OAFCS Executive Board and acts as a liaison between the OAFCS Board and the District
2. Sets dates and prepares advance agendas for District Executive Board meetings
3. Chairs District Executive Board meetings and member meetings
4. Maintains contact with all district officers and supports activities they are doing
5. Approves all District expenditures
6. Appoints District committee chairpersons
7. Submits a District Plan of Work and Annual Report in conjunction with District Executive Board

President-Elect

(Elected for 3-year term: President- Elect, President, and Counselor)

1. Serves as district program chair for the fall meeting
2. Organizes, with assistance of the executive committee, a program committee
 - A. Plans at least one district program or workshop
 1. One to take place in the fall
 - B. Arranges for meeting locations
 - C. Plans program
 - D. Contacts all speakers
 - E. Chairs or provides for chairing of program
 - F. Arranges for printing and distributing meeting announcements
 - G. Sends announcement of meeting
 1. OAFCS Newsletter
 2. OAFCS President
 3. OAFCS Vice-President, District Affairs
 - H. Acknowledges participation of speakers, etc.
3. Functions as member of District Executive Board

Vice-President, Membership

(Elected for a 2 year term, even years)

1. Attends district and state committee meetings in support of membership recruitment
2. Follows recommendations of state membership chairperson and functions as a committee member of the state membership committee
3. Functions as a member of the District Executive Board
4. Establishes a district membership committee which will personally contact former and prospective members securing new members
5. Maintains the membership for the district
6. Follows recommendations formulated by the District Executive Board concerning membership recruitment
7. Reports to OAFCS Membership Chair

Vice-President, Nominations

(Elected for a 2 year term, odd years)

1. Functions as a member of District A Executive Committee
2. Provides a list of candidates for offices being vacated that year
3. Submits to state the list of candidates
4. Notifies candidates with the outcome of the election

Secretary

(Elected to a two-year term in even years.)

1. Keeps minutes of meetings
2. Distributes minutes to:
 - A. District A Executive Board
 - B. OAFCS Vice-President, District Affairs
 - C. OAFCS President
 - D. OAFCS President-Elect
3. Keeps records of past meetings and activities of District A
4. Functions as a member of the District Executive Board

Treasurer

(Elected to a two-year term in odd years.)

1. Sets up a ledger for receipts and disbursements using fiscal year of November 1 to October 31
2. Prepares a treasurer's report for district meetings
3. Pays bills approved by the district president
4. Send books to the State Treasurer for audit by December 1. (By order of the OAFCS Executive Board, substantial penalties may be imposed for late submission of the

annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

5. Prepares a budget in conjunction with district officers or a special finance committee
6. Handles registrations for district meetings
7. Functions as a member of the District Executive Board

Public Relations Chairperson

Appointed by District President

1. Attends executive board meetings as necessary
2. Releases advance information to the media about the fall meeting
3. Develops a press release concerning professional attendance at District A Meetings for use with the Family and Consumer Sciences professional's local media.
4. Maintains contact with county Family and Consumer Sciences organizations in District A.
5. Promotes District A's programs and activities with other professional organizations related to Family and Consumer Sciences subject matter.
6. Mails information concerning District meetings to District A colleges/universities which offer programs in Family and Consumer Sciences subject matter.

Preprofessional/Graduate Student Section

1. Attends district meetings
2. Attends and represents District A at state Preprofessional/Graduate Student Section meetings
3. Serves on committees at the state level
4. Encourages membership within local chapter and District A

Professional Development Chair

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Serves on Fall Meeting Program Committee and assist President-Elect in applying for PDUs for Fall Meeting program
3. Develops opportunities for professional growth and development of members
4. Promotes and supports certification and recertification of individuals in family and consumer sciences
5. Acts as District A Liaison with OAFCS Certification Chairperson
6. Provides Certified Family and Consumer Professionals with current information regarding certification and opportunities for earning PDU's

Awards Chairperson

(Appointed by the District President)

1. Reviews and revises the award applications if needed
2. Promotes the award process in District A
3. Provides award forms at the District A Fall Meeting
4. Presents a certificate to state District A winners at the Fall meeting
5. Forwards to OAFCS Awards Committee those nominees eligible to be considered for OAFCS awards
6. Serves as member of OAFCS Awards Committee if requested to do so

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OHIO ASSOCIATION of FAMILY AND CONSUMER SCIENCES DISTRICT B

EXECUTIVE BOARD Position Descriptions

Counselor

(Past President, Past President-Elect)

1. Serves as member of the District Executive Board
2. Provides counsel to members of the District Executive Board
3. Assists in planning and execution of fall meeting.*

President

(Serves one year as District President-Elect)

1. At request of the OAFCS President represent District B as an Ohio voting delegate to the AAFCS Assembly.
2. Serve on the OAFCS Executive Board and acts as a liaison between the Board and the District.
3. Appoint District committee chairpersons
4. Sets dates and prepares advance agendas for District Executive Board meetings
5. Chairs District Executive Board meetings and member meetings
6. Submits a District Plan of Work (Fall) and Annual Report (Spring) to OAFCS in conjunction with District Executive Board
7. Maintains contact with all District Executive Board members and support activities
8. Approves all District expenditures
9. Updates District B historical binder and transfer to next President
10. Finalize plans for District Fall meeting. *
11. Submit articles to District and OAFCS newsletters.

President-Elect

(Elected for 3-year term: President- Elect, President, and Counselor)

1. Serves as member of the District Executive Board
2. Shall become District B President upon resignation or removal of the President
3. Represent the district as a member of the OAFCS awards committee
4. Serves as Program Chairperson for the District Fall Meeting
 - A. Program Committee may consist of:
 1. Executive Board members, e.g., Treasurer--registration, Public Relations Chairperson--publicity, etc.
 2. Representatives of the following universities:
Ashland University, Kent State University, University of Akron, and

- Youngstown State University
3. Representatives of professional sections, e.g., Extension, Business, HC, SMS, etc.
 4. Representatives of Subject matter sections
- B. Coordinates functions of Program Committee:
1. Plans Fall Meeting program
 2. Submits Fall Meeting budget to Treasurer
 3. Arranges for meeting location.* Rotation schedule is:
 - a. Even years at universities:
 - 1996: Youngstown State University
 - 1998: Kent State University
 - 2000: University of Akron
 - 2002: Ashland University
 - 2004: Baldwin-Wallace College
 - b. Odd years at centrally located community facility
 4. Contacts speakers
 5. Coordinates efforts with District Newsletter Editor for printing and mailing of meeting announcements and Fall District Newsletter
 6. Develops and arranges for printing of meeting program
 7. Chairs or arranges for chairing of program
 8. Acknowledges participation of speakers, etc.
 9. When appropriate plan speaker/activity as it relates to OAFCS's Spring Program for District B.*
 10. Submits Fall and Spring Meeting expenses to President and Treasurer for approval

Vice-President, Membership

(Elected for 2 year term, odd years)

1. Serves as member of OAFCS Membership Committee
2. Follows recommendations of OAFCS Membership Chairperson
3. Attends OAFCS and related meetings at the district and state level in support of membership recruitment
4. Has membership forms available at said meetings
5. Maintains a District membership file from information provided by the OAFCS Membership Chairperson
6. Provides a District membership list to other District Executive Board members
7. Serves as a member of the District Executive Board
8. Implements recommendations of the Executive Board regarding membership recruitment
9. Establishes a District Membership Committee to contact former and prospective members
10. Sends letters of welcome to all new members with membership questionnaire
11. Serves as chairperson for the District B Outstanding FCS member of the Year Award:
 - A. Obtains nominations

- B. Convenes committee to select candidate
 - C. Purchases plaque and has engraved
 - D. Provides media release information to PR Chairperson
 - E. Presents award at District B Fall Meeting.
12. Coordinates the nomination of District B members for OAFCS Outstanding Professional in Family and Consumer Sciences Award
13. Maintain a list of past award recipients.*

Vice-President, Nominations

(Elected for 2 year term, even years)

1. Serves as member of the District Executive Board
2. Recruits and secures at least one eligible candidate for each OAFCS office being vacated that year
3. Recruits and secures at least two eligible candidates for each District office being vacated that year
4. Submits a list of candidates to the OAFCS Vice-President, District Affairs by the designated Fall deadline
5. Notifies candidates of the election results
6. Submits to the District President candidates to be considered for committee chair appointments

Secretary

(Elected to a two-year term in even years.)

1. Keeps minutes of meetings
2. Distributes minutes to:
 - A. District B Executive Board
 - B. OAFCS Vice-President, District Affairs
 - C. OAFCS President
 - D. OAFCS President-Elect
3. Has minutes of the previous year's Annual Business Meeting approved at the Annual Business Meeting
4. Keeps records of past District meetings and activities
5. Serves as member of the District Executive Board

Treasurer

(Elected to a two-year term in odd years.)

1. Serves as member of the District Executive Board
2. Develops proposed budget for fiscal year

3. Makes financial report at each Executive Board meeting and Annual Business Meeting (District F
4. Pays bills, receives income, and prepare ledger and financial reports on a monthly basis. Bills are to be submitted with payment request form and require approval by the President and Treasurer.
5. Handles registration responsibilities for the Fall Meeting and if planned Spring, e.g., receives mail-in registration & fees, makes name tags, sets up registration table at the Meeting(s), etc.
6. Sends financial records and books to the OAFCS Treasurer by December 1 to be audited. (By order of the OAFCS Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

District B Newsletter Editor

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Prepares a fall and spring District B Newsletter (effective 2004 electronically).
3. Requests news items from District Executive Board members; OAFCS Executive Board, Northeastern Ohio Universities, Extension, Business, HC, and SMS groups as appropriate
4. Coordinates efforts with President-Elect to post to Website the Fall & Spring newsletter(s).
5. Order mailing labels from OAFCS Membership Chair if needed for special newsletters or announcements.

Public Relations Chairperson

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Makes public relations reports at Executive Board and Fall Meetings
3. Maintains an up-to-date list of media contacts and addresses for the District B Area (18 counties)
4. Notifies OAFCS and District newsletters of District meeting dates
5. Prepares and releases advance information to the media about Fall Meeting
6. Attempts to secure media coverage of Fall Meeting
7. Submits articles about District meetings (and other topics) for publication in the OAFCS and District newsletters
8. Receive from the District Vice-President, Membership information about the District B Outstanding Professional in Family and Consumer Sciences Award. Prepare and release photo and copy to the press in his/her locality and the OAFCS and District Newsletter Editors
9. Prepares and releases information about District Executive Board members to the media in their localities
10. Recommends public relations budget for the next year to the Treasurer

11. Handles publicity for any additional events sponsored by the District B
12. Member of OAFCS Public Relations Committee.

Marketing & Communications Chairperson

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Follows and implements recommendations of the Executive Board concerning marketing and communications emphasis
3. Participates in campaigns initiated by AAFCS
4. Promotes increased knowledge and skill among district members in the areas of marketing, communications, and leadership via newsletter articles. Promote workshops and seminars at OAFCS and District meetings; and/or the identification of pertinent resources

Public Policy Chairperson

(Appointed by the District President)

1. Serves as member of OAFCS Public Policy Committee
2. Serves as member of the District Executive Board
3. Keeps up-to-date on legislation and rule making activities
4. Communicates to membership, public policy issues relative to the profession and encourage members to contact legislators regarding Family and Consumer Science views on those issues
5. Identifies members who live in State Senate, State House, and U.S. House of Representative districts within District B to serve as contact for legislators in those districts
6. Submits legislative update articles to the district newsletters
7. Presents testimony about issues as needed

Professional Development Chair

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Serves on Fall Meeting Program Committee and assist President-Elect in applying for PDUs for Fall Meeting program
3. Develops opportunities for professional growth and development of members
4. Promotes and supports certification and recertification of individuals in family and consumer sciences
5. Acts as District B Liaison with OAFCS Certification Chairperson
6. Provides Certified Family and Consumer Professionals with current information regarding certification
7. Provides opportunities for District B members to earn PDUs by purchasing audiotape presentations from AAFCS Annual Meetings and making them available on a loan

basis

8. Donates audiotapes outdated for use in earning PDUs to interested parties

Student Member Section Representative

(Appointed by the District President)

1. Attends and represents District B at OAFCS Student Membership Section meetings
2. Serves on SMS committees at the state level
3. Serves as an ex-officio member of the District Executive Board
4. Attends OAFCS Annual Meeting and District B Fall Meeting
5. Encourages SMS membership in local chapter and chapters throughout the District B
6. Submits SMS news articles to the District Newsletter Editor

Adopt-A-Professional/Mentor-A-Student Project Chairperson

(Appointed by the District President)

1. Serves as member of the District Executive Board
2. Coordinates efforts with SMS Representative to promote Adopt-a-Professions/
Mentor-a-Student project
3. Sends information to District B colleges/universities about the project including
student and professional application forms
4. Provides information about the project at District Meetings including student and
professional application forms
5. Matches students with professionals in consultation with SMS Representative
6. Submits articles about the project to the District and State newsletters

Prepared by:

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1st Revision:

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Past President OAFCS, District B
(7/91)*

2nd Revision:

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President OAFCS, District B
(5/95)*

3rd Revision:

*Eileen S. Ptacek, CFCS
President OAFCS District B
May 1999*

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OHIO ASSOCIATION of FAMILY AND CONSUMER SCIENCES DISTRICT C

EXECUTIVE BOARD Position Descriptions

Counselor

(Past President, Past President-Elect)

1. Serves as member of Executive Board
2. Provides counsel to members of Executive Board

President

(Serves one year as District President-Elect)

1. Serves on the OAFCS Executive Board and acts as a liaison between the Board and the District
2. Sets dates and prepares advance agendas for District Executive Board meetings
3. Chairs District Executive Board meetings and member meetings
4. Maintains contact with all district officers and supports activities they are doing
5. Approves all District expenditures
6. Appoints District committee chairpersons
7. Submits a District Plan of Work and Annual Report in conjunction with District Executive Board

President-Elect

(Elected for 3-year term: President- Elect, President, and Counselor)

1. Serves as district program chair for fall and spring meetings
2. Organizes, with assistance of the executive committee, a program committee which:
 - A. Plans 2 district programs or workshops, one to take place in the fall and one to take place in the spring
 - B. Arranges for meeting locations
 - C. Plans program
 - D. Contacts all speakers
 - E. Chairs or provides for chairing or program
 - F. Arranges for printing and distributing via mail the meeting announcements
 - G. Sends announcement of meeting to:
 1. OAFCS Newsletter
 2. OAFCS Vice-President, District Affairs
 3. OAFCS President
 1. Handles registration for fall & spring meetings, providing an accurate accounting of money received and list of registrants to the district treasurer
 - I. Acknowledges participation of speakers, etc.

3. Functions as member of the District Executive Board
4. Functions as member of the OAFCS Program of Work Committee

Vice-President, Membership

(Elected for a 2 year term, odd years)

1. Attends district and state committee meetings in support of membership recruitment
2. Follows recommendations of state membership chairperson and functions as committee member of the state membership committee
3. Functions as member of the district executive committee in the role of membership
4. Establishes a district membership committee which will personally contact former and prospective members securing new members
5. Maintains the membership file monthly for the district
6. Follows recommendations formulated by the district executive board concerning membership recruitment

Vice-President, Nominations

(Elected for 2 year term, even years)

1. Functions as a member of District Executive Committee
2. Provides a list of candidates for offices being vacated that year
3. Submits to state nominating chair the list of candidates
4. Notifies candidates with the outcome of the election

Secretary

(Elected to a two-year term in even years.)

1. Keeps minutes of meetings
2. Distributes minutes to:
 - A. District C Executive Board
 - B. OAFCS Vice-President, District Affairs
 - C. OAFCS President
 - D. OAFCS President-Elect
3. Keeps records of past meetings and activities of District C
4. Functions as member of the District Executive Board

Treasurer

(Elected to a two-year term in odd years.)

1. Sets up a ledger for receipts and disbursements using fiscal year of November 1 to October 31
2. Prepares a treasurer's report for district meetings
3. Pays bills approved by the district president
4. Sends books to the State Treasurer for audit by December 1. (By order of the OAFCS)

Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

5. Prepares a budget in conjunction with district officers or a special financial committee
6. Functions as member of the District Executive Board

Preprofessional/Graduate Student Section

(Appointed by the District President)

1. Attends district meetings
2. Attends and represents District C at state Preprofessional/Graduate Student Section meetings
3. Serves on committees at the state level
4. Encourages membership within local chapter and District C.
5. Functions as ex-officio member of District C Executive Committee

Public Relations Chairperson

(Appointed by District C President)

1. Maintains an up-to-date list of media contacts and addresses for the District C area
2. Releases advance information to the media about spring and fall meetings
3. Attempts to secure media coverage of spring and fall meetings
4. Arranges for printing the district newsletter and coordinate distribution with President-Elect via mail along with fall & spring meeting announcements
5. Functions as member of District C Executive Committee

Awards Chairperson

(Appointed by District C President)

1. Reviews and revises the award applications if needed
2. Duplicates copies of the applications and distribute via mail with fall meeting information to all District C members
3. Receives completed sets of applications and duplicate for review by District C Executive Committee at November board meeting
4. Orders the awards to be presented at the spring meeting
5. Notifies each award winner following his/her selection
6. Presents the awards at the spring district meeting
7. Publicizes the winners in OAFCS Newsletter
8. Forwards to OAFCS Awards Committee those applications eligible to be considered for OAFCS awards
9. Serves as member of OAFCS Awards Committee if requested to do so

Scholarship Chairperson

(Appointed by District C President or OAFCS Scholarship Chair)

1. Promotes scholarship applications in District C
2. Serves as member of OAFCS Scholarship Committee to evaluate scholarship applications as requested by OAFCS Scholarship chair
3. Functions as member of District C Executive Committee

Public Policy Chairperson

(Appointed by District C President)

1. Serves as liaison between District C members and OAFCS Public Policy Committee
2. Informs District C Executive Board and members of current legislation
3. Assists OAFCS Public Policy Chair as requested
4. Functions as member of District C Executive Committee

Revised 1/91

District C Executive Board

Betty Behnken, C.H.E., President

Revised 5/2004

OHIO ASSOCIATION of FAMILY AND CONSUMER SCIENCES DISTRICT D

EXECUTIVE BOARD Position Descriptions

Counselor

(Past President, Past President-Elect)

1. Serves as member of Executive Board
2. Provides counsel to members of Executive Board

President

(Serves one year as District President-Elect)

1. Serves on the OAFCS Executive Board and acts as a liaison between the Board and the District
2. Sets dates and prepares advance agendas for District Executive Board meetings
3. Chairs District Executive Board meetings and member meetings
4. Maintains contact with all district officers and supports activities they are doing
5. Approves all District expenditures
6. Appoints District committee chairpersons
7. Submits a District Plan of Work and Annual Report in conjunction with District Executive Board

President-Elect

(Elected for 3-year term: President- Elect, President, and Counselor)

1. Serves as district program chair for the fall and spring meetings
2. Organizes, with assistance of the executive committee a program committee
 - A. Plans district program or workshop to take place in the fall
 - B. Arranges for meeting locations
 - C. Plans program
 - D. Contacts all speakers
 - E. Chairs or provides for chairing of program
 1. Arranges for printing and distributing via mail the district newsletter and meeting announcements
 - G. Sends announcement of meeting
 1. OAFCS Newsletter
 2. OAFCS President
 3. OAFCS Vice-President, District Affairs
 - H. Acknowledges participation of speakers, etc.
3. Functions as member of the District Executive Board
4. Functions as member of the OAFCS Program of Work Committee

Vice-President, Membership

(Elected for a 2 year term, odd years)

1. Attends district and state committee meetings in support of membership recruitment
2. Follows recommendations of state membership chairperson and functions as a committee member of the state membership committee
3. Functions as a member of the District Executive Committee in the role of membership
4. Establishes a District Membership Committee which will personally contact former and prospective members securing new members
5. Maintains the membership "Rolodex" file monthly for the District
6. Follows recommendations formulated by the District Executive Board concerning membership recruitment

Vice-President, Nominations

(Elected for a 2 year term, even years)

1. Functions as member of District D Executive Committee
2. Provides a list of candidates for offices being vacated that year
3. Submits to state the list of candidates
4. Notifies candidates with the outcome of the election

Secretary

(Elected to a two-year term in even years.)

1. Keeps minutes of meetings
2. Distributes minutes to:
 - A. District D Executive Board
 - B. OAFCS Vice-President, District Affairs
 - C. OAFCS President
 - D. OAFCS President-Elect
3. Keeps records of past meetings and activities of District D.
4. Functions as member of the District Executive Board

Treasurer

(Elected to a two-year term in odd years.)

1. Sets up a ledger for receipts and disbursements using fiscal year of November 1 to October 31
2. Prepares a treasurer's report for district meetings
3. Pays bills approved by the district president
4. Sends books to the State Treasurer for audit by December 1. (By order of the OAFCS)

Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

5. Prepares a budget in conjunction with district officers or a special finance committee
6. Handles registrations for district meetings
7. Functions as member of the District Executive Board

Preprofessional/Graduate Student Section

1. Attends district meetings
2. Attends and represents District D at state Preprofessional/Graduate Student Section meetings
3. Serves on committees at the state level
4. Encourages membership within local chapter and District D

Public Relations Chairperson

(Appointed by the District President)

1. Maintains an up-to-date list of media contacts and addresses for the District D area
2. Releases advance information to the media about spring and fall meetings
3. Attempts to secure media coverage of spring and fall meetings
4. Handles publicity for any additional events sponsored by OAFCS District D
5. Attends executive board meetings as necessary

(7/84)

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