

# *Sons of Norway*

## DISTRICT IV



### EXAMPLES OF OFFICER DUTIES AND RESPONSIBILITIES

ALL OFFIERS ARE REQUIRED TO ATTEND TWO BOARD MEETINGS A YEAR AND THE DISTRICT CONVENTION EVERY OTHER YEAR, HAVE EMAIL AND ACCESS TO THE INTERNET

#### **A. President**

1. Shall preside at all meetings
2. Shall be the Executive Officer of the District
3. Shall supervise proper observance of the constitution, laws, rules and ceremonies of the Order
4. Shall attend the District Presidents Council meetings twice a year
5. Shall attend lodge anniversary and events as appropriate.

#### **B. Vice President**

1. Shall preside at meetings in the President's absence
2. Shall supervise all ceremonies (6/04)
3. Shall be the Chairperson of the Scholarship and Membership Committees
4. Shall be responsible for overseeing the seminars conducted by the Zone Director

#### **C. Secretary**

1. Shall keep an accurate record of all meetings of the District Lodge and the District Board and have minutes distributed to members within 45 days of the meeting.
2. Shall make updates and changes to the district Policy Manual as needed
3. Shall handle all correspondence which has not been expressly delegated to other officers
4. Shall prepare and submit to the International Headquarters any required information
5. Shall authorize the payment of all bills
6. Shall annually prepare a directory of Lodge Officers

#### **D. Treasurer**

1. Shall not disburse any funds without the approval of the District Secretary.
2. Shall prepare a complete financial report for all District Lodge meetings
3. Shall prepare a budget for the biennium

#### **E. Cultural/Publicity Director (6/06)**

1. Shall be the liaison and coordinator for cultural activities in the district.
2. Shall coordinate Cultural Day at the District Convention and work closely with the local cultural day convention committee.
3. Shall be the Chairperson of the Fraternal Grants Committee (9/27/96)
4. Shall prepare the District IV page for the *Viking* magazine
5. Shall publish the District newsletter – *Fabulous Fourth Footnotes* –

#### **F. Zone Directors**

1. Shall be responsible for conducting a zone-wide workshop or individual lodge workshops for the lodges in their zone once each biennium.
2. Shall also visit each lodge in his/her Zone in the year no workshop is conducted.
3. Shall, if possible, attend the first three (3) meetings of a newly instituted lodge
4. Shall be the Chairperson for all Zone Caucus meetings at the District Convention
5. Shall be responsible for verifying the Lodge/President of the Year forms
6. Shall encourage lodges to send delegates to the District Conventions and shall suggest that lodges consider sending a younger member as a delegate.
7. Shall be responsible for the District Convention Walk-A-Thon when the convention is held in their zone. (04/05)