

SECTION D 1000 – JOB DESCRIPTION

D 1000 – 1- IMMEDIATE PAST GOVERNOR

ADOPTED: 04/90

LAST AMENDED: 09/24

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 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.

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

Chair of the Nominating Committee and administer the election process for the District Officers (Governor-Elect, Area Director(s), Past Governor Director, Secretary and Treasurer).

D 1000 – 2- GOVERNOR

ADOPTED: 04/90

LAST AMENDED: 03/24

RESPONSIBILITIES

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 and the delegates to the Annual District Convention. He/she shall further the purposes of the District. He/she shall promote the interests and coordinate the work of District Officers and of member clubs within the District.

DUTIES

It shall be the duty of the District Governor to:

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

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

Serve as ex-officio member of all District Committees.

Appoint District officers, project chairs and District committees as provided 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 chairs and District committees to ensure that the policies and programs of 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 the District Policies to correct or move to replace the member as required.

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

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.

Designate Parliamentarian for District wide meetings and District Conventions.

Perform any other responsibilities or duties required by the By-Laws or the District Board of Directors.

D 1000 – 3- GOVERNOR-ELECT

ADOPTED: 04/90

LAST AMENDED: 03/24

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.

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

Develop with the Governor a District Growth Plan.

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.

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 Chair is required prior to Junior International year ending June 30th.

The appointment of the Training Coordinator and District Event Chair 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).

Provide for training of District Officers for the next fiscal year and ensure that all Club Officers attend training certification Programs.

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.

Timelines

January/February - Governors-elect shall select a District Development Team. Plan club expansion into new communities, existing club's growth and retention and the importance of positive growth.

February/May - Governors-elect appoint District Development Team. This team shall meet with the current team to review current and long-range plans and develop a plan for the next year.

CANADIAN DISTRICT WEST POLICY MANUAL

September - Governor-elect and District Development Team summarizes club presidents' reports, makes necessary revisions to District plan with board approval.

Perform any other responsibilities or duties assigned by the District Board.

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

D 1000 – 4- AREA DIRECTOR

ADOPTED: 04/90

LAST AMENDED: 03/24

RESPONSIBILITIES

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 Spring 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 Spring 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 for each conference/visitation at the next Board meeting.

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

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

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.

D 1000 - 5- AD HOC COMMITTEE (S)

ADOPTED: 04/90

LAST AMENDED: 07/12

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

D 1000 – 6- AWARDS CHAIR/IMMEDIATE PAST GOVERNOR

ADOPTED: 10/87

LAST AMENDED: 03/24

RESPONSIBILITIES

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

DUTIES

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

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 Chair of the Honour Key Judging Committee from past recipients of the Honour Key.

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.

CANADIAN DISTRICT WEST POLICY MANUAL

D 1000 – 7- BULLETIN EDITOR

ADOPTED: 04/90

LAST AMENDED: 03/24

RESPONSIBILITIES

To publish an informative bulletin, highlighting activities of Clubs, District and International events at least FOUR times a year and distributed to members electronically. The Bulletin will include complete details of all District and International projects pertaining to Canadian District West and may include a Convention Registration Form.

DUTIES

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

Distribute the Bulletin to all Civitans within the District via the website, and inform the Canadian District East Governor and Bulletin Editor.

Accept invitations (with Governor approval) 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, Area Directors and Committee Chairs prior to publishing each issue of the Bulletin.

D 1000 – 8- CAKE CHAIR

ADOPTED: 04/90

LAST AMENDED: 03/24

Do a mock recall for cake every year in conjunction with the Treasurer as required under the licensing agreement with Canadian Food Inspection Agency, Safe Foods Canada Act.

D 1000 – 9- COMMITTEE CHAIR(S)

ADOPTED: 04/90

LAST AMENDED: 07/07

RESPONSIBILITIES

To promote and coordinate all activities pertaining to designated committee.

CANADIAN DISTRICT WEST POLICY MANUAL

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 – 10- EVENTS CHAIR/COMMITTEE

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

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 Chair 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.

CANADIAN DISTRICT WEST POLICY MANUAL

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 within Thirty (30) days.

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 – 11- 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.

D 1000 – 12- GROWTH AND RETENTION CHAIR

ADOPTED: 04/90

LAST AMENDED: 03/24

The District Growth and Retention Chair shall be the District Governor-Elect.

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 a District Growth plan.

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

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

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 – 13- JUDGE ADVOCATE

ADOPTED: 04/90

LAST AMENDED: 03/24

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 the District Judge Advocate in the Policies of Canadian District West.

He/she shall advise and assist the Clubs of his/her District in complying with the terms and provisions of the District Bylaws.

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.

Advise at all conventions that the updated Policy Manual is on the website.

CANADIAN DISTRICT WEST POLICY MANUAL

D 1000 – 14- JUNIOR CHAIR

ADOPTED: 04/90

LAST AMENDED: 03/24

RESPONSIBILITIES

Appointed by the Governor-Elect under the term of office being July 1st to June 30th the following year, the Junior Civitan Chair 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 Chair is responsible for properly carrying out 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.

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 1st each year and are delinquent December 1st.

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 CANADIAN DISTRICT WEST

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

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

CANADIAN DISTRICT WEST POLICY MANUAL

D 1000 – 15- SERGEANT-AT-ARMS

ADOPTED: 04/90

LAST AMENDED: 07/12

RESPONSIBILITIES

Is an ad-hoc position of a Civitan in Good Standing appointed by the Governor at the convention.

DUTIES

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

D 1000 – 16- 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

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 draft copies of these minutes to the Board and others designated by the Board within fourteen days of close of each meeting.

Transmit approved minutes to the webmaster to be posted online.

Preserve and have accessible, District Policies and Procedures Manual.

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

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

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

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 – 17- TRAINING COORDINATOR

ADOPTED: 04/90

LAST AMENDED: 03/24

The District Governor-Elect shall be required to appoint a District Training Coordinator (DTC) no later than March 1st 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.

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
Secretary
Treasurer
Fundraising Chair for District Projects

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 – 18- TREASURER

ADOPTED: 04/90

LAST AMENDED: 03/24

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.

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

DUTIES

It shall be the duty of the Treasurer to:

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

Submit financial statements and records as required by 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 the 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 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 – 19 - DISTRICT HONOUR KEY – JUDGING CHAIR

ADOPTED: 12/98 LAST AMENDED: 03/24

RESPONSIBILITIES

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

CANADIAN DISTRICT WEST POLICY MANUAL

DUTIES

The chair 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 chair will then report to the Awards Chair with the results of the voting. The names of the committee members will not be released by the District Honour Key – Judging Chair.

D-1000- 20- YOUTH LEADERSHIP AND DIVERSITY CONFERENCE CHAIR

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.

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

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

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 UNACCOMPANIED.

D-1000- 21 DISTRICT DIRECTORY EDITOR

ADOPTED: 02/18

AMENDED: 03/24

RESPONSIBILITIES:

Appointed by the Governor-Elect under the term of office being July 1st to June 30th 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, Treasurer, Secretary, Judge Advocate. Following Chairs:

Awards/Nominations, Bulletin, Cake, Credentials, Communications, District Directory Editor,

Events, Foundation Representative – Canada, Junior,

Membership – Growth and Retention, Training, Web Administrator, Youth Leadership & Diversity.

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

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, 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.

ISSUE YEAR 2023-2024

CANADIAN DISTRICT WEST POLICY MANUAL

Calendar Oct to Dec of the following year.

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

List of cake chairs and contact information.

Club anniversaries on the monthly calendar.

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.