

## Duties and Responsibilities of the Executive Vice President (EVP)

The primary activities of the EVP are to:

1. Prepare to become the District President
  - a. Observe and study the actions of the President and, as much as possible, be involved with the President as he carries out his mandate to lead the District
  - b. Attend all meetings of the Board of Directors and House of Delegates as a voting member.
  - c. Engage in pertinent educational opportunities including the Leadership Summit and at District President Council (DPC) meetings held at Midwinter during the period before Harmony University, and online.
2. Chair and Preside over the meetings of the District Operations Team Directors
  - a. Hold meetings biannually for the purposes of organization, strategy development, leadership education and progress monitoring
  - b. Develop the agenda, arrange for minutes to be kept, and prepare a report to the Board in consultation with the District President
3. Assist the President and the Immediate Past President as requested in carrying out the policies and objectives of the District Board

Additional activities of the EVP

1. Perform such duties as may be assigned by the DP or by the DBOD
2. Host Society guests attending District functions; a shared duty with DP and IPP.
3. Attend all DBOD and HOD meetings as a voting member of both groups
4. Represent the DP, as required, at Society, District, Standing or Special Committee meetings
5. Provide reports on special projects, as needed or requested.
6. Always strive to find ways to help, and demonstrate leadership by example in all aspects of District activity.

Reviewed by Rob Macdonald, Charlie Metzger, John Rettenmayer ;  
December, 2017