ACOG FELLOW DISTRICT OFFICER DUTIES

The following are a general representation of officer expectations. Please review your specific district and/or section policies and procedures for other duties as required by your district or section.

**District Fellow Chair**
**District Fellow Vice Chair**
**District Fellow Secretary**
**District Fellow Assistant Secretary (DIII Only)**
**District Fellow Treasurer**
ACOG District Fellow Vice Chair
Position Description

- Keep informed about the purposes and policies of ACOG and the conditions in the District relating to these policies.
- Attend the Officers Orientation meeting.
- Attend the Executive Board Orientation meeting as Vice Chair Elect.
- Attend meetings of the District Advisory Council.
- Serve on the Executive Committee of the District in order to transact District business between meetings of the Advisory Council.
- Assist the District Chair, when requested, in all duties noted under the District Chair job description.
- Replace the District Chair, when for any reason, the District Chair is unable to serve in the capacity as District Chair.
- Work with the District Chair to direct and coordinate the activities of the Section Chairs in the District.
ACOG District Fellow Secretary
Position Description

- Serve on and attend meetings of the District Advisory Council.
- Serve on the District Executive Committee in order to transact District business between meetings of the Advisory Council.
- Keep informed about the purposes and policies of ACOG and the conditions in the District relating to these policies.
- Give notice of all meetings of the District, of proposed amendments, and of any matter authorized by the District Advisory Council.
- Keep minutes and attendance lists of all advisory council and executive committee meetings.
- Serve as the District Newsletter Editor (unless your District has a separate appointment for this position).
ACOG District III Fellow Assistant Secretary Position Description

DISTRICT III ONLY

- Represent ACOG as an official spokesperson in accordance with the ACOG’s media policy.
- Serve as a voting member of both the District Executive Committee and the District Advisory Council
- Attend the District III Advisory Council Meetings
- Attend meetings of the Executive Committee of the District in order to transact District business between meetings of the Advisory Council.
- Attend District III Annual District Meeting to meet with Fellows of the District to determine their needs, if held.
- Attend Section meetings as requested by the District Chair
- Serve as Editor of the District III Newsletter
- Serve as Editor for Electronic Communications (eg: Website and other Social Media) with the assistance of the District staff
ACOG District Fellow Treasurer
Position Description

- Serve on and attend meetings of the District Advisory Council.
- Serve on the District Executive Committee in order to transact District business between meetings of the Advisory Council.
- Keep informed about the policies of the ACOG relating to the finances of the District.
- Work collaboratively with the Financial Services Center to ensure timely and accurate reports and distribution of funds.
- Prepare Treasurer’s reports for both the Interim Meeting and Annual Fall meeting.
- Provide authorization for all financial transactions affecting the District.
- Review and approve all check requests and travel vouchers and follow-up with Fellows or Junior Fellows when either needs clarification or correction.
- Work with ADM Program Chair on financial issues for the ADM.
- Prepare an annual District budget and track the District’s financial activity against the budget.
- Provide an annual report of District expenses.
- Inform Officers and Fellows in the District of Policy changes relative to reimbursements and expenses.