

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 Elect

District Fellow Secretary

District Fellow Assistant Secretary (DIII Only)

District Fellow Treasurer

ACOG District Fellow Chair Elect 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 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.