

Position Description for District Governor (PROPOSED)

Position Title: District Governor

Reports To: Regional Director and District Council

Mission, Role, & Purpose: The District Governor is recognized as the official “Face of Serra” among the clubs and clergy throughout the district; and thereby, enthusiastically understands, supports, and communicates the Serran mission. The position is also the official communication link between the local clubs, the diocese, and the USA Council.

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Principle Activities and Responsibilities:

1. One time each year, be the program speaker at each club, and make multiple follow up visits as a way to access club strengths and weakness, providing recognition, support, and follow-up as needed; these visits are to be recorded in report form and submitted to the Regional Director and USA Council office
2. Maintain regular communication with club presidents and officers through personal visits, emails, conference calls, and phone calls as needed to assure agreed goals and objectives are being met
3. Responsible for organizing, participating in, and supporting district meetings which include: Spring Leadership Conference, District Council Meeting, District Convention, and incoming Club Presidents meetings
4. Identify candidates for the District Governor-Elect as a successor to the current District Governor
5. Encourage each club to attend Regional Meetings, Serra Rally, and Serra International Convention
6. Assure each club is represented at annual Serra International business meeting with a proxy

Other Activities and Responsibilities as Needed:

1. Maintain contact with Diocesan Bishop(s) and the vocation director’s office(s)
2. Attend important club functions including but not limited to: Club Chartering, Anniversaries, and Officer Installations
3. Recommend district clubs for Serra International and USA Council awards
4. Make clubs aware of and encourage each club to contribute to the Serra International Foundation
5. Maintain regular contact with the Regional Director and USA Council office concerning club and district activity
6. Promote membership growth within the district through the clubs and new club development
7. Encourages attendance at the Serra International Annual Convention
8. Annually accounts for receipt and disbursement of fees provided for District expenses
9. Submits required reports to the Regional Director and USA Council Office as requested
10. Supervised timely payments of per capita dues to the USA Council Office

Position Requirements:

1. Is a Serran in good standing with a working understanding of the Serran mission
2. Served as a club officer (Club President recommended)
3. Utilize the District Governor Manual to maximize effectiveness
4. Read the Serra International & USA Council Constitution, By Laws, Policies, and Procedures

Desirable Skills and Abilities:

1. Knowledge of current Catholic Church issues pertaining to vocations and personal Holiness
2. Ability of communicate clearly in writing, orally, and in public speaking
3. Possess planning, directing, and coaching skills within a volunteer organization

END