

# FACC District Directors' Responsibilities

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## Generally

According to the By-Laws, the district directors shall be composed of one representative of each of the seven geographic districts and shall serve as liaison between FACC and the clerks in their respective districts.

In addition to those set forth above as provided in the By-Laws, the following are guidelines for duties and responsibilities generally attributed to the directors.

## FACC Board Meetings

The Directors are expected to attend all of the FACC board meetings, as attendance is monitored in accordance with the attendance policy.

The FACC Board of Directors meets:

- in early May virtually for budget consideration;
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

Dates and times of these Board meetings are established well in advance, providing ample opportunity for members to calendar these events.

Because members of the Board can be effective only if they attend the meetings on a regular basis, attendance is monitored. The Board recognizes that circumstances often arise beyond one's control. However, it is difficult for any board to function effectively with less than full membership. It is also very important that a board member representing a district participates in board meetings, so their district members can be kept up to date on discussions and actions of the board.

## Members

There are seven districts; therefore, there are seven district directors. Directors are elected by the membership annually.

## Responsibilities of a District Director

- Directors are expected to attend all board meetings of FACC.
- Directors are requested to forward (email) FACC board agenda packets to district members.
- Submits reports (when a report is due) for the board meetings on time.
- Votes at the board meetings of FACC.
- Promotes and encourages FACC membership, certification, scholarship programs, mentoring, networking, event attendance and communications.
- Provides items of interest (retirements, promotions, recognitions, etc.) for the Friday Newsletter as needed.
- Communicates with clerks in district, and all over the state as needed, to answer questions and provide information.
- Sends out commendations of certification levels to clerks in district and offers to present certification plaque and pin at their city council/commission meeting. Advise FACC staff when an upcoming presentation is scheduled, in order for staff to advertise the presentation. Send pictures from the presentation to FACC staff for inclusion in the Friday Newsletter. If a director is unable to attend a presentation, they may designate another individual to do so.

- Request resolutions as necessary for retiring clerks with offer to present the resolution at the clerk's respective municipality.
- After each board meeting, the FACC Executive Director provides an executive summary of the action taken at the board meeting. Send this to clerks in the district.
- Attends the First Time Attendees Orientation at the annual FACC Summer Conference & Academy and also at the annual FACC Fall Academy.
- Attends the Business Meeting Luncheon during the annual FACC Summer Conference & Academy.
- Attends the Welcome Reception & President's Presentation during the annual FACC Summer Conference & Academy.
- Encourages active participation by members in FACC committees.
- Contacts new members in the district and provides information on FACC programs to include mentoring, scholarships, training opportunities, certification, and the Fall Academy and Summer Conference & Academy.

**Miscellaneous/Recommendations:**

- Advise staff of any membership changes within your district.
- Bring matters initiated by clerks in your districts to the Board for consideration.
- Follow the Athenian Dialogue and District Training policy and procedures, as set forth by the FACC Board of Directors, when scheduling Athenian Dialogues or District Trainings.