**District Officials Job Descriptions**

While no formal district official’s job description has been established over the years and we recognize that these duties may vary or overlap from district to district, below are suggestions from some district officials and observation from past meetings:

**District Chairs (NABP & AACP)**

* If the hosting state, coordinate the overall meeting logistics along with the planning committee and/or district secretary/treasurer including registration & meeting materials and general correspondence to members for solicitation of attendance
* If the hosting state, coordinate the programming & CE (if providing) with the planning committee and/or district secretary/treasurer
* Preside/chair over the individual board and college sessions
* Preside and chair over the “joint” business sessions

**District Secretary/Treasurer**

* Responsible for the overall district finances, bookkeeping, develop the fiscal yearly report and present at the board sessions, payment of bills, maintaining of membership dues, etc.
* Assist the district chairs and/or planning committee with the programming/agenda and the appointment of committees to run the meeting
* Publish the proceeding of the meeting
* Completion of the Post District Meeting Record Form (sent to NABP within 30 days)
* Assist with fundraising if needed for the meeting (solicitation letters to potential sponsors)
* Maintain minutes of the meeting and the historical record for the district

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