



## POSITION: DELEGATE

### OVERVIEW

The Club Delegate plays a pivotal role in the two-way chain of communication between the Club and the Zone, ensuring communication of important news and **all** information to club members.

The duties and responsibilities are to:

- Attend and participate in teleconferences or meetings with the Zone Councillor and other Delegates.
- Provide a Delegate's report at club meetings informing the club of all news and matters from National Council, such as VIEW Convention, Resolutions, and any new policies and procedures. Read the minutes of National Council meetings and provide a comprehensive summary of information to committee and members at the Club's monthly meeting.
- Work cooperatively with the President and committee members.
- Encourage member participation in Zone, Area and National functions.
- Promote Zone, Area and National functions and new club development.
- Attend Zone, Area and National functions when able.

### NOTE:

Remember - everything discussed at a committee meeting is **CONFIDENTIAL** and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.

If a Delegate is unable to participate in a teleconference or meeting, a club representative, usually the President or Vice President, should attend.