

JOB DESCRIPTION

POSITION TITLE: District Director

ACCOUNTABLE TO: Membership

TERM: Elected for a two year term, which shall commence at the first meeting after April 1st of the counties of the district. Directors may serve three consecutive terms. Elections for District Director shall be held in odd numbered years for odd numbered districts, and even numbered years for even number districts

If for any reason a vacancy occurs in the office of District Director, the President of the Association shall call a special district meeting for the purpose of electing a District Director to fill the unexpired term of office.

EXAMPLES OF WORK

The District Director shall be a member of the Board of Directors, and is expected to attend all meetings of the Board of Directors.

The District Director is expected to become familiar with and develop expertise about the AMC platform and policy adoption process.

The District Director is expected to participate in the AMC new commissioner conference, AMC legislative conference and AMC annual meeting.

The District Director is expected to encourage counties in the district to participate in AMC events and activities.

The District Director is expected to represent the district, as needed, at the legislature.

The District Director is expected to contact all legislators within the district to encourage communication with counties in the district and AMC staff.

The District Director is expected to convene district meetings to review the legislative session and identify AMC strengths and weaknesses and the impact of county government at the legislature.

The District Director may establish district meeting schedules which include two regularly scheduled AMC district meetings.

The District Director is expected to preside over district meetings, assist in the development of agendas and invite legislators to participate and attend district meetings.

The District Director is expected to develop and be responsible for the district work plan.

The District Director, when possible, should accompany AMC staff on individual county visits.

Each District Director is expected to be provided with an AMC staff liaison for support help.

Each District Director will receive district stationary for correspondence.

The District Director is expected to perform other duties as from time to time may be assigned by the President or by the Board.

The District Director is to be available to serve as a spokesperson for the Association and the district.

The District Director is expected to serve as a spokesperson to the media within the district.