**DISTRICT 5470**

**ADMINISTRATION & MANAGEMENT COMMITTEE**

The duties currently listed for the District 5470 Administration and Management Committee are listed as follows:

* Legislation and Procedures
* Scheduling
* Visioning
* Insurance
* Legal
* Executive Committee/Board coordination
* Administrative Support
* Documentation and Continuity

Legislation and Procedures, Insurance, and Legal are each managed by an expert having knowledge in that specific field and have individual job descriptions. Scheduling, Visioning, Board coordination, Administrative Support, Documentation and Continuity is a pass through process handled by the Chair in coordination with the District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, District Administrative Assistant, Assistant Governors, and other Board or Committee members.

Examples of a few tasks are listed below, but the list is not restricted to these examples.

* Collect, read, consider report information from Foundation, Membership, Grants, RYE, etc., then forward to DG and other appropriate persons, quarterly.
* Participate in Administrative work such as formulating a job description for the District AA.
* Attend Area meetings or receive correspondence to gain information about District celebrations and concerns and forward to DG and other appropriate persons.
* Work with the Directory Chair and Committee to help with the completion of the annual Directory.
* Participate in District Conferences, Assemblies, PETS etc.
* Attend Executive Committee/Board Meetings.