

Section 2. Duties of the Alternate District Representative:

A. The Alternate DR works alongside the DR. The duties include:

1. Becoming acquainted with all of the DR's duties in the event the ALT DR will have to finish the DR's term of office. (If the Alternate DR must complete the DR's term, a temporary Alternate is at once selected from the current GR panel and a new Alternate DR will be elected as soon as possible.
2. The Alt DR assumes the duties of the DR when necessary in the DR's absence.
3. Learns more about the District by assisting the DR in visiting the groups (especially groups that do not have a GR, and occasionally accompanying the DR to a NCWSC Meeting.
4. Updates the Attendance Records (D14 Roster) monthly and forwards them to the D14 Officers, Coordinators, and GR's via the Secretary.
5. Checks the group's mailing addresses listed in the print-out when provided by the NCWSA Group Records Coordinator with each GR in the District to determine that the listings are correct.
6. Encourages every group to complete on-line or on paper to promptly return the group data (A16) sheets to the Alt DR who forwards the information to the NCWSA Records Coordinator.
7. Notifies NCWSA Group Records Coordinator of groups that have disbanded.
8. Responsible for the scheduled drawings for a Service Event such as TEAM or The International.
9. Attends District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.