Chapter Services would like to congratulate you on your election as alternate national director of your chapter. We are here to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

For the national office to assist chapters in the most efficient manner possible, certain obligations and duties are required of the alternate national director. The following information has been compiled to get you started with your new duties. In addition, you may need to reference your chapter’s bylaws for any additional duties and obligations required by your chapter.

The following list has been compiled to help you in getting started with your new duties.

**GOVERNING BOARD**
Each chapter will elect a national director to serve on the Governing Board of FMCA, and elect an alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve. Another chapter officer is not prohibited from election as the alternate national director.

**TERM OF OFFICE**
The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of the election and has verified that the person is qualified. The term extends for a one or two year period, or until his or her successor is elected.

**IF A VACANCY OCCURS**
If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.

**IF NEITHER CAN ATTEND**
If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.
If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president’s appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

A chapter voting member of the Governing Board is entitled to represent only one chapter.

**CODE OF ETHICS**

When serving on the Governing Board in the place of the chapter’s national director, the alternate national director is under the same obligation as the national director in observing the Code of Ethics.

As mentioned above, the Alternate National Directors are to fill in when the National Directors cannot fulfill their duties. For your information, a copy of the National Director Guidelines is included to assist you, should you need to fulfill the duties of the National Director for any reason.