

DISTRICT DIRECTOR TRAINING



KNOW THE DISTRICT'S ROLE IN EXCHANGE

- *The building of local Exchange clubs*
- *Help strengthen established clubs*
- *Increase fellowship between clubs*
- *Promote the National Programs of Service*
- *Provide additional leadership opportunities*

THE DISTRICT'S ROLE (continued)

- *Conduct educational conferences & training*
- *Sponsor an annual convention*
- *Communicate important and useful information*
- *Assist with strategic planning for clubs*
- *Be an informational resource for local clubs*

YOUR RESPONSIBILITIES



- *You are a key member of District Board*
- *Service the clubs in your Division*
- *Ensure Club Officers are trained - timely*
- *Promote Growth & Retention*
- *Be a Resource Person*
- *Recorder/Reporter/Liaison*

BOARD MEMBER

- *Actively participate*
- *Help prepare district plan of action*
- *Oversee district budget*
- *Help plan conferences & convention*
- *Review proposed amendments*



SERVICE



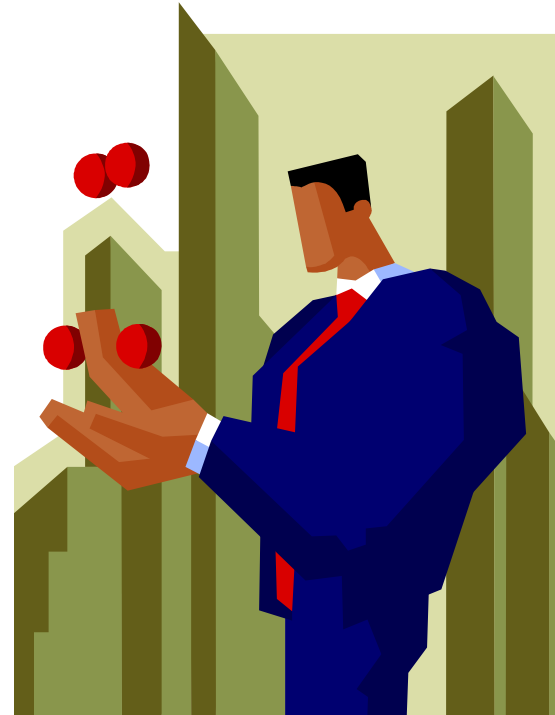
- *Visit your clubs*
- *Be a Coach*
- *Survey resources*
- *Install officers*
- *Hold division meetings*
- *Promote a balanced approach to growth*

TRAIN OFFICERS

- Ensure that every club officer and director within your division has received leadership training
 - Should be done well in advance of July 1st
 - Inform them of electronic training availability
 - Prepare them to train successful committee leaders
 - Reassure them that you are a resource they can call upon

PROMOTE A BALANCED APPROACH TO GROWTH

- **Retention** - assist clubs in keeping the members they have
- **Recruiting** – assist in keeping the clubs growing
- **Club Building** - keep Exchange growing



BE A RESOURCE PERSON



- Be familiar with the District and club monthly planner.
- Know your Club, District and National Bylaws
- Understand District/ National Awards programs and encourage participation!
- Just Ask – “ what can I help you with today”!

REPORT/ RECORD

- District Director Report to the Board –
due at each District Board Meeting
 - Club report A due by August 15th
 - Club report B due by October 31st
 - Club report C Due by January 31st
 - Club report D due by May 15th
- ** Crisis Reports
- *** Checklist for Renovation Program

BE A WORLD-CLASS DIRECTOR

➤ **Visit each club in your division once per quarter**

Don't wait for an invitation! Offer assistance.

Is the club making satisfactory progress on its goals?

Keep the club up to date on district/national news & events

➤ **Stay in touch with club presidents & your DP**

Call club presidents during the months between visits

Consider a division newsletter

E-mails are fast and easy!

It's about sharing what you know

BE A WORLD-CLASS DIRECTOR

➤ **Encourage attendance at district events**

Push clubs to subsidize cost of attending

Point out benefits of attending

➤ **Encourage growth every opportunity you get!**

Suggest Rush Parties

Have they planned a membership drive during the year?

➤ **Attend all district functions**

➤ **Encourage inter-club & inter-divisional activities**

Maybe once or twice a year Have a special speaker

Organize a community prayer breakfast for ONUG

➤ **Personally welcome new members to your division**

Phone calls or personal notes work well

BE A WORLD-CLASS DIRECTOR

- Monitor the Success Indicators:
 - *Program of Service*
 - *National Service Award? Big “E” Award?*
 - *Fund-Raising*
 - *Club Bulletin*
 - *Recruitment and retention*
 - *Club meetings and decorum*
 - *Member involvement Active Committees?*
 - *Finances*
 - *Publicity – do they have a committee, are they getting coverage?*

WHERE TO GET HELP?

- *District President, Board*
- *VFRs & National officers*
- *Past district officers*
- *Monthly planner*
- *National Staff*
- *Website*



REWARD/ RECOGNITION

- *While you are working to ensure that your clubs get the recognition they've earned, keep in mind that you too can earn the:*

Distinguished District
Director Award



ASPIRE TO THE POSITION, NOT THE TITLE



- *Fulfill the role of District Director to the best of YOUR ability*
- *Accept the responsibility*
- *Have F-U-N!*