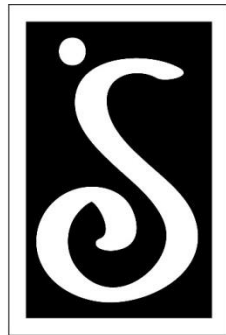


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**SOROPTIMIST INTERNATIONAL  
OF THE AMERICAS, INC.**

**SOUTHERN REGION**

**DISTRICT DIRECTOR HANDBOOK**



S O R O P T I M I S T

**Best for Women**

**REVISED EDITION**

January 2020

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## **FORMS (See Forms Manual)**

### **Handbook**

- 1h. Report of District Director Official Visit
- 2h. Director’s District Meeting Time Line (2 pages)
- 3h. Host Club Time Line and District Meeting Check List (2 pages)
- 4h. Sample District Meeting Budget
- 5h. District Meeting Financial Report
- 6h. District Meeting Evaluation

### **Procedures**

- 15p. Governor’s Service Award (2 pages)
- 17p. Travel Expense Voucher
- 18p. Region Deposit/Expense Form

## **DISTRICT DIRECTOR RESPONSIBILITIES**

The District Director Shall:

1. Attend Region Board Meetings as scheduled.
2. Serve as representative for all clubs in her District to the Region Board, bringing their issues and concerns and reporting back to the clubs.
3. Make an official visit to each club in the District for one Board Meeting or one Business Meeting per biennium.
4. Provide written reports (Form 1h ) in a timely manner to the Governor and Governor-elect of all official visit to include one (1) Leadership Meeting, one (1) District Meeting, and one (1) Club Visit. After the visit, complete and mail (Form 1h). Respond to written correspondence and verbal communications from clubs in a timely manner. Send copies of all correspondence, except thank you letters, to the Governor and Governor-elect.
5. Report at each Region Board meeting on the status of the clubs in her district with detailed Director activities.
6. Prepare a brief Annual Report to be sent to the Governor for distribution no later than 25 days before Conference for inclusion in the Consent Agenda.
7. Organize group sessions at District meetings which will generate enthusiasm, have specific and useful applications at club level, help club members better understand their duties as Soroptimists, and return to their clubs with renewed incentive and determination to support the Soroptimist mission.
8. Promote club support and encourage participation in Region, Federation and International projects.
9. Be knowledgeable and currently informed about Federation and Region Bylaws and Procedures, guides, handbooks, magazines, newsletters and releases.
10. Know where and how to obtain information, forms and other pertinent literature.
11. Keep current Internet website information. Encourage clubs to utilize internet platforms and keep information up-to-date.
12. Respond to questions or requests for help from club presidents on matters pertaining to club administration. Answer questions received from all club members as required.
13. Solicit ideas and suggestions from clubs on how the District might function more effectively and be helpful to them.
14. Inform clubs of changes and recent developments in the Soroptimist organization and provide written communication on items of interest or concern.
15. Solicit/Coordinate conference and district meeting location sites.
16. Perform such other duties that may arise from Board meetings or as assigned by the Governor.

## **DISTRICT MEETING GUIDELINES**

- A District is one territorial unit or area of the Region. It is not a voting body to establish rules and regulations; but votes can be taken on matters the District members wish to recommend to the Region for action.
- District meetings are usually held in the fall of each year in accordance with Region Bylaws.

Using the District Director's Meeting Timeline (Form 2h), the duties are to:

- Notify the host club as soon as possible of the theme for the District Meeting.
- Plan the business and educational sessions for the meeting with the Governor.
- Work closely and consult with the host club coordinator as early as possible regarding type and number of meeting rooms required.
- Use members from both the host club and other district clubs to present and preside at the meeting. Assignments should be given for invocation, pledges, tellers, resolutions, nominations, parliamentarian, timekeeper, secretary, etc. Note: Entertainment, if any, shall be the responsibility of the host club after conferring with the Director.
- Prepare the business content of the program as early as possible.
- Appoint a Secretary to record the minutes.
- Prepare the Official Call to District Meeting to be distributed via e-mail six (6) weeks in advance to District Club Presidents, Board members and all Past Governors. Information includes notification to clubs about Governor's Service Award presentation (Form 15p).
- Give all presenters the necessary information to prepare presentations. Request informative handouts from speakers, if possible.
- Facilitate the meeting.
- Approve the Secretary's meeting minutes prior to distribution.
- Distribute minutes via e-mail to clubs in the District and to Region board members no later than forty-five (45) days after the meeting.
- Advise Host Club to follow Host Club Timeline and District Meeting Checklist (Form 3h):

## **DISTRICT DIRECTOR'S GENERAL CALENDAR**

Beginning in the election year:

April or May	Attend post-conference Region Board meeting.  Submit articles and/or photos for Southern Accent Newsletter
June	Attend club installations.  Review District Director handbook, receive clubs' files from outgoing Director.  Check with incoming Governor regarding receipt of SIA Form 200. Ask clubs to send a copy of the new officers or SIA Form 200.
July/August	Attend SIA Convention, if possible.  Attend Region Interim Board Meeting called by Governor.  Establish your goals for the biennium and bring a copy of them to the Region Interim Board Meeting.  Contact District Meeting host club; work on meeting location, budget (Form 4h) etc.  Early in August, check with Region treasurer regarding club dues payments.  Assist Governor in planning Leadership Development at District Meeting.
September/October	Official Call to District Meeting (6 weeks prior to meeting)  Conduct District Meeting.  Schedule and begin official clubs visits.  Approve and mail District Meeting minutes no later than 45 days after the meeting.  Final financial statement (Form 5h) due to Region Governor and treasurer 45 days after the District Meeting.  Attend other District Meetings, as possible.
November/February	Maintain contact with clubs through e-mails or social media each month.
February/March	Send District Directors report to the Governor for the Conference Consent Agenda.  Finalize information from District winners of the Governor's Service Award to present at Region Conference.
April	Continue official visits to clubs.

April/May

Attend pre-conference Region Board Meeting.

Carry out duties as assigned by Governor at Region Conference.

Attend post-conference Region Board meeting.

June/July

Follow-up with clubs on SIA Form 200.

There is no region interim board meeting in the second year of the biennium required.

All official visits should be completed by the end of the biennium.

Additional Duties: Submit articles and/or photos for Southern Accent Newsletter as requested.

## **DISTRICT DIRECTOR'S EXPENSES**

Funds are available for use by the District Directors. Reimbursed expenses include: registration, meals and lodging at District Meetings, Region Board Meetings, Conferences and Interim Board Meeting. Travel expenses are reimbursed as provided in the Region Procedures and Budget. Mileage is paid in accordance with current IRS rates for not for profit organizations designated 501 (c) (3). Expense reimbursement amounts are outlined in the General Budget, such as District Director Expenses and Membership (Recruitment & Retention). Installation expenses are not reimbursable.

Region Deposit/Expense (Form 18p) and Travel Expense Voucher (Form 17p) may be copied from the Procedures section of the Southern Region Forms Manual as needed. Attach receipts for expenses over \$10.00 to the completed Forms. Mail the completed Form to the Governor promptly.

Reimbursable expenses will be charged, as follows to:

- a) District Director's individual budget: mileage and lodging for official club visits.
  
- b) District Meeting budget from club registration fees and Region dues (\$25/club):
  1. Governor and District Director's meals at your meeting,
  2. Copies and postage related to meetings,
  3. Mileage to and from the meeting.
  
- c) Region Conference budget:
  1. Meals during the Conference,
  2. Lodging (rooms shared) for the Conference,
  3. Registration fees for Conference,
  4. Mileage / Transportation (whichever is less) to and from Conference.
  
- d) Interim Region Board Meeting budget:
  1. Lodging and meals,
  2. Mileage /Transportation (whichever is less) to and from meeting.

The remittance will be sent after the Treasurer and Governor have signed the check.

The District Meeting session should start at 8:00 AM with Registration and Continental breakfast and end no later than 4:00 P.M. Times may vary to adjust to the Host Club's needs.

### **SAMPLE AGENDA**

#### **GENERAL SESSION:**

##### An Invocation

This should be non-denominational, non-specific to any religion. It is very important for the District Director to clearly inform the host club whether the Director prefers an invocation or a thought.

##### Pledge to the Flag

##### Thought for the Day

A thought comes after the Pledge to the Flag, an invocation precedes it.

Host club welcome given by the President or representative.

##### Community Welcome

If any: a local dignitary such as the mayor or city council person usually gives it.  
Introductions: The Director would say "I will now introduce those seated at the head table." Do not say, "I will now introduce the head table." Introduce dignitaries in the meeting audience, including other region board members; past governors; federation or international officers.

##### Roll call of clubs/ Credentials/ Attendance

##### Reports from Region Treasurer, Secretary and Region Committees

Break, depending on time schedule, and preference of the District Director

##### Governor's Service Award

##### Program

#### **LUNCHEON SESSION**

Introductions of any new persons seated at the head table

Keynote speaker, if applicable

Remarks by the District Director, as the lunch is in the Director's honor.

#### **AFTERNOON SESSION**

Workshops/presentations

Basket/Raffle drawing at the discretion of the District Director

District Meeting Evaluation (Form 6h)

Next District Meeting Location: See Rotation Schedule (Page 7)

Announcements

Soroptimist Pledge

Adjourn



## **DISTRICT MEETING – CLUB ROTATION SCHEDULE**

### **Districts I & II (Combined)**

<b>SI Coral Gables/Miami, FL</b>	<b>2016</b>
<b>SI Pompano, FL</b>	<b>2017</b>
<b>SI Stuart, FL</b>	<b>2018</b>
<b>SI The Palm Beaches, FL</b>	<b>2019</b>
<b>SI San Juan, Puerto Rico</b>	<b>2020</b>
<b>SI Homestead, FL</b>	<b>2021</b>
<b>SI Davie, FL</b>	<b>2022</b>
<b>SI St. Lucie, FL</b>	<b>2023</b>
<b>SI Boca Raton/Deerfield, FL</b>	<b>2024</b>
<b>SI Tampa, FL</b>	<b>2025</b>
<b>SI The Grtr Daytona Beach, FL</b>	<b>2026</b>
<b>SI Grtr Ft. Lauderdale, FL</b>	<b>2027</b>

### **District III**

SI Huntsville, AL	2016
SI Tuscaloosa, AL	2017
SI Montgomery, AL	2018
SI Music City Nashville, TN	2019
SI Huntsville, AL	2021

### **ALL Districts Meeting and Southern Region Conference**

SI Tampa, FL	2020
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(Repeat order of rotation for subsequent years)

Refer to the following found in the Southern Region Master Forms Manual:

Director's District Meeting Timeline, Form 2h

Host Club Timeline and District Meeting Checklist, Form 3h

