



Officer Position Description

DISTRICT DIRECTOR

Your **role**, and it's like your major responsibility, is to always focus on:

HANDS-ON LEADERSHIP, TRAINING AND COACHING OF CHAPTER LEADERSHIP AND THE DISTRICT TEAM TO FACILITATE FUN AND GROWTH THROUGHOUT THE DISTRICT

Here is some of the **specific knowledge** that will help you do this job well. What you don't know, we will teach you:

- Be familiar with and use the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- Be aware of GWRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- Your Core TEAM is your Educator, Trainer, Membership Enhancement, and Treasurer
- Understand the information on GWRRA Reports for all Programs and how to use the information, who should use it and for what purpose
- Know to whom you and your TEAM members report, and what they need from you
- Know your website and its content; also Chapter, Region and National websites
- Mentor and coach your Chapters to help them build a TEAM and keep it going and growing
- Know your budget and what is required to keep your District running financially
- Know the MOU (Memorandum of Understanding) and abide by it

There are certain **activities** to be done for the success of your District. You don't have to do them all yourself, on the contrary we encourage you to use your TEAM as much as possible. Some are monthly, others during the year. Here they are:

- Have FUN!! Enthusiasm is contagious! If you're having FUN, the District will have FUN!
- Fill your entire TEAM with enthusiastic folks, ensuring you have the right person in the right position; spread out the FUN by having a different person in each position
- Support each TEAM member but let them lead and be responsible for their position

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- 🌟 Identify, coach and mentor your replacement in cooperation with the Region Director
- 🌟 Be a communication liaison between the Region Director and the District TEAM, including all Chapter Directors in your District
- 🌟 Continuously assess strengths and needs of District TEAM members and coach them as necessary to improve performance
- 🌟 Lead by example and be a superb communicator who readily shares relevant information and ideas with the District TEAM and Chapter Directors
- 🌟 Some items to be done yearly are:
 - Create a written plan for your District outlining the goals and direction that you and your TEAM can use to facilitate growth and participation in the District; assist your Chapters in doing the same
 - Since the District cannot thrive without financial resources, create a budget that supports your goals and direction including:
 - making sure that all Programs have turned their requests into you for consideration, processing and funding
 - creating a reimbursement and travel policy for your District, making sure that the TEAM is aware of the policy
 - Conduct the District's Strategic Annual Meeting/Officer Conference/Ops Meeting to review the District goals and vision with the District TEAM and Chapter TEAMS
 - Put on the District Rally annually or as needed
 - Ensure that the yearly financial/IRS requirements are met, including:
 - Receive the financial reports from your Chapters yearly, including the IRS filed 990s, in a timely manner; review and archive
 - Produce your financial report and file your 990 with the IRS; submit copies of both to the Region on time
 - Collect Charter fees from your Chapters for deposit to the District treasury; write one check to the Region and send to the Region with a list of paid chapters; make sure this is done on time
- 🌟 Some items to be done monthly are (remember, you do not have to do all of this yourself – your assistants can be a huge asset here):
 - Attend the monthly videoconference conducted by the Region Director
 - Monthly videoconferencing with your District CORE TEAM; as needed with your entire District TEAM
 - Monthly Videoconferencing with the Chapter Directors; if necessary due to size break into smaller groups
 - Write an article for your District newsletter and distribute to Chapters

- Receive newsletter from all Chapters and read and review for the health of the chapter
 - Assess the District's monthly progress and adjust if necessary; assist the Chapters in doing the same
 - Produce the Snapshot report and submit to the Region Director in a timely manner
- As the District Director, you are responsible for appointing and evaluating your Chapter Directors, ensure that the following happens as necessary:
 - Process and forward all appointment paperwork to the Region Director, retaining an archive for your records
 - Appoint Chapter Directors with the Region Director – ensure that the paperwork is properly submitted
 - Continually assess the strengths and needs of your Chapter Directors. Make sure they are aware of what will make them successful and support them by coaching them towards success as needed
 - Install all Chapter Officers or delegate as needed
 - Encourage participation with Membership Enhancement programs throughout your Chapters
- Understand that the District Director sets the tone for the entire District, and that where the District Director goes the District will follow, so there are certain activities, both within and outside the District, that you will want to support. These activities will not only increase the FUN that you have personally, but will encourage members all across your District to participate as well:
 - Attend as many Chapter gatherings as you can, or send a delegate
 - Attend as many Chapter fundraisers/rallies as you can, or send a delegate – make sure the District is represented at all fundraisers/rallies
 - Support multi-chapter activities and events by encouraging Chapters to meet and plan activities together
 - Attend Region rally and participate
 - Attending Wing Ding is strongly encouraged so make it a goal and attend as possible and participate
- If you know that District members are planning to attend a rally or event, encourage them to volunteer their time and energy to make the rally FUN; this benefits not only them, but others as well.
- Ensure your TEAMS activity reports are turned in timely and you get a copy
- Be certain that you, your District Treasurer and your Region Director are on the District bank account as signatories
- Be certain you are on the Chapter bank accounts as are the other required signatories

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- 🍷 Be a good steward of District Funds
- 🍷 Wear appropriate clothing (10" back patch)
- 🍷 Proactively support GWRRA and all of its programs

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)