

WHAT DISTRICT DIRECTORS CAN DO FOR YOU

District Directors (DD's) may visit your county once a year at IAHCE EXPENSE, if she (he) provides a 15–20 minute presentation on HCE .

DD's send updated information from the IAHCE Board to County Presidents, Second Vice Presidents and Public Relations Directors. (An up-to-date list of county officers is needed from the county secretary.)

DD's have ideas for special interest groups other than the traditional unit (lunch and learn, couples, interior design).

DD's are willing to come to counties and explain structural background of HEA, HCE, IAHCE, NVON, CWC and ACWW.

DD's can help with program ideas from IAHCE and University of Illinois Extension Specialists.

DD's can answer questions on filling out IAHCE Report Forms and Membership Reports.

DD's will come for special multi-county meeting to discuss membership and program ideas.

DD's may bring greetings from IAHCE or install officers if they are allowed to bring a 15–20 minute membership talk.

DD's make arrangements for District Workshops, secure the place, order meals, arrange for equipment, contact counties for registration etc., select a nominating committee to fill vacancies, hold elections and any other necessary arrangements.

DD's serve on many committees on the IAHCE Board, so they are up-to-date and are in a position to give assistance to counties or to get valid information on any subject.

District Directors are a valuable asset in promoting membership. They have a network of what has worked around the state. Tell them your successes, so they can share. Ask for help if your membership is not maintaining or growing.

**DISTRICT DIRECTORS ARE YOUR CLOSEST LINK.
DON'T BREAK THE CHAIN !**

DISTRICT DIRECTORS

1. District Directors are one communication link between the state board and the county membership.
2. Send or email a letter of updated information following each of the three yearly board meetings and send a copy to have checked by State 2nd Vice President and President. Once approved, send to the other 5 District Directors, and each County President, 1st Vice President, 2nd Vice President, Secretary, and Public Information Director within the District. It is very helpful to arrange a meeting time among the District Directors near the end of the state board meeting to review content of the letter to be sent to the Counties. This helps clarify understanding and avoid omissions of important information. Try to prepare the letter and mail it as soon as possible or within 2 weeks after the state board meeting. Try to make statements positive, sincerely thank the membership for their work and commend them for their achievements. Make suggestions not demands. Point out helpfulness to the county and to you of requested actions. Give reasons for deadlines.
3. Write at least one item for each issue of the state newsletter each year.
4. Submit year end membership reports to State 2nd Vice President by second week of January.
5. File County officers' lists, other communications and reports individually for easy reference.
6. Offer to visit each county once per year. If we give a 15-20 minute HCE presentation and emphasize membership, we may attend at IAHCCE expense. District Directors have a network of what has worked around the state. You can use this information to help your counties promote membership and to obtain interesting, appropriate speakers for annual meetings. We need to keep a round trip mileage record. We may attend additional times at our own expense to foster understanding and goodwill.
7. We are invited to install officers at the county annual meeting. If we are unable to do so, we communicate with the State President regarding a suggestion for an appropriate substitute. Keep a file of installation services.
8. Work as a team with the State 2nd Vice President to promote membership.
9. Submit report forms at state board meetings to State 2nd Vice President of dates of county visits and communications with counties.
10. Expense reports, with necessary receipts attached, are submitted to the State President. To save postage, it is easiest to submit them at state board meeting. Make a copy of all reports and expense sheets for your records before submitting in case the original is lost. Submit all of you current year expenses by December 31.
11. Refer to Membership Handbook for details of District Director duties.

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12. If you have any questions, feel free to call any individual on the State Board. They are very helpful.
13. Try to have IAHCE District Workshop facilities investigated and confirmed by the October state board meeting or definitely by January 1. Communicate this information to the State President, State 1st Vice President and board member responsible for printing Annual Conference program booklet. Plan with the District Director with them whom you are partnered for the Workshop responsibilities, such as making arrangements for District Workshops. You must secure a location, order meals, contact counties for registration, arrange for media equipment, etc.
14. Be very familiar with Guidebook/website, be able to assist county officers to help them fill out reports, and locate documents needed for scholarships, county of the year, etc.
15. Serve on assigned committees of the state board, thusly keeping you up-to-date and in a position to assist local counties when necessary.
16. Place letters on IAHCE letterhead stationary.
17. Must appoint a nomination committee to fill your position when your term is up. Introduce new District Director at the appropriate time.
18. **Remember, YOU are the liaison between the State Board and your counties. Be ready to assist in every way.**

Updated: March, 2013

**REPORT OF COUNTY VISITS BY
DISTRICT DIRECTOR TO BE SENT TO 2ND VICE PRESIDENT**

<u>COUNTRY</u>	<u>DATE</u>	<u>REASON OF VISIT</u>
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GUIDELINES FOR THE LETTERS OF INTRODUCTON
FROM ALL DIRECTORS

1. Introduce yourself.
2. Request their cooperation.
3. Ask to be put on their mailing list.
4. Remind counties of any reports due.
5. Mention them for the year, program emphasis, promotional contests/grants, and etc.
6. Offer your assistance to counties needing your help with programs.
7. Put part of you in the letter. Your letter reflects your feelings and character.
8. Give date and locations of IAHCE District Workshops.

DISTRICT DIRECTORS – also add the following to your letters:

- A. Inform counties you may visit only once a year to help with membership and Officers Training at IAHCE expense.
- B. Give dates of other coming events, as well as IAHCE District Workshops.
- C. Promote IAHCE publications.
- D. Outline State membership goals.
- E. Tell how to order sales items.
- F. Inform counties of your availability (dates and times) to do programming talks.
- G. Include other information as written in the DD guideline booklet (Membership Handbook).

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