

305 DUTIES OF DISTRICT GOVERNORS

THE DISTRICT GOVERNOR - THE IMPORTANCE OF THE POSITION

The position of District Governor (D.G.) cannot be over-emphasized since he or she is the primary link between the local club and the broader organization. To the D.G. falls the task of interpreting the International organization to the clubs. Club presidents look to the D.G. as a source of ideas, encouragement, and enthusiasm while the Regional Director looks to the D.G. as the vital communication link to the clubs.

SOME OF THE D.G.'S DUTIES ARE AS FOLLOWS:

REGIONAL COUNCIL

The D.G. is a voting member representing his or her District. In this role the D.G. reflects the concerns and reports on the progress of the clubs in the District. Responsibilities to the Regional Council include:

Submit quarterly reports on club events and club health.

Monitor work on extension, membership, and conservation in the District.

Ensure the holding of training sessions for the club officers.

Ensure the obtaining of his or her replacement as D.G.

(i) each District Governor appoint a committee of at least three(3) current Y's Men to obtain nominees for the position of District Governor Elect.

(ii) that the committee choose its chairman from the appointees who will call and conduct meetings and report as necessary.

(iii) that the name of one nominee for each District be brought before the respective fall District Council Meeting for election and subsequent installation.

Training and involvement of the D.G. Elect.

Promote Regional and International programs such as Time of Fast, PWASF, YEEP, BHF, Brother Clubs, and conventions.

CLUB SUPPORT

COMMUNICATION - Visitation is the key to communications.

Meet with every club at least twice per year (great distance may prevent this but then mail correspondence or telephone must be used).

Call or write before visit but don't wait for an invitation. Arrange to be on the agenda - vary methods of approach, always constructive and positive. Get to know the members, especially the new ones.

Maintain close relations with club officers and leaders. Know the president intimately. Learn about each club's problems. Guide club operations - don't dictate. Confer with related YMCA secretaries when possible, accompanied by the club president.

Guide club administration. Encourage each club to develop the basic fundamentals of sound administration.

Install club officers. Learn the inaugural charge well so that reading is kept to a minimum.

Purpose of District Bulletins: Let clubs know of each other's activities. Inform members of District events. Give information on District and Regional Service Directors. Exchange the bulletin with other Districts and Regional officers. Build District spirit and enthusiasm.

COUNSELING

The D.G. as the "Idea Man" and "Motivator".

Observe how close the clubs are to meeting the following criteria for a good club.

Capable and interested officers (help make them better qualified).

Healthy, growing membership; have plenty of guests, add new members each month to replace those who move or drop out.

A sound financial structure (encourage proper budgeting).

Worthwhile service and fundraising project; every club should have at least one major project and one minor project going at all times.

Good programs for club meetings.

Good fellowship.

Date: July, 2006

305 Page 2 of 9

Good relations with the YMCA (never forget the club is the service club of the YMCA).

Good involvement in Regional, Area, and International programs.

Through visits, correspondence, and meetings at District events, the D.G. should continually pass on information and assess club strengths and weaknesses in several areas.

CLUB ADMINISTRATION

There are several key elements to observe and recommend. (For details see Club Officers' Manual).

Club officers need to be trained for their particular positions. This is best done at a District, Section or Region training event.

A sound financial structure requires proper budgeting and finance control, fundraising projects within the scope of the club, proper dues collection, regular financial reports to the membership and proper authorization procedures for expenses.

An adequate committee structure assures that all members can contribute in their area of interest. Chairman call regular meetings and report to the club president. The workload is spread evenly and most discussion of issues takes place outside the regular club business meeting.

There must be regular meetings of the club executive, preferably monthly, and communications with the YMCA should be coordinated through having the YMCA liaison at those meetings.

The appropriate training manuals and pamphlets should be in the hands of the club president and committee chairmen.

CLUB LEADERSHIP

Counsel weak officers tactfully, building on their strengths and offering various alternatives for action. Do NOT infringe upon the position of club president.

Suggest formation of committees or assistants to work

Date: July, 2006

305 Page 3 of 9

with weak or untrained officers, if personal contacts do not solve the problems.

Strengthen presidents by attending their meetings as often as possible.

Encourage attendance at training sessions for club officers at the District or Regional level.

MEMBERSHIP

Stimulate growth by collecting and sharing information from other clubs. Promote year long emphasis on membership. Encourage proper welcoming and orientation of prospective members and remind clubs of the need for quality in members. Make available resource material such as the EMC Resource Manual and names of resource people in the District and Region who are serving on EMC teams.

PROGRAMS

Refer to ideas in the Programs and Project Ideas Manual.

Promote proper planning with an active Program committee working at least 2-3 months ahead, variety in content and presentation, business meetings, all members involved in rotation.

SERVICE AND FUNDRAISING PROJECTS

There should be something going all the time with a variety to appeal to every member at some time in the year.

Promote a good balance between fundraising, community service and International involvement.

Make sure club is aware of YMCA and community needs so that they may initiate new ideas.

Encourage opportunities for all club members to give their ideas and to be listened to sympathetically.

Provide opportunities at District Meetings for exchange of ideas.

FELLOWSHIP

Encourage each club to have a welcoming committee, properly introduce guests, sing songs, have at least one dinner meeting per month, have proper post-meeting socializing, have some projects that involve everyone and combine work with fun.

YMCA RELATIONS

The D.G. as an outsider may be able to strengthen relations between the club and the YMCA.

Encourage the YMCA to establish a related staff position with the person hopefully joining the club.

Encourage the club to keep the YMCA secretary fully informed about activities and future plans.

INTERNATIONAL AND REGIONAL INVOLVEMENT

Encourage direct correspondence with Regional Service Directors.

Promote involvement of the club in major programs such as Brotherhood Fund, ASF, Time of Fast, YEPP, and BF delegate travel and hosting.

Promote extra-club activities such as Interclub visitations; attendance at Regional, Area and International conferences.

TRAINING

D.G. Elect - should be involved in some club visitations along with special duties such as planning for the District meeting. All D.G. Correspondence should be copied to the D.G. Elect. The D.G. Elect should be trained at a special training event sponsored by the Region, but if this is not available, it must be done by the D.G.

Club Officers - such sessions can best be handled at the specially called training events sponsored by the District or Region. Topics to be covered should include:

Duties of various officers.

Date: July, 2006

305 Page 5 of 9

The importance of communication.

How to conduct and participate in committee meetings.

Qualities of leadership essential to good club health.

The role and goals of International and the Region.

How to set priorities and evaluate results.

Allow sufficient time for questions, small group discussions and plan for participatory exercises. Have literature on specific areas available for each participant.

NEW MEMBER ORIENTATION

To be carried out by the club officers before and soon after a person joins the club. The orientation should include:

Brief history of the club.

Familiarization of the local YMCA, its facilities, and community oriented programs.

Brief history of Y'sdom, its structure and the International programs.

The club service and fund raising projects.

Formal induction.

EXTENSION

Setting Priorities - Each year the District Governor should make a careful review of possible sites for new clubs. The District Governor's findings should be shared with the Regional Director or Regional Service Director for extension before proceeding.

Preparation - The region may have a team trained in extension work which will assist a club in sponsoring a new club. If there is no trained Regional extension team available, the Regional Director or Regional Service Director will furnish the necessary materials and procedures for sponsoring a new club.

Date: July, 2006

305 Page 6 of 9

Role of the D.G. in Extension - The D.G. should make sure that the Y's Men of a club working on extension have been properly trained. The D.G. should coordinate and monitor the effort.

MEMBERSHIP AND CONSERVATION (STUDY THE EMC RESOURCE MANUAL)

Recognizing the Weak Club - In the D.G. visitations he or she must strive to recognize problems in clubs and counsel the officers and members in implementing corrective procedures. Special training and orientation sessions may be necessary, Enlist the aid of the local YMCA secretary.

Building Membership - This must be a continuous effort by all clubs. The D.G. can help in the building of membership by encouraging competitive membership contests within and between clubs, assisting clubs in having good programs, and making sure that the club officers receive proper training.

DISTRICT MEETINGS

PURPOSE

To provide added enthusiasm to carry each club over the ensuing months.

To give club officers added training.

To give added opportunity for greater club member participation due to shorter travelling distances involved; the start of Internationalism.

To strengthen inter-club ideas.

To discuss mutual problems and their solutions.

To make announcements of mutual interest.

To promote various international programs.

MEETING RESPONSIBILITY

Rests with the District Governor

The Regional Director should be informed and invited to attend.

Date: July, 2006

305 Page 7 of 9

TIMING

It should be held at a time and location and of a duration that will encourage maximum attendance of all members from all clubs in the District.

It is preferable to hold the conference in the latter part of the fiscal year and should be confined to one-half day duration.

ATTENDANCE

All members of all clubs in the District.

The Regional Director or Regional Governor Elect if possible

Any International or Regional officer residing within or close to the District.

YMCA related secretaries.

PHYSICAL ARRANGEMENTS

The club in which the District Governor is a member, should act as host.

The meeting should include dinner and coffee breaks, and overnight accomodation if necessary because of distance traveled.

PLANNING

The major responsibility rests with the District Governor and he should prepare a proper program in consultation with the host club.

There should be a recording secretary for the meeting.

A notice should be mailed well in advance to each club in the District.

All action items should be followed-up.

OTHER DISTRICT EVENTS

The promotion of fellowship among the clubs is very important and many Districts use various ideas for coming together including:

Sports - bowling, golf, soccer, baseball, swimming.

Family Events - picnics, dances, boat cruises, camping.

For additional information, refer to the booklet from International entitled "District Governor's Manual".

