

## FOUNDER REGION

### POSITION DESCRIPTION FOR DISTRICT DIRECTOR

Bylaws - Article IV Officers, Section 4.5 Duties, item e:

The District Directors shall plan and preside at District Meetings and Presidents' Roundtables; attend all meetings of the Region Board; and keep in close communication with all clubs in the district and liaison with the Region Board.

Founder Region Procedures - Section B, item 5:

The **District Director** shall:

- a) Review the District Directors' Handbook on a regular basis during the biennium and be well-versed.
- b) Schedule Presidents' Roundtables and report dates to the governor.
- c) Plan the district meeting no later than the August board meeting and have planning meetings with the host club(s).
- d) Visit one club board or business meeting during the biennium for each club in district.
- e) Serve as the liaison between the region board and the clubs.
- f) Receive and distribute electronically club rosters, budgets and bylaws to region officers; additionally, club bylaws to the district Laws and Resolutions Committee member by October 1.

Additional information regarding district director responsibilities:

- Attend introduction board meeting at the conference site immediately after the conclusion of the region conference in the first year of the biennium.
- Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA.)
- Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday).
- Prepare for and conduct Presidents' Roundtable meetings three times per year soon after each board meeting in order to share important information with club presidents.
- Prepare for and conduct District Meeting in September/October of each year.
- Attend club business/board meetings in your district.
- Prepare and conduct Leadership Training workshop(s) each year.
- Attend pre- and post- conference board meetings in May of each year.

Skills needed:

- Good communication skills – both verbal and written
- Working knowledge of computer skills – use of email and the ability to work with Microsoft Word, Excel and Powerpoint documents
- Ability to work with a team – collaboration with all members of the Region Board of Directors
- Good understanding of Soroptimist and familiar with SIA and Founder Region resources
- Ability to work with diverse people