



YOUR DISTRICT NEEDS YOU

A guide to what is expected from District Officers

The District Executive Committee meets 4 times a year, about two weeks before the District Meeting. The meetings last about 2 hours and usually take place at the home of the District Chairman. The time of the meeting varies according to members' other commitments.

Members of the Executive are also encouraged to attend the National Assembly which lasts for 2 days and takes place in Leicester at the beginning of July. This is an opportunity to hear from the incoming Association President about her plans for the year. Officers from the 29 Districts in GB&I also meet in discussion groups.

We need the Executive Committee to run our District. This is no more demanding than a Club office and it can be just as rewarding. There are nine members on District comprising:

District Chairman - 1st Vice Chairman - 2nd Vice Chairman - Member of Council - Secretary - Treasurer - Editor - International Service Chairman - Membership Officer

So what do they all do?

DISTRICT CHAIRMAN, 1st and 2nd VICE CHAIRMAN

When an Inner Wheel member decides to go forward for District Chairman she will ask for the support of her Club.

The first position to be held will be 2nd Vice Chairman. This is a time to sit back, look, listen and learn so that when you take the next step as 1st Vice Chairman you will have some idea of what's expected of you.

It is also advisable to explore possibilities for your Rally during your 2nd Vice Chairman year as most function rooms need plenty of notice.

It is during your year as 1st Vice Chairman that you will attend the Association Assembly at Leicester University for the first time. Here you will meet the lady who will be Association President during your year and she will give you guidance on your future position.

If you have your Rally date booked then this is a good time to inform her as she will also be preparing for her year as Association President.

Also during this year you will cover any events that the District Chairman is not able to attend.

Now it's time for your own special year and here is a list of the events you will attend.

By the July District Meeting when you start your year you will have a plan of your official visits and at the Meeting confirm the dates with the agreement of the Clubs. You will be making an official visit to each Club in the District and this should be to a Club's business meeting: You will be the main guest and speaker.

Plans for your Rally will start to take shape now as this takes place usually in February. All the Executive will help in organising the Rally, using notes made the previous years.

Other duties will include during your year:

Invitations to Club birthdays and Inter-Club social events and also invitations to two or three District Rallies. The ladies from these Districts will also attend your Rally.

You will give a short presentation at the Rotary Conference - this may sound daunting but presentations are very well received by Rotarians and they are very supportive.

And last, but not least, our own District Meetings. These are really no different from your own Club meetings. The District Executive meets a couple of weeks before each District Meeting and discusses any items that have come to their attention. Each Officer will make a report on how their own position has gone during the year with any recommendations they would like to make.

Hopefully you will all have attended a District Meeting at some time and so there is no need to go into that apart from saying it's a really enjoyable meeting.

DISTRICT SECRETARY

This is no different from any other secretarial role. In your Club you have members - on District you have Clubs. Of course, members will contact the District Secretary on a one-to-one basis from time to time but, generally, the District Secretary will liaise with the Club secretary.

So what are her duties?

She will first and foremost liaise with the District Chairman and the District Executive to format an agenda for the District Meetings. Agendas are sent out to Clubs before each District Meeting. After the meeting she will send the minutes out to the Clubs at a later date.

During the Inner Wheel year she will handle all the correspondence she receives. This can be dealt with immediately if possible, otherwise it will be taken to the next Executive meeting.

The District Secretary has a special relationship with Clubs and gets to know what's going on.

The Executive also has the assistance of a Minutes Secretary who takes the minutes of the District Meeting. This is a great help to the Secretary and Executive.

DISTRICT TREASURER

There's one great thing about being District Treasurer - you don't handle cash! Well very rarely! Cheques come in to you and you bank them - what could be easier?

Well OK, there is a bit more to it than that but if you've got a head for figures and are computer-wise (not essential but it helps if you are) then this is the job for you.

Don't think you have a head for figures? When was the last time - if ever - you were short -changed?

So what else does she do?

Keeps check of our money, reconciles the bank statements to make sure the figures are OK and deals with all the necessary expenditure that occurs in an Inner Wheel year.

Draws up a balance sheet to present to our District Meetings. At the end of our Inner Wheel year she will do a final balance sheet to send to our Auditors for approval.

There are one or two other duties like our insurance policies etc. - but all these are pretty much the same each year and you always have copies of previous years' documents for you to draw on as a guide. Past Treasurers are always available to give assistance when you need them.

MEMBER OF COUNCIL

The Member of Council is our link to the Association of Inner Wheel Clubs in GB&I and so she wants to know everything that is going on in our Clubs so that when she goes to an Association meeting she is fully aware of everything.

If the Association receives a letter from one of our Clubs they will automatically ask our Member of Council to explain the contents. Imagine her embarrassment if she knows nothing about it and that is why we stress to Clubs the importance of sending a copy to your Member of Council.

So what does she do?

This position can only be filled by anyone who has served as an Officer of a District for at least one year at any time prior to nomination.

Your Member of Council is part of the Governing body of the Association, and so this is actually a very interesting and rewarding position. Association meetings take

place in London three times a year. This is the real hub centre for GB&I and of course you also hear what's happening at International level.

The Member of Council can really have an impact by making suggestions to Association from the ground floor so to speak - so she can make a difference. After an Association meeting she will give a report at our District Meeting.

She is also our verbal rule book. If you are not sure of a procedure or do not fully understand a ruling your Member of Council is the one to ask.

DISTRICT EDITOR

The District Editor produces the magnificent 'Feature Fourteen' magazine compiled from articles sent to her by Club Correspondents. Two magazines are produced every year with the wonderful articles you send in. The Newsletter is also produced ready to give out at our July meeting, as is the District Directory giving details of Club Officers. This is updated each year which just means you add or take away members' names from the original template.

Once a year, the District Editor also sends out and collates the Home Service reports received from Club Correspondents which are then sent to the Association. This lets them know just what we've been up to during the year.

She works to two deadlines to ensure that our magazine is ready for the District Meeting and she also sends some of our articles to the Association Editor for inclusion in the Association and International magazines.

INTERNATIONAL SERVICE CHAIRMAN

The best guidelines for this position are given to you at the District Assembly in July.



Of course, your predecessor will hand over information she has used over her three years but, as you know, things do change quite often with International Charities, the items they collect etc - and unfortunately there seem to be new disasters each year and so our priorities may change.

But in a nutshell, your International Service Chairman will keep you informed of all the charities and their needs. Also, we have an International Rally each year which is very popular and the International Service Chairman will arrange this. The District International Service Chairman usually chooses the charity for the year and arranges a speaker for the International Rally.

The exception to this is in the Association International Service Committee Chairman's second year, when she will choose the charity for the whole of GB & I in that year. This is then supported by the District.

International Service is a very hands-on position with all the items we collect, but don't worry. We only collect what we can pass on quite quickly so you don't need a warehouse for storage!

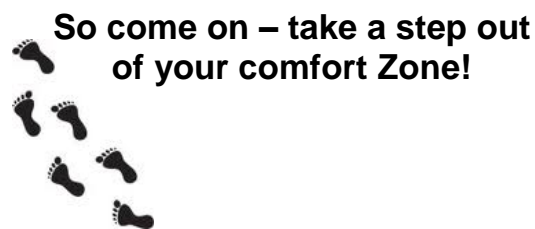
MEMBERSHIP OFFICER

The role of Membership Officer follows on from District Chairman and is for one year.

The only people who really can extend are yourselves because you know your Rotary Clubs, friends and acquaintances. You are also fully aware of how important membership is to us in this day and age - so I know you're not going to forget, are you!

Of course your Membership Officer is always available if you need help and advice with new members or even forming a new club!

Well – that's your District, ladies – not as daunting as you thought, is it?



It really is worth it.

We also have available a booklet on Club Officers "Your Club Needs You" which is helpful and informative. Please contact the Membership Officer if you require a copy and don't forget to pass it on to your old and new members.

(With thanks to Janice Quinn of District 7)