

DISTRICT COORDINATORS

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write a short article for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Include information about District meetings, date, time and place; District deadline dates and names of District Officers to whom money, dues or information is to be sent. Request chapters to submit bylaw changes two months before the final meeting and publish proposed changes thirty days before the final meeting.*
4. *The purpose of the District is to serve as a liaison between the State Council and local chapters within the District. Plan District meetings to offer information to your chapters and try to stimulate interest in your Districts by planning something different for each meeting. Involve as many chapters and members as possible.*
5. *Get acquainted with chapters within your District through regular correspondence, or if possible, personal visits.*
6. *The State First Vice President serves as Advisor to the District Coordinators and will hold “Coordinator/Vice Coordinator Meetings” prior to the State Council Meetings and the August Leadership Seminar. All District Coordinators and Vice Coordinators are encouraged to attend these meetings. The State First Vice President is always available to assist you in any way. Keep her informed of District meetings, events, newly chartered chapters, disbanded chapters, etc.*
7. *Make arrangements for the District to have a Leadership Seminar. Write letters to State Officers, well in advance, if you want them to give a presentation at your seminar.*
8. *Ensure meeting notices are mailed to all chapters in your District, all Executive and General Board members (especially the other District Coordinators) and active past State Presidents. Meeting notices should be mailed thirty days prior to the scheduled meeting. Consider sending notices via email – it saves time and expense. The State President keeps a group email listing and would be happy to assist you in sending your notice via email.*
9. *Ensure that minutes of District meetings are mailed within thirty days after meeting. District minutes need to include an attendance record, including city, chapter name and number, and number of members present from each chapter. Mail minutes to chapter presidents in the district and district officers.*

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10. *Ensure that a copy of your current District Bylaws are mailed to the State First Vice President and State Parliamentarian. Send copies of your District Bylaws to the Membership Chairman as these are needed for new chapters.*
11. *Ensure that a list of the chapters within your district who have paid district dues by December 1 is prepared and mailed to the State Treasurer before December 15. The Treasurer uses this information to prepare the dues report that is published in the Petticoat Journal.*
12. *Ensure that an up-dated list of chapters paying district dues on or before January 1 is prepared and mailed to the Outstanding Chapter Chairman no later than February 15th. Include city, chapter name and number.*
13. *Immediately following your District Meeting, ensure that a list of attendance is prepared. Include city, chapter name, chapter number, and number of members present from each chapter at each meeting. Mail this list to the State Outstanding Chapter Chairman on or before April 1. Place a copy of this list in your files.*
14. *Ensure that a list with a summary of donations to your district project is prepared. Include city, chapter name, number, and the amount contributed by each chapter. Mail this list to the State Philanthropic Chairman on or before April 1. Place a copy of this list in your files.*
15. *District Installation of Officers: The Coordinator to be installed should have the privilege of designating the Installing Officer. The district should offer necessary assistance to the Installing Officer.*
16. *The day of the District Installation, the current Coordinator shall be responsible for advising the new Coordinator of the following:*
 - a. *The newly elected Coordinator shall immediately, before April 15, set meeting dates and notify the State First Vice President/President Elect of the dates. The State First Vice President/President Elect will coordinate meeting dates for ALL DISTRICTS, thus allowing an even distribution of dates throughout the year.*
 - b. *The newly elected Coordinator shall immediately, within 10 days, send a list of the new District Officers to the State First Vice President/President Elect.*
 - c. *The newly elected Coordinator shall be included in the installation of State Officers at State Convention and is expected to attend the Sunday morning Board Meeting.*
17. *District Coordinators shall serve as advisors for judging state contests. The State President will inform you of the contests for which you are responsible.*
 - a. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
 - b. *Attend the March contest meeting.*

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- c. If you have not been informed of a contest judging date by March 15, immediately contact that contest chairman.*
 - d. Check judging form and ascertain that it coincides with the rules.*
 - e. Check for consistency in points scored among judges. Verify totals on each judging sheet. Encourage judges to break ties.*
19. *District awards are to be given at District meetings. State Awards only are to be given at State Convention. Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
20. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
21. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*