

DISTRICT DIRECTOR'S NOTEBOOK

WEST VIRGINIA GARDEN CLUB, INC.



THIS NOTEBOOK HAS BEEN PREPARED AS A GUIDE FOR YOU WITH THE HOPE THAT IT MAY BE HELPFUL AND ANSWER SOME OF THE QUESTIONS THAT MAY ARISE.

IT IS HOPED THAT YOU WILL ADD TO IT, AND PASS IT ON TO YOUR SUCCESSOR. LET YOUR DISTRICT COODINATOR KNOW OF NECESSARY CHANGES.

1st Edition - March, 1976

Mrs. James Hollandsworth
First Vice President, WVGCI

Revised Edition - March, 1986

Mrs. John Tuckwiller
First Vice President, WVGCI

Revised Edition - March, 1996

Mrs. Douglas Rockwell
First Vice President, WVGCI

Revised Edition - April, 2009

Mrs. James Ashworth
First Vice President, WVGCI

Dear Director:

Congratulations on being elected **District Director** of your respective District.

You will be installed at the spring WVGCI Convention in an odd numbered year.

Normally this is done by our National Garden Club president and you become a member of WVGCI Board of Directors, helping to shape our organization. **Officially you do not take office until our National President is installed, usually in May. But your duties begin earlier.**

Remember the entire structure of WVGCI is based on the Districts, Councils and Clubs working together.

Now just **where do you begin and how do you go about the task of leading your District** for the next two years? What tools are available to you?

Between the time of your election and the spring installation convention, you should be choosing an assistant, (if your district did not elect an assistant, **preferably** someone that would be able to follow you in two years as Director. You should also become familiar with the WVGCI Handbook and all information passed on to you by the outgoing District Director.

If possible, not required, have in mind a date and place for your Fall District Meeting prior to this first state convention where you are installed. This must be confirmed with the state president.

First - Attend the Spring WVGCI Convention and be installed.

You and your assistant will attend the first WVGCI Board meeting of the new administration.

You and your Assistant will Attend the New District Director's Meeting arranged by the state District Director Coordinator following the board meeting. **Very important.**

Share the date and place of your Fall District Meeting, if possible.

Bring a biographical sketch of yourself that can be printed in the *WV Garden News*.

A copy is brought to share with the other Directors and assistants. (20 copies)

You will be given a Packet of information and President Packets for each club in your District.

Second - At the Board Meeting you will be given the National President's Theme, the South Atlantic Director's Theme and the State President's Theme. Should you desire a theme for your District, please do so. You will also be given National, State and Regional special project and award information. You might like to offer **District Awards** or have a District Project.

Three - If possible, make plans to attend at least one other District Meeting to see how another District and District Director operates.

Four - Remember at each WVGCI Convention you will be expected to provide a table displaying happenings in your district the prior year--so start collecting newspaper articles, yearbooks, programs, etc to display.

Five - At each state convention during your term you will be ask to give a 3 minute report on the happenings in your district the previous year.

Tools you will be working with: WVGCI Handbook, District Director's Notebook, District files, District By-Laws, web sites for WVGCI, SAR and NGC, *WV Garden News*, and *The National Gardener*. Other helpful tools - Robert's Rules of Order

SPRING PRESIDENT'S WORKSHOP

Pay attention as the District Director Coordinator presents her District Director's meeting. You will be given information that you must present to all Club Presidents. What you learn there will be what you impart in your workshop.

1. **Plan ahead in March or early April for this workshop. New incoming director, please consult and plan with the outgoing director, but you are responsible for the workshop.**
2. **Look in your files for examples of agenda and booklets of past workshops. If you have problems, do not hesitate to contact WVGCI First Vice President for information**
3. **Appoint your district officers and committee chairman early-- Award, Publicity, Scrapbook and Ways and Means Chairmen. Others if ask by The State President. for a special project.**
4. **Choose a theme, aims, projects, and Ways and Means project early. (If you choose a raffle, you would need to have the tickets printed to distribute to club representatives at the workshop.**
5. **Send out a letter to all club presidents with an invitation to attend your President's Workshop. Do this as soon as possible, at least one month before the event. Decide if you want other club officers to attend. Include detailed instructions (a map) about how to get there.**
6. **It may be necessary to send out reminder postcards about two weeks prior to the event.**
7. **Choose a place for your workshop that is central to all the clubs. Large districts may require two or more workshops. The main consideration is to have as many clubs represented as possible..**
8. **Date:** Keep in mind that people go on vacation in summer, so have the Workshop in the spring or early summer. Clubs will be working on yearbooks and will need the information that they will receive at your workshop. Also consider the working women when making your schedule.
9. **There will be no registration fee for the Workshop. Encourage everyone to participate (ask questions, make suggestions, offer helpful hints, etc.).**
10. **Refreshments can be served, each person can bring a sandwich, or a host club could provide.**
11. **Encourage clubs to send several people to the Workshop. There will be information provided for club Treasurers, and the Vice President should be informed of what is happening. If an officer cannot attend, encourage a club representative to attend.**
12. **Have a question and answer period for exchange of ideas. Inform the clubs before hand so they will be prepared.**
13. **Have the WVGCI Handbook and any State Ways and Means project on hand for sale. Have change available.**
14. **Give information on programs, speakers, projects, garden tips, money making projects, protocol, parliamentary procedures,**

15. **Invite state officers and board chairman living in your district to come or involve them in the Workshop.** They have expertise and many have pertinent information.
16. **Distribute the President's Packets, go over all information in the packets.** Give out information you have received from the state, region or national.
17. **Explain your District's responsibilities to WVGCI, whether it be State Convention, Wildflower Pilgrimage or Flower Show School.** Sometimes there are no responsibilities scheduled for District in a particular year. Refer to sheet in President's Packets
18. **Share the Calendar of Events from the President's Packets.**
19. **Confirm the name and address of all club presidents.** You will maintain a roster of club presidents.
20. **Emphasize that a garden club does not have to undertake every project of state, region and national.** Clubs should participate in those programs and projects in which their members are interested.
21. **If you have a special project--it should be presented the first year of your administration.**

STATE MEETINGS

1. There will be two (2) **state board meetings** you are expected to attend. One in the fall which is usually early September and the state convention in the spring.
2. Your report: (a) Need three (3) copies, double spaced--one for the recording secretary, one for the executive secretary and one for your district director files.
 b) In the fall you will read your written report orally at the board meeting in the time allotted.
 c) At the state convention all reports are usually done orally at one of the business meetings. A time limit of 3 minutes is the norm.
3. **Make all reports in the third person, and it must be typed.**
4. **At the fall board meeting include in your report your theme, aims, programs, what you hope to achieve or have achieved, and just exactly what your district clubs have done.**
5. **For your state convention report, use the tabulations and summarized club President's Reports from your district.**
6. **At state convention you will be responsible for a district exhibit.** Examples would be scrapbook, posters, showing projects or interesting programs from the various clubs.
7. **Your own district should help you with your expenses to state convention.** Find out what has been done in the past and keep in mind your district responsibilities and amount of funds in the treasury. This should be included in your budget.
8. **These state meetings will help you in many ways.**

FALL DISTRICT MEETING

The District Meeting is the opportunity for club members to meet and hear the State President, THEREFORE:

Plan the Meeting and Program in detail so that the meeting will be rewarding and will benefit both the state president and club members.

Work with the hostess clubs or council to make the day worthwhile to all.

Duties of the District Director for District Meeting:

- Set date with State President
- Secure speakers, persons to do invocation, welcome, response
- Secure Chairman of meeting
- Make up program
- Have program printed
- Preside
- Notify clubs by letter of meeting plans, at least six weeks ahead
- Appoint Nominating Committee for report at your 2nd year meeting.

Duties of Director and Chairman of Meeting

Set time, place, theme, luncheon, menu, price, appoint committee and chairmen. All commitments should be in written form, so there will be no confusion when the meeting is over and expenditures are made.

Committees Needed:

- Coffee hour (before meeting)
- Registration and Credentials
- Hospitality - looks after speakers
- Name tags, place cards, any signs or posters
- Publicity
- Luncheon table decoration
- Favors
- Corsages (usually given to those at the head table and special guests)
- Plant sale or other Ways & Means
- Door prizes
- Special flower arrangements, if needed as decoration throughout facility
- Properties - tables, stage set up, lights, screen, flags, projector, extension cords, PA system
- Protocol

Duties in Detail

Set date with State President - State President likes to finalize at state convention if possible.

Have a date in mind at that time and confirm later.

Secure speakers. Line up your speaker well ahead. Be certain that you have a clear understanding in writing of any and all fees and charges or obligations the district has (meals, overnight lodging, mileage cost and supplies such as flowers, etc.). You will need an article and picture from speaker in advance for publicity. Some newspapers will not use an article without a picture.

Complete Program by securing someone to do

Invocation

Welcome - usually the Chairman of the Day

Response - usually the area of the district that will be hosting the next fall meeting.

Secure Chairman of the Day usually someone from the host club or council**Make up Program (consult your handbook) Suggested Program Schedule:**

Coffee & registration (plant sale or ways & means in another room)

Call to order

Invocation

Welcome

Response

Roll call of clubs or report from each club

Recognition of special guests

Reading of Minutes and approval

Report of officers, correspondence and Treasurer's report

Report of Special Committees

Unfinished business

New business

State President's Speech

Announcements

Break before lunch

Luncheon opened by invocation or blessing

Introduce those seated at speakers table and sub tables

Awards

Door Prizes

Credentials Report

Afternoon Speaker

Adjournment

Arrange to have Program Printed. Place a copy of program in your file for future directors.**Preside****If you have Notified all clubs** as instructed previously by letter, your meeting should run smoothly.**Appoint a time keeper** if clubs are to report.**Place** - most districts have an order to follow as to who will be hostess. Check your files.**Luncheon** - Who will serve, the menu and the price can be worked out in a meeting with your Chairman of the day and other committee chairman along with your Secretary and Treasurer. Sometimes luncheon arrangements determine where the meeting will be held--church, restaurant, etc.

Committees Needed:

Coffee hour - can be simple or fancy. Is an excellent social time to talk to the state president, exchange ideas and renew friendships.

Registration and Credentials - those in charge must arrive early, check in all those that are registered. Will make a report at end of meeting as to how many, state and regional officers present, etc.

Hospitality - **The state president and each speaker will need a page--**someone to greet, provide a parking space for, help unload, etc. This individual can also help with registration. See that the speaker and state president is always served first.

Provide the state president and her traveling companion:

- 1) Lodging (a motel or in a member's home)
- 2) Hospitality the night before if hostess clubs or districts wishes (open house, dinner, or dessert) provided the president will be in the area.

Name tags, place cards, and any signs or posters.

Protocol: The state president is seated in the center and is to have special seating for the morning session and afternoon session.

Reserve seats for guests and state chairman at both meetings. Make a diagram for business seating and for luncheon seating. Do in pencil as changes will probably be made. Registration will be helpful in making seating arrangements. **The president is on the right of the district director and then alternate other guest to the left and then the right.**

Publicity - It is important to have advanced publicity for the district meeting. Include the state president's name and names of any other speakers. Take pictures at the meeting and write a follow up article.

Table Decorations - suggestions and ideas - have clubs bring arrangements that would be judged by clubs present, use potted plants as door prizes, sell arrangements.

Favors - should be up to the host club or council, although they are not necessary, but nice.

Corsages - Usually give to those at the head table, plus any special guests. It might be nice to include those on National, SAR or State board. And have them seated at reserved table.

Plant Sales or Ways and Means - Usually starts when people begin to register and during coffee hour. Arts & Crafts, dried materials, items pertaining to garden club--gloves, tools, etc. Usually what is sold at a district meeting remains is district funds not host club or council. Be sure to make this arrangement specific.

Door Prizes - numbered in advance and should be ready to distribute, not wasting time.

Special Flower Arrangements - for special places in facility. This would be at the discretion of the director, chairman and host clubs.

Properties - tables, table covers, state set up, lights, screen, projector, projection table, extension cords, PA system, flag, etc.

OTHER MEETING COURTESY:

Thank all by note who participated in anyway at the meeting.

It is your responsibility to see that all bills are paid by the District Treasurer.

Send state president and speaker copies of newspaper publicity

If the speaker is a garden club member who requests only mileage, it is a courtesy to present a gift in addition to the mileage.

It is customary to present a gift from the District to the State President, as well as paying her expenses when possible. The State President may direct any gift be given to a particular project. Try to honor that request.

A past State President attending should be recognized.

Introduce guests, including state president and her traveling companion, members serving on National Board and Regional Board, state officers and chairmen, past state presidents and past District Directors at the beginning of the business meeting. They do not have to be introduced again as to title only for duty they are to perform. **A good idea is to have an honors table for these individuals.**

It is a courtesy for the audience to stand when the state president is introduced. You are honoring the office.

Start on time and follow your schedule.

It will be a rewarding experience.

SUGGESTION FOR DISTRICT DIRECTORS

The District Director is the **major link** or liaison officer between WVGCI and the individual club.

Have a **positive attitude** toward your job and be enthusiastic.

As liaison officer and representative of the State Board of Directors, keep both the club presidents and the State President advised and informed of each others plans, projects, programs. **Work with both.**

Read, make contacts and learn as much as possible about each objective, project, program, educational schools both on the state and national level so that you can answer specific questions.

If ask to speak to a club or council, you may wish to speak on projects of your district, or state and national. Encourage attendance to WVGCI educational programs such as Landscape Design School, Flower Show Schools and Environmental Studies School. **Leave time for questions from the floor.**

Keep up to date by reading regularly the *WV Garden News* which is our main form of communication and is printed three times each year--spring, fall and winter. Deadlines will be announced in the Garden News for articles. Please feel free to publish your districts activities, if they are significant.

Remember WVGCI work is volunteer and ask, never demand or just assume. Use thoughtfulness and common courtesy. Be constructive, be ready to give credit where it is due and praise your workers.

Request help from club members, do not try to do everything by yourself. When you ask someone to do a job, be specific as to what you want them to do.

Please keep good records for your successor. This Notebook is for your use and is to be passed on with any notes you wish to add concerning things that are unique to your District and the things you do. You should also pass along all officer records such as the books of the Secretary and Treasurer.

You are installed as a District Director at state convention, however you officially do not take office until national officers are installed in May or early June. Your job will start as early as February and March in planning your administration and the spring President's Workshop.

Workshops in spring and the District Meeting in the fall will be the best way to get information to all clubs, to introduce yourself, and in turn get to meet your club presidents and members.

Have state or district money making projects available at the district meeting and workshop. Usually the State Ways & Means Chairman accompanies the State President to your fall District Meeting.

It is your responsibility to see that each club president or club representative receives their President's Packet either in person or by mail.

If you have further questions or problems, write to your state officers or state committee chairmen. It is not a practice for each to send you a mailing. Most chairman put flyers in the President's Packets.

If a particular successful project takes place in your district, such as a city wide litter clean up day, etc., notify the state chairman. She needs to report on a regional or national level and has no specific information unless you provide her with what is happening in her chairmanship in your district.

The publicity and scrapbook chairmen work together and keep news of activities in your district. This can be used as part of a convention display. Encourage your clubs to take pictures, remind them to keep the whole page of a newspaper article as you need the paper's name and date of publication. Sometimes a newspaper will return your picture if you send a self-addressed, stamped envelope with your club article.

Consider having a District Budget. This should be a must.

Start a Convention Fund for your district. Each year monies should be set aside to use when it is your district's turn to serve as hostess for state convention. The state gives you an advance, but it is not enough and it has to be paid back.

The \$50 allotment a director receives from the state is only a token. Keep your receipts and send attached to the proper form to the state treasurer for reimbursement fifteen days before the state meeting. It is usually used for postage, copying, etc., but you will have to look to your district treasury to pay almost all the bills and also to help pay your convention expenses.

If asked to install officers, you may wish to create your own installation service or to adapt the one in the WVGCI Handbook. National has a booklet of Installation services.

If ask to help organize a new club, check in your WVGCI Handbook on page 58.

Inform each club president that **every questions on the Club President's Report is not applicable to every club.** All question do not have to be answered unless the club performs all projects. Our State President wants to know what you are doing and the answers will tell her of club interests and accomplishments.

Encourage club presidents to report by the deadline of July 1. You and your State President make up your reports from a summary of the club presidents' reports. **The blank report is in the President's Packets.** Call attention to the report at your President's Workshop and encourage every president to complete.

The official seal or logo is not to be used by anyone for any purpose other than official business as authorized by the state president. It is not to be used by clubs other than on the stationery furnished by the State Executive Office. It cannot be used for club projects.

The WVGCI Directory may not be used as a mailing list unless permission is first secured from the executive committee.

Study basic parliamentary procedures. Obtain a copy of Robert's Rule of Order for your district.

There is a special District Responsibilities Sheet in your packet and every President's Packet. Check it early to see if your district acts as hostess for any of the educational activities. (Wildflower Pilgrimage and Flower Show Schools)

It cannot be stressed enough the importance of answering all mail received.

Remember: Plan ahead and communicate.

The following is arranged to help you with your Month to Month responsibilities whether you are a new Director or completing your second year. If some of the items are redundant, it is because we want you to understand each phase of your job.

JANUARY

1. Make plans to attend the WVGCI State Convention. Send in the registration form found in the Winter issue of the *West Virginia Garden News* and make hotel reservations.
2. Keep all records in good order because the next Director will use these records as an example.
3. If you are an Incoming District Directors, look over the District Director's Notebook and be thinking about a District Theme, aims and goals, projects, awards and ways and means.
4. Travel plans and reservations need to be made in January for the Wildflower Pilgrimage. WVGCI has a cabin reserved for the pilgrimage hostesses. District needs at least one, preferably two, representatives when they are hosting. Those names need to be sent to the Dept. of Natural Resources and WVGCI Wildflower Chairman.
5. Check out the WVGCI, SOUTH ATLANTIC REGION and NATIONAL GARDEN CLUB websites for additional information--Awards, Conventions, News, Projects, etc. Remember for new administrations, National will not post until after their May convention. The fall issue of WV Garden News in odd numbered years will contain the state Awards. Please instruct your clubs to maintain that issue.

FEBRUARY

1. Plan any exhibit, display, poster and scrapbook that you will be using at the WVGCI Convention. You may need to call all clubs in your district for pictures and publicity.
2. Be thinking of the date, place, possible program and hostess clubs for your fall District Meeting. Your State President likes to have a tentative schedule set at the convention. **Be sure to check the State President's schedule before making final plans or reserving space.**
3. **Prepare your District Director's Report** for the state convention.
4. **Outgoing Director - Check with your District officers and chairman**, requesting their reports. Collect the Secretary and Treasurer books and records. Make arrangements to have **The Treasurer's books audited** before passing on to another person.
5. **Check your By-Laws** for requirements and any other pertinent materials that you must pass on.
6. **Meet with your successor** and turn over your District Director's files. You will need to discuss how the District operates and give her a copy of this Notebook and your Director's Notebook that you have maintained with all correspondence, programs, etc.
7. **Incoming Director - begin selecting District Chairmen** (Award, Publicity, Scrapbook and Ways & Means), a Secretary and Treasurer if they were not elected at the District Meeting.

8. After you have seen all files, should you have questions, please arrange a second meeting with the Outgoing Director.
9. Advise your chairman to report any interesting happening in your District directly to the corresponding state chairman. This helps those chairman complete their reports.

MARCH

1. **Attend the State Board Meeting and the State Convention (usually March or April). Assistant should also attend. Incoming Director and Assistant will attend the State Board Meeting and the District Director's Meeting.**
2. Near the end of your first year, prepare your **written report--you will** present it orally at the convention. **Have 3 copies** of your report (one for Executive Secretary and one for Recording Secretary, plus your copy)
3. At convention, **put up your District's display** of posters, pictures, exhibits, and scrapbook, club yearbooks, special projects, etc.
4. Pay attention to the **other District exhibits** for ideas to use in the future.
5. Prepare your **state allotment forms** and mail to the State Treasurer fifteen days before the state convention. District Directors receive a \$50 allotment for postage, etc.
6. If you have not done so, please meet with the incoming director and turn over all files.
7. **Pick up educational materials** and club president's packets and flyers for each club not represented at the convention. Your yearly spring President's Workshop is a good place to pass on all information obtained at convention including President's Packets. Should a club not be present, it is important that they receive the information personally or by mail.
8. Remember a **District Director is installed** at the spring state convention, but does not take office officially until the National Officers are installed in May or early June. The outgoing District Director is to assist the incoming Director with her first President's Workshop, if asked, to share advice, expertise and experience.
9. Incoming Directors, **read carefully and thoroughly the WVGCI Handbook, pages 48 - 57.**
10. Directors and Incoming Directors should plan a **President's Workshop**. Send an invitation to each club president. Ask that they return to you the name, mailing address and phone number of the new club presidents. Some clubs change officers each year, you will need to **keep an updated listing** yearly to assure your letters reach the club.
11. Incoming Directors will introduce themselves to the clubs by the letter. **Should you not have the new president's name**, please use last year's president mailing address and request they contact the new club president.

12. Incoming Directors need to **appoint your chairman** in addition to your Treasurer and Secretary. You will need an Awards Chairman, Publicity Chairman, Scrapbook Chairman, Ways and Means Chairman and any other chairman requested by your state.
13. People need time to make plans, please **send meeting notices early**. A phone e-mail, call or post card can be reminders if necessary.

APRIL

1. Following the State Convention, set a definite date for the **Club President's Workshop**.
2. **Maintain the name, mailing address, phone number and e-mail address** of all club presidents in your district. Some District Directors maintain a roster of all club members,
3. **Invitation to the President's Workshop** should include when, where, detailed directions on how to get there and who you want to attend--just president or other officers and members. **For large districts, you may want to hold more than one Workshop.**
4. **Send special invitations** to State Officers, State Committee Chairman and Past State Presidents living in your area to your Workshop. You can include the president's letter along with this invitation, it should contain pertinent information including directions.
5. **Check your By-Laws**, some Districts have an order they follow as to the place the Workshop is held. Work with those assisting with the Workshop. Don't hesitate to ask member clubs to assist with finding a place, refreshments, etc.
6. **Check your District Hostess responsibilities** to the state (Flower Show School, Convention, Wild Flower Pilgrimage). If hosting the May Wildflower Pilgrimage, **it is the outgoing director's responsibility**. You can finalize details of cookies and **door prizes** (both men and women-garden related) at this meeting. Travel plans and reservations are made in January.

MAY

1. Even though you are not officially in office until after the National President is installed, you can **hold your President's Workshop**. This should be in late May or early June. Remember most clubs do not meet in the summer; some want to complete their year books before the summer break and need the information provided in the President's Packets to do this.
Remind clubs:
 - (a) Club President Reports are due - **that you need immediately**
 - (b) **State Dues are due July 1.**
 - (c) **To prepare award applications and mail before November 15.** They should read every award's specification to see if they can apply.
 - (d) That you need Club President's name, address, phone and e-mail addresses. These should have been sent to the State Executive Secretary by each club (normally a card is mailed to each club and they respond with the information.)
2. Visit clubs, offer to install officers, etc.

3. **Make arrangements** for a meeting with club(s) hosting the fall District Meeting. **Appoint a Chairman of the Day**, if not done so by the host club(s)/council.
4. Prepare educational materials you intend to hand out at District Meeting.
5. **Compile the President's Report into one District Report and send to the State President.**

JUNE

1. Hold your President's workshop if not held in May.
2. **Start working on your Fall District Meeting.** A meeting with the Host Club, Council or Chairman of the Day may be in order.
3. **Work on a budget for the up coming year with your Treasurer** and other officers. Check to see what your District normally pays for: WVGC President's Gift, Speaker, Place where meeting is held, District Director's Convention expenses (if your District pays this expense), etc. Your Ways & Means project at this meeting should cover these expenses. **This Budget should be presented at your fall board meeting for approval.**
4. **IMPORTANT** - Each club president will have received from the WVGC President a blank **Club President's Report**. Each club president is to complete and mail one copy to the District Director and one copy to the State President. **It is the District Director's responsibility to comply one report combining all president reports and forward to the state president.** You can make a chart, use a blank president's report or other means to accomplish this.

This information is used for your District Director's report at the next WVGC Convention and for the State President's report to SAR and National.

Should you have difficulty getting club presidents to report. Use every means possible. As a **last resort only** - call the president with a copy of the blank report in front of you and take what information she has over the phone. We need for every club to report.

Forward this compiled report to the State President.

JULY

Enjoy your summer

AUGUST

1. **Make reservations** and travel plans for the fall WVGC Board Meeting.
2. **Type up your District Director's report** for this meeting. You will need three copies. The report should be no longer than 3 minutes and include plans for your fall meeting, projects your clubs have done, events coming up, etc.

3. If a club in your area won a **silver trophy** at the state convention, please offer to take to the Awards Chairman at the board meeting. The club should have been notified by the Awards Chairman regarding returning the trophy.
4. Send a letter to all club presidents about the fall district meeting. This letter should be in the hands of all clubs at least one month prior to the meeting. If your meeting is early in September, remember some clubs may not have met in the new year. A good rule is to send the letter by July 25 for a September meeting and August 25 for an October meeting.
5. Your letter should include Where, When, Who and What will happen. **Price and specific instruction on how to get there.** Also inform the club presidents if you want them to give a short report on club activities. What would you like to know: how many members, how many new members, interesting programs, projects, money making projects, information that would be of interest to other clubs. Set a time limit for report.
6. Appoint a time keeper for the district meeting if you plan on these reports. Some of the larger districts may want written rather than oral reports due to time restraints.
7. **Your invitation should be mailed to all state officers, state Ways and Means Chairman and Executive Secretary (these last two normally attend) and any state board member in your district. Make sure all get specific directions to the meeting.**

SEPTEMBER

1. **Attend the state board meeting and the District Director's meeting.** This is very important.
2. Write down a list of problems, concerns or ideas to discuss and share with the District Coordinator.
3. Finalize your district meeting. **Do not Assume Anything.** Take care of the little details and the big ones will take care of themselves.
4. Visit clubs when invited.
5. **IMPORTANT** - First year serving as Director, you **appoint your nominating committee at your first meeting.** Check with those you intent to appoint. Read the instructions in the WVGC Handbook. A member of this committee should be on the WVGC State Board. **Your second year this committee will report.**
6. **Encourage clubs to apply for state awards.** Help them to find awards suitable for their project.
7. The Fall District Meeting is taken up in detail in a special section of this Notebook.

OCTOBER

1. Visit clubs when ask.
2. If a club representative cannot attend the fall district meeting, see that all materials distributed are forwarded to the club president. If may be necessary to personally deliver or mail.

3. After your district meeting it is a courtesy to send a program and short summary of what happened to the WVGC 1st Vice President for her records.
4. A good idea is to send a thank you to all the clubs that participated in the fall meeting. This can give them a rundown on what monies were made, awards won if your district give awards, etc. Communication with the clubs is important.

NOVEMBER

1. Visit clubs when invited.

DECEMBER

1. It would be polite to send out Christmas cards to your club presidents.
2. Have a Blessed Christmas.

THROUGHOUT THE YEAR

Organize new clubs, visit clubs promoting state and national projects, advise and help clubs when ask, install officers, just be there for each club.

For your own peace of mind, do things timely and ahead of time. **DO NOT ASSUME ANYTHING.**

DIRECTORS - PLEASE ENCOURAGE YOUR CLUB PRESIDENTS

To use the Videos from the state Video Chairman. Excellent program materials.

To check out WV Garden Club Web Site for the latest information.

To check out SAR Web Site for their awards and information regarding convention.

To check out National Garden Club Web Site.

To order catalogs (free) , program materials, Flower Show materials and products from National.

To read *WV Garden News* and *The National Gardener* (which comes to District Director and Club Presidents - Free)

To attend all District Meetings, WV Garden Club Conventions and SAR Conventions. They will be educated to be a better club president.

To keep club members informed about district, state, SAR and National events and projects.

To apply for awards on all of their worthy projects.

To have worthwhile projects. If we have no purpose we are sure to fail.

To have meaningful programs. At no time is all club members fully educated on any one subject. We all need to keep learning and using what we learn.

To work to increase club membership.

To work with Boy Scouts, Girl Scouts and 4-H members --some of these may be our future Garden Club members.

To invite men to join their club. We can always use the extra muscle.

To keep on keeping on. Please we do not want to loose one more club.