

Final

DISTRICT DIRECTOR GUIDELINES

WEST VIRGINIA GARDEN CLUB, INC.



THESE GUIDELINES HAVE BEEN PREPARED AS A GUIDE FOR YOU WITH THE HOPE THAT THEY MAY BE HELPFUL AND ANSWER SOME OF THE QUESTIONS THAT MAY ARISE.

PLEASE ADD TO THIS AND PASS IT ON TO YOUR SUCCESSOR. LET YOUR DISTRICT COORDINATOR KNOW OF ANY NECESSARY CHANGES.

1 ST 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. Douglass Rockwell First Vice President, WVGCI
Revised Edition – April 2009	Mrs. James Ashworth First Vice President, WVGCI
Revised Edition – September 2023	Pam Simien First Vice President, WVGCI

Dear Director:

Congratulations on being elected **District Director** of your 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 choose an assistant, if your district did not elect an assistant for you - **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, but have in mind a date and a place for your Fall District Meeting **PRIOR** to your first State Convention as incoming District Director, where you'll be installed. This must, of course be confirmed with the new State President.

required

FIRST

- **You, your Assistant and Outgoing Director** will attend the District Director Transition Meeting to be held the day before the start of the Annual WVGCI Convention. **Attend the WVGCI Convention and be installed.**
- You and your Assistant** will attend the first WVGCI Board meeting of the new Administration.
- Have a short Bio and Picture** of yourself and Assistant that can be published in WV Garden News and www.gardenclub.com.
- Club Presidents Reports** as well as Club Membership Dues Reports for each club in your District will be given to you as well as current files from your District Director.
- Share the date and place of your Fall District Meeting**, if possible.

SECOND

- At the new Board Meeting you will be given the **National President's Theme, the South Atlantic Director's Theme as well as the new State President's Theme**, if available. Should you desire a theme for your District - please do so! You will receive, during the following months, the updated National, Regional and State Awards lists. You might like to offer District Awards or have a District Project for your clubs to participate in.

THIRD

- If possible, make plans to attend at least one other District meeting in the Fall to see how another District, as well as their District Director, operates.

FOURTH

- At each Fall Board Meeting and each State Convention during your term you will be asked to give a 3-minute report on the happenings in your District in the previous months/year.

Tools you will be working with: WVGCI Handbook, District Director's Handbook, District Files, District By-Laws, websites for WVGCI, SAR, and NGC that include *WV Garden News* and *The National Gardener*. Another tool that may be helpful to you - Robert's Rules of Order.

SPRING PRESIDENTS' WORKSHOP

At the State Convention, the District Director meeting will go over the information (dues packet) to be given to each of the Club Presidents in your District. The information that you will be given must be presented to all Club Presidents. Your knowledge of the information will go a long way to helping your Club Presidents understand the information you go over at your Spring Workshop.

1. **Plan Ahead:** Prior to the State Convention select a date and place for this workshop. New Incoming Director – please consult and plan with the outgoing Director, but you are responsible for the workshop! Send date, time & place to Webmaster to be published.
2. **Review your files:** Search for examples of agendas and booklets of past workshops. If you have problems, do not hesitate to contact WVGCI First Vice President for guidance.
3. **Appoint your District Officers:** Start early to fill positions as well as District Committee Chairpersons i.e. Secretary, Treasurer, Awards, Publicity, Scrapbook, Ways and Means -whatever your District By-Laws require.
4. **Choose a Theme, aims, projects:** What would you like to accomplish? Are you going to have a special Ways and Means that needs lead time to get together – start Early! For example: If you do a raffle at your Spring Workshop, you may need to have tickets printed and sent to Clubs prior to the workshop.
5. **Send out a Notice:** Each Club President needs to have an invitation to the President's Workshop that you'll be hosting. They will need this at least 1 month prior as they need to put it in their calendars to attend! It would be helpful that they bring other Club officers so that they will also be informed of what is happening in the coming months. Include detailed instructions on the location – some GPSs may not always lead to the correct location.
6. **Invite State Officers and Board Chairpersons:** Especially if they live in your District! The Club Presidents may have questions in which these folks may have expertise as well as other pertinent information that would be useful.
7. **Reminders:** Folks get busy so about 2 weeks prior reach out so that you'll know who will be attending.
8. **Date:** Keep in mind that people go on vacation in the summer, so have the Workshop in the spring after the Convention. The main goal is to get as many Clubs represented as possible so that you do not have to mail or visit the Presidents to give them their information.
9. **Q and A Session:** Have a period of time for Presidents and others to share their ideas or ask for more specifics about the agenda you may have for the coming year.

10. **Information:** Give ideas for speakers, programs, protocol, gardening tips -- where to find this information and additional items, i.e., websites that may be useful to them
11. **Distribute President Packets:** Go over the information that is available at that time in the packets, which will include Dues information -- letting them know that there will be more at the Fall District Meeting that will give them helpful information from WV State Chairpersons.
12. **Explain Your District's Upcoming Responsibilities:** WVGCI has the Districts on a rotating schedule of duties for upcoming Conventions and the WV Wildflower Pilgrimage. There should be a schedule in each packet for them to review at any time.
13. **Confirm each President's Information:** Make sure to have an accurate roster of Club Presidents and their contact information.
14. **Projects:** Emphasize that a Club does NOT have to undertake every project presented by the State, SAR or NGC. Clubs should only participate in those projects in which their club members have an interest.
15. **Do You Have a Project?:** This is when it should be presented to the Presidents so that they can help you achieve the desired outcome!

FALL DISTRICT MEETING

The District Meeting is the opportunity for club members to meet and hear the State President.

1. **Plan the Meeting and Program:** Involve all Clubs so that the meeting will be rewarding and will benefit both the State President and Club Members. Details are Key to any meeting.
2. **Duties of the District Director for District Meetings:**
 - a) Set the date with State President -- **PRIORITY**
 - b) Send date, place & time to the Webmaster
 - c) Notify clubs of meeting plans at least 6 weeks prior to meeting
 - d) An invitation should also be sent to the President, the Executive Board, PAST State Presidents from your District and other District Directors.
 - e) Secure speakers:
 - (i) Well ahead of meeting
 - (ii) Have it in writing as to time, place & cost
 - (iii) Obligations of District -- meals, lodging, mileage; supplies, etc.
 - (iv) Article & picture from Speaker prior to for publicity.
 - f) Ask members to do invocation, welcome & response
 - g) Secure Chairperson for the meeting
 - h) Design Program & have printed

- i) Appoint Nominating Committee for report at your ^{1st} 2nd year's meeting
 j) Preside.

3. Duties of Chairperson of Meeting along with District Director:

- a) Prepare BUDGET
 b) Set place
 c) Set time
 d) Set Menu
 e) Set Theme
 f) Set Price
 g) Appoint other Committees/chairpersons as needed
 h) All commitments need to be in writing & approved by the District Director.

*including a chair
 they will report
 at the 2nd District
 Mtg*

4. Suggested Committees:

- a) Social Hour
 b) Registration and Credentials
 c) Hospitality – looks after Speaker
 d) Name tags, place cards, any signs or posters
 e) Publicity
 f) Favors
 g) Plant sale or other Ways & Means
 h) Door Prizes
 i) Decorations – flowers, facility, etc.
 j) Properties – tables, stage setup, lights, screen, flags, projectors, computer, PA system, etc.
 k) Protocol.

5. Suggested Program Schedule (consult your handbook):

- a) Social and registration
 b) Any Ways & Means in separate area or room
 c) Start on Time!
 d) Call to order
 e) Invocation
 f) Welcome
 g) Response
 h) Recognition of special guests i.e. WVGCI, SAR, NGC, Speaker
 i) Report of officers, correspondence & Treasurer's report
 j) Report of Special Committees
 k) Roll call of clubs and/or report of each club
 l) Unfinished Business
 m) New business
 n) State President's Speech
 o) Announcements
 p) Break
 q) Introduction of Head Table
 r) Invocation/Blessing
 s) Lunch
 t) Awards

- u) Door Prizes
 - v) Credentials Report
 - w) Afternoon Speaker
 - x) Adjournment.
6. Print Program – Place a copy in the District Director Notebook
 7. Appoint a timekeeper if clubs are reporting.
 8. Location – Some Districts have an order as to which Club will be in charge – check District Notebook for schedule.
 9. **Other Meeting Courtesy:**
 - a) A Past President attending should be recognized
 - b) Start on time & follow your schedule
 - c) It is a courtesy for the audience to stand when the State President is introduced – you're honoring the office.
 - d) Thank all by note who participated in any way at the meeting
 - e) Your responsibility to make sure all bills are paid by the District Treasurer
 - f) Send State President and speaker copies of any articles of the event
 - g) 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.
 - h) It is customary to present a gift from the District to the State President as well. The State President may direct any gift be given to a particular project. Try to honor that request.
 - i) Introduce guests, including State President, her traveling companion, members serving on the National and/or Regional Board, state officers & chairpersons as well as past District Directors at the beginning of the meeting.
 - j) Expenses of State President are shared by all the Districts and billed to the District by the State Treasurer.

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 second at the State Convention in the Spring.
2. **Your report:**
 - a) Bring three (3) copies, double spaced: One for the recording secretary, one of 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 presented orally at one of the business meetings. A time limit of 3 minutes is the usual & there is a timekeeper.

- d) Reports to be on WVGCI letterhead – found in your District Notebooks. Should you need more, please pick up letterhead at any meeting you may attend as it will be available for you there; and,
 - e) Make all reports in the third person and make sure to TYPE it!
3. **State Convention Report** is a summarization of your Club Presidents' reports for your District.
 4. **State Convention Expenses:** Your District should help you with your expenses. Your District By-Laws or Policies should state how your Treasurer should budget that for you.
 5. All Districts will provide a copy of their Finances to the Treasurer at the State Convention or at Fall District Meeting.

SUGGESTIONS FOR DISTRICT DIRECTORS

The District Director is the Major Link or Liaison officer between WVGCI and the individual clubs

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

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 other's 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 asked to speak to a club or council, you may wish to speak on projects of your District, State or 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 regularly reading 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 District 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. The notebook you've been given 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 as well as those things you do. You will also pass along all officer records such as the notes of the Secretary and all accounts from the Treasurer.

Workshops in the Spring and the District Meeting in the fall will be your 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. If the State President has a Ways and Means project, the Chairperson of the committee may attend District meetings.

It is your responsibility to see that each Club President or Club Representative receives a President's Packet either in person or by mail.

If you have further questions or problems, contact your State Officers or State Committee Chairperson. It is not a practice for each to send you information. Most have flyers in the Fall President's Packets.

If a particularly successful project takes place in your District, such as a city-wide litter clean-up day, etc. notify the State Chairperson. They need to report on a Regional or national level - this helps them to provide specific information of what was happening in your District.

The publicity and scrapbook Chairpersons should work together and keep news of activities in your District. 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.

Make a District Budget! This way there are funds to help with future projects.

Start a Convention Fund for your District. Each year monies should be set aside to use for whatever portion of the Convention that your District is in charge of for that year.

Keep your receipts and send attached to the proper form to the State Treasurer for reimbursement - preferably 15 days prior to a 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 as well as helping 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 also has installation services.

If asked to help organize a new club, check your WVGCI Handbook on page 49.

Inform each Club President that **every question on the Club President's Report is not applicable to every club**. All questions 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 Packet.** 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.

Please answer ALL correspondence – it's the courteous thing to do!
Study basic parliamentary procedures – you'll be able to find guides online.

Your packets will include updated schedules for Convention Duties as well as for Wildflower Pilgrimage.

****FORMS FOR MANY EVENTS OR THOSE NEEDED DURING THE YEAR MAY BE FOUND ON THE WVGCI WEBSITE: WWW.WVGARDENCLUB.COM
IT'S A GREAT TOOL TO USE!**

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

JANUARY

1. Even Years – Make plans for WVGCI State Convention. Send in registration found in the Winter issue of *WV Garden News*.
2. Odd Years – Review WVGCI Handbook, District Director's Guidelines as well as WVGCI By-Laws with the Incoming District Director. Give them guidance as to projects, ways and means, etc.
3. Create a short Bio for the website and send it, along with a picture, to the incoming District Director Coordinator
4. If your District is in charge of Wildflower Pilgrimage, make plans and reservations. A cabin is provided for 2 representatives from your District to represent WVGCI at the event.
5. Get records in order for the upcoming Convention.

FEBRUARY

1. Even years – Prepare your District Director's Report for Convention.
2. Send information to State Committee Chairpersons concerning projects that your District has done in the past year so that they can include it in their reports as well.

3. Odd years – Start putting in place where and when you will be having your Spring Workshop as well as which clubs will be doing what. Check with the State President as to the schedule so that there's no conflict.
4. The District Director will collect any reports needed to be given to Incoming Director as well as to any of WVGCI Officers.

MARCH/APRIL

1. Finalize Spring Workshop time, place and date.
2. Notify outgoing Presidents and Incoming Presidents of the scheduled Spring Workshop. Notify Webmaster of the meeting with pertinent information.
3. Try to determine the date for your Fall District Meeting as it will be requested at the District Directors' meeting prior to Convention.
4. Attend the State Board Meeting and the State Convention. If there is an Assistant Director, the Assistant Director should also attend.
5. If you haven't already sent your report of your Expenditures to the State Treasurer, please have it ready to give to them at the Convention along with a report of the District's Treasury.
6. Attend the District Director's Meeting the day prior to Convention.
7. Pick up club Presidents Packets for distribution at your Spring Workshop – it will include club dues form as well as the State President's report.
8. Appoint officers and chairpersons needed for your District.
9. Coordinate with State President as to your date for your Fall District Meeting.

MAY/JUNE

1. Hold your District's Presidents Workshop. Take time to go over important dates and flyers in the packets!
2. Gather information on your District's clubs.
3. Develop budget and meet with Chairpersons to form a game plan for the coming year.

JULY

1. WVGCI club dues and District Dues are due by July 1st.
2. WVGCI Annual Report of each Club is due from the Club President by July 1st.

AUGUST

1. Assist the Assistant Treasurer with any past dues needed from your District's clubs.
2. Make reservations for the WVGCI Fall Board Meeting.
3. Finalize plans for Fall District Meeting – send out invitations.

SEPTEMBER/OCTOBER

1. Attend the WVGCI Fall Board Meeting.
2. Give a 3-minute District report at the Board Meeting.
3. Hold your Fall District meeting.
4. Appoint a Nominating Committee in Odd years & report in the Even year as to the candidates.
5. Attend Convention Planning Zoom Meetings.
6. Work on Convention duties.
7. Remind clubs of upcoming dates for submitting Awards & Scholarships.

NOVEMBER/DECEMBER

1. Work on Convention Duties.
2. Attend Convention Planning Zoom Meetings.