

District Leader Training/Effective District Committee Meetings

Concept:

Conduct the training using the model of a Standard District Committee meeting. Show the affective way to conduct a District Committee meeting. Provide “monthly focus” for each committee.

7:00 – 7:15 p.m.

Opening/Welcome

Share purpose of tonight’s training:

To help District Leadership understand their individual roles. To outline the key monthly tasks for each sub-committee. To help districts run an efficient and productive District Committee.

Each District Meeting should have:

1. Specific purpose and outcomes
2. A means to track progress
3. An agenda as a meeting work plan
4. A standard day, time and place
5. Efficient use of time and achievement of district goals
6. Progress in the districts Journey to Excellence

7:15 – 7:30 p.m.

The District Committee Meeting & Breakouts

Purpose:

Assign & follow up on specific committee member responsibilities

Planned by:

District Chair & DE

Presiding:

District Chair

Includes:

All district member-at-large, CORs, other operating committee members & district officers

Meets:

Monthly

District Chair should contact each committee members 3 -4 days prior to the district committee meeting to make sure they are prepared with specific topics and tasks on their agenda.

Each committee breaks out into separate groups. Each committee has an agenda. Key 3 visits groups as they meet.

7:30 – 8:45 p.m.

Mock District Committee Meeting/What it looks like

I Welcome

II Special Speaker

III Training

IV Breakouts - Facilitated by Area Chair - The committees breakout out and review a month-by-month responsibilities calendar.

V Reconvene

- Committee Reports
 - Includes plans and progress
- Commissioners Report
- DE minute
- District Chair Report

VI Closing

8:45 – 8:50 p.m.

Open Discussion

8:50 – 9:00 p.m.

Re-cap and adjourn