

SUGGESTED GUIDELINES FOR DISTRICT DIRECTORS

California is divided into 28 districts to facilitate communication and cooperation. Each district is autonomous, governed by its bylaws under a district director who is elected by the district membership. All district directors are members of the Board of Directors.

Responsibilities to CGCI

1. Communicate CGCI programs to the district's clubs and members. It is recommended that a minimum of three meetings per year be scheduled following CGCI meetings.
2. Encourage and assist district clubs and members in participating in CGCI, PRGC, and NGC projects, including awards programs and educational schools.
3. Visit the website to find current information to share with the district members.
4. Attend all CGCI meetings (in person or when held virtually): Fall Board, Winter Board, Pre-Convention, Convention, Post-Convention, Organizational Meetings, and District Directors Forums. Permission for non-attendance shall be obtained from the President. An alternative representative should be sent in place of an absent director, so the district is represented and stays informed.
5. At the Convention in election years, both outgoing and incoming directors should attend. To have a vote, the incoming director registers and attends as a club delegate.

Outgoing directors accept awards if the winners are not present, and they also receive recognition for the district at the Pre-Convention and Convention Meetings.

Incoming directors attend the Post-Convention and Organizational Meetings, as well as any orientation meeting expressly provided for new directors. They also take home all the awards and materials belonging to their district and clubs.

6. Collect award books of evidence, photos, booklets, etc., from the Awards Chairman at the close of the Awards Ceremony and return them to clubs.
7. Outgoing directors shall pass on district-specific procedures to incoming directors and review financial records, including verification of account signers.
8. The district director shall ensure that clubs in their district update their contact information whenever it changes via CGCI's website. Clubs are encouraged to hold their elections before the convention to ensure that accurate information is provided for CGCI's database and the *Yearbook, Manual, and Roster*, which is published and mailed to club presidents in late summer.
9. Refer to the CGCI annual budget for allowable budgeted expenses (up to \$100.00). *Reimbursement Forms* are available on the website.
10. Publishing a district yearbook is encouraged; send electronic copies to the President, Vice Presidents, and District Director Coordinator. If entering for the award #55 *District Yearbook Award*, check the corresponding *Evaluation Form* on the website for content requirements and submit one copy electronically.
11. Publishing a district newsletter is encouraged and should be emailed to the Awards Chairman.

Installation

District directors are installed at the Convention. Upon installation, they officially take office and assume their duties as members of the Board of Directors.

Hosting CGCI Meetings

All districts or clubs are encouraged to consider hosting a board meeting and/or a convention. Offers from districts or clubs to host state board meetings may be presented at any regular board of directors meeting. The offer shall state the voter approval of the member clubs or club membership.

District Director Forums

The District Director Coordinator presides over (in person or virtually held) Forums, Board Meetings, and Conventions. Forums are planned to provide guidance and information, encourage the exchange of ideas, and promote cooperation among districts. Suggestions for topics of discussion are always welcome. The President and Vice Presidents are always welcome to attend, and guests may attend with the coordinator's approval.

Reports

At the President's request, oral reports may be required at any meeting. Unless a specific topic is requested, report on successful club events and explain why they were successful, such as a tour, fundraiser, or exceptional program, or share an event that didn't go as planned so others may learn from it. Board members are listening to ideas for their districts and clubs. It is not necessary to report on each club at every meeting; summarize items of interest. A time limit will be announced before each meeting. Eliminate extra words to stay within the time limit and report only requested information or important news from the district. Email reports (300 words maximum) within one week of the close of the meeting to the Recording Secretary for inclusion in the minutes. When reporting, district directors should refer to themselves in the third person and use the correct titles: Modesto Garden Club, Palomar District, California Garden Clubs, Inc. (CGCI), Pacific Region Garden Clubs, Inc. (PRGC), and National Garden Clubs (NGC).

District Visits by the President

The President should be invited to visit a district at least once during their term. Protocol is essential; don't hesitate to contact the Amenities and Protocol Chairman if you are unsure how it should be observed. Offer complimentary hospitality; allot time for the President to address the members; ask the President to present any certificates or awards; and invite and recognize local CGCI Board Members.

Presentation of Certificates

District directors are encouraged to promote CGCI's various ways to honor and thank clubs, club members, and businesses that support CGCI. It is one of the most important and rewarding services that CGCI can provide. Visit CGCI's website, *Member & Business Recognition page*, to learn more about certificates, awards, and life memberships that are available.