

## **DISTRICT DIRECTORS**

### **OFFICE RESPONSIBILITIES**

- Plan, schedule, and preside over meetings of the District membership.
  - Determine topics of interest to the District membership and conduct meetings or workshops.
  - Schedule one-three meetings per year of at least one/half day duration at a centralized location.
  - Elicit needs and concerns from the District membership to be expressed to the Executive Board.
- Keep District members informed of NCCCLRA activities.
- Participate as a voting member on the Executive Board.
- Promote the needs and concerns of the District and report its activities at Executive Board meetings and the Association Business Session. A hard copy of reports should be provided to the Secretary.
- Collect news from the District institutions and report to the LRA webmaster for posting to the web site.
- For reference, maintain documentation that might be useful to a successor. Minutes and other significant documentation unique to the District may be maintained at the District level, subject to the District's discretion.
- Perform any tasks assigned by the President.

### **PROCEDURES FOR DISTRICT MEETINGS**

- Choose topic, location for District meeting considering input from members.
- Contact institution to serve as host, who will provide meeting room, refreshments, special equipment as needed, and lunch arrangements. NCCCLRA allocates fifty dollars (\$100) per district annually for expenses. Receipts should be forwarded to the President who will sign and forward to Treasurer for reimbursement.
- Contact speaker(s) or otherwise arrange for program.
- Confirm program/meeting plans with speaker/host institution as appropriate; request map of host campus/area as desired.
- Send memo to District members giving details of meeting (time/place and/or agenda); provide maps and encourage attendance.
- Conduct District meeting - may use this suggested agenda:
  - Refreshments
  - Welcome from host
  - Greetings, announcements from District Director
  - Call for introductions, announcements from members
  - Business session - announcements from members
  - Introduction of speaker(s)
  - Program (allow time for discussion)
  - Adjournment
  - Lunch
- Send letters of appreciation to host institution staff and speaker(s)