



District Officer

2014-2015



QUESTIONS?

AMBUCS Resource Center

336-852-0052 fax 336-852-6830 email ambucs@ambucs.org www.ambucs.org

PO Box 5127 High Point NC 27262

District Leadership Directory

District Sec/Treas _____

Address _____

Hm. Phone _____ Bus. Phone _____

Fax _____ Email _____

Chapter President _____

Address _____

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Fax _____ Email _____

Chapter President _____

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4 District Governor

Job Description

The District Governor's objective is to insure the health of the chapters in the district through visitations, articulating messages from the National Board of Directors, exhibiting a "cheerleader" attitude, and growth of membership.

Essential duties and responsibilities

1. Helping chapters build effective membership development programs and strengthen weak chapters.
2. Evaluate strengths and weaknesses of each chapter. Develop recommendations for strategy to strengthen weaknesses.
3. Promote and communicate strengths of each chapter by publishing newsletters which lists the activities and successes of each chapter.
4. Assist in problem solving.
5. Get commitment from at least 1 chapter president to build a new chapter.
6. Encourage attendance and participation at Spring Training, and National Conferences.
7. Promote unity between chapters by conducting board meetings, socials, and district AmTryke giveaways and AmTryke Inservice training functions.
8. Perform specific duties as requested by Region Director and Executive Board.

Requirements

Must have served in capacity of Chapter President.

Required skills

Successful District Governors need the following skills: problem solving, good communication, motivation, or the ability to secure individuals to assist in each area. The position is evaluated by the following criteria:

- A. Number of chapters in District that meet or exceed national retention goal.
- B. Number of chapters in district that meet 100% Program Giving Chapters.
- C. Number of chapters in district that meet or exceed membership objectives.
- D. Number of chapters in district that participate in community service programs.
- E. Number of chapters in district that participate in fund-raising projects.
- F. Number of new chapters chartered in the district.

Preparatory Activities

District Bylaws

In preparation for your year, you should read and become familiar with the District Bylaws. Be sure they are up-to-date with the standard adopted by the National Board of Directors. A copy of each district's bylaws are kept in the permanent file at the AMBUCS™ Resource Center. The district's copy is maintained by the District Secretary-Treasurer.

National Bylaws

You should also become familiar with the provisions of the National Bylaws, particularly as they relate to the operation of districts and chapters.

Chapter officers training

District Governor training takes place at the Region Spring Training Conference. You should also attend the training session for Chapter Presidents and Vice Presidents while the District Secretary-Treasurer will participate in the session for Chapter Secretaries and Treasurers. This provides a review and update, and an opportunity to meet the officers you will be serving this year.

Keep in mind that those officers not present at the Region Spring Training Conference should be trained within 30 days after the conference. While this task is the responsibility of your Region Director, you will probably be called on to assist. It is vital to the health of each chapter, your district, and the National Organization that the training be taken to them.

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District Secretary-Treasurer

Appoint a District Secretary-Treasurer. Get someone you like; someone with whom you can talk; someone who is also interested in AMBUCS™ and the district, and who is available to go with you from time to time. Review the duties of the Secretary-Treasurer before that person accepts. You need the help with the various administrative duties. A good Secretary-Treasurer is invaluable. What we are saying is, “don’t try to do it all by yourself.”

Do not be afraid to bring a new person on board for this job. A fresh infusion of new people is always good. It is important that new people be given opportunities to serve and contribute fresh ideas.

Be sure the person you select is committed to attend the Region Spring Training and take them with you.

needs they have and pass them on to the Communications Director at the Resource Center.

2. Annually work with each chapter in planning their activities for National Visibility Month (February) and National AMBUCS™ Service Day. Planning should begin in November or December.

3. Provide an annual informational program to all chapters within the district regarding visibility efforts. Should be done in conjunction with plans for Visibility Month (February).

4. Help chapters utilize special events (tryke give-a-ways, community service projects, special guest speakers) as publicity opportunities. Encourage them to develop a media contact list and send press releases/information to these contacts prior to and following the events.

5. Urge chapters to submit award entries for Publications, Public Relations, Visibility, etc.

6. Solicit from chapters stories and photographs that could be used to promote pro

Report of new district officers

As soon as possible after you are elected, see that the serving District Secretary-Treasurer completes Report of New District Officers Form 1462, and sends it to the AMBUCS™ Resource Center. This form is used to: a) Place the newly elected/appointed officers on the information list, *Leader* and *Blue Chip Report* b) Develop the National Directory and c) Prepare an article for the *AMBUCS™ Magazine*.

Report of new chapter officers

New chapter officers are elected at the last chapter meeting in March. The reporting of new chapter officers to the AMBUCS™ Resource Center is a critical task you need to follow up on. Report of New Chapter Officers Form 128 is sent to the Chapter President in March and it is available on the AMBUCS™ Web site. See that it is completed and forwarded to the AMBUCS™ Resource Center as soon as the elections are over.

Region Spring Conference

Who attends

The Region Spring Conference is scheduled by the Region for a Friday and Saturday in April. Attendance is required for chapter officers-elect (President, Vice Presidents, Secretary, Treasurer), and is encouraged for board members-elect, committee chairmen, newsletter editor, and any other interested AMBUCS™ members.

Training

The chapter officer–elects receive instructions for their ensuing year of leadership from the National officers, Region Director and Director-elect. Present officers, and other interested AMBUCS™ members plan renewed emphasis for winding up a successful year of leadership by attending the conference.

The training session is designed to provide for chapter planning, showing the officers-elect the best way to get the committees and members working together. Member participation in the training conference is the key to a successful chapter.

Objectives

The training conference is an opportunity to learn new and approved ways of chapter operation; to learn about teaching and selling ideas so that they are adopted as standard chapter procedure; to learn about evaluating the effective operation of chapters; and to learn about the importance and functional operation of your district.

The Region Spring Conference is extremely important to the success of your chapters, your district, your region, and your organization.

Your Year as Governor

Governor Newsletter

It is your duty to publish and send a Governor's Newsletter at least once a quarter to the elected officers of each chapter: President, two Vice-Presidents, Chapter Secretary, Chapter Treasurer, and Newsletter Editor. Include the other governors in your region, the Region Director, National Officers, and the AMBUCS™ Resource Center. The contact information is available on AMBUCS web site.

It is logical to believe that the Chapter President will pass on the information which you send in a newsletter. This isn't always the case. To get your message to the chapter, especially other leaders, the Governor's Newsletter should be sent to each chapter officer.

Listed below are suggested items for the first newsletter published in June.

- **Date, place and time of July district board meeting, and who is to attend.**
- **Approval of district budget by the district board.**
- **Bring for review chapter budget.**
- **Bring district achievement award entries.**
- **Plan chapter visitation schedule.**
- **Inter-chapter social activities for summer months.**
- **District New Club Building plans.**
- **Branding Time chapter membership contests.**
- **National Conference attendance.**
- **Review of 1st and 2nd Quarter Scorecards.**

Installation of chapter officers

It is the governor's responsibility to install new officers at each chapter's annual Installation Event. If two installations are sched-

uled for the same evening, the Governor-elect is asked upon to assist.

Ceremonies

Plan your thoughts carefully for the three to five minutes you are allotted. Compliment the chapter on its past year's accomplishments, and call on the members and spouses to give equal or greater effort to the chapter's goals during the coming year. Get a list of officers and directors from the Chapter President so you can call them forward for installation. Use the formatted ceremonies in this manual on pages 44-45.

The principal speaker of the evening should be the President-elect. Fifteen to twenty minutes should be allowed to outline the goals. The President-elect speaks as soon as the installation is done.

Inducting new members

On future visits to the chapter do not induct new members. This is the Chapter President's job. Be tactful in declining, but it's better to have the President induct members.

Preparing a district budget

Before coming to the National Conference, prepare the district budget. Obviously, to prepare the budget you have to know where you are going for a full year, what it will cost approximately, and whether there will be adequate funds to cover the expense. The budget will be approved at the August District Board Meeting and you will send a copy with your report to the AMBUCS™ Resource Center. Contact your Governor or Director for information of district dues, conference registration fees, etc. Because these fees are decided upon by each district and region, there is no standard fee. Study the sample district budget on page 28.

Attending National Conference

All Governor-elects are expected to be at the National Conference. Most districts provide some funding for the Governor-elect's expenses. Usually this covers the travel expense, registration fee, and lodging at the conference. It does not cover family expenses. Check your district budget to see what has been allocated.

Governors and Governor-elects may be called upon for various duties during the conference. Plan to act as greeters and help with registration on the opening Wednesday of the conference.

Installation

You will be sworn in at the Spring Conference for the benefit of the members. Remember, you officially take office June 1st.

District Board Meeting

First board meeting

Schedule your August district board meeting after the Region Executive Committee Meeting. The District Board consists of District Governor, immediate Past District Governor, District Secretary-Treasurer, and Chapter Presidents in the district. Urge each President to bring as many interested AMBUCS™ members as they can, and especially the chapter officers. This will promote a knowledgeable and spirited work conference. Be sure to invite the Region Director and other past district officers.

Meeting notice

The Governor determines the date, time, and place of all meetings for the board. Notice of the meeting is to be mailed, along with a planned agenda, not less than two weeks prior to each meeting. Always schedule the district board meeting after Region Executive meeting to ensure your chapters receive the latest National information.

Presiding officer

The Governor presides at each district board meeting. Members of the board who are present select a chairman, should the governor be absent.

District Secretary-Treasurer

The District Secretary-Treasurer, appointed by the Governor, shall serve as the board secretary and records the names of those

- Use "mystery sport" for fun competi

Model agenda for first board meeting

Pick a theme or activity and make it a fun event.

1. Announce appointments of District Secretary-Treasurer, and District Visibility Chairman and District AmBility™ Chairman.
2. Present district budget for discussion and approval. (Expenses of district governors are paid in accordance with the budget as approved by the district and upon presentation of expense vouchers. See suggested district budget on page 28.)
3. Approve Minutes from last meeting.
4. District Sec Treas Report
5. District goals set in:
 - a. Membership.
 - b. New Club Building.
 - c. Program Giving.
6. Chapter's goals:
 - a. Community Service Projects
 - b. Chapter Fund Raising Projects
 - c. Attendance.
 - d. Program Giving.
 - e. Branding Time.
 - f. Spring Round-Up.
 - b. Blue Chip.
7. Set governor's visitation schedule to each chapter:
 - a. As speaker at chapter meeting.
 - b. Attend chapter board meeting. (If mileage is a problem, you may wish to schedule this for the same day you are speaker).
8. Make plans for inter-chapter activities and contests in the district.
9. Make plans and follow up commitments already made for New Club Building.
10. Review 2nd Quarter Chapter Scorecard.
11. Adjournment.

Complete Attendance Report Form 1460 and send to the AMBUCS™ Resource Center with minutes of meeting and a copy of the approved district budget.

vides a summary of subjects discussed. After each meeting, the minutes are to be forwarded with other reports to the AMBUCS™ Resource Center and the Region Director.

Frequency

Meetings of the District Board shall be called by the Governor at least four times each year; the first meeting in August, the second at the National Conference, the third in February, and the fourth at the Regional Spring Training Conference.

Preparation

In preparation for the first District Board Meeting:

- A. Be familiar with District Bylaws.
- B. Be familiar with Award Guidelines.
- C. Have district budget ready for approval.

Model agenda

See page 11 for a model agenda of a district board meeting. District board meetings can be fun, too. Following are suggestions from former District Governors for making meetings more fun and meaningful.

- Report on chapter and district progress.
- Give kudos to achievers.
- Have a dinner meeting and social.
- Publicize chapter projects.
- Hold meeting in “the round.”
- Make an attendance challenge.
- Publish an agenda.

Second board meeting

The second meeting is held at the National Conference. This meeting should be devoted to:

- Chapter problems and remedies.
 - Progress to date on chapter activities.
- Plans for Branding Time Contests.
- Sites for New Club Building, with starting dates and chartering dates.
- An exchange of ideas on chapter activities and projects.
- Appointment of a District Nominating Committee.

Third meeting

A third meeting should be called for February. This is the time for review of:

- Chapter problems and remedies.
- Membership, Blue Chip, Spring Round Up.
- Spring Round Up Invitation to.....Events..
- National Program Giving.
- Election of new chapter officers.
- Plans for Spring Training Conference.
- Election of District Governor–elect.

Fourth meeting

At the Spring Training Conference, each district will hold its meeting to review with the Chapter Presidents how their chapters are reaching year-long goals for:

- Membership, Blue Chip, Spring Round Up.
- National Program Giving.
- Election of new chapter officers.
- Visibility efforts.
- Bike Day
- Evaluation Sites.

Communications

Chapter Operation Scorecard

This is a most valuable tool in analyzing the condition of each chapter. A careful study of the scorecard reveals potential problems in the basic operation of a chapter which can be corrected. The governor should follow up with any Chapter President not sending in the scorecard at the end of each quarter.

Chapter Newsletter

Get your name on each chapters' distribution list. Chapter newsletters are invaluable sources of information for the governor.

Newsletters should be exchanged between chapters in the district, and as governor you should encourage this. Items of interest for the Governor's Newsletter may appear on chapter newsletter. Be sure that the AMBUCS™ Resource Center and National President are on the distribution list for each chapter's newsletter.

As soon as a new chapter is chartered, the governor should see that the other chapters in the district place the new chapter on their mailing list. Such an exchange of newsletters is exceptionally valuable to the president of a new chapter.

Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

The Blue Chip Report. A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site Reports/Forms.

Scorecard Recap. A quarterly report based on your district and chapter scorecard activity. It is posted on the AMBUCS™ Web site Reports/Forms.

Program Giving. Published annually, the Program Giving reports chapter giving to the three National Programs: AmBility, Cornerstone, and Scholars-Scholarships for Therapists. It is posted on the AMBUCS™ Web site Reports/Forms.

AMBUCS™ Annual Report. Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

National Communications

AMBUCS™ Resource Center distributes the monthly *The Leader* and quarterly *AMBUCS™ Magazine* (available on *AMBUCS™ Web site*). As a district officer, it is your responsibility to reinforce important information found in these publications to your chapters and be included in your district newsletter.

Web Site. The AMBUCS™ Web site (www.ambucs.org) is your information headquarters. If you have not had the chance to familiarize yourself with the Web site, it would be a good idea for you do to so. The site has most everything your chapters will need throughout the year.

As soon as reports are compiled, the Resource Center will put them on the Web site! Resources found on the Web site include:

1. Chapter directory- Each AMBUCS™ chapter is listed on the on-line directory.

2. National and District Officer directory
3. Commonly used forms- includes member applications (Form 126), member deletions (Form 130), new chapter officers (Form 128), report of charitable giving (Form 135) and many more.
4. Scorecards- the Web site contains on-line forms to fill out your quarterly scorecard as well as printable versions.
5. Frequently published reports- Blue Chip Report, Scorecard Recap, Program Giving, AMBUCS™ Annual Report, Scholarship Award Winners, etc.
6. The Leader- current and back issues.
7. AmTryke® therapeutic tricycle information- important forms, Evaluation Site directory, product information, national Wish List and much more can be found.
8. Scholarship information- information for both chapters and students can be found.
9. Big Hat- includes the Big Hat officer directory and guidelines.
10. AMBUCS™ Store- this is where you can order your chapter supplies, AMBUCS™ wearables and more.
11. Resource material- items such as New Club Building, Awards Guidelines, handouts, fundraising ideas, and more.
12. National Conference information and registration.
13. Links- to AMBUCS™ chapters Web sites.

Programs

You, the District Governor, are the top salesperson in the National Organization. AMBUCS depends on you to educate and sell AMBUCS™ programs and activities to chapter leaders. How? You work closely with the Chapter Presidents. You write them in your Governor's Newsletter. At the district board meetings you have an excellent opportunity to inform chapter leaders of these projects.

In your chapter visitations you will have the best opportunity of all to sell AMBUCS™ programs and projects at the chapter meetings, as well as in conferences with the chapter presidents and secretaries, and at the chapter board meetings. Throughout the year you will be following up with these and other chapter leaders.

Here is a quick checklist of national programs, some of which place particular responsibility upon you for success:

- **New Club Building.**
- **Membership Development.**
- **Program Giving.**
- **Inter-chapter Relations.**
- **District and National Awards.**
- **National Conferences.**
- **Region Spring Training Conference.**
- **National AMBUCS™ Visibility Month.**

Use the nomenclature at the back of this planner to familiarize yourself with AMBUCS™ programs and terminology. Ask your Region Director, or contact the AMBUCS™ Resource Center, if you need help.

Inter-chapter activity

From time to time, the governor should promote inter-chapter activity such as golf tournaments, picnics, and other socials between various chapters in the district. Everything possible should be done to build up a spirit of good feeling and friendship between the

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chapters in the district. Work up a gimmick or two for district competition. Feature these reports in the your newsletters.

Chapter visitations

The governor has the important responsibility of visiting each chapter in the district at least four times each year. The visits should be more often if the condition of the chapter warrants it, or if by being present it will aid the welfare of a chapter. Visitations present the greatest opportunity for effective support, and you should focus your activity on visits to as many chapter functions as possible.

A chapter visitation should be made shortly after the district board meeting, and at least before the end of August. Schedule your visit well in advance with the chapter presidents, and get them approved at the August district board meeting. In the official chapter visitation, the governor's duties are as follows:

1. You are the speaker or program, and you should tailor your presentation to fit each chapter based on the chapter's performance, the president's goals, and the goals you have for the district. Use the outline on page 48 to plan your speech. Avoid off-color jokes in the presentation.
2. Hold a personal conference with the Chapter President and Secretary, separately or together, to review their responsibilities and plans for the year and to be sure each is fully acquainted with AMBUCS programs. Set this up and devote some time to it.

Board visits

1. Attend one of the chapter's board of directors meeting.
2. Check to see if the Chapter President is using the Board Agenda Check Sheet and New Member Check Sheet provided in the Chapter President Guidelines.
3. The Chapter Operation Scorecard will form a good basis for helping the board think through its plans and objectives for the new year. In the meeting refer to the sample to be found on the AMBUCS web site.
4. Best Practices Inventory. Pass out a copy of the chapters checklist to the board.

Chapter committees follow up

After the National Conference and during Branding Time an additional follow-up by phone or personal visit to your Chapter Presidents may uncover areas with inactive committee chairmen. Specifically ask each President how each of the committee chairmen are operating. If inactive chairmen are located, counsel with the President on finding a replacement or substitute chairman who can get that committee going again.

Timing visits

Timing of visitations is of primary importance. The first must be early in the chapter year. If the governor cannot be scheduled as a speaker at the chapter meeting during the first 60 days before the National Conference, he or she should arrange to visit the board.

Expenses

Keep a record of out-of-pocket expenses for meals and mileage on all official travel. Submit an Expense Voucher Form 1464 to the District Secretary-Treasurer for this. It shall be paid by check only, so that an audit record can be kept.

Reporting

Share your evaluation of each chapter with your Region Director. It is through these reports that the Region Director, National President, and the AMBUCS™ Resource Center learn the governor's appraisal of the condition and welfare of the chapters in the district. Points of weakness, as well as points of strength, should be emphasized.

Follow up

The Governor should continue to offer constructive suggestions to the chapter officers in respect to all chapter activities and the work of chapter committees through correspondence.

Weak Chapters

Leadership is the key to a healthy chapter. Without it, a chapter can survive a year, but if weak leadership is elected for two or more years, the chapter can soon be in serious difficulty.

Governor's role

As Governor, how do you get through to a chapter that has weak leadership? Finding the right path requires extreme tact, and in some instances you may never find it.

Under our democratic system, great respect is attached to the title "President". When a person is elected President the members look up to that person for leadership. It takes time to learn if the President will fulfill the potential expected. If that person is not performing well, delay will occur and every benefit of doubt will be accorded as the members alternately hope and wait. Few chapters will replace a poor President, preferring to wait out the year and avoid unpleasant confrontation.

It is not pleasant for a governor to be confronted with such a situation; yet, every effort should be made to find a solution, and this may take some effort.

First, contact the past District Governor and your Region Director to learn who are the strong people keeping the chapter together. Probably the strong people will not be as concerned as you, but you do need a conference with them to explain the problem as seen through the eyes of an outsider. If they respond, remain in the background and help them to push the chapter in the right direction.

Chapters not in good standing

According to National ByLaws, “not in good standing” means that a chapter is 90 days or more late in paying its dues. All rights and privileges of the chapter are suspended until full and complete payment is made.

Financial responsibility is as important in a chapter as it is in an individual. The Chapter Treasurer receives a statement from the AMBUCS™ Resource Center twice each quarter. Region Directors receive a copy of the accounts receivable each month. The Region Director will alert you if one of your chapters in past due on their account.

It is your responsibility to follow-up immediately and find out why payment has not been made, correct the situation, and see that a check is mailed promptly to cover the outstanding account.

It is the governor’s responsibility to inform the Region Director, National President, and AMBUCS™ Resource Center of the problem and what steps are being taken to remedy it.

Chapters on probation

At the National Board’s Mid-Winter meeting in January, the Region Director may choose to place chapters on probation (Read National Bylaws Article IX, Section 12). If one of your chapters is eligible for and placed on probation, you must swing into action. Chapters and governors are notified by certified mail. The burden falls to District Governors to do everything in their power to save these chapters.

Dissolution

When a chapter chooses to disband, it is the governor’s job to handle the many details involved in dissolving the chapter. The

standard Articles of Incorporation include a dissolution clause. The clause is required by the IRS. It states that upon dissolution of a chapter the assets of the chapter shall be distributed to National AMBUCS, or to a fully qualified tax-exempt organization under the IRS code 501(c)3. The chapters assets must be distributed to a qualified charitable organization. It is the organization’s responsibility through the governor to see that this section is carried out.

The steps which follow will help you complete the details.

1. Contact the AMBUCS™ Resource Center and secure the amount of national dues , and AmTryke invoices unpaid.

2. Consult with the chapter’s Treasurer, Secretary, and President. Find out if they have paid all outstanding bills. These could include meal costs, supplies invoices, AmTryke invoices, district and Big Hat dues, etc. After all bills are paid, dispose of all remaining funds by sending a check to National AMBUCS. The chapter may wish to direct their funds to a fully qualified tax-exempt local charity. If so, be sure to require the chapter to provide you with a 501(c)3 ruling letter from the charity for Ambucs’ permanent records. This policy protects the chapter officers from liability about the dissolution of a chapter.

3. A chapter which pays its full obligations before dissolution leaves the national organization “in good standing.” Failure to pay all obligations result in the chapter being notified it is dropped “not in good standing.”

4. A chapter which drops from the national organization but intends to keep its membership together must be advised it cannot use a name referring to AMBUCS™ or National AMBUCS™, OR AMERICAN BUSINESS CLUBS.

Reorganization

The National Board of Directors realizes that frequently members are not as aware as the chapter's president or other officers of the jeopardy which faces the chapter due to officer negligence. Dissolution may come as a complete surprise to several, and they may be so strongly opposed to dissolution that they seek to place themselves in a reorganization state immediately. If this occurs the governor will contact the Region Director who will notify the AMBUCS™ Resource Center and national officers.

Every effort should be made to affect an immediate reorganization with the interested AMBUCS™ members. A sponsoring chapter should be found to assist and supervise the chapter during its reorganization.

Minimum membership for a reorganized chapter shall be five members. There shall be no National admission fee for those staying in the chapter helping it reorganize. The National admission fee for all other new members shall be the standard fee. During the reorganization period, not to exceed 180 days, no dues shall be billed by National or District.

A basic requirement for reorganization is that new officers shall be elected, and when elected they will be trained by the Region Director.

The sponsoring chapter must assume the responsibility for close supervision following reorganization by having a member of the reorganization team attend at least one chapter meeting each month for the next six months. The governor must attend each meeting of the Board of Directors for the first six months. After each meeting the governor will report progress and problems to the Region Director.

Achievement Awards

Awards are for one thing only—recognition of achievement. If properly promoted, awards can weld a district together more firmly and create more pride in being an AMBUCS™ than any other one thing.

To compete for any of the achievement awards at the National level, entries must be filed by the chapter awards chairman with the Region Director. Submission deadline is June 15th.

All narratives for Achievement Awards must be typed and submitted on standard 8 1/2" x 11" paper, stapled in the upper left hand corner, and the identifying entry form attached as a cover. (See special requirements for awards on the entry forms). Submit each award separately as each award has individual judges.

To be eligible to receive a national award, a chapter must:

1. Be "in good standing" (all national, regional, and district dues and fees paid).

It is the responsibility of the region director to recruit an awards committee to choose the region's nominees. Each chapter in the region may submit an awards entry, only a set amount can be forwarded to the AMBUCS Resource Center for consideration for National awards. The deadline for chapter submission to the Region Director is June 15th. The deadline for official region nominees is August 15th.

Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31st Blue Chip .

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Example: Southern Region ends the year with 29 chapters. National chapter count ends the year with 144. That means that the Southern Region contains 20% of all AMBUCS chapters.

Region Executive Committee

The Region Executive Committee is composed of its chairman, the Region Director, the Governors and District Secretary-Treasurers of the region, and meets upon call of the chairman; usually in late July, and late January.

The function of this committee is to review the strength of all chapters in the region, exchange ideas on promotion of National Programs, coordinate agendas for the Region Conference, select trainers for Conference seminars, approve the Region Conference Budget, lay plans for New Club Building, and formulate recommendations for presentation to the National Board of Directors.

Your Region Director will call the first Executive Committee Meeting for District Governors and District Secretary-Treasurers, for late July, after the National Conference.

District Nominating Committee

The District Nominating Committee is appointed by the Governor at the Fall district Board Meeting. Do not select current presidents for this committee, as your next governor will probably come from this group. Its responsibility is to find the best people in the district to run for the office of District Governor at the February District Board Meeting. The governor can be of considerable help to the committee in looking for nominees. The governor should be continually counseling with chapters seeking out these leaders during regular visitations, then reporting to the committee.

Nominee consent

The committee shall contact the candidates prior to January 15th, reviewing the responsibilities of the office and securing the candidate's approval before placing the name in nomination. Prerequisites for holding the office of governor are that the candidate has served as Chapter President, agrees to attend the governor's training at the Region Spring Training Conference and the National Conference. The committee is to report at the February Board Meeting its nominations for District Governor.

New Club Building

Everyone takes pride in being a part of a meaningful, active, growing organization. New Club Building is a vital part of all this. Consider New Club Building as one of your most important objectives.

Governor's role

AMBUCS™ is striving for a period of rapid growth. As District Governor you are in a unique position to cause this to happen. If interested in starting a new AMBUCS chapter please contact the AMBUCS Resource Center.

Governor Awards

Proud is the governor whose year of leadership is crowned by one of AMBUCS' highest honors, the Merit, Honor, or Superior Governor's Award.

These awards are judged on three factors:

- **The performance of your duties.**
- **Your ability to motivate chapter leaders so that your chapters have a successful year.**
- **The chartering of new chapters in your district.**

"Planning, with follow-through," is the key to winning the Merit, Honor or Superior Governor's Award. Presentation of these awards is made at the National Conference.

District Governor Scorecard

The District Governor Scoring System is outlined in the Forms Section. Each quarter the district will be evaluated on the categories and criteria listed above. Points will be awarded by the Resource Center based upon the Membership Blue Chip Report and information submitted by the chapters in the district that submit scorecards.

Secretary Treasurer



QUESTIONS?

AMBUCS Resource Center

336-852-0052 fax 336-852-6830 email ambucs@ambucs.org www.ambucs.org

PO Box 5127 High Point NC 27262

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Secretary–Treasurer

Appointment

The district secretary–treasurer is appointed by the governor as soon after the election as possible, and not later than 30 days thereafter. The district secretary–treasurer is the governor’s right hand, assisting in every way possible; handling the details of minutes, correspondence and budget. The effectiveness of district leadership depends to a large degree upon the efficiency of the district secretary–treasurer in handling those duties.

Responsibilities

It is the district secretary–treasurer’s responsibility to:

1. Obtain the funds and records from the previous officers.
2. See that an audit and report of revenue and disbursement for the previous year accompany the transfer of funds.
3. Establish a checking account in the name of the district for the deposit of district funds and chapter dues with the single signature permitted on the account. (Ask AMBUCS Resource Center for District EIN information.)
4. Assist the governor in preparation of the district budget, a copy of which is to be filed with the regional director and AMBUCS Resource Center after approval. (Appropriations in the budget must not exceed the anticipated income for the fiscal year).

5. Assist the governor in preparation of the agendas for the district board meetings.
6. Send notices of meetings, with agendas, to all chapter presidents in the district, regional director, national president, and AMBUCS Resource Center two weeks prior to the meetings. It would be well to incorporate this in the district newsletter.
7. Keep the record of attendance at meetings on Form 1460.
8. Keep the minutes of all district meetings.
9. Publish and send the minutes within 15 days of all district meetings to the chapter presidents, governor, regional director, and AMBUCS Resource Center.
10. Bill each chapter treasurer for district per capita dues based on the figures shown in the Blue Chip membership report published at the close of the quarter and posted on AMBUCS Web site www.ambucs.org. Billing shall be done quarterly or semiannually as specified by the district bylaws and for the amount specified therein.
11. Quarterly, the secretary–treasurer is to draw a check for dues to the regional director, based upon the number of members in the district on June 1st, September 1st, December 1st, and March 1st, (Blue Chip Membership Report) times the amount per member specified (and budgeted).
12. Furnish each district meeting with a written financial statement of income

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and expenses to date and past due chapters.

13. Advise the AMBUCS Resource Center of chapters more than 90 days in arrears in district dues.
14. Assist the governor in collecting national dues from those chapters “not in good standing” with National AMBUCS™, Inc.
15. Have books and vouchers audited at close of chapter year and turn over books, checking account, and other materials to successor.
16. Forward the Report of New District Officers Form 1462 to the AMBUCS Resource Center immediately after election at February district board meeting.

Supplies

District supplies consist of:

- **Governor’s pin**
- **Chapter file folders**
- **Permanent copies of District Bylaws, financial statements, minutes, etc.**

The district governor and secretary–treasurer should each be supplied with an brief case for carrying records and files on each chapter. A chapter treasurer’s record system can be adapted for use by the district.

The current governor is provided a governor’s lapel pin which remains the property of the district. It is passed on to each successor at the national conference. The retired governor is given a Past District Governor’s plaque and pin at the national conference held in October.

Dues

Newly chartered

Do not bill newly chartered chapters for district dues when your next quarterly billing cycle occurs. New chapters are exempt from all dues except the liability insurance fee for the two quarters following charter date. The interim period with no dues helps to build the chapter’s treasury. This is a critical time for new chapters who have limited assets—help support them.

Fiscal year

The fiscal year of all chapters and districts in AMBUCS shall be from June 1 to May 31 of the following year.

National dues

Each chapter pays quarterly per capita dues which include subscription fees to the AMBUCS magazine for each active and associate member except life and honorary members.

Each chapter’s dues to the national association are payable quarterly in advance. National admission fees—are invoiced and payable upon receipt.

Delinquent dues

District dues not paid within 60 days after billing date shall be declared delinquent by the governor. A chapter delinquent in district dues, or “not in good standing” with the national organization, forfeits its right to vote at the national conference or a district meeting. Payment must be made by the opening business session to reinstate voting privileges.

District Officer

Model district budget

Projected Income

*District dues

\$4.50 per member/per chapter/per quarter

(\$18 per member per year)

\$18 x 200 members

\$3,600.00

Projected expenses

District board meetings \$50.00

** Regional Dues

200 members x \$2/member 400.00

National Conference; district governor 600.00

National Conference; district governor-elect 600.00

Spring Conference; district governor 50.00

Spring Conference; district governor-elect 50.00

Spring Conference; district secretary-treasurer 50.00

Local travel expense 500 miles @ .26/mile 130.00

Region awards 200.00

Miscellaneous 50.00

Total Projected Expenses \$2,180.00

Keep a record of out-of-pocket expenses for meals and mileage on all official travel. Submit an *Expense Voucher Form 1464* to the district secretary-treasurer for this. It should be paid by check, only, so that an audit record can be kept.

*Each district sets its own district dues. This figure is used as an example.

**To provide funds for and to offset the expenses of the regional director in the performance of the duties within the region, the *National Bylaws* (Article VI, Section 5) provide that a minimum of 3% of National dues per member, per year be paid by each district. These funds are payable quarterly, and are adjusted to reflect the membership within the district on June 1st, September 1st, December 1st, and March 1st. (Blue Chip Membership Report)

Optional

Region Spring Conference Assessment

200 members x \$5/member

\$1,000.00