

## DISTRICT TRAINER

Coordinate biennium theme presentation with the Governor-Elect and incoming chairmen.

Coordinate the activities of the District chairmen.

Serve as the key District contact, working closely with the Governor for annual Conference planning. Prepare the evaluation form for Conference attendees and prepare a summary report for the District Board.

Promote involvement by the local clubs in all awards competitions.

Audit District Board meetings at the Governor's discretion.

Attend planning sessions as directed by the Governor.

Conduct all committee chairmen planning sessions as directed by the Governor.

May conduct one or more workshops at the District Conference and/or other workshops assigned.

Accompany District Officers on club visits as requested.

Encourage local clubs to complete and submit their annual Club Activity Report promptly. Consolidate the local club reports and summarize them for the District Board, identifying any trends that may be detected.

Prepare articles for the District Service Bulletin as assigned.

May contact local clubs individually to seek or share information.

Prepare an annual report of activities and submit to the Governor by April 1<sup>st</sup> of each year.

Encourage clubs to submit for awards in all communications with them.

Revised 9/2021