



DISTRICT DIRECTOR

AND

JUNIOR DISTRICT DIRECTOR

HANDBOOK

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CONGRATULATIONS!

You have been elected to serve in one of the most exciting, rewarding, and challenging positions of the GFWC Florida Federation of Women's Clubs. As District Directors and Junior Directors, you are officers of the federation and members of the board of directors. On your shoulder's rests much of the responsibility for the successful functioning of the clubs in your district.

Several tools are available to help you do your job well. The GFWC Florida Manual and the Reporting Handbook should be studied carefully. Included in the Manual are the GFWC Florida Articles of Incorporation, GFWC Florida Bylaws and the GFWC Florida Standing Rules. Please become familiar with all of these as they are the governing rules of the federation. Additionally, use the Reporting Handbook, the GFWC Club Manual, the Florida Clubwoman and the GFWC Clubwoman publications as reference materials.

This handbook for directors and junior directors has been especially prepared for you. We have tried to make it as complete as possible, elaborating on your responsibilities but realizing we cannot anticipate every question. The GFWC Florida President-Elect is your coordinating officer. Please do not hesitate to contact her for additional information, to discuss concerns, or to request any help you may need. Junior Directors may also call upon the GFWC Florida Director-Elect of Junior Clubs for additional help.

RESPONSIBILITIES OF THE DISTRICT DIRECTOR

A. As members of the GFWC Florida Board of Directors: The GFWC Florida Bylaws, Article IX BOARD OF DIRECTORS, Section 1,

DEFINITION, A, lists the members who make up the GFWC Florida Board of Directors. Among them are Number 2, district directors and junior district directors.

The board meets each year in the fall (fall board meeting) prior to each annual convention, (the pre-convention board of directors' meeting) and postconvention in the election year. Although board meetings are open to all members, only board members have the privilege and responsibility of voting. The board has many duties Including:

1. Transact all business necessary between the annual conventions of GFWC Florida.
2. Adopt the annual budget.
3. Adopt the financial review (odd year) or the audit (even year).
4. Decide on admission of new clubs.
5. Define the districts of the state to be represented by the district directors and the junior district directors.
6. Establish additional accounts including additional endowment funds.
7. Fix bond of the treasurer, headquarters staff, and others designated by the executive committee.
8. Ratify appointments of departments, standing and special committees.
9. Ratify vacancies in elective offices filled by vote of the executive committee.
10. Approve all non-budgeted expenditures and GFWC Florida fund raising endeavors requiring an outlay or obligation of \$1,000. or more.

Every director should make attendance at board meetings a priority. In addition to the business of the federation, workshops are conducted during the times when the board meets and much GFWC Florida and GFWC information is given to clubs.

B. As defined in the GFWC Florida Bylaws:

The duties of a district director and junior district director are outlined in the GFWC Florida Bylaws, Article VI OFFICERS, Section 6, DUTIES OF OFFICERS, K. District directors and junior district directors shall:

District directors and junior district directors shall:

1. advance the work of GFWC Florida.
2. assist all state officers and chairpersons in the promotion of the programs.
3. arrange and conduct the annual district meeting and all workshops within the respective districts.
4. collect reports from clubs in the district and present a resume of the work at each annual meeting.
5. send a list of the newly elected officers of every club in the district by June 1 of each year to GFWC Florida headquarters, the president-elect, and the corresponding secretary
6. visit each club in the district.
7. encourage the organization of new clubs and reinstatement of former clubs.

Advance the work of GFWC Florida

Directors shall accomplish this as follows:

- Promote federation goals within the district.
- Interpret plans and policies established by GFWC Florida and GFWC.
- Keep current on all federation happenings so accurate, up-to-date information can be passed on to district clubs.
- Aid all clubs, especially those having trouble. A club with a problem is usually one out of touch with federation. You are their direct link to the federation.
- Make effective use of the bulletins, materials and publications distributed by the federation and instruct clubs in the proper use of these tools.
- Subscribe to and encourage club members to subscribe to the GFWC Clubwoman. All club presidents receive a complimentary copy of the magazine.
- Sign up for GFWC “News and Notes;” go to gfwc@gfwc.org, click on “Publications,” click on “News and Notes” and email gfwc@gfwc.org.
- Be sure that club presidents know how to order materials from GFWC Headquarters, 1734 N Street NW, Washington, DC 20036 (gfwc.org), and from GFWC Florida Headquarters, 4444 Florida National Drive, Lakeland, FL 33813 (gfwcfloridahq@gmail.com).
- Attend the orientation meeting held in the winter prior to assuming the position of district director and junior district director. Directors and Junior Directors also attend the summer planning meeting held in the first year of the administration.

Arrange and conduct the Annual District Meeting and all workshops

Prepare and Send the "Call" to the District Meeting 45 days in advance of the District Meeting

- Directors will organize and conduct meetings and workshops within her district.
There are three (3) main district meetings:
 - Spring workshop – usually held in May
 - Annual District Meeting – the district business meeting
 - District Arts & Crafts Festival – usually held in February

- Additionally, directors may opt to have workshops or presidents' councils to discuss various issues such as reporting, membership, leadership, etc. The number of these meetings is up to the director and her district. Directors should plan to hold at least one true presidents' council (for presidents only) to discuss confidential matters the club presidents may have.

- Junior directors should be included in the planning and implementing of the district meetings and may also hold junior presidents' councils and a junior night in the district. Junior directors are encouraged to make themselves available to the directors and to attend the district meetings, particularly the three main meetings listed above.

- The district director, junior district director and the district secretary (and treasurer, if appointed) should always be extended the courtesy of complimentary meals for district functions. This courtesy should also be extended to GFWC Florida Executive Committee members living in your district. It is important to issue them a special invitation in advance. In some districts, this courtesy is also extended to GFWC Florida chairpersons, depending on how many reside within the district. If your district has many state chairpersons, the expense may be too great for the host club to absorb.

Presidents' Councils and District Workshops

Presidents' Councils are usually held once or twice a year with attendance limited to club presidents (or her alternate) and a traveling companion. This limited attendance provides an excellent opportunity to learn the federation programs in detail, to find solutions to problems, to share ideas, and to make lasting friendships as well as to obtain information and exchange ideas. The director usually plans for the meeting and presides, but in a few districts, the presidency of the council is rotated annually among the club presidents.

Prepare a "Call" to be sent to each President. The Call must be sent 45 days prior to the District Meeting. You should have the name and contact information (address, phone/cell phone number and email) for the District and Junior District Directors and the District Secretary at the top of the Call. Give the name of the hostess club and where the meeting is to take place. Give a brief description of the theme of the workshop, featured speaker, food (i.e. breakfast goodies, lunch and beverages) that will be offered. Cost of registration, deadline to register, and who the group club check is to be mailed. Give driving directions. Ask each club to send a list of those attending and one club check for all attending.

Remember the Call is to be sent to each club president, GFWC Florida Executive Board members, past GFWC Florida Past Presidents who reside in your district as well as GFWC Florida Chairmen or Committee members who reside in your district.

Prior to the meeting, prepare your agenda and work with your Junior Director to coordinate the event. Sample "agenda" is located in this handbook.

Districts may also hold other workshops to which not only presidents are invited, but also may be open to others (or all) in the district. Districts average three to five workshops per year. Many topics of mutual interest are discussed, such as service and financial projects, honor score, reporting, membership, orientations, and leadership training. State chairpersons or chairpersons from your district are especially valuable resources for district workshops. Joint general-junior meetings may be helpful occasionally (perhaps the last one held each year).

Lunch at any meeting is optional but gives additional time to become acquainted and to have a further exchange of ideas. Expenses should be kept to a minimum for these luncheons, even a "brown bag," covered dish, or salad for those who wish to stay. Keeping expenses down will encourage attendance at the workshops.

The following timetable is suggested for council meetings and workshops:

- Near September 1 – To bring presidents and their vice presidents up to date on materials the director may have received or meetings she may have attended during the summer; to stress the importance of club representation at Fall Board; to answer questions; and to discuss Honor Score. This is a good meeting for sharing problems and discussing workable solutions.
- November – To discuss reporting; contest and awards information; show examples of well-done reports; make sure that your district members understand the importance of reporting and entering contests on time; and that they know the difference between the two. This is the ideal time to invite state officers and chairpersons residing in the district to attend.
- January – If necessary, to discuss the district arts festival, projects or programs that need emphasis. This is an enjoyable time to evaluate reporting procedures, sending any suggestions to the GFWC Florida President-elect and GFWC Florida First Vice-President.
- March or early April – An ideal time to have a joint meeting of junior and general presidents; to bid farewell to those presidents who may not be returning; to stress the importance of presidents attending convention; to evaluate the year; to discuss issues that may come to the convention floor. By this time, you have usually received the convention Call and will know what, if any, resolutions, bylaws, or other business will come before the body. You may want to include any state officers and chairpersons residing in your district.

Junior Presidents Council and Junior Night

Junior Presidents council meetings are held at the call of the junior director. Usually only the club presidents and vice presidents attend these meetings where federation information is given, and many questions are answered. Workshops may also accompany the presidents' councils featuring reporting, membership, leadership, junior project, etc. Workshops would be open to all district members.

Junior night is held annually in most districts. The time of the meetings varies from district to district. The meetings are open to all junior club women and are often their first introduction to federation work beyond the club level.

The junior district director arranges the program in cooperation with the hostess club and presides over the meeting. The meeting place and hostess club are usually rotated among the junior clubs in the district. Features of the meeting may include brief reports by the club presidents and panel discussions; perhaps a visit from the GFWC Florida Director of Junior Clubs or one of the junior state officers or chairmen; outside speakers; informal question and answer periods and club awards. The meetings usually include lunch or dinner and may feature special entertainment, such as skits by member clubs.

All club members should be encouraged to attend. An invitation should be extended to the district director, and if space and finances permit, any state and junior officers residing in the district. Additional details are available in the Junior Handbook.

Minutes, as such, are not taken at these meetings since business cannot be conducted. However, a report of these meetings, giving who attended, what was done, special programs and projects, should be written by the Junior District Director or someone she designates and sent to the District Director, GFWC Florida President-elect, and GFWC Florida Director-elect of Junior Clubs.

Spring Workshop

The district director is responsible for a spring workshop each year, which is usually held in May, soon after the annual convention. The workshop is held jointly with the junior clubs in the district, and the Junior Director should be an integral part of all planning. This workshop is most important as new club officers are preparing yearbooks, programs, and projects, as well as developing budgets for the coming year.

The District Director and Junior District Director plan and conduct the spring workshop together. In the even numbered year, the newly installed District Director and Junior District Director assume the responsibilities for planning and conducting the workshop. Clubs in the district usually take turns hosting the workshop, or it may be held in a central location. Try to keep the meetings as inexpensive and informal as possible. The spirit should be to give and receive information in support of the clubs' work. Lunch is optional, but many directors find this adds an additional get-acquainted time which helps develop fellowship, which may benefit everyone in the district. "take-out" lunches could be brought in, or those attending could "brown bag" or bring a covered dish if other plans are not made.

All club members are welcome, but the workshop is of importance to the new club officers and chairpersons. Urge them all to attend or send a representative. Time may be allotted for the former District Director to hand out awards earned at the previous convention in the first year. In the following year the District Director and Junior District Director may distribute awards from convention, however, the workshop should not just be a rehash of the convention. An award could be presented to the club that brings the most "first time attendees." This is the day to ask questions, so remind club officers to come prepared. A club survey, taken prior to the meeting, could generate these questions.

In the first year of the administration, information from the GFWC Florida convention is distributed and discussed along with important dates, theme, projects, department emphasis, etc. Suggested topics for "buzz" sessions include programs, contests, yearbooks, newsletters, membership, leadership, etc. The Junior Director oversees any junior "buzz" sessions. On some topics, generals and juniors should be encouraged to participate together sharing ideas and thoughts.

In the second year of the administration, the workshop may be used to present information on specific issues of importance to the district. An outside speaker, panel or symposium could be used. Convention information must be included as in the previous year. It is an excellent time for district chairpersons to promote their programs. Time should be allowed for separate general and junior discussion groups as well as joint sessions.

Please note: Do not forget to send Calls to any **GFWC Florida Officers, Past Presidents, Past Directors of Junior Clubs or GFWC Florida Chairmen** who may reside in your district.

Also, it is suggested that you use these "experts" as resource people whenever their expertise is applicable.

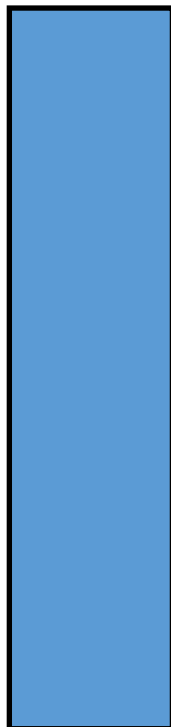
GFWC Florida or GFWC Officers attending a district workshop should be seated at the head table to the right of the director. If you do not have a head table (and many workshops do not), please provide a special guest table at which these officers may be seated. To answer any questions about protocol, including introductions, see *GFWC Florida's Little Instruction Booklet of Protocol and Courtesy*. Copies are available on the website at gfwcflorida.org.

If you have a head table for district workshops, the following seating chart will apply:

X American Flag



Audience



- District Secretary
- Woman's club president of host
- Speaker (if any) or highest ranking GFWC Officer
- District Director
- Lectern/Podium
- GFWC Florida Officer or GFWC Officer (if present)
- Junior District Director
- Junior club president of host club
- District Chaplain or person giving invocation

The head table at these meetings may be expanded or altered, as needed, following directions in the *GFWC Florida Little Instruction Booklet of Protocol and Courtesy*. The head table seating should usually not exceed twelve. It is appropriate to have a guest table or special seating for district chairpersons also.

The following is a sample agenda for a district workshop:

9:30 AM – 10:00 AM	Registration
10:00 AM – 10:20 AM	Opening Exercises Devotional Pledge of Allegiance to the Flag of the United States of America Club Collect Welcome Introductions (those seated at the head table and guest tables) Roll Call – for report only and to verify Honor Score, NO VOTING
10:20 AM – 11:20 AM	Buzz Sessions - Break into groups, or District chairpersons promoting GFWC Florida programs and projects may address the entire audience; state officers or chairmen could speak to the entire audience; juniors can be separate or with entire group as needed.
11:20 AM – 11:45 AM	Reports and discussion from buzz sessions or a program, If preferred, the second year.
11:45 AM – 12:00 noon	Awards presented or “Brag Time”
12:00 noon – 1:00 PM	Blessing/Luncheon
1:00 PM – 1:15 PM	District Director/Junior Director Report
1:15 PM – 1:30 PM	Announcement
1:30 PM	Adjournment

This schedule is flexible and can be adapted to meet any district needs. Do not put all the times down as this will tend to “box” in a Meeting and not allow for flexibility.

Annual District Meeting

Each district shall hold an annual business meeting in the fall, the time and place to be decided by the president-elect of GFWC Florida, in cooperation with the president, the district director and the junior district director.

The call to the district annual meeting shall be mailed by the district director forty-five days prior to the annual meeting. The call shall be mailed to each club in the district and to those listed in Section 4 C.

Representation at the district annual meeting shall be as follows: Each of those listed below shall be entitled to one vote in the district meeting of the district of which she is a member.

1. the executive committee and the junior executive committee;
2. district director and junior district director;
3. state director of Juniorette clubs;
4. district secretary and district treasurer;
5. past state presidents and past state directors of junior clubs;
6. past presidents and past directors of junior clubs of the General Federation of Women's Clubs;
7. the state meetings coordinator, the webmaster and the managing editor of the state electronic newsletter;
8. GFWC Florida chairmen and members of community service programs and standing committee members;
9. district chairmen and junior district chairmen.

Each woman's club, junior woman's club, and county federation shall be automatically represented by the president or her alternate. Representation of active clubs shall be the president or her alternate plus:

1. two if the membership is less than 50;
2. four if the membership is 50 and less than 100;
3. six if the membership is 100 and less than 150;
4. eight if the membership is 150 and less than 200;
5. ten if the membership is 200 and less than 300;
6. twelve if the membership is more than 300.

No voting delegate may represent more than one club.

In the absence of the district director, the junior district director shall preside at the district annual meeting.

Spring workshops and other district events shall be coordinated by the district director and junior district director in cooperation with the hostess club. The ADM's will be coordinated by the President-Elect as to date and time

Arts & Crafts Festival

The district director presides at the District Arts & Crafts Festival which is usually held in February. This is an annual event and offers a wonderful time for the clubs in your district to display their artistic talents. Each district arts festival is a joint competition that includes entries from both general and junior members. The festival is planned by the district director in cooperation with the Junior district director, the president of the host club, and their festival chairpersons, and of course the district arts & crafts festival chairperson if your district has this position.

Select qualified judges, but impress upon them that this is not a professional showing. They will be guests of the district director for the luncheon and should be given small gifts by the host club or the director. Use the categories given in the GFWC Florida Convention Exhibits information found in the Reporting Handbook and award ribbons as it encourages the entrants and adds to the enjoyment of the friendly competition.

The festival is open to all club members, and everyone should be encouraged to enter. Some restrictions regarding professional status do apply. See the rules listed in the Reporting Handbook. If possible, pre-register entries before the festival as it eliminates a great deal of confusion that day. Rotating the festival among the district clubs gives all clubs the opportunity to host a district meeting. Several small clubs in the same area can host the festival together, dividing the various duties. Several districts have reported most successful art festivals where they have held demonstrations while the entries were being judged. Examples include the use of oil or watercolors; China painting; music composition; creative writing; weaving, etc.

Some directors have found that special district awards increase attendance and create more interest. There are many categories for which certificates of award may be presented. The director selects the kinds and number of awards to be given, and if a club has done outstanding work, the director may certainly present the club with an award. Some districts use a "traveling award" (a piece of silver, a special painting, etc.) which if held by the same club two or three years in succession, is retained permanently. This award might be given for the greatest number of blue-ribbon winners, the greatest total number of ribbons, or the largest attendance. These awards may not be related to the arts festival.

The following agenda is only a sample for the art festival:

8:00 AM – 10:00 AM Registration of articles to be displayed/judged. Creative writing entries (poems and short stories) should be submitted to the GFWC Florida Writing Contest Chairman according to the rules listed in the GFWC Florida Reporting Handbook.

10:00 AM - Call to Order

Devotional

Pledge of Allegiance to the Flag of the United States of America

Club Collect

Welcome

Response

Introductions (those seated at the head table, sub-head table, special seating, following protocol).

10:15 AM - Art demonstrations, special music, entertainment

Awards

Announcements

Viewing of festival entries

12:30 PM - Blessing

Luncheon

1:30 PM - Announcement of winners

Adjournment

REMEMBER – the district secretary should draft a brief report of this meeting (not minutes), sending a copy to the GFWC Florida President-elect. The director should also see that a complete list of winner's names, etc., are submitted to the proper GFWC Florida state chairpersons for entry in the state competition at convention. Those chairpersons are listed in the GFWC Florida Manual and in the GFWC Florida Reporting Handbook. All needed forms may be found in the GFWC Florida Reporting Handbook as found on the website at www.gfwcflorida.com. Please abide by all indicated deadlines.

THERE IS SO MUCH TIME TO FILL DURING THE JUDGING...

DO NOT LET IT GO TO WASTE!

GOOD MEETINGS DON'T JUST HAPPEN; YOU HAVE TO PLAN THEM.

GFWC Florida Federation of Women's Clubs

District Arts & Crafts Competition, (Day/Date) Registration List

Club Member Name (please print)

Position (State, GFWC, Club)

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Please make one check payable to the GFWC _____ for all members attending from your club and send check and registration to: (Host Club's address).

GFWC Florida Federation of Women's Clubs

DISTRICT CREDENTIALS REPORT

District _____

Date _____

Each attendee is to be counted ONE time only and in the SAME POSITION in which she registered.

GFWC Florida Executive Committee (residing in your district)
GFWC Florida Jr. Executive Committee (residing in your district)
District Director
Junior District Director
State Director of Junior Clubs
District Secretary
District Treasurer
GFWC Florida Past State Presidents
GFWC Florida Past State Director of Junior Clubs
GFWC Florida Chairmen (Department and Other)
GFWC Florida Committee Members
District Chairmen
Junior District Chairmen
Woman's Club Presidents (or alternatives)
Junior Woman's Club Presidents (or alternatives)
County Federation Presidents (or alternatives)
Woman's Club Delegates
Junior Woman's Club Delegates
SUB-TOTAL AND VOTING STRENGTH
Non-Voting members
Woman's Clubs
Junior Woman's Clubs
Guests
TOTAL ATTENDING

Credential's Chairman: "Madame Director, I move that the credentials report hereby submitted be adopted"

GFWC Florida Federation of Women's Clubs

District _____ Annual Meeting, Date of Meeting, **DUE DATE**

Registration List (D=Delegate/A=Alternate; No designation Blank)

Club Member Name (please print)	Position (State, District, Club)	Allergy/Veggie D/A
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Please make one check payable to the _____ for all members attending from your club
and send check and registration to Registration Chairman and address, no later than: DATE

GFWC Florida Federation of Women's Clubs

To District Directors:

The following district information is requested for GFWC Florida Federation files.

Please complete this form and send it to the Corresponding Secretary

by _____. Please also send a copy to GFWC Florida Headquarters at
4444 Florida National Drive, Lakeland, FL, 33813, or email: gfwcfloridhq@gmail.com.

District # _____

District Director: _____

Address: _____

City and Zip: _____ Phone: (____) _____

Junior District Director: _____

Address: _____

City and Zip: _____ Phone:(____) _____

Hints and tips “How to obtain a District EIN and checking account”

Why obtain an EIN number

You can not have a District bank account without an EIN # or social security number.

CPA's advise against using a social security number for a variety of reasons. Among them, you would need to declare any income on your personal taxes, and would be legally responsible for the district's actions.

An EIN # is like a social security number for businesses. It is easy to obtain but does require the district to file an annual tax return with the IRS.

How to obtain an EIN number

Complete IRS Form SS-4. This can be done online, by mail or phone. Online is a very simple process and you will receive the EIN # immediately. It does need to be done during business hours M-F.

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

How to answer the questions on SS-4:

1. Org type = Non-Profit / Tax-Exempt (we are a non-profit even though we do not have 501c3 status with the IRS)
2. Address & contact info – my home address and cell number
3. Responsible party – your name and social security number (not the same as opening the bank account with it, and this can be changed – see below). CPA advised there was no risk to you personally in providing this.
4. Principal Business Activity – other – volunteer service
5. Additional non-profit org info – I said no to all of the questions
- 6 . Reason for applying – banking purposes

Once I completed the application online, you will immediately received the EIN #

Reporting obligations:

Because you have an EIN #, you will have to file an annual 990-N (postcard), provided our gross receipts stay below \$50K/year.

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year.

CPA advised there is nothing you need to file with the state of FL.

How to change the responsible party and contact info to the new District Director:

File IRS Form 8822-B - <https://www.irs.gov/pub/irs-pdf/f8822b.pdf>