



# NCD DISTRICT COMMITTEE CHAIR GUIDE

## DUTIES AND RESPONSIBILITIES



**This procedure guide has been prepared by the North Central District to acquaint the District Chairs with their responsibilities and to assure a good line of communication between individual District Chairs and their respective Lodge and CHEA Chairs.**

Congratulations on accepting the position of District Chairperson. You will be an important cog in the success of the California-Hawaii Elks Association programs for the coming Association Year.

You will officially assume leadership of the committee you will be heading on Monday immediately following the California-Hawaii Elks Association Convention in May and serve until the conclusion of the convention the following year.

Within NCD you are responsible, and answer, to the NCD Vice President and District Leaders.

Remember, as a District Committee Chair you have assumed a position of leadership, and it is your duty to interest a sufficient number of the Lodge Committee Chairs to insure the success of your particular activity.

Committee Chairs should consider themselves as members of the **District Membership Control Committee** and consider it part of their duty to help in retaining members they know are in danger of lapsing. District Committee Chairs should devote their best interest not only to preventing a loss in membership but also in obtaining an increase in members.

### **DUTIES OF THE DISTRICT CHAIR**

- a. To motivate the lodge chairs in a positive manner.
- b. Make the wishes of the CHEA Chair known in respect to District Committee Activities.
- c. Make contact with each Lodge Chair in your district prior to the Vice President Visitation.
- d. Insure a good relationship between the various District Committees.
- e. Represent the CHEA Chair when requested at District Committee meetings.
- f. Learn the needs, if any, of the Lodge Committee Chair and convey them to the CHEA Chair, so he/she may be alerted to that particular District or Lodge Committee's problem.
- g. Assist Lodge Chair in arranging for cooperation from other District Committee Activities.
- h. Inform the CHEA Chair and NCD Vice President when a Lodge Committee Chair is not doing a satisfactory job.
- i. Recommend a change in Lodge Chair where necessary.
- j. Assist all Lodge Chairs with advice and to see that their requests are promptly met.
- k. If you have a member/s on your committee i.e. (Gov. Rel., Hoop Shoot, Vet. Ser.), make sure they are kept informed and given responsibility, so they may learn what has to be accomplished by the committee.
- l. All correspondence to the Lodge Chair should be sent to the **Chair's home address** with a copy to the Lodge Secretary.

It is **not** the duty of the District Chair to perform any of the work expected to be done by the Lodge Committee Chair and their committees.

## **THE COMMITTEE CHAIR IN ACTION**

For all that may be said about values of “shared leadership”, it is the Chair who is usually held responsible for any breakdown of the process between the Lodges and the District. So let’s take a look at the Chair’s role, and how it should be played. The District Chair’s tasks normally fall into a related sequence of planning, conducting and evaluating – such as:

- (a) Has a copy of any committee manual and CHEA program that was created for the committee, or gets all the facts pertaining to its function and purpose, so that he/she knows the nature and extent of its assignment.
- (b) Prepares a tentative outline of the work necessary to complete that assignment, and;
- (c) Learns as much as he/she can about the interest and abilities of each Lodge Committee Chair.
- (d) Suggest Lodge Chairs to seek out additional, and/or, new members to be part of their committee in order to stimulate interest, activity and fellowship in the Lodge.

The District Chairs should not offer their outlines to the Lodge Committees as mandatory, but as a suggestion for consideration by Lodge Committees. In any case, you should not plan to be just a “good administrator” (i.e., one who gets others to do all the work) but to carry a proportionate share of the chore and to study the aspects of tasks that do not interest other members and consider ways and means to encourage enthusiasm in a positive manner. Remember, to complete a project successfully, all phases of the task must be accomplished; the easy and the hard, the good and the distasteful.

The following is a general outline of procedures that may guide a District Chair in drawing up a tentative plan for the District:

- It has been made comprehensive, and in most cases a simpler agenda will suffice.
- a. Analyze the committee function in relation to the District’s purposes.
  - b. Establish minimum essentials to achieve the District Committee goal.
  - c. Where necessary, ask for volunteers, or assign Lodge Committee Chairmen to specific tasks.
  - d. If any problems arise, immediately examine possible solutions.
  - e. Evaluate proposed solutions in terms of minimum essentials.
  - f. Decide the best solution.

A District Committee Chair, along with the Lodge Chairs is a team, and as it learns to work like one, it will increase its productivity and sharpen its efficiency.

## **CONCLUSION**

It is the duty of each District Committee Chair to make a year-end general report, summarizing activities throughout the year. This report is to be submitted to the CHEA Chair, NCD Vice President, NCD DDGER, and NCD District Leaders, at the end of April. All District reports will assist the CHEA Chair in making his/her year-end report at the Annual CHEA Convention.

## **Suggested Monthly Schedule for NCD Chairmen**

### **March**

1. Make requests to receive NCD Lodge Bulletins.
2. Prepare a tentative budget for your committee, if funds are needed.
3. Prepare Committee Mission Plan for the NCD Website.
4. Request information from current District Chair.

### **April**

1. Prior to the April DD Clinic, make your request for needed funds from the NCD PER Association.
2. **Attend the District Deputy Clinic**, where you will be briefed on your responsibilities.
3. Make contact with your respective Lodge Chairs.
4. Update (or create) your committee's "message" at the NCD Website, including required reporting forms, and dates when lodge reports are due.

### **May**

1. Continue contacting Lodge Chairs.
2. Assume your duties as soon as the CHEA Convention is over.
3. Attend as many of the Vice President visitations as possible.
4. If you have not heard from CHEA Chair by the end of the May, contact the individual as soon as possible to receive the CHEA program. Note: this is often posted at the CHEA website, under "Committees."

### **June**

1. Attend as many of the Vice President visitations as possible.
2. Attend the DDGER/AVP Reception.
3. If required, send in a report.

### **July**

1. Attend as many of the Vice President visitations as possible.
2. If required, send in report.
3. **Attend the Vice President homecoming (July).**
4. Keep in contact with Lodge Chairs.

### **August**

1. **Attend the District Jewelling Ceremony.**
2. **Attend the District Deputy Clinic.**
3. Attend as many of the DDGER visitations as possible.
4. If required, send in report.
5. Keep in contact with Lodge Chairs.

### **September**

1. Attend as many of the DDGER visitations as possible.
2. Send reports as required.
3. Keep in contact with Lodge Chairs.

### **October**

1. Attend as many of the DDGER visitations as possible.
2. Send reports as required.
3. **Attend the DDGER's Homecoming (Oct.).**
4. Keep in contact with Lodge Chairs.

**November**

1. Register and attend the CHEA Mid-Term Conference, if possible.
2. Attend as many of the DDGER visitations as possible.
4. Send reports as required.
5. Keep in contact with Lodge Chairs.

**December**

1. **Participate in NCD festivities held in conjunction with the CHEA President's visit to our district.**
2. Send reports as required.
3. Keep in contact with Lodge Chairs.

**January**

1. **Attend the DD Clinic.**
2. Send reports as required.
3. Keep in contact with Lodge Chairs.

**February**

1. Send reports as required.
2. Keep in contact with Lodge Chairs.

**March**

1. Keep in contact with Lodge Chairs.
2. Send reports as required.

**April**

1. Send reports as required.
2. Keep in touch with Lodge Chairs.
3. **Attend the DD Clinic.**
4. Brief incoming NCD Chair - if you are not continuing on as NCD Chair.
5. Turn over pertinent committee records to incoming NCD Chair.

<b><u>FLOW of MONTHLY AND/OR QUARTERLY REPORTS</u></b>		
LODGE CHAIR REPORTS	COPY TO	LODGE FILE
TO		
<b>DISTRICT CHAIR</b> <i>(CONSOLIDATES REPORTS)</i>	COPY TO	<b>VICE PRESIDENT</b> <b>DISTRICT DEPUTY</b> <b>DISTRICT LEADERS</b>
TO		
<b>CHEA CHAIR</b> <i>(CONSOLIDATES REPORTS)</i>	COPY TO	CHEA CHAIR FILE CHEA OFFICE FILE CHEA PGRs
TO		
ASSOCIATION PRESIDENT		

**IMPORTANT WEBSITE LINKS**

**NCD Website**  
[www.ncdelks.org](http://www.ncdelks.org)

**CHEA Website**  
[www.chea-elks.org](http://www.chea-elks.org)

**Grand Lodge Website**  
[www.elks.org](http://www.elks.org)

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***Thank you for Volunteering, and Best Wishes for a Most Successful Year!!***  
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