

ROCKY MOUNTAIN REGION District Meeting Procedures

Every effort will be made to set the dates and locations for fall district meetings at least one (1) year in advance. The district meeting location will rotate from district to district each year. District meetings are the shared responsibility of the region board and the host club. Per Rocky Mountain Region Bylaws, district meetings are for information, education, and training.

General Procedures

1. A copy of these Rocky Mountain Region District Meeting Procedures shall be furnished to each host club at the time that the date and location is approved by the region board. A copy of the minutes and the financial report from the previous district meeting shall also be provided as available.
2. The region governor and district director shall meet, in advance, with the host club to sign the contract and review arrangements with the hotel. Any special needs such as podium, audio visual equipment, display tables, microphone, and region board meeting needs will be discussed at this time to facilitate budgeting. If a comp suite is offered by the hotel, this is given to the region board to defray cost for the region.
3. All expenses for district meeting supplies, meals or gifts must be covered by the registration fees. Region will be responsible for payment of any expenses within authorized budget or prior approval. The district fee from clubs paid yearly is to help defray the expenses of the district directors and region board attending the meeting. Lodging for all members shall be covered individually with the hotel.
4. It is the responsibility of the region board to plan the topics for district meeting agenda. This will be finalized by the governor and the district directors two months prior to the fall district meeting dates. The tentative schedule will be communicated to the Host club and membership by the Governor via Soroptiblast. Announcement will also include registration information, meal costs and hotel information. Final agenda must be sent to the membership of the region no later than forty five (45) days prior to the fall district meeting date.
5. A district meeting secretary shall be appointed by the district director in whose district the meeting will be held. The district meeting secretary shall take roll call of clubs and record minutes of the meeting. Within thirty (30) days following the district meeting, the minutes shall be typed and delivered to the region secretary. The region secretary shall provide copies to all other members of the region board.

Responsibilities of District Director

1. District directors will work with the host club to coordinate the available facilities for workshops, the general meeting, and other activities.
2. District directors shall be responsible for obtaining Soroptimists to present the items on the agenda and lead workshops. Every effort will be made to involve members from each club within the respective districts.
3. District Directors shall be in contact with the clubs in their district, encouraging them to attend the district meeting.
4. The presiding responsibilities will be shared by both district directors at the district meeting. Opening welcome will be from the director whose district the meeting is being held.
5. The district director shall announce that cell phones are to be turned off or set on vibration for the duration of the meeting.

Responsibilities of the Host Club

1. The facilities are the responsibilities of the host club. A two-day event shall be planned by the region board, beginning no later than 9 a.m. on Saturday and ending no later than noon on Sunday. Meals should be planned for Saturday noon and evening plus breakfast or brunch/lunch on Sunday. Meal cost should be kept to a minimum.
2. The host club will locate a meeting facility with a large room for the general meeting and meal service. General sessions will be set-up classroom style. If it is determined to use workshops, arrangements must be made for those room requirements.
3. If requested by the region governor, the host club shall provide facilities for a Club Presidents and Club Treasurers breakfast.
4. The host club will pay special attention to meal reservations--and in making guarantees on meals. All hotels can find more food, but you pay for what you guarantee.
5. When requested by the region board and district directors, the host club will assist in obtaining keynote speakers, workshop leaders, or entertainment to enhance the meeting.
6. If possible a Saturday night event can be planned away from the hotel. Host Club will request payments from Region Governor/Treasurer with prior Board approved budgeted items or prior approved items.
7. The host club will set a registration fee that includes costs for meals (and gratuity), registration materials, facilities, speakers, and taxes as required. Every effort should be made to keep registration costs at a minimum.
8. The following categories need to be considered when planning registration fees. It is recommended that clubs attempt to secure speakers, entertainment, etc. free gratis whenever possible:
 1. Gratuity, meals only
 2. Meal costs including guest speaker meal costs
 3. Taxes
 4. Miscellaneous--postage and photocopying
 5. Hotel meeting room charges
 6. Guest honorarium and expenses
 7. Audio visual equipment rental
 8. Include a \$2.50 to \$5.00 cushion for unexpected expenses
10. At the spring conference preceding the district meeting, the host clubs will issue an invitation to attend the district meetings.
11. The host clubs shall provide information to the "Soroptiblast" Chair, according to published deadline, for inclusion in the appropriate issue.
12. The following information must be sent to the appropriate clubs in the districts no later than forty five days (45) before district meetings to provide clubs an opportunity to notify all members. This is to be sent to all members of the region board and posted on the RMR Web Site forty five days (45) prior to the meeting date. Mailings shall include registration information, meal costs, hotel information, tentative agenda, and travel directions.
13. The deadline for registration shall be ten (10) days prior to the date of district meeting. A late fee, if assessed, may not exceed \$15.00, to be determined by the host club. Fees are transferrable but not refundable.
14. Within forty five days (45) following the district meeting, the Region Treasurer shall prepare a financial report. The report shall be delivered to the Host Club and the region board.

15. Each club in the region has unique resources and members with special talents. The region board and host club shall make every effort to include all members of the club and work with the district directors and governor to insure a meeting which will be educational and worthwhile to those who attend.
16. The Region Secretary is responsible for providing an evaluation to the Host Club to be included in attendees registration packet which will be collected at the meeting and given to the Region Secretary.

Protocol for District Meetings

1. Region Board members are not seated up front at district meetings since there is no formal business to occur. Board members will be seated with the membership at the meetings. No head table is necessary.
2. Only the U.S. flag will be displayed.
3. Clubs do not bring banners to the district meetings.
4. There is no formal welcome of dignitaries.
5. Board Members are introduced at the first session of the district meeting.
6. Roll call of clubs present is taken by the District Secretary.
7. No adoption of the meeting agenda is needed since there is not official region business being conducted.
8. Designation of a theme is at the discretion of the host club.
9. If desired decorations for Saturday Dinner need to be included in Budget with Board approval.

Evaluation Template

Soroptimist International District Meeting

Date. Location

Your feedback is important to us. Please take the time to fill out this evaluation throughout the conference. Forms should be completed by Sunday afternoon and dropped off at the registration table.

Please rate the sessions/workshops below using the following scale.

(Rating scale: **1-Not Valuable, 2-Somewhat Valuable, 3-Valuable, 4-Very Valuable, N/A=did not attend**)

DAY – DATE

General Session

Introductions & Recognitions –	1	2	3	4
N/A				

Comments:

Reports and Updates

SIA Convention Impressions - Convention Attendees

Convention Messages & Governor’s Project -	1	2	3	4
N/A				

Region Fundraiser Presentation -	1	2	3	4
N/A				

FUN-draiser	1	2	3	4
N/A				

Comments:

General Session

Topic/Speaker	1	2	3	4
N/A				

Topic/Speaker	1	2	3	4
N/A				

Comments:

Luncheon Speaker

Topic/Speaker	1	2	3	4
N/A				

Comments:

Breakout Workshops:

1. Topic/Leader	1	2	3	4
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Comments:

Hands-on Project:

1 2 3 4

Comments: