

Ruritan



District Secretary's Handbook

Update 10/22

M 200

DISTRICT CABINET MEETING PROCEDURE

This meeting should begin promptly, proceed orderly, and adjourn on time.

Presiding Officer: District Governor

Meeting Attendees: District Cabinet

Scheduled Meetings: At least three meetings throughout the year, plus a combined cabinet meeting of the present year's cabinet and the newly elected cabinet.

Meeting Purpose: To review the progress and conditions of the district and clubs within the district's jurisdiction and making necessary plans for successful club and district programs in the future.

Suggested Cabinet Meeting Agenda

1. Singing of "America."
2. Invocation.
3. Reading of the minutes from the last cabinet meeting and other district and zone meetings.
4. Report from the District Growth & Development chair
 - a. Expansion - new clubs in zones.
 - b. Growth - new members in clubs.
5. Report from the Ruritan National Foundation chair.
6. Reports from the attending zone governors
 - a. Club visitation and club activities.
 - b. Club board of directors' meetings attended.
 - c. Weak clubs.
 - d. Zone meetings held.
 - e. Future plans for the zone.
7. Report from the district treasurer.
8. Report from the lieutenant district governor.
9. Report from the district governor.
10. Report from the national director.
11. Reports from any special committees.
12. Planning session
 - a. Club improvement.
 - b. Aiding weak clubs.
 - c. Zone meetings.
 - d. District convention.
 - e. Special district projects.
 - f. Training for zone and club officers.
 - g. Installing club officers.
13. Adjourn with the Pledge of Allegiance.

Ruritan Mission

Ruritan is a national organization dedicated to improving communities and building a better America through "Fellowship, Goodwill, and Community Service."



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Ruritan National Office

5451 Lyons Road, P.O. Box 487, Dublin, Virginia 24084

Toll Free (877) 787-8727/Fax: (540) 674-2304

E-Mail: office@ruritan.org

Ruritan National Foundation:

Telephone: (540) 674-9441 ext. 302

Fax: (540) 674-2304

Office Hours: 8:30 a.m. - 4:30 p.m., Eastern Time
Monday through Friday

District Secretary: Duties and Responsibilities

The secretary shall be installed at the district convention and take office January 1.

Duties of the District Secretary

1. Serving as a member of the district cabinet.
2. Notifying cabinet members of district cabinet meetings.
3. Notifying clubs of all district meetings.
4. Keeping minutes of each district cabinet meeting and other district meetings.
5. Providing a copy of the minutes of cabinet meeting to all cabinet members and Ruritan National.
6. Keeping a record of the district convention including official minutes of the convention, record of attendance, convention program, news clippings, and other items of interest for permanent records of district.
7. Advising clubs of cabinet and district convention decisions affecting them.
8. Keeping a record of committee appointments.
9. Maintaining permanent district records and promptly entrusting these records to next year's secretary.
10. Handling correspondence requested by the district governor.
11. Notifying Ruritan National Executive Director of zone changes.
12. Assisting the district governor and other officers as requested.

Combined Cabinet Meeting

Who is responsible: District governor assisted by assigned national director.

Who should attend: All cabinet members plus incoming cabinet members.

When: Between district convention and January 1.

Purpose: To plan for completion of year's work and continuation of long-range projects. To make preliminary plans for next year. To make a smooth transfer of business from the present cabinet to the new one.

This will be a long meeting and can be a dinner meeting starting as early as possible. It could be an afternoon and evening meeting (with dinner served at break after training section on the agenda) or it may be scheduled for two separate meetings.

The meeting should open with prayer and adjourn with the pledge of allegiance.e.

District Cabinet: Duties and Responsibilities

Each Ruritan district shall have a district cabinet of which the district governor is chair. It shall consist of the district governor, Lt. governor, district secretary, district treasurer, all zone governors, assigned member of the National Board of Directors, growth and development chair, leadership development coordinator, publicity and public relations chair, a fundraising chair, a youth activities coordinator, and a foundation promotion chair. It is recommended that these officers hold no other office while serving in these capacities. The three immediate past district governors shall also serve on the cabinet.

1. The cabinet shall meet as necessary to plan, organize, and conduct various district activities.
2. Each fall, the cabinet shall review zone status and approve all zone changes. Care should be taken to ensure that zones are of appropriate size for efficient and effective service to clubs. In establishing zones, consideration should be given to the following:
 - a. Financial feasibility (mileage involved, size of cabinet).
 - b. Natural barriers and man-made boundaries.
 - c. Potential leadership development in zone.
 - d. Preference of clubs.
3. The cabinet shall schedule training of club officers in the fall between the district convention and January 1st.
4. The cabinet shall meet with the newly elected and appointed district officers in joint sessions to facilitate an orderly transfer of leadership.
5. The cabinet shall constantly survey communities for new clubs and assist in their organization. The cabinet should also pay special attention to weak clubs and assist these clubs with member recruitment.
6. The cabinet shall cooperate with the zone governors in planning zone meetings.
7. Between January 1st and the Ruritan National Convention, the cabinet shall approve the district budget and district annual financial reports and appoint an Audit Committee.
8. The cabinet shall plan the district convention, including time, place, program, and budget.
9. The cabinet shall supervise all other district activities.
10. The cabinet, through written notice by the district secretary, shall notify the Ruritan National Office immediately upon determining a club has disbanded.

Cabinet Member & Guest Attendance Record

Name and Office Held (Club/Zone/District)	Meeting Date	Meeting Date	Meeting Date	Meeting Date	Meeting Date	Meeting Date

Cabinet Member & Guest Attendance Record

Name and Office Held (Club/Zone/District)	Meeting Date	Meeting Date	Meeting Date	Meeting Date	Meeting Date	Meeting Date	Meeting Date

District Cabinet Meeting Procedure

Date: _____

Time: _____

Location: _____

- 1). Singing of "America" led by: _____
- 2). Invocation by: _____
- 3). Reading of the minutes from the last cabinet meeting and other district and zone meetings:
Minutes approved? _____ Amendments? _____
- 4). Report by the district growth & development chair _____
 - a. Expansion - number of new clubs in the district: _____
 - b. Growth - number of new members in clubs: _____
- 5). Report by the foundation chair: _____
Number of clubs participating in:
Build Your Dollars (BY\$) _____ Club Birthday program _____ foundation fundraising _____
- 6). Report by the publicity and public relations chair: _____
- 7). Report by the youth activities coordinator: _____
- 8). Report by the fundraising chair: _____
- 9). Reports from the attending zone governors:
 - a. Club visitation and club activities: _____
 - b. Club board of directors' meetings attended: _____
 - c. Total number of zone meetings held: _____
 - d. Total of weak clubs in the district: _____
- 10). Report from the district treasurer
- 11). Report from the lieutenant district governor
- 12). Report from the district governor to the cabinet.
- 13). Report from the district's assigned national director.
- 14). Reports from any special committees.
- 15). Planning session:
 - a. Club improvement.
 - b. Aiding weak clubs.
 - c. Zone meetings.
 - d. District convention.
 - e. Special district projects.
 - f. Training for zone and club officers.
 - g. Installing club officers.
- 16). Adjourn with the Pledge of Allegiance.

District Cabinet Meeting Minutes

(District name)

(Date, Time, & Location)

District Cabinet Meeting Procedure

Date: _____

Time: _____

Location: _____

- 1). Singing of "America" led by: _____
- 2). Invocation by: _____
- 3). Reading of the minutes from the last cabinet meeting and other district and zone meetings:
Minutes approved? _____ Amendments? _____
- 4). Report by the district growth & development chair _____
 - a. Expansion - number of new clubs in the district: _____
 - b. Growth - number of new members in clubs: _____
- 5). Report by the foundation chair: _____
Number of clubs participating in:
Build Your Dollars (BY\$) _____ Club Birthday program _____ foundation fundraising _____
- 6). Report by the publicity and public relations chair: _____
- 7). Report by the youth activities coordinator: _____
- 8). Report by the fundraising chair: _____
- 9). Reports from the attending zone governors:
 - a. Club visitation and club activities: _____
 - b. Club board of directors' meetings attended: _____
 - c. Total number of zone meetings held: _____
 - d. Total of weak clubs in the district: _____
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- 12). Report from the district governor to the cabinet.
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- 16). Adjourn with the Pledge of Allegiance.

District Cabinet Meeting Minutes

(District name)

(Date, Time, & Location)

District Cabinet Meeting Procedure

Date: _____

Time: _____

Location: _____

- 1). Singing of "America" led by: _____
- 2). Invocation by: _____
- 3). Reading of the minutes from the last cabinet meeting and other district and zone meetings:
Minutes approved? _____ Amendments? _____
- 4). Report by the district growth & development chair _____
 - a. Expansion - number of new clubs in the district: _____
 - b. Growth - number of new members in clubs: _____
- 5). Report by the foundation chair: _____
Number of clubs participating in:
Build Your Dollars (BY\$) _____ Club Birthday program _____ foundation fundraising _____
- 6). Report by the publicity and public relations chair: _____
- 7). Report by the youth activities coordinator: _____
- 8). Report by the fundraising chair: _____
- 9). Reports from the attending zone governors:
 - a. Club visitation and club activities: _____
 - b. Club board of directors' meetings attended: _____
 - c. Total number of zone meetings held: _____
 - d. Total of weak clubs in the district: _____
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- 11). Report from the lieutenant district governor
- 12). Report from the district governor to the cabinet.
- 13). Report from the district's assigned national director.
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- 15). Planning session:
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District Cabinet Meeting Minutes

(District name)

(Date, Time, & Location)

District Cabinet Meeting Procedure

Date: _____

Time: _____

Location: _____

- 1). Singing of "America" led by: _____
- 2). Invocation by: _____
- 3). Reading of the minutes from the last cabinet meeting and other district and zone meetings:
Minutes approved? _____ Amendments? _____
- 4). Report by the district growth & development chair _____
 - a. Expansion - number of new clubs in the district: _____
 - b. Growth - number of new members in clubs: _____
- 5). Report by the foundation chair: _____
Number of clubs participating in: Grants programs _____
Build Your Dollars (BY\$) _____ Club Birthday program _____ foundation fundraising _____
- 6). Report by the publicity and public relations chair: _____
- 7). Report by the youth activities coordinator: _____
- 8). Report by the fundraising chair: _____
- 9). Reports from the attending zone governors:
 - a. Club visitation and club activities: _____
 - b. Club board of directors' meetings attended: _____
 - c. Total number of zone meetings held: _____
 - d. Total of weak clubs in the district: _____
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- 11). Report from the lieutenant district governor
- 12). Report from the district governor to the cabinet.
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- 16). Adjourn with the Pledge of Allegiance.

District Cabinet Meeting Minutes

(District name)

(Date, Time, & Location)

District Cabinet Committee Members

Growth & Development

Audit

Other

Youth Activities

Foundation

Other

Awards

Publicity & Public Relations

Other

Budget & Finance

Leadership Development

Other

Bylaws

Other

Other

Nominating

Other

Other
