

SECTION C

DISTRICTS

Officer Duties – Administration -- Awards

A COPY OF YOUR DISTRICT
CONSTITUTION & BY-LAWS
SHOULD BE PLACED
BEHIND THIS PAGE
AND IN FRONT OF
THE SECTION

(Updated Jan 2016)

Current District Officers

IMPORTANT: this form should be completed (typed if possible) by the District Governor immediately upon his appointment and updated when necessary during his term of Office. It should be issued to all Club Presidents in his District, and Gyro International. A copy should be retained for this section. A blank copy should also be retained for future revisions. (2 copies following)

DISTRICT _____ DATE _____

CONVENTION DATE _____ LOCATION _____ HOST _____

INTERIM DATE _____ LOCATION _____ HOST _____

GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

1ST LT. GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

2ND LT. GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

SECRETARY:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

TREASURER:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

IMMED. PAST GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

:
:

Current District Officers

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Address _____

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Name _____ Wife _____

Address _____

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TREASURER:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

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Address _____

Phone - Home _____ Business _____ E-mail _____

2ND LT. GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

SECRETARY:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

TREASURER:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

IMMED. PAST GOVERNOR:

Name _____ Wife _____

Address _____

Phone - Home _____ Business _____ E-mail _____

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Duties of the Governors

He shall, as defined by Chapter 2, of the By-Laws of Gyro International, administer the power and authority granted to the District. He shall, as defined by Chapter 4, of the By-Laws of Gyro International, serve as a member of the Board of Governors.

Duties and Responsibilities

1. The Governor shall, after his Installation, complete the District Officers Form (page 1, this section) and forward to the appropriate people, He shall also insure, that he has current up-to-date lists of Officers from all Clubs in his District and Gyro International.
2. Represent the District on the International Board of Governors, and must attend the Board of Governors meetings at least twice each year.
3. Chairs all District meetings including annual and interim conventions, as well as District meetings of the advisory committee and/or executive committee.
4. Enforces the Constitution, By-Laws and Resolutions of both International and District.
5. Appoints, advises and instructs the District Secretary/Treasurer in his/their duties.
6. Appoints and advises District standing committees.
7. Formally reports to the District and International Conventions.
8. Transmits to the International Secretary-Treasurer, at or prior to each session of an International Convention, a statement certifying the standing of all clubs in the District.
9. Cause the District Bulletins to be published.
10. Chief ceremonial officer of the District.
11. As Chief executive/administrative officer of the District, he must provide executive leadership throughout the District.
12. The District Governor should be familiar with the proper Protocol to be followed at Gyro functions. (see Protocol to be followed at Gyro functions, Section B).

Duties of the District Secretary / Treasurer

The office of the Secretary and/or Treasurer is filled by a Gyro selected by the District Governor, usually a member of his own club. This done for convenience, but need not be the rule. In some Districts, this officer has served for several consecutive years. He is installed into Office along with the other District Officers.

Duties as Secretary

1. Record and distribute to all Officers and Club Presidents, minutes of all District meetings.
2. Maintain a file of all past minutes, which he will deliver to his successor.
3. Maintain the Districts Constitution and By-Laws and make copies available to all clubs in the District. Also provide revisions to the International Secretary-Treasurer.
4. Maintain membership rosters for each club within the District.
5. Assist the Governor in the preparation and distribution of the Districts newsletter.

Duties as Treasurer

1. Be responsible for keeping all financial records and the District's treasury.
2. Transfer the District treasury and financial records to his successor.
3. Invoice and collect all District membership dues.
4. Make payments for all authorized expenditures in a timely manner.
5. Provide written financial report at all official District meetings.
6. Assist the Governor in preparing his annual budget

Administrative Responsibilities

The Administrative responsibilities of the Governor's office are not nearly as visible as the ceremonial responsibilities, however they are far more important.

In some Districts, due to their size, the Governor is assisted in his duties by a 1st and/or 2nd Lt. Governor. It shall be the duty of the 1st Lt. Governor, in the absence of the Governor, to act in his behalf. Likewise, if both the Governor and 1st Lt. Governor are not present, the 2nd Lt. Governor will perform the duties.

The Governor and the 1st Lt. Governor shall attempt to visit each club once within the District at least once during their two year terms in office. If the District has a 2nd Lt. Governor, then each will visit each club at least once during their three year term in office. In any case, each club shall receive an official visit annually.

The Governor should have a basic knowledge of each of the clubs in his District and should get to know the executive of each club during his term in office.

All the current Governors should read all club bulletins to keep abreast of what is going on in the District.

The 1st Lt. Governor should decide on and appoint a Secretary-Treasurer for next year and keep him

Informed of what is going on in the District. He should have his appointee travel with him to visit as many clubs as possible. The appointee should definitely attend the District Interim Meeting and Convention with the 1st. Lt. Governor, prior to him becoming Governor.

The Gyro organization does not give the District Officers the right to interfere in club affairs. However, offers of cooperation and assistance are appreciated.

The Governor will be aided immensely in his duties if he has access to a secretary, work processing equipment, and a photocopier. It is nearly imperative that the District Officers have at least a working knowledge of computers, and how to send and receive e-mail.

Important Administrative Functions

Communications

One of the most important functions The Governor must do, is communicate with his Executive and they with him. All his official correspondence (including e-mail) should be copied to the other Executives and their correspondence with him. District Officers should know what each other is doing.

The Governor should provide at least four District bulletins for circulation throughout the District, to other District Governors and to the International Office. This keeps everyone aware of important dates and events, significant happenings within the District and allows the Governor to express his views.

Six to eight weeks prior to a club installation, the Governor who is doing the installation, should send a letter to the Club President, along with a "Pre- visitation Form", confirming that he will be doing the installation and request the opportunity to meet the incoming Executive prior to the installation. The purpose of meeting is to discuss the objectives of International and the District and to obtain and provide information regarding District & Club relations, problems, membership, etc.

After the installation, the Installing Officer should send a letter congratulating the new President and thanking him for the Club's hospitality. He should also complete the "Visitation Form" on the club and send it to International headquarters as soon as possible.

If the Governor did not do the installation he also should congratulate the new President, in writing, informing him of his responsibilities to the District and include a copy of the District By-Laws.

The Governor should write thank you letters to all International representatives that attend District functions.

The Governor should provide written reports for presentation to the Board of Governors at International Conventions and Interim business meetings

The Governor should solicit proxies for the International Convention as well as for District Interim and Convention business meetings.

The Governor should maintain a current list of each club's executive, and a schedule of significant District events. This should be updated regularly and circulated to District Officers and Club President.

Meetings

The Governor will chair District meetings including the Convention and Interim, as well as any District Executive meetings. Effective meetings start with an agenda which is circulated in advance and end with minutes which concisely summarize the business of the meeting.

Upon being elected Governor, he should have a meeting with his new executive, during the Convention, outlining his goals and objectives while Governor. These should be clearly understood by the other Officers and all should know their duties and what is expected of them. It is suggested that at this meeting the outgoing Governor and his Secretary/Treasurer pass all pertinent information to the new executive.

Know the basic rules of order and procedure which should be in your By-Laws. Also have a copy of Roberts Rules if you get stuck. (See a summary of Robert's Rules, Section E).

All the current District Officers must attend the District Convention and Interim meetings and the District Governor should organize and prepare delegate's information packages for both the Interim and Convention meetings.

The Governor should organize the District Interim meeting, both the business and social activities. His wife should host the ladies luncheon and/or coffee gatherings.

The Governor should coordinate all club visitations.

The Governor should insure that all awards and trophies are available for presentation at the District Convention and Interim meetings.

Finances

The Governor and his Secretary/Treasurer are responsible for developing and living within an annual Budget. They should carefully consider the budget in terms of the maximum benefit to the District and the Clubs. The incoming Governor should present a tentative budget for the coming year at the business meeting.

Ceremonial Responsibilities

The ceremonial function tends to be the “fun” part of the job and is certainly the part you will be known and noticed for by most Gyros.

The Governor is the number one man and his wife a very important consort. You will obtain greater coverage at functions if you and your wife split, she going one way and you another, with both representing the Governor’s office.

Remembering names is an important attribute. Name tags are necessary and should be worn at all Gyro functions. Do not be embarrassed to have to glance at them. You cannot be expected to remember all names, all the time. It will help if you have your Gyro Directory with you as well as club rosters.

You will be required to do some public speaking. Preparation is important, as is the development of a delivery style which represents you. Some important public speaking tips are the following:

1. Check the time allotted with the master of ceremonies. Respect your audience and him.
2. Speak into the microphone and maintain eye contact with your audience. You might find it more effective to use a hand-held microphone to accomplish this.
3. Be to the point and on the topic in your remarks.
4. Humor helps. Anecdotes, vignettes and a lighthearted approach will be effective. If you are not good at telling jokes, DON’T!
5. Recognize people in the audience where appropriate, using names as much as possible. Use analogies and report on your own experiences. These will personalize your message.
6. Watch out for alcohol. No one respects a speaker who doesn’t respect himself.
7. Treat the Fraternity and your audience with dignity and respect.
8. When speaking of the Fraternity, have a basic knowledge of the history and philosophy.
9. When speaking to a club, learn a bit of its history. In particular, its charte date, charter members in attendance, Past Governors or International Officers, etc., or any significant contributions to Gyro.
10. Note you key topics in point form to avoid forgetting important matters. A small card held in one hand will be a real asset. If you plan to read your prepared speech, make sure you have eye contact with your audience quite often.
11. During formal proceedings such as installations, remember the Officer’s names and their positions. Remember the charge you are giving to the individual. Recite it clearly and slowly, make it significant. This is an occasion the individual should be proud of and hopefully will always remember.

Achievement Awards

Gyro International offer several awards to recognize special achievement by an individual Gyro, or group of Gyros, who have, by his or their extraordinary efforts, brought honour, recognition, special leadership or increased membership, for the goo of the order and the benefit of the organization. These awards are outlined in detail in “Section D, International” in this manual.

If a member of your District should qualify for one of these awards, it is suggested that you obtain the appropriate application forms, either from Gyro Headquarters or by going online and visiting the International Website, and upon having the form completed, forwarding it to Gyro Internaitonal.

Service to Gyro and to fellow Gyro members needs to be recognized. The use of awards is most beneficial to that end. It certainly is not recommended that the Executive Council be flooded with nominations. However it is very important to the life of Gyro and strong membership that exceptional service by a Gyro or group of Gyros be recognized.