

Official Club Visits and Other Contacts with Clubs



*Maintaining Regular
Communication with the Clubs of
District Three*



Official Club Visits by the Board of Directors

An Opportunity To See Our Clubs in Action

Background Information

One of the most important personal services of the District Three Board of Directors is to maintain regular contact with the local clubs through a system of official club visits conducted annually with each club. District leaders come as consultants to help the club appraise its entire operation, answer members' questions and bring the club into a closer relationship with District and International.

Under International policy the Governor or Governor-Elect must visit each club once every four years. Clubs not visited by the Governor or Governor-Elect are to be visited by the Vice Governor or one of the three Directors. The Immediate Past Governor, Parliamentarian, Secretary, and Treasurer serve as resources for the clubs in the areas of their expertise but do not have responsibility for local club visits.

One of the primary purposes of club visits is to establish a regular channel of communication between the district and its members. Through the system of official club visits each club has a regularly assigned member of the Board to whom they can turn for advice and answers to their questions.

An official club visit provides an opportunity for each club to evaluate its strengths and weaknesses in consultation with the assigned Board member. It is also a time for each club to let the District Three Board know what services it would like to have provided for them. At each District Three Board meeting the officers share with the Board the joint assessment of each club and make service requests on behalf of that club.

Responsibilities of the Governor

- Educate clubs about the purpose of official club visits and how the visits can be most advantageous to each club.
- Train District Officers how to make the visits and be responsive to the special concerns of the club.
- Insure that each club president is made aware of the District Officer who has been assigned primary responsibility for their club.

- Develop a schedule of official club visits that insures the Governor or Governor-Elect visits every club once each four years.
- Assign a board member to each club for an official club visit and as a primary contact.
- Maintain a history of official club visit reports.
- Insure that club visits are carried out as assigned.
- Be available to all clubs as a point of contact in addition to the regularly assigned officer.

Responsibility of Officers for Club Visits

- Provide a copy of the *Official Club Visits and Other Contacts with Clubs* document to each assigned club president.
- Ask the club president to complete the *District Three Club Visit Background Information* form prior to the date of the official club visit. Club president sends a copy to the assigned District Officer as soon as form is completed.
- Obtain from the club president an up-to-date club roster including e-mail addresses to be submitted with the *Club Visit Background Information* form
- Schedule and carry out an on-site visit with each assigned club. An on-site visit includes a meeting with the Board of Directors and active participation in a club meeting. Active participation includes a brief report from the District and an opportunity for club members to ask questions about the District. It may also include a short presentation on a topic of interest to the club such as leadership development, the paradigm shift, membership recruitment and retention, planning successful projects, etc. if requested by the club president.
- Send any follow-up materials requested by the club.
- Within two weeks following the visit, write a letter to the club to express your appreciation for the opportunity to visit with them. The letter should also share your observations during the board and club meetings noting strengths and weaknesses (if any) of the meetings.
- Send a copy of the follow-up letter and the *District Three Club Visit Background Information* form to the Governor.
- Complete the *District Three Club Visit Summary Report* for presentation at the next meeting of the District Three Board of Directors. Provide copy for all Board members and be prepared to give a verbal report on club visit activities since the last Board meeting.

Responsibilities of the Club President for Club Visits

- Work with the assigned District Officer to schedule an official club visit including an opportunity to meet with the Board of Directors either before or after the club meeting. At times it may be necessary for an officer to request that you hold your meeting at a time other than your regularly scheduled meeting time. An example of this might be an officer from Florida who has been assigned two clubs in North Carolina and needs to meet with both of those clubs during one trip. If requested to schedule an alternate meeting time, please make all reasonable efforts to accommodate this request.
- Complete the *District Three Club Visit Background Information* form and send to the District Officer.
- Provide an up-to-date club roster including e-mail addresses for submission with the *Club Visit Background Information* form.
- Provide the assigned officer a map and/or detailed instructions for locating your meeting site. Provide information on low cost overnight accommodations (or arrange for housing with one of your members) in situations where the assigned officer must spend the night in your city.
- Make sure that all club members are made aware of the date of the official club visit to insure they have an opportunity to meet and talk with a District Three representative.
- Share with the assigned officer any specific questions or concerns to be addressed during the official club visit. This includes requests for speaking on a special topic during the visit.
- Share the follow-up letter from the assigned district officer with all club members.

District Policies Regarding Club Visits

- V. Club Visits
 - A. The Governor will assign District Officers specific clubs to visit. The Governor will notify each club of the District Officer assigned to the club. Expenses will be paid as described in Policy VII E. 1.
 - B. All other visits to clubs for initiation, installation, program presentation, or other purposes shall be paid for by the club that extended the invitation.
- VI. Financial
 - E. Travel
 - 1) Travel allowance for District Officers for which a receipt is provided, whenever possible to obtain one, is as follows:
 - (a) Coach plane fare

- (b) Auto mileage – Authorized IRS Business Rate
- (c) Lodging - cost of room and gratuities
- (d) Necessary taxi, limousine and tips
- (e) Meals, gratuities, up to \$35 per day
- (f) Necessary telephone calls



Other Club Contacts

Making Sure Our Clubs Know We are There for Them

Background Information

In addition to making an annual club visit, Board members assume primary responsibility for all the clubs assigned to them. The Board member is a personal resource to each club president, offering general support and providing information about Altrusa International, Inc. and District Three as needed. This is the way through which we insure that all clubs have input to the Board of Director regarding their needs and wishes.

Responsibilities of the Governor

- Insure that all club presidents know how to contact the Governor.
- Respond promptly to all requests for assistance.
- Read all club newsletters and yearbooks received.
- Encourage all clubs to participate in District-sponsored activities such as workshops, seminars and conference.

Responsibilities of Officer

- Establish a schedule of regular communication with the president of each club to which assigned (at least once each 3 months). Communication might include: telephone calls, e-mail correspondence or written correspondence.
- Participate in major club events such as anniversaries and officer installations, if possible when requested. (Expenses for such visits are the responsibility of the club issuing the invitation.)
- Follow up with clubs on specific items as requested by the Governor.
- Encourage all clubs to participate in District-sponsored activities such as workshops, seminars and conference.

Responsibilities of Club Presidents

- Keep in touch with the District Officer having primary responsibility for your club and initiate requests for assistance as needed.
- Insure that the Governor and assigned officer receive copies of your newsletters and yearbooks.
- Respond promptly to requests for information.
- Participate fully in District Conference and other district-sponsored events.