STATE CONFERENCE:

- Help with either hostessing or table decorations depending upon the rotation schedule. Arrange for volunteers from chapters to help in these areas. Be in contact with your District Regents.
- Sit with your District Chapters during the Youth Awards presentations.
- Give your District report and line up the Chapter Regents in your District to give Chapter reports.
- Assist the State Chaplain during the Memorial service to remember members from your District.
- Assist with tallying votes when asked by the State Regent, if necessary.

FALL FORUM:

- Attend State Regent Dinner (complimentary) on Thursday evening at the venue.
- Assist with duties outlined below based on the rotation schedule.

**Hospitality & Table Decorations**

* Hostess for Ice Breaker/Social held on Thursday evening. Work with volunteers from district chapters to offer refreshments and very light snacks.
* Develop some sort of simple ice breaker activity, i.e. scavenger hunt, tell us 3 things about yourself, etc.
* Provide table decorations. With the exception of the State Regent Dinner and the ice breaker/social, all meetings, meals and workshops will take place in the same room so the head table and tables rounds only have to be decorated once.

**Speakers & Silent Auction Baskets**

* Assist Vice Regent with obtaining guest speakers on relevant topics for Friday lunch, Friday dinner and Saturday lunch.
* Each district chapter is requested to bring a basket for the State Regents’ Project silent auction. District chapters will only be asked to do this on a rotational basic once every 4 years so it is hoped that they will WOW us all with some phenomenal baskets.

**Workshops**

* District Director will serve as moderator for each workshop. Workshops will be set up as moderated panel discussions. For example, 5-member panels will be made up of either a committee chair, state officer or combination of both. Panel member subject matters will be related topics and will be selected by the State Vice Regent based on member requests.
Service Project

* Select a service project that all members in attendance may participate in as a group on Saturday morning of Fall Forum. Plan on an hour and 45 minutes for the project.
* Determine materials necessary to complete project and either provide them (with the assistance of district chapters) or have members bring them.
* Arrange for the delivery of completed items if required, i.e. cards for veterans, blankets for nursing homes, etc.

OTHER DUTIES:

State Officers will contact you if chapters in your district do not submit reports and credentials on time. You will contact the officers of the chapter and encourage their participation and punctuality.

District Director’s Responsibilities Schedule 2020-2024

2020 Fall Forum (October 22-24, 2020)
Hospitality & Table Decorations – NW District
Speakers & Silent Auction Baskets – SW District
Workshops – NE District
Service Project – SE District

2021 State Conference (April 22-24, 2021)
Hostess Duties – SE and SW Districts
Table Decorations – NE and NW Districts

2021 Fall Forum (October 21-23, 2021)
Hospitality & Table Decorations – SE District
Speakers & Silent Auction Baskets – NW District
Workshops – SW District
Service Project – NE District

2022 Fall Forum
Hospitality & Table Decorations – NE District
Speakers & Silent Auction Baskets – SE District
Workshops – NW District
Service Project – SW District

2022 State Conference
Hostess Duties – SE and SW Districts
Table Decorations – NE and NW Districts

2023 State Conference
Hostess Duties – SE and SW Districts
Table Decorations – NE and NW Districts

2023 Fall Forum
Hospitality & Table Decorations – SW District
Speakers & Silent Auction Baskets – NE District
Workshops – SE District
Service Project – NW District

2024 State Conference
Hostess Duties – NE and NW Districts
Table Decorations – SE and SW Districts

2024 Fall Forum
Hospitality & Table Decorations – NW District
Speakers & Silent Auction Baskets SW District
Workshops – NE District
Service Project – SE District

Serve others with all your Heart