





United Daughters of the Confederacy®

Virginia Division

District Chairman Handbook

FIRST EDITION, 2014

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TO: THE INCOMING DISTRICT CHAIRMAN

During my term as First District Chairman, I found some things to be helpful and thought I would pass them on – hope they will be of use to you.

1. Read your District Book – it can be your guide to everything. Read everything pertaining to the District Chairman position in your current Virginia Division Minutes, including the Calendar. Keep your book updated!
2. Most important. Keep in close contact with the Chapters in your District. Most Chapter Presidents now have email; you can also call or write them. I found a District Newsletter to be helpful in keeping everyone informed.
3. Have a notebook near your phone, take notes on any call you receive; the date, person you spoke with, and what you talked about. It will help you remember what you may need to do as follow up and may be helpful in the future.
4. Stay in touch with the Division Treasurer to make sure all financial responsibilities are being fulfilled in a timely manner; if not, contact the Chapter.
5. When you are working with Year End Reports, keep a log for each Report. List Chapters you received reports from, if they completed the Report (had anything to report), or if they did not submit a report. You may need to contact them to get more information. This makes it much easier for the Officer or Committee Chairman receiving the reports.
6. Visit Chapters whenever you are invited! This is the best part of the job. You may not like the travel but it is well worth it – it is so great to visit with Chapter members and get to know them and you may learn a lot.
7. Attend Division Conventions and as many District Conferences as you can manage. There is always something new to learn and you can see how other Districts do things and get new ideas.

Have fun and love the work – it may be a lot of work at times but the pay-back is wonderful!

Please contact me if I can ever be of help.

Best Wishes and Enjoy,

Suzie Snyder,  
Virginia Division President 2013 – 2015  
VA Division Vice President 2011 – 2013  
First District Chairman 2009 – 2011

## DISTRICT CHAIRMAN

You have been elected/appointed as District Chairman.

The first thing you need to do is write a letter to all of the Chapter President's in your District, and introduce yourself. You also need to enclose in this letter a list of the incoming Division Officers and District Chairmen. Their addresses and telephone numbers should also be sent. (You can now use e-mail if you like). Make sure all Chapters get your information.

You need to stay in touch with your chapters, at least on a monthly basis. They may need help, only you can guide them. You are their guide for the term you are their District Chairman.

Quarterly news "notes" (or more often) is helpful - Try to make sure the Chapter President passes on your correspondence to the Chapter members.

Keep them informed of events in your district and other districts in case they want to attend.

They must have your telephone numbers, where to reach you, and give those times that are the best for each number. Chapter presidents also need your email address.

Appoint a secretary for the upcoming Conference. She will take notes for you and you will know what actually happened, since you were busy conducting the meeting.

Get in touch with the President of the Chapter who will be your Hostess Chapter for the District Conference. Start making plans very early. This cannot be done in just a few days. It takes planning and cooperation, between you and the Hostess Chapter. Work together closely.

Attend as much as possible in your district and other events in Virginia Division. Attend every Executive Committee Meeting (Spring and at Convention) and Division Convention and General Convention if possible.

Visit your Chapters, but remember they **MUST INVITE YOU**; you cannot just drop in on them.

**MOST OF ALL – keep them up to date and informed!!!!**

Make sure all Year-end Reports are completed and handed in on the due date. Work with your Chapters to make sure every Chapter turns in a report - especially the Chapter Officer List, Chapter Report and List of Chapter Members.

## DISTRICT CONFERENCE

District Chairman pays for Conference Call and mails it out. You will be reimbursed per Virginia Division bylaws.

Hostess Chapter pays for printing program from copy furnished by you. They arrange place of meeting, obtaining a piano, necessary Flags (see list of their duties for other information).

Keep receipts for postage, copying and other expenses. Complete an expense sheet each quarter and mail with your receipts to the Division President. She will approve and forward to the Treasurer of the Division for reimbursement to you. Expense sheets can be obtained from the Treasurer.

### GENERAL INFORMATION WHICH MAY BE HELPFUL

You are the only representative of the Chapters in your District that may attend the Executive Committee meeting in the Spring and at the Division Convention in October. Only through your efforts may the Chapters be part of the Division. One of your responsibilities is to secure names of Service persons in your District who wish to receive Crosses of Military Service at the Virginia Division Convention each year. Only names approved by the Executive Committee in the Spring may be considered. A letter of recommendation and information must accompany the presented name. This can be included in your first letter to the Chapters.

Read the duties of the District Chairman in the Bylaws. There is very good information pertaining to the duties expected and required of you.

Try to attend at least one chapter meeting or function of each chapter in your District. Each chapter should invite you. If you do not receive an invitation to attend you CANNOT go.

Clear your next year's Conference date with the Division President.

When you are in your second term as District Chairman (elected annually at District Conference by the Chapters and eligible to serve for two consecutive years – if appointed you serve one year – are elected at the next District Conference – and serve out your second year – after election). In the second year you appoint a nominating committee to find a District Chairman to replace you. The new Chairman is elected and announced at your District Conference in the Spring. She will not begin to serve until after she is installed at Convention in October. You will continue in your capacity of District Chairman until October at the Convention.

You should have received a notebook from your Past District Chairman. There should be information from other district chairman who held the same office you now hold. Their information will be helpful to you.

Remember – you can always call on ladies who have been past District Chairmen. They will be happy to help you with any questions.

This is a fun job. Enjoy it. You will not want to give it up when it is time.

## CALENDAR FOR DISTRICT CHAIRMAN

(Prepared by Ruby Pugh when she was Fifth District Chairman and Updated as needed)

Elected at Spring Conference District Meeting – Will be installed as District Chairman at Convention in uneven years. Appointed District Chairmen must be elected at next District Conference.

**October:** After installation, you will receive the District Chairman file from the outgoing Chairman. Review all information in this file to become familiar with all facets of your position.

You should write a letter to all the Presidents in your District introducing yourself, thanking them for electing you and stating what you would like to accomplish during your term of office. If you wish to have a meeting of the presidents in your district this would be a good time to advise them as to the date and place.

**November-December:** You will receive your first Newsletter from the Division President during these months. You are responsible for mailing to each of your Presidents the correct name, address, telephone number, etc. of the new Division officers. (You may be able to combine this information with your first letter to your chapter presidents).

**January** – Start preparing for your District Conference. You will find “Suggestions and Information to be given to Hostess Chapter for District Conference” in the District Chairman Notebook. Make sure the Hostess Chapter(s) get a copy.

You should have the “Conference Call” mailed 60 days before your Conference date. You mail them to all Division Officers, Past Presidents of Division, Honorary President of Division, Committee Chairmen, District Chairmen and the Presidents of the Chapters in your District. The "Call" must be delivered before the Spring Division Executive Committee Meeting. The President of each chapter in your District should invite all the members of her chapter to attend this meeting. At the District Conferences, each member of your District Chapters in attendance has a vote.

Your responsibility for District Conference includes: Mailing out the “Call”. Working with the Hostess Chapter. You are in charge of this meeting. You may appoint someone to lead the Pledge; give the Invocation, the Grace, etc. You should ask three members of your District to serve on the Nominating Committee (they should serve on this both years); appoint a Secretary to take minutes of your District Conference as well as one to two timekeepers. You decide if you want a head table for the Division Officers. You set up the program the way you wish it to be printed but the Hostess Chapter is responsible for having it printed. The Welcome is always made by the President of the Hostess Chapter – The Response by the President of the Past Hostess Chapter).

**February:** You will still be working on your District Conference with the Hostess Chapter.

**March:** If your conference is to be held in March or April, now is a good time to start your Agenda for the meeting.

Executive Committee meeting is usually in March. You will be invited by the Division President. You are expected to attend as you represent the chapters in your District. You should be prepared to give a short report of your activities to date (i.e. Visits to chapters, letters you have written to chapters; any other work you have done as District Chairman). Give a copy of your report to the Recording Secretary for her records.

**April:** You may have your district conference this month. If so, all information under January will still apply. You should attend all six District Conferences, if possible.

**May:** Send thank you notes to President of Hostess Chapter for handling the District Conference. You may also write notes of thanks to others you wish to thank for helping you with your Conference.

Send money to Treasurer for the Minutes you have received. You are responsible for the cost of all minutes received by you as District Chairman. You should mail your personal check to the Division Treasurer for the proper amount. The books will be mailed to you as the new District Chairman and you distribute to the chapter presidents and collect the money from them. Any checks should be made payable to you since you are responsible for the payment to the Division treasurer. Do not give the Minutes to any Chapter President before you receive the money from them. If you have to mail any Minutes because a representative from the chapter is not at your District Conference contact them and tell them how much they owe for the minutes plus postage. Do not mail to them until you receive the payment. They pay the postage cost – not you.

**June and July:** This is breathing time for you. The District Conference is over and report forms have not yet started coming in. Take advantage – RELAX

**August:** You are a member of the Nominating Committee for the Division. You should be contacted by the Chairman of the Nominating Committee for suggestions.

All Report forms should have been received by you, tabulated and sent to the designated person. Keep copies of all reports you are responsible for.

The Minnie C. Eller Banner Report should be completed and mailed to the designated person.

**September:** Prepare your report to be given at Division Convention in October. Contact all Chapter Presidents and make sure they have the report topic from the Division Vice President and will be attending Convention and presenting the report.

Plan to start your Convention stay on Thursday night since you will be attending the Executive Meeting Prior to start of Convention.

**October:** Attend Convention. Give your Report. HAVE A GOOD TIME!!!

When you leave office you must turn over your District Chairman Information to the incoming District Chairman along with any helpful information and copies of your Conference Call and Program from at least one year.

DISTRICT CHAIRMAN  
PARTICIPANTS

INVOCATION: \_\_\_\_\_

PRESENTATION OF COLORS: \_\_\_\_\_

PLEDGE OF ALLEGIANCE: \_\_\_\_\_

SALUTE TO THE FLAG OF VA: \_\_\_\_\_

SALUTE TO THE CONFEDERATE FLAG: \_\_\_\_\_

WELCOME: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

INTRO OF OFFICERS: \_\_\_\_\_

ROLL CALL: \_\_\_\_\_

BLESSING: \_\_\_\_\_

CREDENTIALS REPORT: \_\_\_\_\_

INVITATION TO 20\_\_ CONFERENCE: \_\_\_\_\_

BENEDICTION: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TIME KEEPERS: \_\_\_\_\_

(IF NEEDED) TWO PEOPLE TO HAND OUT VOTING SLIPS AND  
COUNT VOTES \_\_\_\_\_

## Information to be given to Hostess Chapter for District Conference

Secure a building for Conference – preferably a public building or church, etc. – plan for \_\_\_ to be seated for Conference.

Secure caterers, etc. – plan for \_\_\_ to be seated for lunch:

Decide on menu

After choosing the menu – find out cost to Chapter

Decide on what you will charge for the lunch

Secure microphone to be used for the District Chairman and those officers giving reports.

Ditty bags are optional (has been recommended to use our Virginia Div Tote Bags)

If you decide to make ditty bags:

1. choose design
2. choose material, size, handle, etc.
3. appoint someone to chair the making and collecting of items to put in the bags (can be paper, plastic, fabric or any type of bags)

Favors are optional:

If you decide to make favors:

1. decide how many can be seated at each table
2. decide how many tables will be required to seat 70 for lunch
3. decide what the design, etc. for favors
4. appoint someone to chair the making of the favors

Flower arrangements: (optional)

How many arrangements will be required?

Appoint someone to be in charge of arrangements

Registration:

Appoint someone to receive registration (usually the treasurer of the Chapter)

The registration fee per person – see Standing Rules 2. Fee Schedule – District Conference registration fee (this is retained by the Chapter to offset expenses)

The person responsible for registration keeps a record of who registers (by Chapter), including office in the Chapter or Division. This information is passed on to the District Chairman.

Name Tags:

Decide on which type of name tag is to be used

Appoint someone to chair the making of the tags – will this be done ahead of time from registration information or will each member prepare her own?

Tables for sales:

A Table will need to be made available for the Vice President, Custodian and Third VP for Division sales (free) Chapters may request a table to sell items (decide on the price for whole or half tables)

Hostesses:

Will need at least three (3) people to be available at registration desk

Other persons may be needed to direct to restrooms, etc.

Appoint someone to work with registration person

Financing:

Decide whether you need to budget the cost

Responsibilities for Hostess Chapter of the Conference:

Appoint someone to make any signs needed

Will you have door prizes? If so, obtain.

Music, if any

Welcome (usually by President of Chapter)

Work with District Chairman on who and what announcements need to be made

District Chairman will prepare the Program and Chapter is responsible for printing.

Chapter is responsible for having a set of Chapter Flags available (must have

American flag, Virginia Division and First National. They need to be where everyone can see when doing the pledge and salutes.

Do NOT have Program/Speaker/Entertainment – Conferences are Workshops for Division Officers and Committee Chairmen to give information to Chapter Members.

Suggestion: Have a Question and Answer Period so chapter members can ask and obtain answers to any questions about the Division they may have.

Attached also is samples of District Conference Call (from First District) and District Conference Program (from Fifth District) these are just to give you ideas.

HOSTESS CHAPTER  
\_\_\_\_ DISTRICT CONFERENCE \_\_\_\_\_ 20 \_\_\_\_  
THINGS DO

PLACE – PRICING – CONTRACT: (Work with District Chairman) \_\_\_\_\_  
\_\_\_\_\_

PROGRAM: PRINTING OF PROGRAM COMPOSED BY DISTRICT CHAIRMAN  
\_\_\_\_\_

SET UP ROOM FOR CONFERENCE: \_\_\_\_\_

CREDENTIALS TABLE \_\_\_\_\_

TABLE FOR HANDING OUT MINUTES & RECEIVING PAYMENT \_\_\_\_\_  
(District Chairman or her Representative to man table)

NAME TAGS: \_\_\_\_\_

FOLDED NAME CARDS FOR OFFICER TABLE \_\_\_\_\_

GIFT ITEMS/BAGS: (optional) \_\_\_\_\_

CENTERPIECES/DOOR PRIZES/TABLE FAVORS (Optional) \_\_\_\_\_

SOMEONE TO OVERSEE COFFEE AND DONUTS: (Optional) \_\_\_\_\_

MUSIC: (Optional) \_\_\_\_\_ SONG LEADER: \_\_\_\_\_

SALES TABLES: (Must have comp tables for Vice President, 3rd Vice President and  
Custodian) \_\_\_\_\_

TABLE FOR DISTRIBUTION AND SIGN IN OF CHAPTER PACKETS \_\_\_\_\_

TABLE FOR TIME KEEPER(S) (with stop watch and bell) AND SECRETARY \_\_\_\_\_  
(5 minutes for Officers, 3 Minutes for Committee Chairmen and 2 minutes for Chapters)

PEOPLE TO CLEAR TABLES AND ROOM AFTER CONFERENCE: \_\_\_\_\_

