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**Appointees
and Their
Strategies**

Appointees and Their Strategies

Your leadership can only be as successful as the people you surround yourself with - and each member of your team must know how they will operate within the strategies planned for the organization's ultimate success. You are key to creating an atmosphere of trust and caring within the district leadership. Let them know you support them and expect them to work as a team! **Provide EACH a copy of the "Getting Started" section of this manual and request that they read it for a clear understanding of how important their responsibilities are to the team.**

Review the appointments you will need to make with the suggested skills each will need for their role. Set your strategy for the year, whether it is to promote growth in membership, Pilot spirit, service, and leadership development or all of it. Each team member should also receive the information listed to help the team develop plans and strategies needed to assist the clubs in reaching their goals.

District Awards Jury - Self-motivated & good communication skills.

Strategy: Awards from Anchor section of this manual, Outstanding Anchor Club of the Year Form and the Awards Jury Evaluation Form from the District Forms section; and information and forms regarding your District awards.

District Division Coordinators –

Membership Coordinator: Successful in promoting growth in leadership and membership development.

Strategy: Project Ideas on the PI website; the entire Membership section; Membership forms from the Club Forms section; the Membership Development Guide; idea material developed from your clubs' PEP forms & Project Surveys by the district leaders.

Projects Coordinator: Successfully leads highly visible programs and focus projects. Can think outside the box when needed.

Strategy: Project Ideas on the PI website and PIF section; idea materials developed from your clubs' PEP forms & Project surveys by the district leaders. The Club President and the District Governor and/or District Governor Elect should take the Project Ideas section on the PI website and combine it with future years to begin/expand a resource file on disk for the club/district leadership.

Fund Raising Coordinator: Successful in leading fund raising projects.

Strategy: Project Ideas from the PI website and idea material developed from your clubs' PEP forms & Project Surveys by the district leaders. The Club President and the District Governor or District Governor Elect should take the Project Ideas section on the PI website and combine it with future years to begin/expand a resource file on disk for the club/district leadership.

Leadership Coordinator: Successful in developing leaders on every level.

Strategy: Membership section from the Club Manual provides valuable information from delegating to dealing with Virus members. PI Section and New Officers and Divisions thoroughly explains policies, responsibilities and protocol.



Anchor Coordinator: *Successful with Anchor program, good communicator and enjoys young people.*

Strategy: Things to Do – The entire Anchor section, Anchor Club Handbook, Anchor Manual for Pilot Clubs, Anchor District Meeting Manual (if you have Anchor District-wide meetings). Also provide insight from the DAC. Identify clubs you feel need assistance and strong clubs that can be a resource/example for others.

District Membership Team – *Successful in membership growth of club and retaining members or successful in organizing a new club.*

Strategy: the Membership section; Membership forms from the Club Forms section; the Membership Development Guide. Also provide insight from the DAC. Identify clubs you feel the Membership Team should contact as soon as possible and those you feel the Membership Team should showcase or put on a panel at an upcoming district meeting. Since membership is a major focus for Pilot, put a lot of time and planning into these appointments and the material you give to them.

District PIF Representative – *Knowledgeable of the Foundation and supportive of the focus.*

Strategy: the PIF section of this manual; the PIF Resource manual; and material given during the PI convention.

District Chaplain - *Compassion and empathy for others.*

Strategy: “District Chaplain” from this section and the Information for District Chaplain Form from the District Forms section.

District Parliamentarian – *Knowledgeable of Parliamentary Procedure and Pilot Bylaws.*

Strategy: District Parliamentarian Guidelines from this section, Parliamentarian’s Instructions for Voting at District Convention, Pilot International Bylaws, Robert’s Rules of Order - Newly Revised, and the District Standing Rules.

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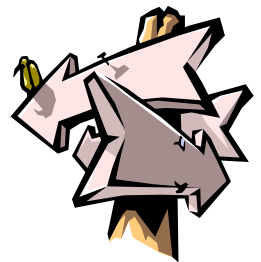
COPY and make available all the material listed above in this manual and provide other items listed to the team. Some items will be provided at PI convention or can be purchased from PI Headquarters. (Call 1-800-824-2872 or e-mail cynthia@pilothonq.org.)

Arrange a meeting between both incoming and outgoing District Teams.

This is an excellent time to celebrate successes, brainstorm ideas and strategies, discuss concerns and work together on action steps that will help your clubs meet the challenges that face all clubs today! **MOST IMPORTANT-** Think outside the box!

Remember it is up to YOU - as the leader - to create an atmosphere of trust and openness. Urge each member of your team to set viable goals for your District for this year and the next three years. Goals can always be adjusted and made to fit. Goals are your strategies for a successful year.

**Appointees
and Their
Strategies**



**IMPLEMENTING
DISTRICT
DIVISION
STRATEGIES**

IMPLEMENTING DISTRICT DIVISION STRATEGIES

What's Next?

Your District Division Coordinators can do much toward improving relations in your clubs, building membership, improving community relations and preventing "Club death".

To put your strategies into action your District Division Coordinators need to commit to "walking the talk" and to focus on working with the clubs in your District. **Each club should feel empowered to:**

- Gain and maintain membership
- Provide exciting, meaningful programs
- Give members leadership and self-improvement opportunities
- Offer "value" to their members, who, in turn, feel "valued"
- Feel creative when planning fund-raisers for their club
- Feel a sense of accomplishment toward improving the quality of life in their community
- Create opportunities for youth volunteerism through sponsoring Anchor Clubs in their local schools

Membership Division Coordinator works with clubs to assist and advise re:

- **Recruitment and training members** • **Organization of new clubs** • **Public relations, visibility in the community**

Fundraising Division Coordinator works with clubs to assist and advise re:

- **Activities to generate funds to finance club goals** • **Help clubs seek alliances and local partnerships** • **Support PI Foundation efforts to enhance club grant and Pilot mission opportunities**

Projects Division Coordinator works with clubs to assist and advise re:

- **Community service activities example: community improvements, safety programs, BrainMinder™ programs, patriotism,** • **Investigate community needs**

Leadership Development Coordinator works with clubs to assist and advise re:

- **Training programs for Officers** • **Leadership training programs for members**
- **Mentoring programs for potential District leaders**

Anchor Division Coordinator works with clubs to assist and advise re:

- **All Anchor activities** • **Promote Anchor Provisional memberships for graduating seniors** • **Educational and mentoring programs for Anchors**

DIVISION COORDINATORS should set a goal to know each club president in their district by name and to regularly correspond in their year.



DISTRICT OFFICERS' DIVISION RESPONSIBILITIES

All members of the District Administrative Council/District Executive Council should recommend Pilot members **with proven abilities** for leadership positions in district division activities. Work to identify outstanding club members for district.

DISTRICT OFFICERS' DIVISION RESPONSIBILITIES

GOVERNOR

1. Prepares and distributes a roster of Club Division Coordinators to District Division Coordinators and Governor Elect.
2. Follows up to ensure District Division Coordinators distribute periodic bulletins to clubs or furnishes information to be included in issues of the Governor's Bulletin.
3. Directs and supports the efforts of the District Team's district division activities.
4. Shares success stories/information through Governor's Bulletin.

GOVERNOR ELECT

Uses **this year to assess needs of clubs** and work with Coordinators to ensure the success of the district division activities.

1. Appoints District Coordinators for each division prior to December 1.
2. Sends roster of District Team to Pilot Headquarters (postmark deadline December 1) and sends a copy to each member of the district team. Set the standard for communication within the district team.
3. Send date and location of the next year's Fall Council and District Convention to PI Headquarters no later than December 1.
4. **Makes copies of all relevant materials from the District Manual and gives to appointees. See the "Appointees and their Tools" for specific information.**
5. Attends planning meetings of the District Coordinators.
 - a. Works with Coordinators to assess needs of clubs.
 - b. Helps determine action steps for District Division Activities.
 - c. **Identifies clubs with success stories.**
 - d. Determines format to showcase club's success stories. (Use large and small clubs.)
6. Makes copies of the approved plans and sends to Pilot Headquarters, the Governor, and the ECR.
7. Directs division activities at the District Convention.



**DISTRICT
DIVISION
COORDINATORS**



DISTRICT DIVISION COORDINATORS

The District Coordinators are directly responsible to the Governor (Governor Elect prior to July 1) for the division’s activities. The incoming Division Coordinators are responsible for motivating clubs to be the best they can be! The **keys to success** are thoughtful planning, input from members, good preparation, working as a team, following up and reflecting. During each step, **needs of the clubs should be foremost in your mind.**

From Time of Appointment to July 1:

- First, determine the needs of the clubs in relation to each division area. Remember that clubs want new ideas – so look for and determine resource clubs as well as needs in the district. *[Planning and Preparation Keys]*
- At meetings, brainstorm as a TEAM - combine the ideas, talents, experiences and energy of the team. Don’t be afraid to try NEW things. *[Teamwork Key]*
- Outline plans to **showcase** clubs that are successful in areas where many clubs need assistance. Remember when showcasing successful clubs to use **CREATIVE FORMATS**, give them as much time as possible to prepare and involve the club members. *[Planning and Teamwork Keys]*
- Send division activity plans to Governor Elect for review 3 weeks prior to district convention. *[Planning and Preparation Keys]*
- Attend the meeting of division appointees at District Convention and other meetings as requested by the Governor Elect. *[Teamwork Key]*
- Coordinate the division activities at District Convention. Use evaluation forms to determine if attendees like format - content - and feel time is adequate for sharing ideas. *[Follow up and Reflecting Keys]*
- Prepare a Division Bulletin of District Convention Activities and send to clubs in May. Ask clubs to add your name to the club newsletter mailing list, offer assistance, and encourage them to share success stories. *[Follow up Key]*



July 1 - June 30

- Attend PI Conference. In August, send information and new ideas to clubs from PI Conference in the Governor's Bulletin.
- Continue to provide assistance to clubs through the Governor's Bulletins and showcase success stories. *[Teamwork Key]*
- Coordinate Fall division workshops of district team as requested by the Governor. Use evaluation form to determine if attendees like format - content - and feel time is adequate for sharing of ideas. **Send resume of workshop and results of attendee evaluation to Pilot Headquarters and Governor.** *[Teamwork and Reflecting Keys]*
- Attend meeting with incoming coordinators to ensure a smooth transition. Share experiences and ideas freely and encourage them to use you as a resource if needed. *[Teamwork and Reflecting Keys]*

**DISTRICT
DIVISION
COORDINATORS**



**DISTRICT
MEMBERSHIP
DEVELOPMENT
TEAM**

DISTRICT MEMBERSHIP TEAM

The purpose of the District Membership Team is to assist Pilot Clubs:

- = Increase the membership in existing clubs.
- = Retain current members and reclaim former club members.
- = Organize new clubs.

The District Membership Team is supervised by the District Governor and is comprised of:

- = District Membership Coordinator - Director of the Team
- = Dedicated and enthusiastic members who are interested in the future of Pilot - may be reappointed if successful and interested in serving another term.

Understanding Club Needs

The Membership Development Team should work closely with the District Administrative Council (DAC). Together they can determine the needs of the clubs and how to meet those needs with the resources of the district. Through these discussions the team should identify which clubs have leaders and members that are **proactive**. The Membership Team should work with the entire District team to showcase proactive clubs and develop mentoring programs within the district as soon as possible. Make membership a priority! Talk with your clubs and help them set and meet their goals.

Unavailable Pilot Clubs also known as Clubs “at risk”: These clubs **avoid and ignore problems**, this often leads to membership crisis and leaves members feeling overwhelmed. Members and club officers may feel isolated, and **communication is minimal**. Club members who fall into this category frequently focus on the negative side of things. A member of the District Membership Team may need to find a former or sitting District Officer to whom this club would be receptive. These clubs may need to make difficult choices. They may need **assistance in understanding all their options** for the future; they need **new ideas** and help in implementing them.

*Consider assigning a “proactive” or “available” Pilot Club as a mentor to an “at risk” club. The Membership Team may recommend to the Governor that an “at risk” club be placed in a State of Reorganization.

How to Divide Responsibilities

After the team member determines how it will address the needs of the clubs, it is time to divide the responsibility. Here are some ideas:

- Each Membership Team member can be assigned to a certain geographic area.
- The Membership Team can divide into two groups with one group working to organize new clubs and the other group working with existing clubs to increase and strengthen membership.
- The Membership Team responsibilities can be assigned according to the talents of team members - for instance:







DISTRICT CHAPLAIN

DISTRICT CHAPLAIN

A District Chaplain is a member of the District Team and is appointed by the Governor Elect when division appointments are made.

The District Chaplain submits a message to be included in the Governor's Bulletin. *Pilot International is a nonsectarian organization and all messages should be written with this principle in mind.* *

The message should:

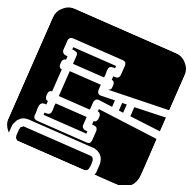
-  Be *motivating* and *uplifting*.
-  Express gratitude and encouragement to clubs and membership.
-  Address a concern of the DAC for the district and the clubs.
Such as: unity, better communication, the need for a positive attitude, hope, love and the willingness to serve. A message of *Friendship and Service* is appreciated by all Pilots.
-  Be placed near the "Get Well" and "Sympathy To" information.

The District Chaplain may plan, or assist in planning, the memorial/inspirational service at District Convention (if one is held). All costs of this service should be a line item under District Convention in the District Budget. The District Chaplain may give the Invocation and/or the Benediction at the service. Special recognition should be given to a Past International President who is being memorialized; for example, include the date of death, year of presidency, club, city/state/province/prefecture of residency.

A sample form for clubs to use to notify the district chaplain of a death may be found in the Forms Section of this manual.



**District
Parliamentarian
Guidelines**



DISTRICT PARLIAMENTARIAN GUIDELINES

The District Parliamentarian is a member of the District Team and is appointed by the Governor Elect when division appointments are made. The District Governor and other district officers may call upon the District Parliamentarian when matters of parliamentary procedure and protocol are being considered.

The District Parliamentarian cannot be a member of the District Administrative Council and should take no part in the deliberations and decisions of that body. The Governor may appoint a District Administrative Council member to serve as parliamentarian during any meetings of the district officers.

The District Parliamentarian should...

- be a member of a Pilot Club within the district and knowledgeable about parliamentary law;
- have a current copy of the *Pilot International Bylaws; Pilot International Policies, Robert’s Rules of Order, Newly Revised; and the District Standing Rules.*
- serve as directed by the District Governor at the district convention, and any district meeting where business is to be conducted (such as Fall Council). Assist the Governor as discreetly as possible.
- review with the Governor and the Executive Committee Representative the Governor’s personal district convention agenda prior to the convention’s opening (this usually means arriving at the convention site on Friday).
- fulfill any other assignments given by the Governor for the district convention, and/or at the district meetings.
- see “Parliamentarian’s Instructions for Voting at District Convention” in the District Convention Manual for additional information.

**Pilot International policy prohibits
a nominee for district office
from serving as
District Parliamentarian.
The appointee also cannot serve
as a club delegate.**



DISTRICT AWARDS JURY

The purpose of the Awards Program is to recognize outstanding Pilot and Anchor Clubs. As a member of the District Awards Jury, you need to be enthusiastic and promote the Awards Program. Your committee is made up of a cross-section of Pilots. Use the information and forms from this manual.

DISTRICT AWARDS JURY

The District Awards Jury should:

- = Use the current forms and judging criteria to judge entries. Call PI Headquarters with any questions regarding criteria.
- = Promote awards program in the Governor's Bulletin.
- = Showcase award winning club entries at district or regional meetings.
- = Ensure a greater understanding of district and international awards competitions by the members of the district.
- = Assist in providing the opportunity for an Anchor in the district (incoming President of the Outstanding Anchor Club of the Year) to attend the PI/PIF Convention and represent Anchor Clubs in the District.

District Awards Jury judges:

Outstanding Anchor Club of the Year entries;
Pilot district awards



District Awards Jury Schedule:

July

Jury receives relevant pages from the District Manual from the District Governor.

Fall Council

Assist in promoting and training Pilot and Anchor Clubs in preparing entries; display past winners; provide time for an exchange of ideas and information regarding district and international awards entries; etc.

District Deadline

Deadline set by the Governor for Anchor Clubs to send Outstanding Anchor Club of the Year nominationa to District Awards Jury Chair.
Ensure that Anchor Clubs know where and when this is needed - include this information in Governor's Bulletins; and also have the District Anchor Coordinator send this information to all Anchor Clubs.

International Anchor Deadline - April 15

Postmark deadline for Awards Jury Chair to send District Outstanding Anchor Club of the Year winners to PI Headquarters for international competition. All COED Anchor Clubs send entries directly to PI Headquarters.

District Convention

Jury assists Governor in setting up the awards ceremony for club recognition.