

## **ZONE DIRECTOR**

Zone Directors – as issued by the District Vice President - shall:

1. Perform duties assigned by the Vice President, as approved by the President.
2. Visit, either in person or by virtual, and assist, at least once each year, July 1 to June 30, all lodges within his/her Zone.
  - The visit may be a routine Lodge service call or it may be the result of an invitation by the Lodge.
    - A. One visit, which may also be a teleconference call, may include working with the Leadership Team of that lodge taking the ‘Healthy Lodge Checklist’ and setting goals. The following visit will be with the lodge membership.
  - Reimbursement of allowable expenses shall be for only one two official Lodge visits per year unless approved by the President.
3. Provide a written visitation report, with his/her expense voucher for the Lodge visit, to the Vice President with copies to the Treasurer and the other Executive Committee Members.
4. Communications/Publicity
  - Write a periodic newsletter to lodges in the zone to be sent by email, as events and announcements occur.
  - Give ideas for programs, share what others lodge have done/are doing
  - Give reminders for deadlines: insurance, LAF, D-17, etc,
  - Call lodges to remind them of a deadline, check up on a concern, just to be friendly,
  - If lodge is not able to do membership communication, then it is the Zone Director who must make contact with letter, poster, phone call and emails.
5. Hold at least one, preferably two, Member/Officer Training Workshop sessions in his/her zone to accommodate the geography and schedules of the local lodge representatives.
  - Zone Directors are responsible for the Workshop organization but may request assistance if desired.
    - A. Invite a lodge to be host for workshop
      - a. Set \$\$ amount Lodge may have a registration fee with maximum \$10 - \$12 for each participant
      - b. Find venue (separate room in a café, a church, community center . . . )
      - c. Have lodge members prepare lunch, snacks, coffee etc OR cater
      - d. Any dollars left over go to host lodge
      - e. Allow time for sharing between different lodge participants.

- B. Schedule/set-up a virtual workshop.
- a. Set-up virtual meeting using Zoom or another web-based meeting service.
  - b. Arrange publicity for workshops and invitations to all lodges in zone through the appropriate lodge officer and email to members
  - c. Set up pre-registration. This can be through the meeting invite response and/or email responses to the Zone Director
  - d. When a lodge does not have representation call that lodge president with a request for one or more to attend
  - e. Make the workshop for all members of a lodge --- we have found that those who attend make better officers and those members make better members because they understand the program and can support the officers.

6. At each lodge visitation and the Member/Officer Training Workshop some or all of the following subjects should be discussed if appropriate:

- Greetings from the 1st District President and the Board of Directors
- Goals: International/District/Lodge
- International initiatives
- District 1 initiatives
- Annual membership activities, MAP, Marketing Dept.
- Periodically check with the local Lodges what action they took to contact/invite the new member sign-ups to their Lodge received online or by the Home Office.
- Cultural skills programs/presenters/resources
- Sports medal program
- Tubfrim
- Fraternal benefits
- International/District calendar of events
- Other topics as appropriate
- Sharing lodge events in District
- Complimenting lodge on a successful activity or plan

7. Serve on the Convention Credentials Committee.

8. The President may request a Zone Director to represent the District at a function outside of his/her Zone. In such an event, allowable expenses will be paid by the District.

9. Be in charge of "Lodge Achievement Form" (LAF) rating forms within their Zone and shall forward the completed forms to the District President as outlined by the rules of the rating form. Retain a copy of the "Lodge Achievement Form" reports.

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10. Chair their Zone caucus at the District Convention.

11. May request the Alternate Zone Director to assist in performing their duties when circumstances warrant, with prior approval of the District President.

12. Receive from the Vice President, monthly, the Lodge 1-999 and 1-000 Monthly Activity Reports appropriate to the zone.

- The Zone Director shall send to their local Lodges the names, and other necessary information, for the local Lodge to contact that member.
- If there is more than one lodge located 50 miles, or less, from the member, all Lodges shall receive notice of that member.
- Shall have the local Lodge/s reply back to the Zone Director what action they have taken to contact/invite the new member to their Lodge.

14. Time commitment

- Check email daily and reply
- Spring and Fall District Board meetings
  - 1 1/2 days full Board
- District Convention (biennial)
  - 1 1/2 days Executive Committee, plus
  - 2 1/2 days Convention
- International Convention (biennial - if attending)
  - 2 1/2 days; not counting travel
- Administrative as needed
- Travel to Lodges as required

15. General

- Be aware of lodges in trouble and increase communication with and offer assistance to them
- Keep communications with the Board and Lodge presidents
- Keep informed about SON Headquarters and International events, initiatives, etc
  - Financial
  - Fraternal
  - Foundation
- Become familiar with the District One *Policies and Procedures Manual*
- Be aware of new lodge start opportunities
- Develop and maintain good relationship with the Insurance Advisor

16. Qualifications

- Be a benefit member (life insurance or annuity)

- Be able to travel throughout the Zone
- See attached Candidate Application

17. Do whatever may be required to do the job.