

DISTRICT DIRECTOR:

The District Director-Elect shall be elected by the eligible voters (professional members) of each District and shall serve for a term of (1) year, taking office of District Director at the Annual Conference. The Director-Elect then automatically assumes the duties of Director for a term of (1) year. These terms will correspond to the Association year: By-laws, Article X: Section 2.

DUTIES AND RESPONSIBILITIES:

OFFICERS

The District Director shall:

- The duties and responsibilities of the Director shall include providing communication between the Executive Board and the District membership; conducting District business meetings and managing District activities; and acting as the focal point for the District. The responsibilities of the Director shall NOT include directing the business of the Interest Sections or of the Association Standing Committees
- Serve as a direct line of two way communication between the district members and the TRPA Board of Directors
- Report to the Executive Board on District affairs
- Report to the district membership on the activities of the Executive Board and various Association Committees
- Coordinate with the Interest Section chairpersons the professional development at the District Workshops
- Attend all Board meetings
- Submit news articles to the Association magazine
- Submit goals and objectives for the year at the President's Assembly
- Attend the President's Assembly
- Submit an annual report to the President
- Review the Board Manual
- Submit an evaluation of the Workshop, including expenses and revenues to the Vice President
- The District Director will train the District Director Elect to perform the duties of District Director
- The District Director-Elect shall act as the Secretary/Treasurer of the District, and shall become familiar with the workings of the District
- The District Director-Elect shall assume the duties of the Director if the Director should leave office before completing full term

ELECTIONS

- Please see bylaws
- The District Chairperson of Nominations and Elections shall be responsible for establishing the ballot and conducting the election in accordance with the Board approved Nominations and Election plan.
- Voters must be TRPA professional members verified by the official membership list for that District
- The candidate receiving the most votes of those present at the election shall become District Director-Elect

COMMITTEE STRUCTURE

Each district shall make an effort to use the following standardized committee structure:

- The TRPA Board has a committee chairperson for each of the areas of responsibility. Each of these committee chairpersons shall contact the District Director and with the Director jointly select the District representative for their committee
 - Professional Development

- Membership
- Publications
- Nominations and Elections
- Legislation
- The District Director will select these committee representatives:
 - Training and Workshops
 - Special Events/Fund Raising
- The chairperson of each Interest Section shall contact the District Director and with the District Director jointly select the district representative for their Interest Section
- If initial contact is not made by the Standing Committee chairperson or Interest Section chairperson, the District Director shall make the necessary contact to fulfill the District Committee structure

MEETINGS

- Each District shall conduct at least 2 District business meetings during the Association year, one at the “Annual Conference” and one at the “District Workshop.” The dates for the District Workshops must be coordinated with the association calendar housed in the TRPA office.
- Each District shall make an effort to use the following standardized format for their District Workshop:
 - ✓ Hold **Business meetings** and elections for District Director-Elect
 - ✓ 1 day event with option of increasing to 2 days
 - ✓ Structure financially so as to cover own expenses, generate revenue for the Association, but not to the extent of excluding participation by the membership
 - ✓ One day workshop fees must cover the cost of the workshop including CEUs and be a minimum of \$30 for members and \$39 for non-members. If CEUs are offered, a \$5 fee must be included in expenses. Additional revenues collected over and above CEU and other expenses to be deposited in the Association general fund
 - ✓ The District Director shall call additional meetings as necessary. Solicit departments in the District to host the district seminar so as to rotate the meeting each year to familiarize the membership with other departments

SUGGESTED WORKSHOP FORMAT

It is strongly recommend Section and Branch representatives to the Districts be involved in creating sessions for the district workshops and that a minimum of 2 different tracks be offered during each session to involve more the of District membership in this event

Time	Room 1	Room 2	Room 3
8:30-9am	Registration		
9:00am	Welcome/Introductions		
9:30-10:40am	Session 1A	Session 1B	Session 1C
10:40-10:50am	Break		
10:50-Noon	Session 2A	Session 2B	Session 2C
Noon – 1:30pm	Lunch/Business Meeting		
1:30-2:40pm	Session 3A	Session 3B	Session 3C
2:40-2:50pm	Break		
2:50-4pm	Session 4A	Session 4B	Session 4C

Options for Tracks:

- Aquatics
- Arts and Humanities
- Athletics
- Maintenance
- Resource Management
- Therapeutics
- Ethnic Minority
- Municipal County
- Retirees

**Workshops should generate revenue for the district.