



**AHEPA
DISTRICT
GOVERNOR'S
MANUAL**

The District Governor

The responsibilities of the District Governor are numerous indeed. The more knowledgeable and efficient the AHEPA District Governor is, the more likely a District is to be outstanding and prosperous.

Each District Governor is responsible for reading and familiarizing himself with:

- The AHEPA Constitution & Bylaws
- The Manual of Instruction
- Both District & National Convention Minutes
- All required forms on a District Level
- AHEPA Family Protocol
- Pertinent AHEPA Rituals

The following points are pertinent to the execution of the District Governor's office:

1) District Lodge Meetings:

The District Governor should hold District Lodge meetings at least three times during their terms to go over business and discuss the conditions of the Chapters within their district. A quorum should be constituted by the majority of the members, no voting may be done by proxy.

The first meeting of the District Lodge should be held at the District Convention or within two weeks following the District Convention. Things to discuss in this first meeting include visitation schedules, district meetings and workshops, the entire district program for the year, and the assignment of liaison officers to chapters.

2) Liaison Officers:

The assignment of liaison officers makes the Governor's job somewhat easier. It is also good training for officers who will someday become District Governor. Each lodge officer is assigned one or two chapters to which they will act as a liaison (link) to. The function of the liaison officer is to see that Chapter's carry out activities and events, etc., in the proper manner and to assist them in any way. The liaison officer would also make visitations to the Chapter's regular meetings periodically and report findings to the Governor at District Lodge meetings. Close contact through official visits and correspondence may be maintained through the use of liaison officers.

3) Correspondence:

One of the most important aspects of the Governor's duties is **COMMUNICATION**. Bulletins, letters and District Newsletters are ideal to keep your chapters and the Supreme Lodge informed of the activities within your district.

Bi-Monthly Bulletins!

As District Governor, one of the most effective ways of communicating with the members of your district is through bi-monthly bulletins or e-bulletins. These should be sent to Chapter Presidents, Chapter Secretaries, AHEPA District Lodge Members, District Governors of the Daughters of Penelope, Sons of Pericles and Maids of Athena in your district, your AHEPA liaison officer.



Please keep in mind that while bulletins sent out over e-mail are convenient, many members do not actively use e-mail. For this reason, it's important to have a hard copy (even if it's just a print out of the e-mail) sent to each Chapter in your District. The last thing you want is for people to say that they were not informed of your programs because they couldn't open an e-mail!

District Program

A good district program reflects the aims and ideals of the Order of AHEPA. It should be consistent with the national program and the particular needs of the chapter in the district. Additional activities and projects should be added to furnish your district with the most complete and active program possible. It is important to remember to not become a burden though. Make sure you aren't overwhelming your chapters with district activities.

Charitable Giving

This is usually the first area of activity for the district. The district holds various money raising activities: raffles, dances, car washes, cake sales, etc. The district, in addition to having their own project, will also be responsible for supporting the AHPEA National Projects if they can.

Education

The educated member brings progress to the Order and motivates others. For this reason, education should be the most concentrated part of a District Program. The best way to do this on a District Level is through workshops, conferences, seminars and District Meetings.

District Meeting is a gathering of all members of the District Lodge for the purpose of discussing and executing the business of the District and/or the National. If feasible, these meetings should be held every frequently. The Governor appoints a chapter to act as a host and letters are sent to all chapters informing them of this meeting. The Governor presides at such a meeting. The Order of business is as follows:

1. Roll Call of Officers and Chapters
2. National Program
3. District Program
4. Chapter Reports
5. Committee Reports of the District
6. Any other Business
7. Special Announcements
8. Good of the Order
9. Closing Prayer

A good practice is to have the District Marshall read one aspect of Greek Mythology and the Lt. Governor read sections of our Constitution, Manual and Ritual. A question and answer period session may follow.

If possible, a set schedule of these District Meetings should be decided at the first District lodge meeting and circulated to the Chapters. If feasible, joint meetings with the Sons of Pericles should be scheduled.

DISTRICT WORKSHOP

A District Workshop or Seminar is also designed to EDUCATE. The following suggested format can easily be varied to suit purpose, particular size, etc. But the most important consideration is ORGANIZATION and SOPHISTICATION

The Workshop Consists of This Basic Outline:

I. OPENING: Welcome everyone, introduce dignitaries and outline the workshop. Supply name tags to. Since all who know one another sit together in the room, just as everyone enters, the best thing to do is to say "COUNT-OFF!" Do not explain, this will make people respond without thinking and force interaction.

II. RITUAL PERFORMANCE: This may or may not take 30 minutes, depending on questions. It should be done either by a degree team composed of the District Lodge or by members of every chapter or one chapter. The explanation is to be given by the lodge officer simultaneously with the performance. The Initiation Ceremony, Installation Ceremony, or Outgoing Ceremony may or may not be done but an entire regular chapter meeting should be done.

III. REFRESHMENTS: This break can either take place during the Rotating Groups or after, it does not matter.

IV. ROTATING GROUPS: The content of what is taught in these groups is most important. Each District Lodge Officer should be in charge of a group (DLO should be stressing the key point being made during the workshop). Keep in mind you have a limited amount of time to work in. Lodge members MUST be prepared, enthused and equipped. It is a good idea to pass out printed literature at this time and to use all sorts of visual aids. Because this format is flexible-almost anything can be done, but remember, BE CREATIVE. Also, the entire workshop could be devoted to only one topic, such as Conventions, etc. It's very important that groups kept to a maximum of ten and that rotation takes place on schedule.

V. GUEST SPEAKERS: Preferably not just any past officer. Perhaps a high-ranking officer from either our organization or community leader, who can explain about procedure, purposes, etc.

VI. REMARKS, ANNOUNCEMENTS & EVALUATION: Have a chat session about the workshop (answer any unanswered questions), make any other announcements; pass around an evaluation sheet for each person to fill out. Thank everyone for coming!

SCHOLARSHIP

Each district should try to sponsor an Annual Scholarship for students in their District. If you are not interested in sponsoring your own, find out details about the scholarships offered by the other branches of the AHEPA family.

CIVIC

Just as chapters should be encouraged to be of service to their community, so should the district.

GROWTH AND EXPANSION/ RUSH

The main life-block of our organization is the member. Without the individual, we would not exist. We should continually look for new members while keeping the old members active and interested. The District Lodge should encourage Chapters to hold membership drives annually.

Encourage members to follow the guidelines for a successful membership Program. Once a year or even twice, a District Mass Initiation should be held. A Mid-year Conference or District Meeting would be an ideal time to have this initiation. A Mass Initiation really brings together the members of the District. Done properly, it instills pride in the older members and impresses the new member with an powerful sense of Brotherhood.

ATHLETICS

Developing one's physical capacities is part of developing a total individual. The District should plan an athletic program that will encourage this development and will also stimulate healthy competition between chapters. Such activities may include volleyball, basketball, baseball, softball, football and bowling.

SOCIAL

A variety of social events are held on the District level to create unity and a sense of Sisterhood throughout the District. A successful District social function can lend enthusiasm to faltering Chapter membership and inspire members to even greater heights.

FAMILY

Harmonious relations between all Orders of the AHEPA Family should be encouraged at all times. Joint family lodge meetings should take place regularly to insure mutual understanding. Additional Lodge meetings with the Daughters, Sons and Maids are recommended. If this is not practiced in your district, begin with a tradition- request that these meetings be instituted. Family projects, joint projects, and Family Installations are also advisable and always should be encouraged and promoted by the District for Chapters to pursue.

GETTING READY FOR YOUR VISITATION

In making preparations for your business visit to the chapter, you must notify the Chapter President and Secretary at least a two weeks in advance. Inform the Chapter President or Secretary that you will attend the Regular meeting and specifically request a "special" meeting be scheduled PRIOR to or AFTER the Chapter meeting with the four top officers.

THE VISITATION

The purpose of a visitation is to EDUCATE the membership, MOTIVATE and DIRECT the membership. Overall, you OBSERVATIONS provide valuable information of where the AHEPA is at and where it is going.

EDUCATE:

You should be a powerhouse of knowledge. How to achieve this?

KNOW:

- | | |
|----------------------------|-----------------------------|
| *Constitution | *Ritual |
| *Instruction Manuals | *Membership Qualifications |
| *Reinstatement/Transfers | *Formation of a New Chapter |
| *Protocol | *AHEPA Philosophy |
| *Past and Current Programs | *National Projects |
| *Regional Events | *Activity, program ideas |

MOTIVATE:

You are the #1 PUBLIC RELATIONS PERSON for the Order of AHEPA in your district. In a sense, you represent the AHEPA and must instill enthusiasm, respect, and loyalty for the Order by your every action.

DIRECT:

By knowing what the AHEPA is and motivating District Lodges and Chapters to follow through on the Goals and Aims that are a part of the AHEPA and stressed by the Supreme and District Lodges. The same goes with our particular projects.

OBSERVE:

Seek out information. Notice what is and isn't going on or being done. Correct mistakes, gently. If in doubt, ask the Supreme Lodge liaison and follow up. Most important, form your own ideas concurrent to the discussion. FOLLOW UP ON THE LITTLE THINGS SUCH AS OBLIGATIONS, DUES, etc. How are the chapters and the district doing? Strong? Weak? What can we do to help? Where can we start chapters?

PREPARE beforehand. Make a list of things you want to be sure to cover and stress them in discussions. Make sure to speak individually with the officers, members, AHEPA Family, etc. on a personal level. Get to know the men you are working with. Always follow through with letters and thank you notes.

TALK, TALK, TALK but most important **LISTEN, LISTEN, LISTEN!!!**

THE CHAPTER VISITATIONS

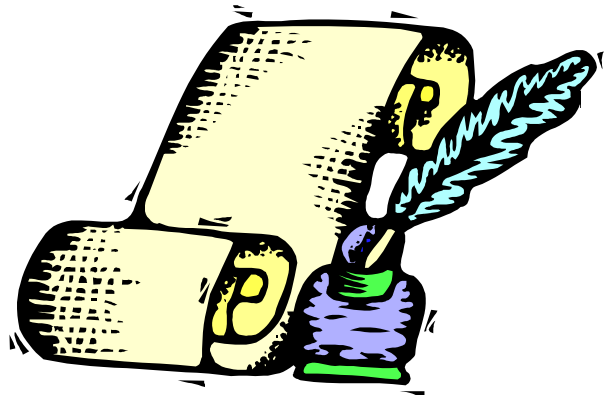
The District Governor and his Lodge should visit each chapter in the District at least twice a year. The purpose of the visitation is to inspect the Chapter's records, meet with chapter officers, and offer constructive guidance and assistance. In general, to check the chapter's over all programs.

The "FACT SHEET" which follows should be taken on all visitations. If only a District lodge Officer makes a visitation, his capacity as an observer for the District Lodge requires that he make an official report to the District Governor. The "FACT SHEET" will aid in this report, and the District Governor will make use of these reports when evaluating the District in the District Governor's Official report to the Supreme Lodge.

Visitation Fact Sheet!

1. Does the Secretary maintain a complete correspondence file? Are all communications to and from the Supreme headquarters, District Lodge and Supreme Lodge kept on file?
2. Are all letters and circulars from headquarters and from the District Lodges read promptly at chapter meetings?
3. What is the status of the collection of Chapter dues?
4. Have all the National Membership Dues been sent to Headquarters? Does the Chapter understand how to properly complete the remittance form?
5. Are the Chapter minutes kept in a permanent, bound book, and are they up to date?
6. Does the Chapter maintain a permanent attendance book?
7. Have all standing committees been appointed? Are they listed in the records? Are they functioning properly?
8. How is the attendance of the Chapter officers?
9. What was the date of the last initiation? How many members were initiated?
10. Does the Growth & Expansion committee carry out its duties?
11. Are the records of the Chapter Treasurer kept properly?
12. What is the Chapter Program for the year?
13. Has the Chapter supported the National and District programs and projects?
14. Have combined meetings with the Daughters, Sons or Maids been held recently? Are there any planned for the future?
15. What is the status of AHEPA Family relations in the Chapter?
16. Does the Chapter properly indoctrinate new members: offer them participation immediately in Chapter activities, keep new members interested in the Order, explain everything about the Order, etc.?
17. Are membership records up to date?
18. Does the Chapter have an adequate supply of jewels and ritual paraphernalia?
19. How is the President running the meeting?
20. How do members react to the President and Chapter Officers during the meeting?
21. Is the Chapter Meeting productive?
22. How much guidance is offered by advisors, past presidents, or past officers?
23. What are the Chapter's major complaints so far as National and District Procedures go?
24. Personal feelings aside, what is your overall opinion of the Chapter and its progression?

This is far from a complete list. It may be used as a guide or expanded to suit your requirements. Always use a list of this type in Official Visitations so as not to forget something.





GENERAL REMINDERS & TO-DO LIST FOR THE DISTRICT GOVERNOR

PROJECT YOUR ATTITUDE TO OTHERS

- Create enthusiasm at all times
- Be willing to assist Chapters and make others aware of your willingness
- Reflect your concepts and ideas – be an example.
- Use good taste at all times.
- Work for harmony; be diplomatic and unbiased.
- Seek to create active interest among all brothers.
- Keep in close contact with your Supreme Lodge liaison officer.
- Report the condition of your District on a timely basis.

DISTRIBUTING INFORMATION

- Make sure Chapters are aware of everything you are doing.
- Mention all activities and functions of your District.
- Make sure all District forms are filled out and submitted to National Headquarters on time.

YOU – THE DISTRICT GOVERNOR

- Keep your interest high at all times
- When in doubt, call or write your Supreme Lodge liaison officer.
- Give suggestions – speculate the potential of your chapters and give them a gentle shove higher.
- Be honest with yourself and your lodge.
- Delegate responsibilities to your lodge members, so you aren't overwhelming yourself.
- Develop and train leaders!
- Be active and create friendships.
- Educate, Motivate, and Direct for the Good of the Order.

GENERAL REMINDERS & TO-DO LIST FOR THE DISTRICT LODGE OFFICERS



- Know your Constitutions, Ritual, and Manuals of Instruction
- Be familiar with rules of Parliamentary Procedure.
- Know the By-Laws of your District.
- Be objective towards the District and impartial at all times; you are still a Chapter member, but your first duty is for the good of the District.
- Memorize the installation, initiation, and outgoing ceremonies.
- Be responsible for the proper enforcement of all rules and regulations of the Order of AHEPA.
- Help increase membership and encourage activities for the social and educational development of the chapters in your district.
- Know the responsibilities of your office and strive always to execute your duties efficiently.
- Keep in close contact with your District Governor.

