

Guidelines for District 23 Club Officer Training

Document Control

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1. Background

In 2020, the District Board decided to run Club Officer Training Days via Zoom to include the whole district. The aim of the training is to train and mentor new club officers taking on leadership roles.

2. District Board responsibility

The Governor, together with the District Membership Chair, will ensure that a district-wide Zoom conference is held annually (preferably in May to coincide with club board handover) to provide training to all incoming, current, and aspiring club leaders.

3. Organisation

Sessions will include:

- President
- Treasurer
- Secretary
- Any other session deemed necessary

The District Board will source suitably trained Zontians to present these sessions. Each session should not run longer than one hour, unless deemed necessary. Each session to be run at a different time to allow members to attend one or more sessions.

Invitations will be sent to clubs and presidents with a minimum of four weeks' notice.

The district secretary will set up the Zoom meetings at the times requested.