



Regions/Directors

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INTERNATIONAL DIRECTOR THUMBNAIL SKETCH

Represent the clubs of the Region as a member of the LaSertoma International Board of Directors.

Read and understand the International Bylaws, Policies, and all sections of the LaSertoma Manual.

Compile statistics and prepare a report (LSI Form R32) of the International Director's activities in the Region for presentation at the Midterm Board and a report covering the entire year at the International Convention.

Attend International Convention, International Board of Director's meetings and International leadership training. Serve on such International Committees as requested by the International President.

If a club in your region disbands, follow the procedures stated in the International Bylaws.

Plan and conduct a Regional LaSertoma Convention, appoint a secretary, parliamentarian and any other committee/chairperson as deemed necessary to successfully carry on the work of the convention.

Conduct a regional leadership training session.

Submit Regional Convention Report (LSI Form R31) to LaSertoma Headquarters and the International President immediately following regional convention. This report should include name and address of newly elected or continuing director, and any other regional officers.

CALENDAR FOR INTERNATIONAL DIRECTORS

April/May	Elected to office at Regional Convention.
June/July/ August	If possible, obtain copy of International Director's Guide from previous International Director and start studying contents in order to be familiar with duties of the office before you officially take office on August 1st.
	Attend the Fred J. and Julia C. Kuehne Director's training session as provided by LaSertoma International. This is where the International Directors, particularly the first year International Directors, will receive training for the duties of their office for the year ahead. International Directors re-elected to a second term should also attend, as new material and different International Officers conduct the training session each year.
	Obtain files from outgoing International Director, as soon as they can be released. Check to be sure a list of new club officers has been received from each club in the Region.
	All incoming International Directors are invited to sit in on the International Board meeting the day prior to International Convention. The incoming International Directors will not have a vote at this Board Meeting, but it will give them an opportunity to become familiar with proceedings of the International Board meetings.
	All newly elected International Directors shall attend the First International Board meeting, held immediately following adjournment of the LaSertoma International Convention.
	The International Director officially takes over the office at the beginning of the International fiscal year.
	Review award structures for the Region for possible changes. Check to be sure each club has a copy of all current award structures and rules.

	Review Regional Standing Rules (if any), for possible necessary changes. Be sure clubs have copies of up-to-date Standing Rules for the Region.
	Issue newsletter or bulletin, listing new International Officers, Presidents in the Region (with addresses). Remind clubs to send Progress Reports, correspondence, bulletins, etc. to the new International Director.
	Start planning Fall Conference if one is held in your Region.
	Publish newsletter or bulletin, reminding Clubs that all International and Regional dues are due and payable August 1st - delinquent as of September 15 th .
September /October	Hold meeting with club presidents in the Region to discuss problems within the Region and start plans for Regional Convention to be held in April/May. Appoint convention chair and secure meeting location.
	Communicate to clubs regarding all International Awards, Sponsorships, Scholarships and forms for eligibility.
December/ January	Review all monthly Club Progress Reports (LSI Form C1) . If any are missing, check with club to bring reports up to date.
February	Attend Mid-term International Board meeting, where the International Director shall give a highlight report of activities in the Region for the year-to-date using LSI Form R-32. Prepare twenty (20) copies of this report to be distributed to the Board. The International Director will file one copy of the report in the Regional files.
March	Review record of points accumulated by each club in the Region toward Regional Awards. Notify clubs of standings and what is needed to achieve awards.
	Continue plans for Regional Convention, notifying those who are to serve on committees, present programs, etc. Plans for the Convention should be about finalized at this point.
	Send out reminder of Regional Convention dates to Clubs and reminders of deadlines for submitting yearbooks and bulletins to be judged for Regional Awards.
April/May	Complete convention plans and conduct Regional Convention. Preside at all business sessions and supervise all functions.
	Complete and submit LSI Form R31.
	Conduct a training session for the newly-elected officers within the Region.
	Send the name and address of the new International Director of the Region to each Club President, with instructions to send in the Club Officers Report (LSI Form C2) by June 1st.
	After approval of Regional Convention minutes, send copies to: International Headquarters, International President and each Club President in the Region.
June/ July	Complete LSI Form R33 and send to International President Elect as to activities in the Region for the period June 1 through May 31st. Mail as early as possible but NO LATER THAN DATE SPECIFIED ON THE FORM.
	Issue reminders of International Convention Dates.
	Attend Third Board of Directors Meeting held immediately prior to the International Convention and report on activities of Region, using LSI Form R-32.
	Attend the International Convention, where you will present a report of the activities of the Region for the period June 1st through May 31st, using LSI Form R-32 and/or R-33.
	Turn all files and records over to the incoming International Director for the Region. Be sure the files contain all Club Progress Reports; these will be needed for accumulation of points toward Regional Awards.

	Check to be sure the files contain the LSI Form C2, list of Club Officers for the new year, which was due June 1st. Call the new International Director's attention to any clubs not having sent in this report so the new Director can contact the clubs.
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LASERTOMA INTERNATIONAL DIRECTOR RESPONSIBILITIES

The most important thing the International Director can do to prepare for this office is to know and understand the LaSertoma Manual. You need to know the duties that go with the office of International Director, but also you must be completely familiar with what is expected of the clubs in the Region. It is important that the International Director be knowledgeable of the International Bylaws and Policy Statements, all International Programs, the history of LaSertoma International and any Policy Statements that may apply to the Region.

As a member of the Board of Directors, you have many responsibilities. First, you have a responsibility to every member of LaSertoma International -- not to dictate, but to serve each of the members and protect their interests at all times. Second, your responsibility is to cooperate with the International Officers who are responsible for the operational procedures of LaSertoma on the International level. As International Director, you are not expected to agree with the International Officers "without question." Express your opinions and those of your Region.

As International Director, you will receive many questions from clubs and members. BE SURE you give correct information. If you are in doubt, get an official answer from an International Officer before passing it on to a local club. Incorrect information is worse than no answer and can cause far-reaching problems. Always send copies of correspondence of importance, such as a problem or question of significance, to the International President to keep the President abreast of what is going on throughout all Regions.

All correspondence should be answered promptly, and all records should be posted regularly (Club Progress Reports).

You will receive invitations to install new club officers and to present Charters to new clubs. Be prepared with a good installation program, charter presentation and brief speech or remarks for other occasions. (Some examples are listed in the Growth Section of this manual.) Be knowledgeable about your Region and about International so that you will be able to answer questions asked of you at these occasions.

The International Director is the link between the clubs in the Region and International. It is of utmost importance that you create a good working relationship with the presidents in your Region. Let them know you are always ready to lend a helping hand. Above all, remember that the International Director may not take action within a club.

The International Director is responsible for keeping the clubs in the Region advised of the Board action on matters of importance that are conducted at the International Board of Directors Meetings. The International Director is responsible to the members in the Region for directives sent out by LaSertoma International.

The International Director shall attend three (3) meetings of the LaSertoma International Board of Directors as follows:

1. Held immediately following adjournment of the International Convention.
2. Mid-term Board; as designated by the International Chairperson of the Board.
3. Held just prior to International Convention; (usually early in the day of International Convention opening session, or the day prior to the first day of Convention).

OTHER RESPONSIBILITIES OF THE INTERNATIONAL DIRECTOR (In addition to duties set forth in International Bylaws)

Notify the International President and LaSertoma Headquarters of any change of a Club President – with complete mailing address and phone number(s).

Supervise the Regional Awards as per your Regional Standing Rules.

OF GREAT IMPORTANCE is the fact that you are responsible for the preservation of the public image of LaSertoma. Not only must you preserve this image, but also you must strive to improve it. Many people will be watching, and your actions often unconsciously create an opinion of the entire organization. Be sure that opinion is a good one.

EXPENSES OF INTERNATIONAL DIRECTOR

As a member of the Board of Directors of LaSertoma International, you will receive:

A small stipend annually from LaSertoma International to help cover office expenses. (See proration information in International Policy for smaller regions.)

Reimbursement as defined in the LaSertoma International Policies for lowest fare travel expense to the Mid-term Board Meeting from your home city to the city where the meeting is held. If you choose to travel to the Board meeting by car, you will be reimbursed for your roundtrip at the per mile rate documented in the current LaSertoma International Policies (Total reimbursement will not exceed lowest cost airfare).

Per Diem (as approved by the Board) for attendance at committee meetings immediately prior to Midterm Board and Mid-term Board meeting.

Registration of International Directors in attendance at the International Convention will be paid as set out in current Policy Statements.

Travel to Fred J. and Julia C. Kuehne International Director Training.

SUGGESTED REGIONAL STANDING RULES

It is mandatory for each Region to have in place a set of Regional Standing Rules. A copy of each Region's most recently approved Standing Rules must be on file with LaSertoma Headquarters.

To obtain Suggestions for Standing Rules, contact LaSertoma Headquarters.

REGIONAL CONVENTION

STRUCTURE AND DUTIES

The Regional Convention shall be held annually.

The International Director shall be responsible for and preside over all business sessions, the business program, and approve all plans made by the host club. The International Director shall also appoint a convention secretary, parliamentarian, and any committees necessary for the convention.

If the International Director is unable to attend the Regional Convention, the immediate past International Director shall preside. If that person is unable to attend, the Club Presidents shall elect a chairperson.

The Regional Convention Secretary shall record, type, and distribute the minutes of the Regional Convention to the International Director, Parliamentarian, and to the Club Presidents. The Secretary shall also handle any other duties that are pertinent to the office (ie. Committee referral forms, motion slips, letters of endorsement etc.)

VOTING BODY

Each LaSertoma registered and in attendance at the annual Regional Convention will be allowed to vote on all issues and elections.

Each LaSertoma member must be registered by the time previously announced or published by the International Director.

EXPENSES

The International Director shall submit a financial statement showing receipts and disbursements to date to the Regional Convention body.

A complete International Director's Financial Report will be distributed to the Club Presidents by September 15.

The International Director's registration and lodging expenses at the Regional convention may come from the convention budget.

DISSOLUTION

The organization shall not at any time be dissolved without obtaining the votes, or written consent, of nine-tenths of the members in good standing. When its dissolution is decided upon, the intended appropriation or division of funds of the organization shall be fairly and distinctly stated in the proposed plan of dissolution. In order to participate in the dissolution, members must have been in good standing in the organization for at least one year.

Letter of Dissolution shall be sent to LaSertoma Headquarters.

An audit should be completed by an International officer.

Transfer any remaining assets to one or more sponsorships engaged in education and/or charitable enterprises.

Return, transfer, or convey any equipment or any other assets held for the organization in accordance with agreements and/or stipulations requiring such action (i.e., banners, flags, gavels, etc.).

PLANNING THE REGIONAL CONVENTION

The Regional Convention is the responsibility of the International Director (working with the Clubs in the Region). Location, dates and times are at the choice of the LaSertoma Region. A Convention Committee might be appointed.

The International Director will be responsible for and preside over all LaSertoma business sessions. The International Director will be responsible for approval of all plans made by the Host LaSertoma Club. If there is a LaSertoma Club in the city where the Regional Convention will be held you may wish to appoint that President (or someone from the club) to be convention chairperson. A convention planning session could be held early in the year with representatives from clubs giving input concerning the planning of the convention.

At this convention planning meeting, the budget for the convention is set and approved. It is at this time that the International Director's needs are made known to the Convention Committee for inclusion in the budget. These needs may include the expenses of a LaSertoma International Officer Representative and the LaSertoma International Director.

The International Director working with the planning committee prepares and submits material and information for the Convention printed program. Some items in planning a Convention include:

- Contract with Convention Hotel
- Notices to Clubs with Place, Date, Time
- Application for Registration
- Convention Agenda (to include times and location of all business meetings, meals and other functions).

Workshops, Seminars or training programs should be presented at the Regional Convention. This is where the International Director may call on the Club Presidents and have them do this portion of the program.

All newly elected International Directors (even though they are reelected to serve a second term) will attend the International Director's Fred J. and Julia C. training session. It is at this conference that the first-year International Directors will receive complete orientation for the duties of their office; the second-year International Directors always learn something new by attending the second time.

IMMEDIATELY FOLLOWING THE REGIONAL CONVENTION, name and address of the newly-elected Director of the Region must be sent to the International President, International President-Elect and LaSertoma Headquarters. (LSI Form R31)

PLEASE NOTE: The International Director of each Region is responsible for seeing that all information is forwarded to International concerning newly elected International Directors.

Copies of the Convention Agenda should be furnished to Convention Secretary and the Parliamentarian prior to the Convention date, in order for them to be familiar with the agenda to be followed.

IDEAS FOR EDUCATIONAL PROGRAMS

Educational program needs will differ for each Region. Some suggestions are growth, retention, leadership development, forms completion, sponsorship, awards, and ways and means.

Many secretaries assume their important office without realizing the necessity of understanding how to complete reports and record minutes. There is always someone within your Region who would be qualified to lead a clinic for secretaries.

ITEMS NEEDED FOR THE BUSINESS SESSIONS

- Head table large enough to accommodate the Director, Convention Secretary, Parliamentarian and/ or the International Officer Representative
- The Head Table should have a microphone and podium and gavel
- There should be a flag of the host nation, and/or flags of the LaSertoma nations
- Flowers/decorations for head table and meeting space
- Sufficient chairs to accommodate the members and guests in attendance. (Minutes of previous conventions can give you an idea of how many attend these meetings)
- Pitchers of water, glasses.
- Luncheon plans, including table favors (optional)
- If door prizes are to be given, there must be tickets for drawings

The International Director should prepare the following items for the business session:

- Scripted agenda for self, Convention Secretary and Parliamentarian
- Table agenda for all members in attendance
- List of Clubs for Roll Call -- copy for Secretary
- Ballots for voting
- International Director's Report
- Early Bird Door Prize

CHECKLIST FOR REGIONAL CONVENTION

- _____ Rooms for Regional Meetings
- _____ Head Table
- _____ Microphone & Podium
- _____ Flags
- _____ Flowers/Decorations
- _____ Luncheon Plans
- _____ Door Prizes – tickets
- _____ First timer recognition
- _____ Awards Program (if scheduled)
- _____ Educational Training
- _____ Message/greeting from International Director and/or International Representative
- _____ Gift for International Representative

APPOINTMENTS:

_____ Convention Secretary

_____ Parliamentarian

_____ Convention Chaplain

_____ Chairperson Resolutions Committee

_____ Elections Committee (Tellers)

_____ Awards Committee

_____ Pages

_____ Photographer (International Director, International Representative - As early as December or January, you should contact the International Representative for pictures that may appear in the Convention Program.

SUGGESTED SEATING ARRANGEMENTS

The head table for all sessions should be arranged as follows:

International Director and Convention Secretary at the center, with Secretary on International Director's left. (During business sessions, some prefer Parliamentarian to be seated next to International Director so that the International Director may confer with Parliamentarian quietly in the event a parliamentary ruling is needed. In such instances, the Convention Secretary is then seated next.)

International Officers or other dignitaries present seated to the International Director's right in order of rank.

President of Host Club and General Convention Chairperson (optional,) on either side.

Convention Chaplain seated at end (either side to balance table.)

MODEL FOR INTRODUCTIONS

INTRODUCTIONS: The International Director should introduce each person at the head table following the invocation, pledge of allegiance, singing or other opening ceremonies. Start from one end and come up to the center, then start from the opposite end and come up to the center. Most effective introductions give information about the person in the following order:

Title and Home City, Name (Give loud and clear just before having the person rise)

Example: "Next is the International Second Vice President, from North Star, Minnesota, – -Mary Jane Doe."

Immediately after introducing those at the head table, introduce persons deserving recognition in the audience, such as LaSertoma International current and Past International Officers.

SUGGESTED BUSINESS AGENDA – REGIONAL CONVENTION

FIRST SESSION

Day, Date - _____

9:00 A.M. Call to Order by Director – Time _____

Invocation - Convention Chaplain

Pledge of Allegiance

Welcome by Host Club

Response by _____

Introduction (Head Table, Past Director, other Dignitaries)

Reading of Rules and Procedures by Parliamentarian

Announcements

Roll Call of Clubs by Secretary (List Clubs)

Recognition of New Clubs

Report of Midterm Board of Directors Meeting by International Director

9:30 A.M. COFFEE BREAK

10:00 A.M. Appointment of judging committees by Director

EDUCATIONAL SESSIONS

Announcements

FINAL BUSINESS SESSION

Day, Date - _____

9:00 a.m. Call to order by Director - Time _____

Invocation - Convention Chaplain

Introductions

Roll Call of Clubs by Secretary

Minutes of previous day by Secretary

Director's Report

Announcement of Award Winners

10:00 am COFFEE BREAK

10:10 am Unfinished Business

New Business

Ballot Endorsement for International Officers, Election of International Director of Region

Other new business

Director thanks outgoing Presidents for assistance during year, presents token of appreciation

(Unless Installation is to be during the final night banquet, time must be allotted for installation during the morning session.)

Resolutions by Chairperson Resolutions Committee

Final reading of minutes by Secretary

Drawing for Door Prizes

Announcements

Benediction by Convention Chaplain

11:40 a.m. Adjournment

INSTALLATIONS

At Regional Conventions, the International Director may be responsible for the installation of the newly elected International Director. This duty is a privilege and an honor and should be done with utmost sincerity. In the event other International Officers are in attendance, they should be asked to be the installing officer, or to assist in the ceremony. The installation should be scheduled just prior to the close of the Convention. See Growth Section for installations for International Directors and for induction of members for existing and newly chartered clubs.