

“Things Zone Chairperson Needs to Do for Annual Club Officer Training”



- The District Training Chairperson will contact you in March and remind you that the time for Club Officer Training is quickly approaching during the month of May or first part of June.
- Your Training should take place after April 30th and by the first weekend in June. Please notify your District Leadership Chairperson (GLT) or District Training Chairperson of the date as soon as it and the venue are confirmed.
- As seated Zone Chairperson, it is your responsibility to book the venue where the training is to be held.
 - Select a location that has good internet/wifi. In today's world of technology it's difficult to conduct a training without wifi.
 - Also consider that some of your executives may have mobility issues; if the training is on an upper floor is there an elevator for access?
- You can hold your training with other adjoining zones. Notify your District Leadership Chairperson (GLT) or District Training Chairperson if you plan to do that.
- Your District Leadership Chairperson (GLT) or District Training Chairperson will assist you in selecting effective trainers.
- It is your responsibility to notify the clubs in your zone of the date, time and place of the training and to get a head count of the officers planning to attend.
- Presenters - typically, a great deal of work goes into preparing a training; please be respectful of the Trainers' time, energy and generosity. Consider the following:
 - If you charge each club a registration fee of \$5 - \$20, you can split that amongst the Trainers to help with their mileage and to pay for their lunch. (The amount of club registration depends upon how many clubs are involved in the training and if there is a cost for the venue.)
- Equipment – most Trainers will arrive equipped with a laptop but they seldom tote around a PowerPoint projector or screen. Check with the District Leadership Chairperson or District Training Chairperson for availability of equipment or, check with the venue.
- Each Zone Chairperson will need to take attendance of their club officers and send their names and position of office to the Leadership Chairperson to report to the MD19 Office.