



MINNESOTA WOMEN OF TODAY
DISTRICT DIRECTOR FAST START
DUE JULY 15

Following is your Fast Start Program. It is designed to help you begin your year well-rounded and on the right track. This will in turn help your year as District Director run smoothly. All verification must be sent to the Administrative Vice President (AVP) by July 15th. Special recognition will be given to the District Directors who complete the program. Awards will be presented at Fall State.

1. Have established district goals and have prepared Plan of Action – goals and implementation.
2. District Handbook, including Plan of Action – printed and distributed by July 1st. (Copy to the Administrative Vice President and State President)
3. All District Program Manager (DPM) positions filled and names sent to the appropriate Internal and External Vice President by July 1st.
4. Have established a district membership goal and have prepared a Growth Plan. (Copy to AVP and Membership Vice President by July 1st)
5. Have contacted all chapters and scheduled a visitation for prior to August 1st. Must also have planned a program, PEP course, orientation, or skit, etc., for each visitation. Prepare a list of your chapters, including the date of your scheduled visitation and an explanation of what you plan to do at each chapter. Send to AVP by July 1st.
6. If you have a TLC chapter, contact and schedule a visitation with them for prior to July 15th. Again, plan a program, orientation, skit, or M-night, etc. Send a list of your TLC chapters, the date of your planned visitation and the activity you have planned to the AVP by July 1st. (The TLC Initial Visitation Report is sent to the Chapter Management Vice President and AVP.)
7. Have held a District Orientation. (Inform AVP of the date.)
8. Have sent out at least one newsletter prior to July 1st. (Send copy to AVP.)
9. Have completed and submitted District Director reports to the AVP and State President on time (District Director Monthly Report and Communication Log, Chapter Visitation Reports, TLC Initial Visitation Reports).
10. Have a printed agenda at district meetings. (Provide a copy.)
11. Have scheduled a Bylaw Study Review. (Inform AVP of the date.)
12. Provide Fast Start for District Program Managers (Internal/External Vice Presidents will provide you with a copy of the requirements at MNJOTS.)
13. Update your district's page on the Minnesota Women of Today website by July 1st.