

INTRO TO PROTOCOL 7/13/19

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We used to have a “Protocol Handbook” with a light blue cover that was given each year to District Presidents. In 2007, when I was Department Vice President, I gave the presentation to the membership at Workshop that takes up the first 4 pages of the attached. Hard to believe that we didn’t have electronic media that long ago!

One point that is not in here is proofread, proofread, proofread!! I’d reviewed this packet a number of times, and had several other members help me, but found out recently that it had a few errors. I found that I could not correct the first four pages because I scanned this document instead of retyping all 12 pages. It’s ok if this happens. Just bring it forward as soon as it’s noticed.

A District Newsletter, which I strongly recommend to all Districts, is not mentioned. Brag on your work and invite members from all over to share/participate in appropriate events. This will help you get to know each other as well as bring in a little extra money! Make sure you set deadlines and get it out in a timely fashion.

This leads to another point. It’s important that you share Unit information with the other units, from President & other officers to all the Chairs. Make sure you have a clean channel of communication, both in Unit and District! This will greatly enhance communication between the units, especially in the larger districts! Kudos to District 5 for a great job on Facebook!

In scheduling your visits to the Units, it might help everyone if you have several dates in mind when you contact the Unit President to schedule it. This will allow her to work with you on a night when they might have a lighter agenda load. Then y'all won't feel pushed to get it done by the end of the year! You are there to help, not make them feel paranoid!! Many of them probably feel like that because the boss (you) is looking over their shoulder.

My information will be in the new Unit Guide, but for those who don't have it, it's katheec@yahoo.com, (850)766-2521. With all the hacking, etc., that's going on, I do not answer calls if I don't know the number. Feel free to text me, tell me who you are, and ask the question, or ask me to call you back at such & such a number.