

# **California/Nevada District Exchange Clubs - Standard Operating Procedure**

**Role:** District President-Elect

## **1. Purpose**

This document outlines the standard processes and procedures for the District President-Elect within the California/Nevada District Exchange Clubs. Its purpose is to define the responsibilities of this role in supporting the District President and preparing for future leadership of the district.

## **2. Scope**

This procedure applies to the individual serving as the elected District President-Elect for the California/Nevada District Exchange Clubs.

## **3. Core Responsibilities Overview**

The District President-Elect's key responsibilities include:

- Being familiar with and supportive of the overall goals of The National Exchange Club and the district.
- Assisting the District President in the work of the district.
- Assisting the Immediate Past President in the work of the district.

## **4. Detailed Procedures**

### **4.1. Familiarization with Goals**

- Objective: To develop a comprehensive understanding of and commitment to the goals of The National Exchange Club and the district.
- Frequency: Ongoing.
- Method: Actively engage in district activities, review relevant documents, and communicate with district leaders.
- Process:
  1. Study The National Exchange Club's mission, vision, and strategic plan.
  2. Review the district's bylaws, policies, and strategic plan.
  3. Attend district meetings, conferences, and training sessions.
  4. Meet regularly with the District President and other district officers to discuss goals and objectives.

### **4.2. Assistance to the District President**

- Objective: To support the District President in their duties and responsibilities.
- Frequency: As needed and as directed by the District President.
- Method: Collaborate with the District President on district initiatives, attend meetings, and assume delegated tasks.
- Process:
  1. Attend district board meetings and other key meetings with the District President.
  2. Assist with the planning and execution of district events and programs.
  3. Represent the District President at events when requested.
  4. Undertake specific tasks or projects assigned by the District President.

#### **4.3. Assistance to the Immediate Past President**

- Objective: To support the Immediate Past President in their district roles and responsibilities.
- Frequency: As needed and as directed by the Immediate Past President.
- Method: Collaborate with the Immediate Past President on district initiatives, attend meetings, and assume delegated tasks.
- Process:
  1. Attend district board meetings and other key meetings with the Immediate Past President.
  2. Assist with specific projects or initiatives led by the Immediate Past President.
  3. Provide support and guidance based on the Immediate Past President's requests.
  4. Undertake specific tasks or projects assigned by the Immediate Past President.

#### **5. Reporting & Accountability**

- The District President-Elect is accountable to the District President and the district members for fulfilling the role's responsibilities.
- Regular communication with the District President is essential.

#### **6. Tools and Resources**

- District bylaws and policies.
- The National Exchange Club resources and programs.
- Communication tools.
- Opportunities to attend leadership training.

#### **7. Review and Updates**

This Standard Operating Procedure will be reviewed annually by the District President, the District President-Elect, and the District Board, or as needed, based on changes in District structure or priorities. The District Board will approve updates.