



Thank you for your service this year as District Director. As the end of the year approaches here are a few suggestions for how you can make the best of the last quarter of the year.

1. Reflect on where you are on your leadership journey. What goals have you achieved? What requires adjustment? Consider how you will manage you and your teams energy and focus in the coming weeks through to June 30<sup>th</sup>.
2. Immediately following the Annual Business Meeting send the election results to World Headquarters to ensure the incoming team is sent relevant updates as early as possible.
3. Conduct a review of the district's accomplishments over the past year and prepare a report highlighting the district's successes and areas for improvement to share with the incoming team to help them plan for the upcoming year.
4. Setup a meeting between the incoming and outgoing core teams to ensure a smooth transition of leadership, including sharing knowledge and experience and providing guidance and support. During this meeting work through the plan for the coming weeks to ensure everyone is clear on the transition plan and how you can balance finishing strong with kicking off a new year. The ultimate goal is to avoid distractions from finishing strong while also ensuring the incoming team is completely ready for July 1<sup>st</sup>.
5. Hold meetings with the core team on a regular basis to ensure everyone is still focused on finishing as strong as possible. Year-end can be an intense time for people as members of your team may be also planning for next year. Keeping the connection and relationship strong will enable everyone to support each other to finish very strong leading to positive momentum to enter the next year.
6. Encourage team members not in a formal leadership role that ends on June 30<sup>th</sup> to continue serving the upcoming year to retain knowledge on the team during the transition period.
7. Wrap up any administrative items as early as possible. Ensure all the meeting minutes are well organized for handoff, expenses are submitted as early as possible to ensure all is cleared well in advance of the end of the program year where possible and any other tasks that can be frontloaded to keep the end of the year on supporting your team and clubs in the last stretch before June 30.
8. Prepare for closing out the June financials as quickly as possible following June 30<sup>th</sup> as you will also need to complete the year end audit prior to the end of August.
9. Celebrate the achievements and contributions of club leaders, team members, and other volunteers who have helped make the district successful.
10. Above all, reflect on the past year and take pride in the work that you and your team have accomplished in serving the members of the district. Remember that your legacy as District Director will live on through the impact that you have had on the district's clubs and members.

Courtesy of Team Frank for International Director  
Your Nominated Candidate from Region 11  
**Your Voice on the Board**