



Thank you for your service this year as Program Quality 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. Focus on the final touches for the conference and supporting your team until the event passes. Remember to take some time out between planning the event to recharge your batteries.
2. Conduct a review of the district's education and training programs over the past year and prepare a report highlighting the district's successes and areas for improvement.
3. Work with the incoming Program Quality Director to ensure a smooth transition of leadership, including sharing knowledge and experience and providing guidance and support.
4. Ensure training events have been planned for club officers as well as incoming area & division directors. Work with the incoming team to get them involved and support them as little or as much as required to ensure the training events held at the end of the year/beginning of next are as strong as possible.
5. Monitor the dashboard each day and encourage clubs very close to reaching distinguished status to achieve the goal. It may be worth asking team members to directly connect to some club presidents or work closely with area/division directors to coordinate recognition of clubs achieving distinguished status as well as encouraging others to reach the goal.
6. Celebrate the achievements and contributions of club leaders, team members, and other volunteers who have helped make the district successful.
7. 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 Program Quality Director will live on through the impact that you have had on the district's clubs and members.