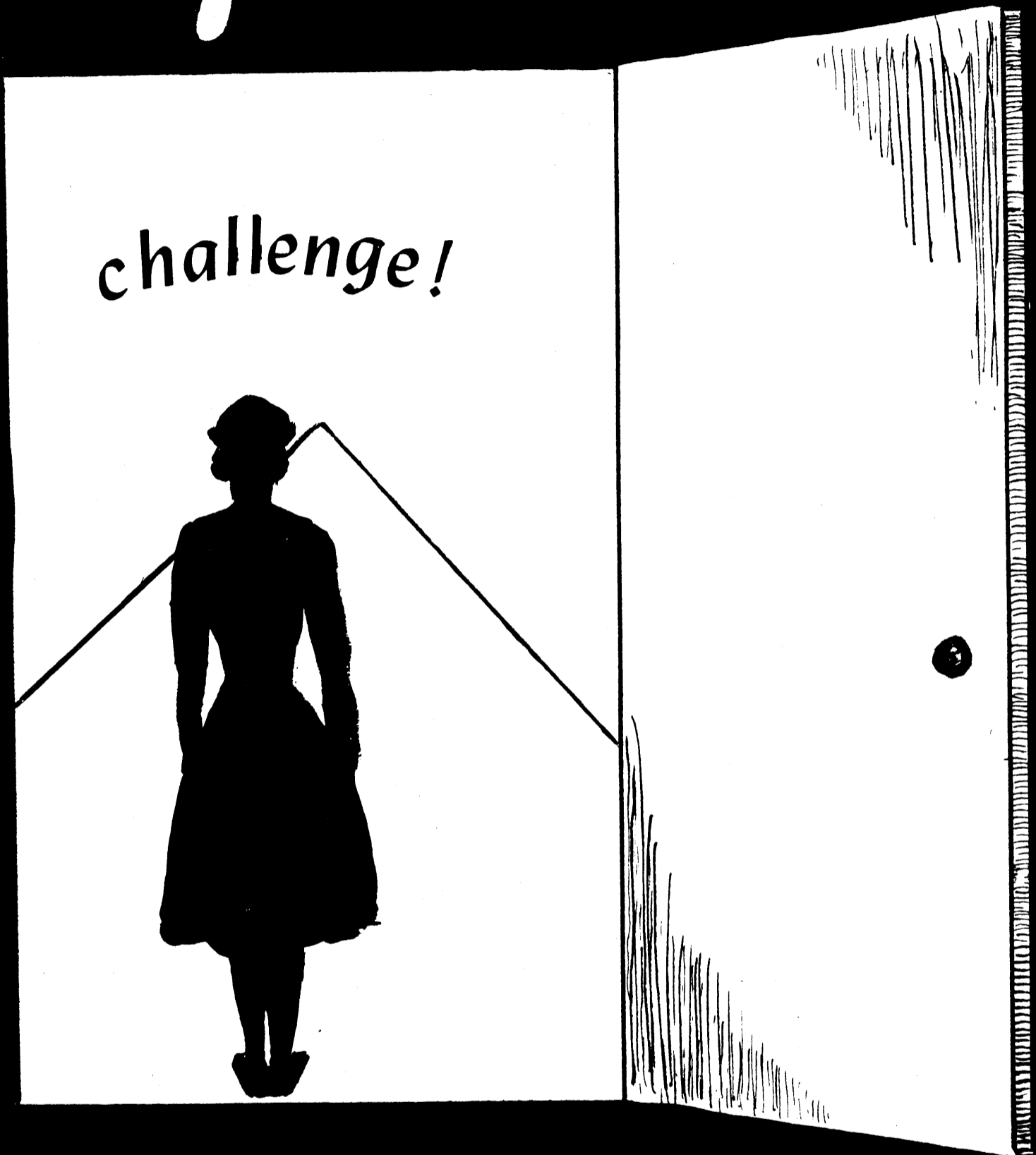


# Do You?



## AS DISTRICT CHAIRMEN:

GRASP OPPORTUNITIES  
SHOULDER RESPONSIBILITIES  
ACCEPT THE CHALLENGE

LEADERSHIP OFFERS?

## RESPONSIBILITIES OF DISTRICT CHAIRMEN

"Home Demonstration is one of the finest pieces of adult education in America and North Carolina has the finest home demonstration movement in America" said Chancellor Robert B. House of the University of North Carolina in speaking at the Seventh District Federation meeting.

What has built this program? It has taken the leadership and fellowship of all those fine people who have made their contribution through the years in building the strong organization which we have today. Your leadership this year will contribute to the progress and growth not only to your Federated district but also to the state organization. In serving as a District Chairman, you are not only building organization but you are developing leadership in yourselves.

As a chairman, what do you want to accomplish? If you have definitely determined what you want and have fixed a goal for yourself, then consider yourself extremely fortunate for you have taken the first step that will lead to success.

In accepting responsibilities which go with the office of Chairman, you are faced with opportunities for greater service. This in itself presents a challenge that will stretch your height and your reach. "That which you do for yourself dies with you; that which you do for others lives long after you are gone."

### PROMOTE GOOD HOME DEMONSTRATION WORK IN THE DISTRICT

1. Know the home demonstration organization - its aims, its objectives - this information can be found in the Yearbook.

"Knowledge is power when put to use."

2. Know the State Committees - their objectives, goals, functions, program.
  - a. Contact each county in the district in January to see that the program of each State Committee is included in their overall program. Follow through during the year on these programs.
    - (1) Jane S. McKimmon Educational Loan Fund
    - (2) Estelle T. Smith Health Loan Fund
    - (3) International Relations
    - (4) Publicity
    - (5) Legislation
    - (6) Finance
    - (7) Music
    - (8) Health and Safety
    - (9) Education
    - (10) Citizenship

"Practice what you know and it will help to make clear what now you do not know"

3. Urge that each county appoint a committee to make plans early in the year for the observance of National Home Demonstration Week.

Suggest that each county in the district send their contributions to the Treasurer of the North Carolina Federation of Home Demonstration Clubs before June 1.

4. Plan to attend one countywide meeting in each county in the district during your term of office - either a county council meeting or Achievement Day program.
5. Plan with district officers and home demonstration agents for the district federation program. Preside over this meeting.
  - a. It is necessary to have a fundamental knowledge of parliamentary procedure.
  - b. Notify all persons on program of the time and place of meeting, and the length of time she or he is expected to speak.
  - c. Notify guests who are to participate in program where they will meet before going to platform.
  - d. If there is to be an installation service, notify the person in charge and find out if she will need a table, candles, how many candle holders, matches, etc.
  - e. Appoint a Hospitality Committee to take care of special guests and welcome all members.
6. Attend Executive Board meeting in March
  - a. Inform counties in district of recommendations made at Board meeting. Copy of recommendations with a letter of explanation should go to each County Council President.

#### THE DISTRICT MEETING

1. Check with Arrangements Committee before the meeting:
  - a. To see that there are enough chairs on the stage. These should be placed in a semi-circle with center chairs in the middle of platform.
  - b. To see that microphone has been tested and is adjusted.
2. Have someone arrange in line those persons who are to sit on platform so they may march in and be properly seated for the program.
3. The District Chairman presides over the meeting with the secretary seated at her right.

You should present: "Something worth looking at  
Something worth listening to  
Something worth remembering"---

"To Know! To Understand! To have Enthusiasm!  
These help to make any meeting better."

4. Begin the meeting promptly at the time scheduled.

5. Open the program by calling the meeting to order.
  - a. Step to the microphone before speaking. Announce each member on program and name of person who is to participate in order of his or her participation.
  - b. Keep the meeting impersonal - you may comment on the speakers remarks or address.
  - c. Give proper recognition to special guests
    - (1) The President of the State Federation is the top executive officer. The State Home Demonstration Agent is the top administrative official of the Extension Service in charge of the extension program for women and girls. These two should be shown every courtesy.
    - (2) Remember that the district agent, home demonstration agents, and assistant home demonstration agents should be recognized too.
  - d. Items of business do not usually come up at district federation meetings but the district chairman should know how to get a motion before the house and adopted.

Eight steps for making and carrying a motion:

- (1) Member addresses the chair saying, "Madam President."
- (2) President recognizes the speaker saying, "Miss \_\_\_\_\_."
- (3) Speaker presents her motion, stating, "I move that we send two delegates to the district convention." (Never say, "I make a motion.....")
- (4) Another member, "I second the motion."
- (5) President: "It is moved and seconded that we send two delegates to the district convention. Is there any discussion?" (Do not say "You have heard the motion.....")
- (6) Discussion
- (7) Member says "Question."
- (8) President: "Are you ready for the question? All those in favor of the motion to send two delegates to the district convention raise your right hand; opposed, raise your right hand. The motion is carried, and the Club will send two delegates to the district convention." (May also be, "those in favor of ..... say "aye"; opposed, "no.")

Motions ) These should be clearly stated, written and  
Recommendations) signed, then passed to the Secretary for her  
record.

- 6. What to do with Committee Reports. There are two kinds of reports:
  - a. Those to be voted on - Nominating Resolutions
  - b. Those to be accepted - Courtesy Time and Place

A committee report should be signed by all members of the committee - the Chairman signs first and other signatures follow. When a report is called for, the Chairman rises and says, "Madam President" and then goes to the front of the auditorium to give her report.

After the report is adopted or accepted, the Chairman gives copy to the Secretary for her records.

The report is presented by the Chairman unless some other member of the Committee has been selected for that duty. When a Committee report is presented, there should be a motion to adopt or accept it.

Suggested procedure to follow:

NOMINATIONS

The Nominating Committee report is accepted if there is no objection to the slate presented. The report is as follows:

"Madam President, the Nominating Committee wishes to submit the following report: For President....., Vice President....., Secretary ....., Treasurer ....."

Respectfully submitted  
 \_\_\_\_\_, Chairman  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

President: "Are there any further nominations?" (pauses) If other nominations are made, names are voted on separately. If no other nominations are made the president may say: "There being no other nominations, the Chair declares the persons recommended by the Nominating Committee as your officers for the coming year." (Reads names)

The President calls for the officers-elect to come forward and presents each one in a few well chosen words.

RESOLUTIONS

The Resolutions Committee wishes to submit the following resolutions for consideration:

Whereas, Home Demonstration Club members are interested in better government, therefore

Be it Resolved that club members inform themselves of the platform and qualifications of all candidates for office.

Be it Resolved that every club member register and vote.

Respectfully submitted,  
\_\_\_\_\_, Chairman  
\_\_\_\_\_  
\_\_\_\_\_

"Madam President, I move the adaption of these Resolutions."

Another member says, "I second the motion."

President: "It has been moved and seconded that the Resolutions be adopted. Those in favor of the adoption say "aye". Those opposed "no." The motion is carried and the Resolutions are adopted.

Request Secretary to send two copies of Resolutions to State Chairman of Resolutions.

COURTESY

We, the members of the .....the Courtesy Committee wishes to express appreciation to:

(Use the program of the day to know the persons to thank.)  
(Express appreciation to club members of hostess county.)

Respectfully submitted,  
\_\_\_\_\_, Chairman  
\_\_\_\_\_  
\_\_\_\_\_

President: "The report of the Courtesy Committee is accepted."

TIME AND PLACE

The Time and Place Committee report is accepted by the President. This report is never voted on unless two or more invitations are extended. The report is as follows:

"Madam President, ..... Federation of Home Demonstration Clubs invite the .....District Federation to meet with them at ..... May ....., 1954.

Respectfully submitted,  
\_\_\_\_\_, Chairman  
\_\_\_\_\_  
\_\_\_\_\_

President: "The .....District Federation will be happy to accept the invitation of .....Federation of Home Demonstration Clubs to meet in ..... next year."

7. Every meeting opened by a president or chairman should be adjourned. The presiding officer may say:

"After the next number on the program, ....., the meeting stands adjourned."

or

"If there are no announcements, the meeting stands adjourned."

or

"If there is no further business, the meeting stands adjourned."

8. Qualities of efficient district chairman:

- a. Enthusiasm - this is very contagious and can readily be transmitted to others if you are bursting with it.
- b. Right mental attitudes - with eyes fixed on your goal
- c. Interest - desire to serve - put your heart and soul in the job you are doing. Be interested in your audience.
- d. Well poised - be confident, calm and relaxed - no crossing the legs, rubbing hands together, or fidgeting. The audience may form their opinion of you even before you speak.
- e. Good posture - the way you sit, the way you rise from a chair and the way you walk reveal the kind of person you are.
- f. Graciousness - warmth and hospitality - "The You within you can do something for the You outside."
- g. Confidence - the tone of your voice, the tilt of your head, the set of your shoulders, indicate confidence. But like all arts, it must be felt in the heart before being expressed.
- h. Attractive Appearance - Dress simply. Wear hats and accessories that do not particularly attract the attention of the audience.

"If you are properly attired when you are starting out on some important undertaking, you will feel within yourself that sense of power which will cause people to give way before you and will even stir others to help you on your way."

#### OTHER IMPORTANT MEETINGS

1. Write to County Council Presidents in district prior to Farm and Home Week urging each county to publicize the Farm and Home Week program and to send more men and women to the Convention.
2. Attend the Executive Board meeting on Monday P. M. of Farm and Home Week. Be ready to assist with any plans on Federation Day.
3. Attend National Home Demonstration Council and Country Women's Council meetings and report on these two meetings to each County in the district.

## OPPORTUNITIES FOR LARGER SERVICE

"We teach others to do by doing. We teach others to lead by leading ourselves."

A well trained, efficient, chairman will develop other club members for future responsibilities and in so doing is developing into a stronger leader herself. She must help members to see the need for building a strong organization as well as developing leaders.

Some of the things which she can do are:

1. Help club members to see the need of every one participating in the organization - serving as officers as well as on Committees.
2. Place responsibility on club members for their own programs.
3. Appoint members to office in line with their field of interest.
4. Help members develop initiative by placing them on Committees.
5. Train younger members to accept places of responsibility.

Elbert Hubbard said, "Responsibilities gravitate to the person who can shoulder them; power plus to the man who knows how."

Having served as a district chairman opens up greater opportunities for service, in one's county, district, or state. An efficient person is always in demand and one should consider it an honor to be asked to assume places of responsibility in any organization.

## YOUR CHALLENGE

Home demonstration work has come a long way since the girls canning clubs in 1911. But there is work for everyone to do - we are not reaching all rural families in the state. A successful year in office will prepare you for greater service in the district and in the state.

The office you now hold is a stepping stone to the office above. Put your heart and soul into it so that doorways to larger service may open to you.

There is no standing still, no going backward. We can only go forward and we should do that in the spirit of all leaders who have worked diligently to bring the organization to the place of strength and influence which it holds today. With an abiding faith in our leaders, and in our own ability, the organization will continue to grow in scope and strength.

"Wisdom is in knowing what to do  
Skill is in knowing how to do it  
And virtue is in doing it."

- David Jordan.

CALENDAR FOR DISTRICT CHAIRMEN

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Letter to Co.Council Pres. in District urging them to carry out plans of state Federation:</p> <ol style="list-style-type: none"> <li>1.Observe National H. D. Week.</li> <li>2.Contributions to State Treasurer</li> <li>3.Plans of State Chairmen</li> </ol> <p>attend County meetings in your District</p>	<p>Make plans with District Officers and Home Agents for District Meeting.</p>	<p>Attend Executive Board Meeting in Raleigh.</p> <p>Attend County Council Meeting in District</p>	<p>Inform counties in District of any action taken by Executive Board which would concern the counties</p>	<p>Preside over District Meeting.</p>	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>Letter to counties in District for a list of Problems in Organization, and assistance needed from the State Federation</p>	<p>Farm and Home Week</p> <p>Attend Executive Board Meeting. Bring in compiled suggestions from counties.</p>		<p>Attend National Home Demonstration Council Meeting and C. W. C. Meeting in Raleigh</p>	<p>Attend Achievement Day programs in District. Report on National H. D. Council and C. W. C. Meetings.</p>	

"RESPONSIBILITIES OF DISTRICT CHAIRMEN"

Prepared by Verna Stanton, Assistant State Home Demonstration Agent

References: Continue Growing by Verona Joyner Langford

Magic of Believing by Claude M. Bristol

Group Discussion by L. S. Judson

Parliamentary Usage by Emma A. Fox

Yearbook of the North Carolina Federation of Home  
Demonstration Clubs.

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N. C. State College of Agriculture and Engineering of the University of North  
Carolina and the U. S. Department of Agriculture, Co-operating  
N. C. Agricultural Extension Service  
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Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1944