

Y'S
MEN
INTERNATIONAL



Regional Director Elect's Manual

PREFACE

Congratulations! You have been chosen to assume one of the most important positions in Y's Men International. It is a very dynamic position because you are the bridge between Y's Men at the International and Area levels and those at Club level.

Y's Men's Regional Directors (RDs) perform many administrative duties carried out by paid staff in other service club organisations. The training of Regional Directors Elect (RDEs) is therefore imperative. Various methods have been used over the years, including a correspondence training manual and a self-training booklet. Training events in conjunction with International Conventions have also been held but quite apart from the high costs the various cultural and linguistic backgrounds make the efficiency of centralised training doubtful. In recent years annual RDE training events have been held by Area or group of Areas. Y's Men International is presently studying its training needs and methods at various levels of the movement.

As RD you will have a key responsibility because local Clubs will depend on you for information about what is happening in Y's Men International to enable them to be active participants in the global sphere of our movement. In brief, you can motivate the Clubs in your Region to be fully involved in Y's Men as a world Movement. The purpose of this manual is to help you prepare yourself for the task ahead by leading you through the available printed material, a list of which is sent with it.

I wish you God's richest blessings in your preparatory work and look forward to working together with you.

Rolando Dalmás
International Secretary General
December 2001

INTRODUCTION

This manual is not intended as a "training manual", but rather as a "progressive guideline" in a month by month programme of reading and understanding the responsibilities which will prepare the RDE for the duties he/she will assume as a new RD. A short line has been inserted before each item to enable the RDE to mark when that item is completed.

In addition to this manual, you may want to start a file of other material to be made into a Regional Officers' File for the officers who will make up your Regional Official Family. The file may include, but not be limited to, the following information:

- Historical Events
- International Official Family List
- Organisational Chart (see "ABC of Y's Men International")
- International, Area and Regional Statistics (Membership)
- Regional and District Officers List
- Regional Service Directors (RSDs) List
- Job Descriptions of Officers and RSDs
- Description of each International, Area and Regional service area
- Awards: Criteria and Description
- Regional Calendar
- Typical report forms from RSDs and Club Officers
- International Calendar
- Typical Dues and Roster (from the clubs)
- Regional Budget
- Constitutions and Bylaws (International, Area, Regional)
- New Member Induction Ceremony
- Officers' Inaugural Charge
- Extension — Membership — Conservation Resource Manual
- Brotherhood Fund Application Forms
- Short Term and Youth Educational Exchange Programme (STEP and YEEP)
- Application Forms
- Club Bulletin Manual

Much of the material may be placed in loose leaf binders and distributed to all Regional Officers at your Regional Officer Training.

The 1992 *History of Y'sdom* and the 75th Anniversary edition *A Fellowship of Service* both provide excellent background reading.

JULY

Related Reading

- International Constitution and Guidelines
- Area Constitution and/or Bylaws
- Regional Constitution and/or Bylaws
- RD Memo 1 from International Headquarters (IHQ)

Duties and Responsibilities

- Become familiar with our organisation's structure, from Club level to International.
RDEs should attend *all* Regional Board/Council meetings.

Planning

- Study the section on Planning (pages 6-8) and Appendix VII, Master Time Plan, in the Regional Director's Manual.
- Study the International Provisional Calendar to become familiar with critical report and meeting dates.
- Prepare a personal calendar to record events occurring during your year as RDE. Study the current RD's calendar and the Regional Provisional Calendar.

Communication

- Prepare a roster of Regional, District and Club Officers, including names, addresses and telephone numbers.

AUGUST

Related Reading

- Regional Director's Manual, with special emphasis on Appendix II
- Immediate past Area Council Meeting Minutes
- RD Memo 2 from IHQ.

Duties and Responsibilities

- Prepare your own list of RD responsibilities as you perceive them.
- Discuss duties and assignments with current RD, including traditional and local needs of the Region.
- Examine functions of other Regional Officers and compare with Regional Director's Manual, Appendix III.

Planning

- Identify and list weaknesses and strengths of your Region.
- Prepare a list of outstanding individuals in your Region and their areas of expertise.
- Write down your thoughts and observations regarding potential officers and RSDs.
- Continue to update your calendar or diary of events in your Region this year.

SEPTEMBER

Related Reading

- District Governor's Manual
- Service Directors' Manual
- Regional Director's Manual
- RD Memo 3 from IHQ
- Minutes of International Council Meeting
- Goal Setting Manual

Duties and Responsibilities

- Complete review of functions of other Regional Officers, including RSDs, and prepare adapted job descriptions as needed in your Region.

Goal Setting (Refer to the Regional Director's Manual, pages 4-6.)

- Review International and Area goals.
- Develop an initial list of goals for your year as RD.
- Develop an initial list of areas of emphasis for your year as RD.

Team Building (Refer to the Regional Director's Manual, pages 3-4.)

- Prepare a tentative Regional Board/Council* and RSD list. Include current members who may stay and vacancies which must be filled.

* Some Regions have a Regional Board consisting of the "executive officers" - RD, RDE, Past RD, Regional Secretary and Regional Treasurer - and then a large body called the Regional Council (or Cabinet) which also includes the District Governors (Lieutenant Regional Directors, if any) and the RSDs. Other Regions only have one body, which may be the smaller body described above - or the larger - or something in between. Every time "Regional Board/Council" is mentioned you are referred to the actual situation in your Region.

OCTOBER

Related Reading

- Regional Director's Manual, Appendix IV
- Minutes of past Regional Board/Council Meetings
- Calendar of current year's activities

Duties and Responsibilities

- Prepare a list of strong, active clubs.
- Compare your Regional Officer and RSD job descriptions with past and current Regional Officers and RSDs. Adjust as necessary.
- Initiate plans for Regional Convention when you are RD — appoint Convention Chairperson; select date and site. (Check Regional Constitution for any provisions.)

Goal Setting

- Prepare a list of Regional accomplishments in Y's Men's service areas.
- Compare your tentative Regional goals, set in September, with current Regional goals.

NOVEMBER

Related Reading

- Service Directors' Manual and current RSD Reports
- Club President's Manual
- RD Memo 4 from IHQ

Duties and Responsibilities

- Prepare a Provisional Calendar for your year as RD. Include Regional and District events.
- Finalise job descriptions of Regional Officers, District Officers and RSDs.
- Set tentative dates and locations for Regional, District and Club Officer training.
- List tentative training team and get their agreement to serve.

DECEMBER

Related Reading

- Regional Director's Manual, on Implementing
- Club President's Manual, on Post Installation Duties

Duties and Responsibilities

- Review Regional goals for Y's Men's service areas for your year as RD. Compare with IPE and Area President Elect (APE) goals.
- Continue working on Regional Team and Service Directors lists.

JANUARY

Related Reading

- Current Regional goals and RSD reports
- Calendar of Regional events through to June

Duties and Responsibilities

- Finalise plans, with the help of your RD and RSD for Leadership Training (RSD LT), for Regional, District and Club Officer training seminars. Include location, date, instructors and material.
- If possible distance-wise, meet with your RD, RSD LT and Regional Board/Council, including DGs, for a weekend to get acquainted, build working friendships and work together on the details of how to set realistic goals and how to achieve your goals.
- Set location and date for the annual Regional Conference.
- Start work on your personal calendar for your year as RD. Consolidate items from the Regional Calendar, started earlier, and leave space to enter meeting preparation, speeches, correspondence, etc. Provide time for reading and acting on received correspondence and telephone calls.

FEBRUARY

Related Reading

- Regional Director's Manual, Appendix VII
- Current Regional Team List
- Current Regional Budget and financial reports
- RD Memo 5 from IHQ

Duties and Responsibilities

- Develop preliminary budget for your year as RD.
- Distribute Regional planning and goal setting information to Club Presidents. Solicit Club Presidents' input in goal setting.
- Review list of strong individuals and clubs in your Region. Add to list started in August and October if necessary.

MARCH

Related Reading

- Club President's Manual
- Minutes of Mid-Year Meeting, especially IPE's Report and Goals

Duties and Responsibilities

- Watch for RDE Memo 1 from IHQ.
- Encourage clubs to elect new officers early this year so that officers can be identified on the dues and roster report to IHQ and the Area.
- Finalise Regional Provisional Calendar with next year's Board/Council meetings and other Regional activities. This calendar should be distributed to all Regional Team members.
- Finalise Regional Goals. Compare with International and Area targets (in Minutes of MYM).
- Start planning the programme for the Regional Conference and Installation of Officers (Regional and District). Work with the current RD so that he/she can present his/her end-of-year reports, awards, etc. at the Conference also.

APRIL

Related Reading

- Brotherhood Fund Policy
- ABC of Y's Men International

Duties and Responsibilities

- Prepare Regional Team list and Regional Goals to be sent to IHQ upon request.
- Finalise Regional Budget, with the help of your Regional Treasurer and approval of your Board/Council.
- Conduct Club Officer Training with the assistance of your RSD-LT and your Regional Team.

MAY

Related Reading

- Regional Director's Manual, Appendix VII and Appendix VIII.

Duties and Responsibilities

- Plan and preside at a joint meeting with the outgoing RD and his/her Board/Council and your Board/Council and RSDs. Work for a smooth transition of leadership.
- Finalise your personal calendar for your year as RD. Include:
 - Regional activities concerning you
 - Deadlines for distribution of material and reports to clubs and leaders
 - Information from International Provisional Calendar
 - Dates you will receive material from IHQ and deadline for response
 - Dates for collection of dues and rosters from clubs; deadline to forward to IHQ
 - Dates of leadership meetings:
 - * International Council and Convention
 - * Area Council and Convention
 - * Meetings of Regional Board/Council, Regional Conference/ Convention
 - * District Council and Conference
 - * Club Charter Anniversaries
 - * Special events traditional to your Region
- Prepare draft of Club report form(s).
- Watch for RDE Memo 2 from IHQ. Respond promptly.
- Plan and conduct Regional Officer Training with special emphasis on District Governor Elect.

JUNE

Related Reading

- Final reports from Regional Officers and RSDs
- Regional Director's Manual, Appendix VIII

Duties and Responsibilities

- Finalise report forms to be sent to Club Presidents.
- Send Regional Goals and Official Family List to IHQ, if not already sent earlier.

The majority of the Regions have an end-of-year Regional Conference, usually held before 1 July. The purpose of the Conference is for the current RD to present his/her end-of-year reports (from RSDs) and conduct any "old business" necessary before the end of the fiscal year. Incoming Regional and District Officers may be elected by the assembled Club representatives and installed at this Conference. The incoming RD may now present his/her goals and emphasis for the coming year and present a budget to be approved.

All Y's Men members throughout the Region should be invited and encouraged to attend the Regional Conference, to congratulate the outgoing RD on his/her achievements and offer support and encouragement to the new RD. This should be a festive occasion, a time to enjoy the fellowship of Y'sdom.

Enjoy, for tomorrow you will be the RD!

CONGRATULATIONS!

ABBREVIATIONS USED IN Y'S MEN INTERNATIONAL

AP	- Area President
APE	- Area President Elect
AS	- Area Secretary
ASD	- Area Service Director
ASF	- Alexander Scholarship Fund
AT	- Area Treasurer
BC	- Brother Club
BE	- Bulletin Editor
BF	- Brotherhood Fund
BFEC	- Brotherhood Fund Expenditures Committee
BF ECC -	Brotherhood Fund Expenditures Committee Chairperson
Chp	- Chairperson
CE	- Christian Emphasis
CS	- Community Service
DG	- District Governor
E	- Extension
EF	- Endowment Fund
H	- Historian
HC	- Host Committee
HCC	- Host Committee Chairperson
IBC	- International Brother Clubs
IC	- International Council or International Convention
ICC	- International Convention Committee
ICCC	- International Convention Committee Chairperson
ICM	- International Council Member / International Council Meeting
ID	- International Director, Y's Menettes
IEO	- International Executive Officer (IP, IPE, imm. PIP and IT)
IHQ	- International Headquarters
IP	- International President
IPE	- International President Elect
ISD	- International Service Director
ISG	- International Secretary General (also abbreviated to SG)
IT	- International Treasurer
ITC	- International Travel Coordinator
IYC	- International Youth Convocation
LRP	- Long Range Plan
LT	- Leadership Training
LT&OD -	Leadership Training and Organisation Development
MC	- Membership - Conservation
PIP	- Past International President
PR	- Public Relations
PRD	- Past Regional Director
PWAF	- Paul William Alexander Fellow
RD	- Regional Director
RDE	- Regional Director Elect
RS	- Regional Secretary
RSD	- Regional Service Director

RT	- Regional Treasurer
S	- Supplies
SDS	- Special Development Support
STEP	- Short Term Exchange Programme
TC	- Travel Coordinator
TF	- Task Force
TOF	- Time of Fast
UGP	- Unified Global Project
WA	- World Alliance (of YMCAs)
WAL	- World Alliance Liaison to Y's Men International
YC	- Youth Committee
YEEP	- Youth Educational Exchange Programme
YIA	- Youth Involvement and Activities
YI	- Youth Intern
YL	- Y's Men International Liaison to the World Alliance
YMCA	- Young Men's Christian Association
YR	- Youth Representative
YRM	- Youth Representative Mentor



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