

District Deputies and State Chairmen

Your COURT's Best Friend!
Dr. Catherine Collins
NM Second Vice State Regent

Why a District Deputy is needed...

- ❖ Local Courts need direct supervision.
- ❖ This frees up the state board for other duties.
- ❖ The District Deputy position builds leadership skills.

Whom should be appointed?

The ideal District Deputy:

- ❖ Lives in the area,
- ❖ Knows CDA, (or is willing to learn)
- ❖ Has people skills,
- ❖ Has common sense, and
- ❖ Is someone who can be the "face" of the state for the local court.

What is Required of a DD?

- ❖ Provide training/instruction to courts
- ❖ Tools of the Trade Procedures
- ❖ Understanding of current Bylaws
- ❖ Know about the National and State Goals and Activities

Additional Requirements (2)

- ❖ Officers' duties
- ❖ Robes and Protocol
- ❖ Circle of Love
- ❖ Standing Rules—required by Bylaws

What are her duties to local courts?

- ❖ Attend at least two meetings a year. (Bring the state regent's greetings.)
- ❖ Conduct financial reviews. (Being present at one of the two reviews per year is what is required.)
 - Book Officers should not review themselves.
 - Make sure she has read the review and looked for signatures.

Additional duties (2)

- ❖ Conduct district ceremonies
 - Install incoming officers
 - Receive new members
- ❖ Act as ceremonial coordinator when needed for
 - Anniversary celebrations
 - Institutions of New Courts

Additional duties (3)

- ❖ Help courts provide district-wide spiritual activities for members
- ❖ Help resolve conflicts and solve problems
- ❖ Encourage recruitment and retention activities
- ❖ Encourage courts to be active
- ❖ Undertake other duties as assigned by the State Regent

Reports to Submit

- ❖ Fill out yearly reports as required by state regent.
- ❖ Report to the state regent immediately:
 - If a court stops meeting
 - If courts are meeting without a quorum
 - If conflicts are escalating

Reports to Submit (2)

- ❖ Also report to the State Regent
 - If a court cannot elect officers
 - If a court's membership is falling
 - If courts refuse to follow policies after training

How does the State Court support DDs?

- ❖ Provide training!!! (Especially on financial reviews)
- ❖ Ensure that the DD has a copy of the Bylaws and Tools of the Trade.
- ❖ Devise a reporting strategy.
- ❖ Keep them informed on state business.

How does the State Court support DDs? (2)

- ❖ Follow-up on the DDs' concerns.
- ❖ Provide leads for court development
- ❖ Supervise new courts. (Essential)
- ❖ Commission local court officers.
- ❖ Lift local courts and members up in prayer.

Bylaw reminder for Regents

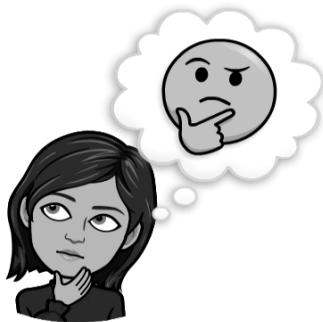
❖ Ensure that the following documents are provided to the District Deputy/State Supervisor:

- All minutes of the Court meetings
- All Treasurer's reports
- Annual Court budget
- Semi-annual Financial Reviews

Bylaw reminder for Regents (2)

- ❖ Court Program Book
- ❖ Court newsletters
- ❖ Court Standing Rules
- ❖ Other correspondence as requested
- ❖ Local Court Officers list

Questions?????



State Chairmen

- ❖ The number of State Chairmen is up to the State Regent and the State Board.
- ❖ If you have a goal, someone should be in charge of making sure that goal is reached.
- ❖ You should at least have all your Circle of Love Chairmen.

State Chairmen (2)

- ❖ Other chairmen
 - Court Development
 - State Projects
 - Newsletter
 - JCDA

State Regent provides Chairs

- ❖ A Job Description containing goals and budget if one is needed
- ❖ Expectations
 - Newsletter article?
 - Plan an event?

State Regent provides Chairs (2)

- ❖ Circle of Love information
- ❖ Training or maybe a chance to meet with previous chairman
- ❖ Assistance with obtaining judges for contests?

Local Court Training

- ❖ Should happen soon after new officers are elected.
- ❖ Take local court officers through their duties.
- ❖ Study the Bylaws for each office!
- ❖ Tools of the Trade will be updated because of Bylaw changes--compare them carefully!

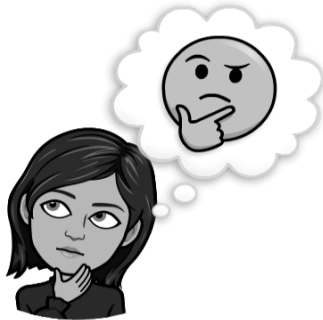
Local Court Training (2)

- ❖ Stress uniformity of procedure—courts do not get to do their own thing especially in money procedures.
- ❖ They can be VERY creative in terms of projects.

Final Words

- ❖ Keep in contact with your state team!
- ❖ Keep them lifted up in prayer.
- ❖ Listen to their needs.
- ❖ Express your thanks!
 - Certificates
 - Spiritual Bouquets
 - Front Seats at conventions
 - Little things mean a lot!

Questions?????



Thank You

For your time and attention.

*"God of Power, who drew me out of
nothingness, mold me into a perfect
image of Your Son so the world
may see Your Holiness."
Mother Angelica*
