DISTRICT ORIENTATION CHAIRMAN – MISSION DESCRIPTION

OVERVIEW

The District Orientation Committee Chairman plays a critical role in the Orientation process of new members. He or she has been chosen by the District Vice President to act as the focal point between the District, the Local Lodges in that District and the FSEA State Orientation Chairman. It requires good communications skills, the ability to partner with Lodge Chairman toward common goals, provide guidance and assistance and a dedication to making the Orientation experience one which not only introduces new members to our order, but entices them to become lifelong dedicated Elks. In short, the District Orientation Chairman should be a resource to the Local Lodges and the State Orientation Chairman. The following information outlines the duties and responsibilities of a District Orientation Chairman.

UPON APPOINTMENT

- Read and understand the rules, guidelines and resources available on the Florida State Elks Association (FSEA) website (www.floridaelks.org, Member Resources – Orientation) or as provided by the State Orientation Chairman.

- Identify all the Exalted Rulers and Lodge Orientation Chairs in your district, contact them and introduce yourself as their District Orientation Chairman.

- Act as the focal point for information and communications to your District and Lodges from the State Orientation Chairman and to the State Orientation Chairman from your District and Lodges.

GUIDANCE AND ASSISTANCE

- Provide Lodges in your District with support, guidance and assistance to help them understand what is needed for an effective Orientation process, the tools available to them and their responsibility to submit quarterly reports in a thorough and timely manner.

QUARTERLY REPORTING

- Provide the Lodges with the step by step instructions required to submit their quarterly reports. This information is available on the Orientation web page.

- Thoroughly read and understand the quarterly reporting step by step instructions for District Orientation Chairman. This information is available on the Orientation web page.
DISTRICT ORIENTATION CHAIRMAN – MISSION (Cont’d)

QUARTERLY REPORTING (Cont’d)

- Become familiar with the On Line Reporting system on the FSEA web site.
- Ensure each Lodge in your District has submitted their quarterly reports between the 1st and 15th of July, October, January and April. Check to make sure that the data is complete and accurate as much as possible, using the On Line Report Tool.
- Be prepared to escalate to the Lodge Advisor or District Vice President if help is needed to resolve reporting issues.

LODGE VISITS AND REVIEWS

The District Orientation Chairman should make an appointment and visit each Lodge in their District to review the Lodge’s Orientation program using the “Checklist” available on the web page. The “Checklist” should also be provided to the Lodge so they understand what is expected of them. For convenience, it can be manually filled out at the Lodge, but should be submitted on line so the scores will be readily available to the State Chairman for evaluation in an awards program at year end.

Each Lodge should be provided with a copy of their scores and reviewed with them so they will know what, if any, changes or improvements will help them do a better job with the Orientation process. If a Lodge requests a second evaluation, it may be conducted at a later session.

SUMMARY

The job of the District Orientation Chairman is critical to the entire Orientation process. It is important that it be conducted in the spirit of not checking up and pushing the Lodges, but rather as a partnership with the Lodges to assist them and to become a resource to help them do an outstanding job of Orientation of our new members. At the end of their term in office they will experience a great deal of satisfaction and pride that they have made a significant contribution toward making a new member a lifelong dedicated Elk.

FIRST IMPRESSIONS REALLY DO COUNT