



# Apex India

## Information Booklet

### A Booklet For The District Governor

Dear District Governor (DG),

Congratulations on your position as District Governor. Serving as a district leader is a great responsibility and an exciting opportunity. Your term of office is filled with chances for you to renew your perspective, practice teamwork and develop your capacity to translate values and strategies into productive actions. Members of your district clubs depend on you to help them develop their own goals and achievements. Clubs see you as a facilitator for their success. You instil a sense of enthusiasm, confidence and responsibility throughout your district. As a district leader, it is your duty to uphold Apex India's Constitution, bylaws, rules, policy and protocol.

As Governor, you lead your district, engage and inspire clubs and members, and promote Apex in your District.

The DG is the Chief Administrative Officer of the District and serves as the bridge between the National Board and the Clubs.

Being a National Board member and in charge of your District, **your role includes:**

- Monitor and promote membership growth and new club development;

- Monitor and promote leadership development at the Clubs and district level;
- Promote National service projects, empower and support implementation at the Club and district levels;
- Preside at Charter Night functions and Hand over Charter Certificate to the newly chartered clubs;
- Preside and Install the Incoming President in Annual General Meetings of the Clubs/ Handover meetings, if no other higher NB member like NP, NVP and IPNP present;
- Preside and conduct District functions/meetings like District Convention, District Presidents and Secretaries meet and the like;
- Promote harmony amongst the district clubs;
- Visit at least once all the clubs in your district
- Perform such other functions and acts as shall be required of you as entrusted by the National Board;
- Appoint a District Board to ably administer the District;
- Manage fund raising/finance of the District as appropriate to the administration of the District;
- Submit quarterly report to the National Board about functioning of the clubs in your district;
- Follow the District Calendar strictly.

*This is not a 'stand-alone' document for the DG. It is a set of 'guidelines'. It must be read in conjunction with provisions contained in the Constitution pertaining to the Club, District, National Association of Apex Clubs of India. Some duties and roles of the DG described here are obligatory functions and must be adhered to.*

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**Plan your performance:** Your task as a DG can be herculean, if you don't have a plan for your year. To prepare for your term as DG, you need to understand your role and responsibilities, set goals, and create a plan for achieving them. Once that work is completed, you will be ready to take action. As you progress through your year, review all that you have accomplished and do a course correction, if you have not achieved your goals. All apexians will remember the impact you made, through thoughtful planning and teamwork.

**The Leader in YOU:** Being a successful DG requires a strong district leadership team. This team includes your Dy DG, National Director, District Secretary, District Treasurer, District Membership Director, District Projects & Publicity Director, District Newsletter Editor and you may co-opt as many members depending on the action plan you have drafted. You can include past DGs, Seniors in the District. If you share responsibilities with your team, you'll have more time to innovate, develop leaders, and motivate apexians to participate in projects, programs, and activities.

All Dist Board members are expected to:

- Work with the DG, Dy DG, and National Director to plan strategies for achieving goals
- Promote and attend district training meetings and the district convention
- Relay information between National Board, the district, and club members
- Work closely with club leaders to offer support and guidance
- Make sure clubs get materials from the Supply House.

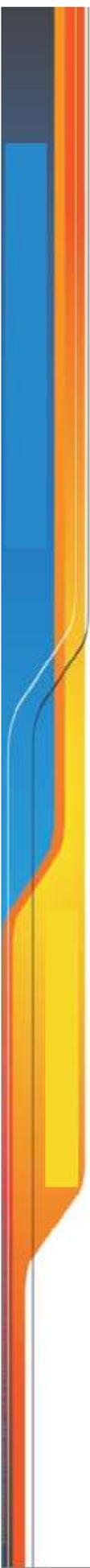
District Board members support club and district activities related to their areas of expertise, and they help achieve district goals. The number of Board members you appoint should reflect such factors as your district's size, language needs, geography, and balance of strong and weak clubs.

As DG, consider giving the Dy DG, specific responsibilities or assignments on district committees so that he can gain experience.

**Picking Your Team :** Selecting members of your leadership team is a joint effort. Work with your predecessors and successors to select appropriate apexian for each open position. When making district appointments, consider these tips:

- Consider two- to three-year terms, and stagger appointments so that returning leaders will always be in place to guide new team members.
- Appoint apexians based on their demonstrated leadership abilities and potential for growth, selecting leaders from as many clubs as possible.
- Choose a combination of experienced district leaders and apexians who have not yet served at the district level.
- When offering a position, be clear about your expectations, explain the position's responsibilities, and get a commitment to serve. Plan your appointments as a DG-elect several months before you assume office, where you will confirm each member's responsibilities, district goals, and reporting procedures.

**Deputy DG:** To develop leaders in the district, District should consider past presidents who have leadership potential for the Dy DG role. Dy DGs play an important role, because being past presidents they are the most familiar with your club and district functioning.



**Your Support to Clubs:** A few clubs may need special attention from you and other district leaders. These clubs generally have difficulty meeting membership, financial, or other minimum standards set by the Constitution. To be considered functional, a club should meet these minimum standards:

- Meets regularly
- Implements service projects that address the needs of the local community and communities in other countries
- Pays per capita dues to District and to National Association
- Acts in a manner consistent with the Apex Constitution, Bylaws and rules and policies
- Keeps membership lists current
- Resolves club disputes amicably
- Maintains cooperative relations with the district
- adheres to Club Calendar and Completes the election process as per Bylaws.

**Plan your events:** The club and district leaders change annually, and new apex leaders are continually needed. While serving as governor-elect and governor, you are responsible for overseeing the training events for incoming and future Apex leaders. You also plan the district convention. Early in your year as district governor-elect, start preparing for this convention to make it a success for you and for apexians in your district

**Presidents and Secretaries Meet:** Since clubs and districts change leadership annually, training is critical to newly elected Presidents and Secretaries of your District. Every year, a series of consecutive training meetings supporting Apex's strategic plan focuses on district and club leaders. Each meeting has a recommended but flexible time frame and curriculum, allowing for changes that reflect the needs of the district and participants.

It is recommended that district training meetings be held in a location within the district to reduce the cost in travel and other logistics. By these meetings members are informed of trends in the organization. The meetings develop leadership skills, and offer networking opportunities. For these topic-based meetings, you and your district training committee have discretion on the time frame and other details, such as who convenes and organizes each meeting.

Clubs are encouraged to have a trainer to:

- Provide orientation for new members
- Give current members the opportunity to learn more about Apex
- Offer all members an opportunity to build leadership skills
- Identify and address any other club training needs.

**Connecting and Communicating with the clubs:** Communication is essential to the effectiveness of any team. To support effective clubs, district leaders must work together and communicate often. Though district leaders can communicate with one another and with clubs in various ways, can send information to clubs through the a common blog assigned for the purpose. Another approach is to have district committees work directly with club committees. Whichever communication plan your district uses, all those involved should review them frequently and update/upgrade.

**District Website:** Your district website is not only a helpful tool for apexians, but also an outward facing site where the public can learn more about Apex. Normally a district website should include these features:

- An events calendar listing upcoming district meetings and club visits
- A message for clubs (which can be your monthly communication)
- Notes on how clubs in the district have attracted new members
- Profiles of club service projects

• A list of all clubs in the district, including links to their websites • Updates on district goals • A brief résumé of the governor's background, with the governor's photo • Contact information for district leaders.

**Club Visits:** Club visits, whether from the DG or Dy DG to one club or multiple clubs at once, give members the opportunity to get support and guidance from an experienced district leader. Here are some tips for giving talks to clubs in your district: • Emphasize that district leaders are there to help them. • Motivate club members to participate in service projects and encourage clubs to let the community know about their projects and activities. • Encourage them to be flexible and innovative to rejuvenate their clubs, attract new members, and keep current members satisfied • Highlight important Apex issues. • Recognize outstanding club projects and individual apexian contributions. • Encourage all club members to attend the district conventions.

Meet with the president and other club leaders. Attend a club meeting and talk with members about club activities, issues, and how the district can support its efforts. This open communication will lead to a productive relationship throughout the year.

**District Convention:** District conventions take place each year to inspire and motivate apexians, celebrate the achievements of the past Apex District year, and build confidence to achieve the goals for the upcoming year. The convention should appeal to all apexians in the district. Hold your convention at a time and place agreeable to you and a majority of club presidents. The event dates and location can be decided as early as possible.

It is your Convention and Promote it during your club visits and on the district website. Involve yourself with the host club in planning the date and venue for your district convention.

Be part of the Convention Committee and give ideas to the host club for successful Convention. If needed visit other district conventions for ideas. Make sure that clubs receive the call notice as stipulated in the Constitution and ensure to circulate the minutes within 30 days of the event.

Please go through Bye Law 3 of the Constitution of Apex India pertaining to District Convention .

***Only DGs can appoint a proxy with a voting right in the National Board Meetings. No other National Board member nor a Club can appoint proxies in the National Board Meetings and Conventions respectively.***

## DISTRICT CALENDER

### **January :**

- DG, appointed at National Convention, obtains file from his/her predecessor and arranges policy with new National President.

### **February/March :**

- Advise Clubs to arrange for election of new President, Secretary, Treasurer and other Board of Directors.
- To remind Clubs to audit Club accounts and arrange for AGM in April
- Meeting with Club Presidents & Secretaries elect.

### **April :**

- To attend all Annual General and Handover Meeting of Clubs.
- District Governor's first quarterly report to National Secretary.
- Ninety-day call to District Convention usually goes out this month  
**(Convention to be held between June and August-preferably in the month of July).**

### **May/June :**

- Distribute copies of Agenda to Club and all National Board Members.

### **June :**

- Convention Second quarterly report to National Secretary.

### **August :**

- Send copies of Minutes of District Convention to Club and all National Board Members.

### **September :**

- District Governor submit Annual Report to National Secretary.

### **October :**

- Meeting with Club Presidents & Secretaries. Third quarterly report to National Secretary.

### **November/December:**

- Urging the Club to discuss the National Convention Agenda items and to prepare the delegates accordingly.



### Apex India History :

As mentioned earlier in the document, Apex was founded by three young men - Langham Proud, Ewen Laird and John Buchan - in Geelong, Victoria, Australia as a 'Young Business Men's Club'. Later, it was named 'APEX', first club being formed in Geelong, Australia in 1931. Since then clubs just like yours have opened throughout Asia and the Pacific. Apex In India, though formed in Bangalore first in 1959, the next Club in Bombay and the third one at Allahabad, all the three did not survive. Apxn Samir Ghose, ( Father of Apex India) a pen pal of Apxn Jack Love of Echuca Club, Victoria, Australia , ( Grand Father of Apex India) is the founder of Apex in India. Jack Love initiated Samir Ghose into Apex when he went to Australia. In January 1962, Samir Ghose returned to India and at the same an Australian Apexin Jack Hooper of Melbourne Club, also came to Calcutta. Jack Hooper and Samir Ghose formed a Club in Calcutta under Zone 8 of Apex Australia- Hooper being the President and Samir as Secretary and IR Director, on 26<sup>th</sup> December 1962.

Our Apex India is made up of a large and diverse group of volunteers, from all States and Union Territories of India, urban and rural divided into 7 Districts. At the heart of Apex is our local clubs and their members - which now includes you! As long as the Apex Constitution and Rules are followed, clubs are entirely free to decide what they do and how they help their local community.

All clubs are administered by a Club Board, with a President, Secretary, Treasurer and various Portfolio Directors, again chosen to reflect the needs of your clubs. Separate committees may also be appointed to administer specific events or functions you undertake. Clubs form a District and the National Association is made up of Districts. A District is headed by a District Governor (DG). DG's job is to help clubs when needed, collect reports from the clubs and share information between Apex India National Board and your club.

At a National Level, Apex India is led by a Board, directly elected by all clubs at a National Convention. At present it consists of a National President, National Vice President, Committee Chairmen for International Relations, Projects and Publicity and National Membership and Extension. The DGs, Dy DGs and National Directors elected at District Conventions are also National Board Members taking care of the interests of their Districts.

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