

Dear Pilots: My name is Elena Pierson and this year I am the Nominating Committee Chair. I want to take the opportunity to invite you to consider serving your district in a leadership position.

The following might be some of the reasons preventing you to consider running for a position on the DAC:

- 1.- I am not ready.
- 2.- I do not have the knowledge.
- 3.- What are the responsibilities?

I encourage you to attend the workshops to learn more about each and all the different roles in the DAC. Ask questions, find within your club or in the District someone with the knowledge and/or experience in the position you might be interested. If you do not find anyone, send me an email and I will help you find someone to give you the information you are looking for.

I am attaching the qualifications and responsibilities for the positions.

QUALIFICATIONS FOR NOMINEES FOR DISTRICT OFFICES from the Pilot International District Manual

Qualifications of a Nominee for the office of Governor Elect, Lt. Governor, Secretary or Treasurer:

A nominee will: (Bylaw requirements)

1. Be a dues-paying active member of a Pilot club.
2. A nominee for Governor, Governor Elect or Lt. Governor will have served as President of a Pilot Club. All nominees for Governor Elect of a regional District will have served as a Lt. Governor.
3. A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
4. A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
5. A Pilot will not serve as a District officer, International officer and/or Club President at the same time.

A nominee: (Policy)

1. Should have attended district conventions to a creditable degree.
2. Agrees to give the time and effort necessary to perform efficiently the duties of the office and understands that it will require spending some personal funds.
3. For Governor Elect: attendance at a recent international convention prior to the time of being elected is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International.
4. For Lt. Governor: who has not attended a recent International convention may be eligible for nomination by attending the Council of Leaders and international convention following election.
5. For Governor Elect or Lt. Governor: should be qualified to address the clubs on the activities and plans of the district and Pilot International.
6. For Treasurer: should be proficient in financial management procedures.
7. For Secretary: should be qualified to record, transcribe and distribute the minutes of various meetings related to administration of the District.

ARTICLE XVIII District Leadership from the BYLAWS OF PILOT INTERNATIONAL

SECTION 3. Governor Elect. The Governor Elect will:

- a) make appointments by December 1 for the following year including, but not limited to, Parliamentarian, Pilot International Founders Fund Representative, and Division Coordinators
- b) attend the Council of Leaders and International Convention
- c) assist Clubs by visits and other means as assigned
- d) preside in the absence of the Governor
- e) countersign vouchers and countersign checks in the absence of the Governor
- f) perform other duties as required

SECTION 4. Lt. Governor. Lt. Governors will:

- a) attend the Council of Leaders and International Convention
- b) assist Clubs by visits and other means as assigned;
- c) supervise the Clubs of the region and preside at regional meetings in regional Districts
- d) perform other duties as required

SECTION 5. Secretary. The Secretary will:

- a) record, transcribe and distribute the minutes of the meetings of the District Administrative Council, District Executive Committee, and all District meetings as required
- b) distribute copies of District minutes to the District's Executive Committee Representative
- c) attend Council of Leaders and International Convention
- d) perform other duties as required.

SECTION 6. Treasurer. The Treasurer will:

- a) receive and deposit all District funds within two weeks of receipt
- b) pay all authorized bills within two weeks of receipt of approved voucher
- c) sign all checks issued
- d) furnish required financial reports of District funds to all Clubs and to the District's Executive Committee Representative as required
- e) provide a copy of the District and Convention Budgets to all attendees at District Convention
- f) file reports and keep incorporation of the District in effect
- g) deliver the District books to the Audit Committee by July 31
- h) attend Council of Leaders and International Convention
- i) perform other duties as required

Completed nominations for district officers must be sent to the District Nominating Committee no later than 60 days prior to the first day of the district convention.

I have served our District in many roles, I encourage you to take the first step, you will not regret it.

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