

Illuminating Engineering Society (IES)

DISTRICT CHAIR GUIDE

Welcome to your role as an IES District Chair.

The position you are about to assume plays a crucial role on your District Executive Council as well as the Regional Membership Council. As a reminder, this guide is a companion piece to the IES Section Guide. You will be helping Sections with program development, conflict management, providing general guidance for the board of managers, and sharing information between sections. You are encouraged to work with your fellow District Chair and the Regional Director to plan, coordinate, and lead District meetings and gatherings for your region.

Your term as District Chair will be a very enjoyable and rewarding experience. Welcome to our management team.

TABLE OF CONTENTS

Page

Section I: Organizational Structure

- Org and reporting charts 2
- District Calendar 3

Section II: Job Description District Chair and Vice Chair, Duties & Responsibilities

- District Chair 5
 - Term
 - Job Description
 - Responsibility
- District Vice-Chair 7
 - Term
 - Job Description
 - Responsibility
- Term of Office 7

Section III: District Executive Council

- Council Composition 8
- Council Meetings 8

Section IV: District Finance

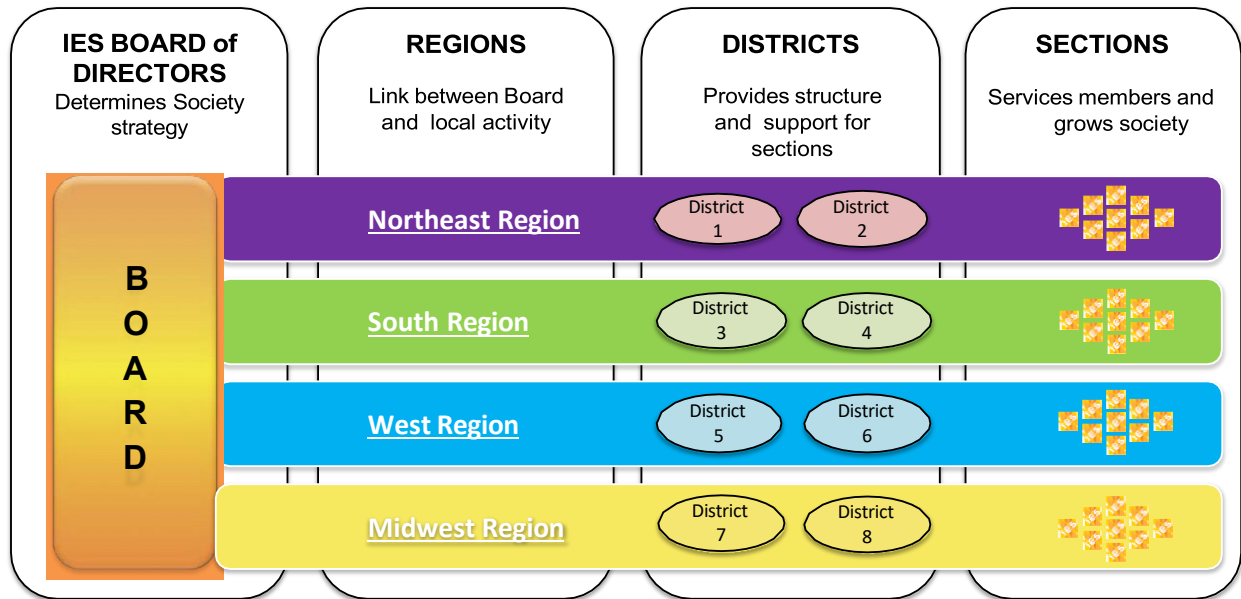
- Regional Financial Support – Policy 7.1 9
- District Activity Fund 9

Section V: Volunteer Officers

- Responsibilities 10
- Troubleshooting Solutions/Who to contact with a question 10

SECTION I – ORGANIZATIONAL STRUCTURE

SOCIETY ORG CHART



SECTION ORG CHART

The Board of Managers shall consist of Section Officers and Board Members elected by the Section membership. They are responsible for the proper and successful operation of the Section.



SECTION REQUIRED REPORTING

REPORT	OFFICER RESPONSIBILITY	FREQUENCY	MONTH DUE	RECIPIENT
Section Slate	Secretary or President	Annually	December	IES Sections Coordinator & District Chair
Financial Report	Treasurer and President	Annually	March	IES Sections Coordinator & District Chair
President Report	President	Bi-annually	June, November	IES Sections Coordinator & District Chair

Annual District Chair Calendar

IES Program Year January 1- December 31

- High priority
- Section President Report due
- District Chair Report due
- General task

JANUARY

- Welcome new section officers — introduce yourself
- New section slate past due — *Overdue*
- First call with Regional Director & Director of Membership — *Topics: review November reports, new year*
- Final planning meeting for Spring DEC

FEBRUARY

- Host Spring District Executive Council Meeting
- Regional Membership Council Meeting — *Required — typically in-person, travel involved*

MARCH

- Financial Report due — *Deadline: March 31 — IMPORTANT*

APRIL

- District Chair Report due to RD — *April 5*
- Second call with Regional Director & Director of Membership — *Topics: review missing slates/financial reports*
- Encourage Leadership Forum attendance & EP Day financial support

MAY

- Remind sections: President Report due June 15

JUNE

- Section President Report due — *June 15*

JULY

- District Chair Report due to RD — *July 5*

AUGUST

- Third call with Regional Director & Director of Membership — *Topics: health check assessment/plan*
- Start planning Fall DEC Meeting
- Participate in Leadership Forum at Annual Conference

SEPTEMBER

- Section elections begin for next year — *Officers/BOM nominations open*

OCTOBER

- District Chair Report due to RD — *October 5*
- Fourth call with Regional Director & Director of Membership — *Topics: end-of-year prep & succession planning*

NOVEMBER

- Fall DEC Meeting
- Section President Report due
- Start planning Spring DEC Meeting

DECEMBER

- District Chair Report due to RD — *December 31*
- Section slates due for upcoming program year — *Starting January 1 — follow up with sections*
- President Report past due — follow up with sections

Visit the **IES Events Page** for a list of upcoming Section and Society Events. [Upcoming Events - Illuminating Engineering Society](#)

SECTION II – JOB DESCRIPTION DISTRICT CHAIR AND VICE CHAIR, DUTIES & RESPONSIBILITIES

DISTRICT CHAIR

TERM:

Two years. Volunteers may serve two consecutive two-year terms, if re-elected. The District Chair is elected by the Section Presidents (or Vice-Presidents in absence) and Secretaries in the District.

JOB DESCRIPTION:

Coordination with Whom: Section Leadership, Other District Chairs, Regional Director, IES Director of Membership.

Accountable to: Regional Director

What qualifications will make the work easier? Good organizational skills and ability to communicate effectively through multiple formats; telephone, written, and electronic.

What learning opportunities go along with taking this position? You will become familiar with Society operations. You will broaden exposure of the IES Society to individuals at the Section and Regional levels. You will be instrumental in educating Section Leadership and Membership relative to organization goals and objectives.

What training is required?

- Introductory call with your Regional Director - Discuss your training requirements with the Regional Director so that learning opportunities can be explored and arranged.

- Attendance and participation at the [IES Leadership Forum](#) during the annual IES Lighting Conference- The forum is designed to provide training, support, and troubleshooting for Section Officers and District Leadership.

- Attendance at the Regional Membership Council (RMC), an in-person, collaborative meeting that includes District Chairs, Vice-Chairs, Regional Directors, and relevant IES staff and BOD members. The meeting typically takes place each year in February and the location varies year to year. A stipend is provided for certain travel expenses and 2 nights hotel stay.

Additional requirements:

- **Required meetings:** Regional Membership Council (see above), District Executive Council, Quarterly calls with Regional Director.
- **Required written reports:** District status reports for Regional Director.

RESPONSIBILITY:

- The District Chair leads the District. They should build and promote cohesiveness between the Sections in your District. Promote sharing of information, so successful projects in one Section can be used by others. Strive for a unified District and Society, not a loose association of Sections.
- Know what the membership in the Region and District are concerned about and act as their "voice" to the Society's Officers and Board through the Regional Director, and the Regional

Membership Council meeting, a place where issues can be brought to light for discussion and resolution.

- Communicate with the section officers and membership on important happenings at the Society level and keep them informed of actions and decisions made by the IES Board of Directors.
- Help answer questions on procedural and operational matters at the section level. Assist in maintaining good relations between the membership and the IES office.
- Promote matters of special interest to the Society within the District, such as membership growth, grassroots outreach, educational opportunities and recourses, etc.
- Have a familiarity with and solid understanding of the IES Section Guide and District Chair Guide, as well as IES Bylaws and Policies.
- Ensuring section reporting is completed. You are part of the pipeline.
- District Analysis – review your Sections on a regular basis.
- Strive to have regular (quarterly or monthly) communication with all of the Sections within the District.
- District Succession Planning – Finding or discovering a future or potential successor, or future District Chair.

DISTRICT VICE-CHAIR

TERM:

Two years. Volunteers may serve two consecutive two-year terms, if re-appointed. The District Vice-Chair is appointed by the District Chair.

JOB DESCRIPTION:

Assist the District Chair in communications and activity planning for their Sections, representing the District when the District Chair cannot be present at a meeting, substituting for the District Chair in the event of a vacancy, and other tasks assigned by the District Chair as needed.

RESPONSIBILITY:

- Help to cultivate future leaders at the Section level, and at the District level.
- Assist District Chair in generating District reports
- Help collect section reports with friendly reminders
- Organize regular calls with Sections and Regional Director
- Attend and participate in Regional Membership Council (RMC)
- Help organize and host the DEC meetings
- Take minutes/notes during DEC meetings
- Can help tackle farther reaching Sections. Travel can be split up if needed.
- Provide assistance to section leaders and members as required or needed.
- The District Vice Chair should also have a familiarity with and solid understanding of the IES Section Guide and District Chair Guide, and the [IES Bylaws](#) and [Policies](#).
- Begin considering your District Vice-Chair successor for next term!

TERM OF OFFICE

A. Should the District Chair position become vacant due to: resignation, termination, prolonged illness, etc., the Vice-Chair, if already appointed by the District Chair, shall assume the role of District Chair for the remainder of the term. This shall not affect the ability to be elected for the following term.

B. In the event of vacancy of the District Chair position with no Vice-Chair in place, the Regional Director shall appoint a replacement to fill the unexpired term.

Communication of the vacancy and appointment of a new District Chair will be distributed within a short time (one week) to let all Districts know.

Such service will not affect eligibility for election to the same office for a full term at the next bi-annual election.

SECTION III - DISTRICT EXECUTIVE COUNCIL

The purpose of the District Executive Council is to:

- Promote Leadership within the District.
- Provide a forum for communication between Sections within the District.
- Facilitate the conduct of Society activities, including but not limited to: Regional, District, and IES Awards, membership, and education.
- Provide input from Section leadership to the Regional Director on Society issues.

COUNCIL COMPOSITION

Your District Executive Council consists of:

- The Regional Director
- The District Chair and District Vice-Chair
- Your District Section Presidents and Section Secretaries or a designated representative from your Section, such as a Board Member or other Officer, such as Vice President and Treasurer.

DISTRICT EXECUTIVE COUNCIL (DEC)

The District Executive Council shall meet **at least twice annually**. If members cannot attend in person, they may do so by conference call/web meeting. The District Chair may also determine to have the meeting via conference call or virtually. If you are considering multiple meetings during the year, consider using conference calls/web meetings to ensure greater attendance.

The first meeting of the new program year should be attended by both current and incoming members of the District Executive Council, and should include an orientation session for new Section officers. Sections should budget for two DEC's per Program Year. DEC's may take place at any point throughout the year, and are planned by the District Chair.

Who Should Attend a District Executive Council meeting:

Section Leadership is expected to attend **District Executive Council (DEC)** meetings. The section President at the very least should be in attendance, in order to disseminate important information gleaned from the meeting to the rest of the section BOM. The President should also prepare to provide an update on the health of the section during the meeting. In addition to the President, other section officers or representatives may attend as well. During District Executive Council Meetings, it is important that absences and lack of reports be recorded in meeting minutes.

A Note on Funding:

As a 501 (c)(3) non-profit organization, the IES appeals to its volunteers to ask their respective employers/companies to cover the cost of travel related to IES activities (i.e. District Executive Council and Regional Membership Council meetings), but will extend efforts, as described in the Regional Financial Support Policy P-7.1, to help supplement the cost of such travel expenses in recognizing the volunteer's efforts in furtherance of IES mission.

Sections should cover the cost of their President attending any in person meetings of the District Executive Council whenever possible. In cases where a section may be struggling financially or need assistance, some funding may be available for those who cannot afford to send their President or other representative to the DEC. Regional funds are available by request and prior approval must be approved before any travel reimbursement requests are submitted.

IES will issue a travel reimbursement to one person, per section, per DEC meeting. The maximum reimbursement amount is capped at \$500.00 USD per person, per event, to enable and encourage all sections to take advantage of this opportunity. This amount can be exceeded only with the written approval of the Regional Director, provided that it is within the budgeted amount for the intended event.

*The complete Regional Financial Support (IES Society Policy P-7.1) is available in the governing document, [Policies of the IES](#) on page 43.

Suggested District Executive Council Agenda Items

Below are some examples of typical topics to discuss at a DEC meeting:

- List of each section in the District (or attending meeting)
- Section Health Check – successes, frustrations / stats and metrics
- Reminder of Section reporting requirements
- Importance of communication between Officers and between Sections and District
- Section and Regional Awards and Member Recognition
- Troubleshooting
- Relay Society initiatives
- Section Elections and Succession Planning
- DC Elections

SECTION IV - FINANCE

A full description of District and Regional funding support by IES is outlined in the 'REGIONAL FINANCIAL SUPPORT POLICY P-7.1' located on page 43 of the IES governing document, [Policies of the IES](#). This document is housed on the IES website under About > [Governing Documents & Policies](#)

DISTRICT ACTIVITY FUND

The District Activity Fund is monetary support derived from Section contributions within the District. District Activity funds may be used for expenses such as: food and conference room charges for District meetings, District-wide events or initiatives, et cetera.

The fund is maintained at the IES office, and the distribution of this fund is controlled by the District Chair. District Activity Fund expenditures must be approved by the District Chair, with the concurrence of the District Executive Council, or a majority approval of Sections within the District. The IES Director of Membership monitors fund activity and works with the District Chair to issue the funds when requested.

Consider asking each Section to contribute annually a minimum of \$50, or \$1/per full member. Estimated expenses for meetings should be submitted for a vote to the District Executive Council well before the meeting date.

Example of District-wide Initiatives:

AEFI (Advanced Education Fly-In) – Each year a different Section from District 6 hosts the event.
Maritime Conference – Annual education event organized by Sections in District 1.

SECTION V – VOLUNTEER ADMINISTRATION

RESPONSIBILITIES

Volunteers who perform their duties and those who exceed our expectations are to be commended and recognized for all that they do. Acknowledge the efforts and outstanding performance of these individuals; that they may be recognized with service awards.

Volunteers who do not perform, do not attend meetings; do not meet deadlines, do not fulfill obligations and who are appointed by a governing body can be (and should be) replaced by that governing body. If the person was appointed by a District Chair, then the District Chair can act singly.

This approach is the only way to handle all members ELECTED to a position. Individuals and groups do not have the authority to “fire” someone elected to a particular position unless there are clearly written (and approved) procedures for the Illuminating Engineering Society for the removal of an elected official.

TROUBLESHOOTING SOLUTIONS / WHO TO CONTACT WITH A QUESTION

During the course of your term of office, questions will arise. Below is a list of potential questions suggestions on whom to contact for solutions. If at any time you are unsure of the appropriate course of action, contact the Regional Director and IES Director of Membership.

Dilemma	Solution	Contact
You are having difficulty establishing your agenda for your DEC meeting	Seek suggestions from other district chairs and section officers	Other District Chairs & Section Officers
Section Board has conflict situation that is interfering with Section operations	Seek conflict management advice	Other District Chairs Regional Director
You need to contact a member in your District/Region	Check the Section’s Roster - Reach out to IES if you do not have access	IES Director of Membership

You are unsure of the submission milestones for the Illumination Awards	Illumination Awards Webpage	IA Committee Chair or Operations and Events Coordinator
You are unsure how to submit a travel expense report for Regional Membership Council Meeting	Form available in Section/Districts Forms and Documents / ask IES Staff	Regional Director/ IES Director of Membership
A Section needs information on IES CEU allocations for a seminar of course	Section Resources Page of IES website	IES Director of Membership

A Section has comments/feedback regarding Society education programs	Reach out to IES staff	Regional Director & IES Director of Membership
---	------------------------	--

Director of Marketing and Business Development: Megan Carroll, mcarroll@ies.org
 Senior Manager of Membership, Jennifer Ferrell jferrell@ies.org
 Associate Executive Director for Strategy, Standards, and Industry Engagement : Brienne Willcock, bwillcock@ies.org
 Director of Membership: Carolyn Woods, cwoods@ies.org
 Regional Director: refer to current [Regional Director Chart](#)
 Click [HERE](#) for the full list of IES staff members.