



RESPONSIBILITIES OF A TGOA/MGCA DIRECTOR

1. Attend and participate in TGOA/MGCA Board Meetings.
2. Attend and participate in Region Meetings.
3. Attend and participate in Region Board Meetings.
4. Visit a regular club meeting or a special membership event of each club within the Region at least once a year.
5. Visit a Board of Directors meeting of each club within the Region each year, if invited. Make clubs aware that you are available & willing.
6. Assist Club and Region officers in starting new clubs.
7. Prepare a written report of your activities within the Region as requested for the National Board of Directors meetings: two (2) per year.
8. Prepare and distribute to each club member within the Region a National Director's report at least twice per year. This may be accomplished through Region or Club newsletters.
9. Attend and conduct the installation of Region Officers, if invited.
10. Install local Club Officers, if invited.
11. Report special projects or problems to the President.
12. Serve on at least one (1) or more National Committee.
13. Initiate, encourage and delegate leadership training for the Region.

TGOA/MGCA DIRECTOR SELF EVALUATION FORM

Each Director is to evaluate the extent they have performed their duties for the current year.

1. Attendance and participation in TGOA/MGCA Board of Directors Meetings:
Convention Board Meeting _____
Annual Board Meeting _____

2. Attend and participate in Region Board Meetings:
Date: _____ Place: _____
Involvement: _____
Date: _____ Place: _____
Involvement: _____

3. Attend and participate in Region Meetings:
Date: _____ Place: _____
Involvement: _____
Date: _____ Place: _____
Involvement: _____

4. Visitation to a regular club meeting or a special membership event of each club within the Region at least once per year:

Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____

(over)

5. Visitation to Board of Directors Meeting for each club at least once per year:

Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____

6. Assist Club and Region Officers in organizing new clubs:

(List new club name, date chartered, activities)

7. Prepare a written report of your activities within the Region as requested for TGOA/MGCA Board Meetings. (Attach copy of report)

8. Prepare and distribute to each club member within the Region a National Directors Newsletter at least twice per year. (Attach 2 copies)

9. Installed Region Officers:

Date: _____

10. Installed Club Officers:

Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____
Date: _____	Club: _____

SIGN: _____ DATE: _____