

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 700 - TRAINING

#### D 700 – 1 - OFFICER TRAINING ACADEMY

**ADOPTED: 04/90                      LAST AMENDED: 06/19**  
**Reference International Policy 0404    LAST AMENDED: 03/19**

**Civitan International shall develop and provide all training materials and modules for Club Officer Training. In areas where geographical training sites/locations are offered, training will be conducted by instructors certified by Civitan International.**

**The Geographical Training Program shall be offered to all clubs in Canadian District West by Civitan International on a set date and location to be mutually selected between Civitan International and the District.**

**Should a President or President-Elect be unable to attend the set Geographical Training by Civitan International in Canadian District West, it will be the Club Officers responsibility to communicate with Civitan International – Membership Training – 1-800-CIVITAN Ex 120 - Stacy Sabo to arrange the necessary training. Any additional cost to be the responsibility of the Club.)**

**The District shall budget from the District Levy the cost of the Presidents or President-Elects Club Officer fee for Geographical Training Academy each year.**

**Presidents or President-Elects who register and fail to attend the Geographical Training will be billed the fees associated with the cost of the training by the District Treasurer to the members Club Treasurer.**

**Club secretaries and treasurers will utilize on-line training provided by Civitan International. All training requirements will be specified on-line at Civitan's home page ([www.civitan.org](http://www.civitan.org)) Leadership Training located on the front page.**

#### D 700 – 2 - CERTIFICATION OF OFFICER TRAINING OF NEW CLUBS

**ADOPTED: 04/90                      LAST AMENDED: 03/12**

**The District shall certify to Civitan International that the Officers of a new Civitan Club have been trained by a member of the District Training Staff within THIRTY (30) days of the charter presentation.**

**New Club Officers trained for a partial term, then continuing in that office for a full term, shall attend the next scheduled District Geographic Training Academy.**

**ISSUE YEAR 2020-2021**

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### D 700 –3- JOB DESCRIPTION – District TRAINING COORDINATOR DTC

ADOPTED: 04/90

LAST AMENDED: 03/12

#### GENERAL RESPONSIBILITIES

The prime responsibility of the DTC is to assist the Governor-Elect in the planning, preparation and implementation of the District Geographic Academy.

The DTC is in direct charge off all training for those officers requiring training who assume their positions on or after October 1<sup>ST</sup> working with Civitan International – Leadership Training.

The individual should also see that all officers of newly Chartered Clubs are trained within THIRTY (30) days of charter presentation. He/she should be available to assist with other District education programs.

#### SPECIFIC DUTIES:

To assist Civitan International with on site planning of the District Geographical Training (DGT):

- a. Assist with selecting the date(s) and site.
- b. Correspond and promote DGT with Club and District Officers

To assist the Civitan International Trainers with on site requirements.

Request Secretaries and Treasurers to complete “On Line” training with C.I.

To immediately advise the Governor/District Board of all officers not trained as required by Civitan International. Identify Clubs not in good standing in order that appropriate notification can be sent regarding “VOTING” rights and status.

To assist throughout the year as resource person in regards to training and education.

Train “New Club Officers and replacement officers during the Civitan year and report the results to the Leadership Training of Civitan International.

### D 700 – 4 - ORIENTATION & TRAINING OF INTERNATIONAL DIRECTORS

ADOPTED: 04/90  
CROSS REFERENCE: 0216

LAST AMENDED:  
LAST AMENDED: 03/12

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**All incoming International Directors shall attend an orientation session to be held prior to the first International Board Meeting. The incoming International President shall develop a program and materials for such orientation and training.**