

Session 1	The Role of the District Manager
Audience	District Managers
Time	1 hour min
Aim	To: <ul style="list-style-type: none"> ◆ Outline the Role of the District Manager
Resources	Guidelines, Policies & Procedures- where found? How to Manage the Guide District, GGA Position Descriptions for DM & RM Properties Webinar (state), Handbooks – Leaders and Girls State Guide office, State Guide website, GGA website Promotional material

Learning Outcomes	Include
<p>Leaders will be able to:</p> <ul style="list-style-type: none"> ◆ Understand the tasks relating to their role ◆ Determine the skills needed to fulfill this role ◆ Develop awareness of the responsibilities of the role ◆ Understand property matters ◆ Understand financial matters ◆ Manage Operational Risk 	<p>Roles</p> <ul style="list-style-type: none"> ◆ Knowledge, skills and traits required to fulfill role of District Manager – what do I need to know, what do I do and how? ◆ Records and paperwork ◆ Meetings – briefly mention what DM attends – District/ Support Group/ and then Division or Region ◆ Brief summary of Region Manager role. ◆ The need to have appropriate resources - ◆ DMs should delegate/encourage others to help <p>Properties – only mention as covered later</p> <ul style="list-style-type: none"> - Leases – short & long, insurance, maintenance, rent, presentation <p>Financial</p> <ul style="list-style-type: none"> ◆ Responsibility for financials in the District. <ul style="list-style-type: none"> - Budget – forecasting, preparing, - overseeing Unit accounts <p>Risk (see notes)</p> <ul style="list-style-type: none"> ◆ Ensure safety is a priority ◆ Follow Code of Conduct at all times ◆ Follow procedures/policy and complete forms ◆ Annual checks on halls/ meeting place ◆ Possible risks when planning an event/activity ◆ Gathering knowledge of risk management strategies – reports, rapport with leaders