

## Ten Week Term Plan (+1) for District Manager

Week	Activities	Clauses discussed, or contacts made	Clauses included in meeting or event
1	<b>Region meeting</b> <b>District meeting</b> Units are all starting the term	6.1 Attend Region meeting 6.4.1 Access database and extract reports 6.4.4 Set up files for forms used and correspondence 6.4.5 Organise signatories for banking	6.1.1 District meeting 6.1.6 Chair District meeting 6.1.7 Discuss parent involvement 6.2.6 Discuss Learning Log with Leaders and start own 6.5.3 12 Month Plan 6.6.5 Choosing appropriate activities
2	Attend <b>Thinking Day</b> activities: District Event in the park	6.6.1 Access WAGGGS website 6.2.3 Contact three parents	6.1.1 Attend Thinking Day District Event 6.2.4 Compliment Leaders and present small gift 6.6.2 Take part in flag ceremony
3	Units all have their plans in place – pop in to visit one	6.1.3 Contact State Office and find out who's who 6.2.1 Speak with two Unit Leaders	
4		6.4.8 Set up Property file 6.5.2 Attend <b>Harmony Day</b> activities to represent Guiding	6.1.2 Attend <b>Support Group</b> meeting 6.2.3 Contact three parents 6.4.8 Relevant property issues
5	Units all have their plans in place– pop in to visit one	6.1.5 Access SGGO website; discuss 6.3.2 Read Social Media policy 6.4.6 Explore annual review of accounts	
6	<b>District Meeting</b>	6.4.3 Meet with Leader and familiarise self with key forms 6.3.1 Review Pool risk management plan & forms 6.2.4 Encourage Leaders on pool activity	6.1.6 Chair District Meeting 6.2.2 Incorporate Promise and Law 6.3.2 Discuss use of Social Media 6.4.5 Discuss annual review of Unit accounts 6.4.7 Establish District budget
7		6.2.6 Contact two District Managers for tips 6.4.2 Discuss filing systems used; tweak own system	
8	Attend <b>Unit at pool</b> - Water Olympic Games Guide-Style	6.5.1 <b>Pop-up stall</b> at weekend market to promote Units 6.6.6 Unit visit	6.2.4 Compliment Leaders and Guides on their skills 6.5.4 Discuss leadership opportunities
9		6.3.3 Review past accident or incident forms	
10	Attend <b>Unit Promise Ceremony</b>	6.6.2 and 6.6.3 Promise ceremony 6.6.4 Badge presentation 6.6.6 Unit visit	
1	<b>Region meeting</b>	6.1 Attend Region meeting	6.1.4 Present District Report 6.5.5 Discuss membership trends

Ask In what circumstances do you think this plan is reasonable? How can you assist a Manager to achieve this? Many new managers take a long time to complete all the clauses. How can you help them?