



Y SERVICE CLUBS INTERNATIONAL – U.S. AREA

REGIONAL DIRECTOR – ELECT

U.S. AREA

RDE Manual Supplement I

*Leadership and learning
are indispensable
to each other.*

– John F. Kennedy

This manual is intended to help you understand the responsibilities which will prepare you, the RDE for the duties you will assume as a new RD.

***This supplement is for U.S. Area use only.**

***GENERAL RDE DUTIES:**

1. Assist the Regional Director in all of his/her duties.
2. Either supervise, direct and coordinate Regional Conventions directly or through the appointed Convention Chairperson.
3. Assume the office and duties of the Regional Director in his/her absence or unavailability unless unable to do so. In such cases the selection of the replacement Regional Director will be made by the Regional Counselors.
4. Encourage and promote attendance of Region members to the International Convention and U.S. Area Convention.

*Refer to your Regional Constitution/By-Laws for specific duties.

YOU ARE . . .

- THE BRIDGE BETWEEN Y SERVICE CLUBS AT THE INTERNATIONAL AND AREA LEVELS AND THOSE AT THE CLUB LEVEL.
- THE INFORMATION CENTER FOR LOCAL CLUBS TO KNOW WHAT IS HAPPENING IN Y'S MEN INTERNATIONAL TO ENABLE THEM TO BE ACTIVE PARTICIPANTS IN THE MOVEMENT.



Before taking up this most important assignment, Regional Director-Elects are advised to go through the following and prepare themselves for the position.

1. **Email.** Set up a separate email account from your personal or business email.
2. **Websites.** Be familiar with the Y's Men International (YMI), U.S. Area and your/other Region websites..
3. **Computer.** Be comfortable in using the computer to communicate with members..
 - 1: Search engines.
 - 2: Word processing.
 - 3: Spreadsheets.
 - 4: Browser basics.
 - 5: Virus/malware scanning.
 - 6: Common keyboard commands.
 - 7: Basic hardware terminology.
 - 8: Simple networking diagnosis.
 - 9: How to hook it up.
 - 10: Security/privacy 101.

[10 things you should know about computers.](http://www.techrepublic.com/blog/10-things/10-things-you-have-to-know-to-be-computer-literate/)

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4.

Be familiar with using GTM.

GoToMeeting is a web-hosted service created and marketed by [LogMeIn](http://LogMeIn.com).^[1] It is an [online meeting](#), [desktop sharing](#), and [video conferencing](#) software package that enables the user to meet with other computer users, customers, clients or colleagues via the [Internet](#) in real time.



PREFACE

Congratulations! You have been chosen to assume one of the most important positions in Y's Men International. It is a very dynamic position because you are the bridge between Y's Men at the International and Area levels and those at Club level.

Y's Men's Regional Directors (RDs) perform many administrative duties carried out by paid staff in other service club organizations. The training of Regional Directors Elect (RDEs) is therefore imperative. Various methods have been used over the years, including a correspondence training manual and a self-training booklet. Training events in conjunction with International Conventions have also been held but quite apart from the high costs the various cultural and linguistic backgrounds make the efficiency of centralized training *doubtful*. In *recent* years annual RDE training events have been held by Area or group of Areas. *In 2019, the first International RDE Summit was held in Toledo, Ohio, site of the first Y's Men's Club and home of our founder, Paul William Alexander.* Y's Men International is presently studying its training needs and methods at various levels of the movement.

As RD you will have a key responsibility because local Clubs will depend on you for information about what is happening in Y's Men International (YMI) to enable them to be active participants in the global sphere of our movement. In brief, you can motivate the Clubs in your Region to be fully involved in Y's Men as a world Movement. The purpose of this manual is to help you prepare yourself for the task ahead *by leading you through the available printed material, a list of which is sent with it.*

I wish you God's richest blessings in your preparatory work and look forward to working together with you.

Rolando Dalmás
International Secretary General
December 2001

Modified for U.S. Area: February 2020

Bobby Stivers-Apiki,
U.S. Area President 2019-2021

RED TEXT: Updated by YMI Feb. 2020:

4. Note that in 2019 centralised RDE instruction was reintroduced. The existing annual RDE Summit does not eliminate completely the place or need for local training. Typically the annual International RDE Summit will occur in conjunction with the Mid Year Meeting and Area President Training in January or February.
5. Note printed material is now mailed from IHQ upon request. All key resources material can be accessed through the resources or training sections of our website: www.ysmen.org

YMI Update 2/20/2020





INTRODUCTION

ORGANIZE YOURSELF: (Adapted for U.S. Area from YMI RDE Manual.)

In addition, to this manual, you may want to start a file of other materials to be made into a REGIONAL OFFICER'S FILE for the officers who will make up your REGIONAL TEAM.

The file may include the following system but not limited to, the following information:

*Supported printed materials to made available through YMI & Area.

- YMI, Area Official Documentments:
 - YMI Abbreviations
 - YMI Constitution
 - Area Constitution and/By-Laws
 - Area Policy & Procedures
 - YMI Organizational Structure
 - YMI Service Director Structure & Categories
 - Area Organizational Structure

- Regional Official Documents:
 - Regional Constitution and By-Laws
 - Regional Organizational Structure
 - Regional Job Descriptions of Officers and RDS
 - Regional Budget

- Official Leadership Rosters:
 - YMI Official Family List
 - Regional Leadership Team Roster (Officers, Council, Distreict Governors, Service Directors, etc.)
 - Area Leadership Team Roster

- Financial
 - YMI, Area & Region Membership Report & "Remittance" Procedures
 - Review YMI, Area Target Goals

- Program Service Areas
 - YMI, Area Target Goals
 - Challenge 2022
 - YMI Legacy

- YMI Service Directors Categories & Lines of Communication
 - YMI, Area and Region program service descriptions
 - Emphasis/Focus Calendars – YMI, Area, Region
 - New Clubs Procedures
 - New Club Charter/Member Induction
 - Officer's Inaugural Charge
 - Awards – YMI, Area, Region
- Events & Statistics:
- Elections – YMI, Area, Region
 - Historial
 - YMI Membership Statistics
- Reports and Forms:
- Area Council Meeting Reports
 - *YMI Provisional Calendar
 - YMI RD/RDE Memos #1 – 4
 - Regional Team, Goals and RSD List
 - Alexander Scholarship Fund/Dollars For Scholars Application
 - Brotherhood Delegate Application
 - Award – Booster, Elmer Crowe, Application
- Communication/Image:
- Regional Newsletter
 - Area Y Alliance
 - YMI World
 - YMI Website – ysmen.org
 - Area Website – yserviceclubsusa.org

*This is not a complete list of duties, responsibilities and tasks to be performed by you.

Much of the material may be placed in loose leaf binders and distributed to all Regional Officers at your Regional Officer Training.

The 1992 History of Y'sdom and the 75th Anniversary edition A Fellowship of Service both provide excellent background reading.

REFER TO:

Y's Men
International

Regional
Director Elect's
Manual