

**MEDOMAK DISTRICT  
POLICIES AND PROCEDURES**

1. Payment for registration and lunch for District Meetings shall be made in advance.
2. The Hostess Club is responsible for coffee and snacks at registration time at District Meetings.
3. The Hostess Club will provide table favors for the District Meeting Lunch.
4. Individual clubs may bring tickets and or chances to their upcoming fund raising events to be sold at the District Meeting. The Hostess Club must be notified at least 30 days in advance in the event clubs wish to do this and need display space or a table.
5. The First Vice President of the Host Club for the annual meeting shall convene a meeting of the Nominating Committee in odd years. This meeting shall be convened by January. The District Director will not be an ex officio member of the Nominating Committee. The Nominating Committee will notify the Board of the Slate prior to the annual meeting.
6. The officers of Director and Assistant Director shall rotate alphabetically. (Bath, Boothbay, Camden, Topsham, Wiscasset)
7. The District shall pay for lunch for the GCFM President, the speaker and the District Director at District meetings.
8. The District will reimburse board members for the two items requested by the GCFM for the Fall Conference Raffle Table.
9. Club Presidents will provide an annual report pertaining to club activities of the past year due to the District Director by April 1<sup>st</sup> each year. A brief and current update shall be provided in the fall by September 15<sup>th</sup> to the District Director.
10. Request for District Certificates of Achievement will be provided to the District Director by April 1st each year.