

## **District 5 Sons of Norway Zone Director Handbook**

### **At-a-Glance of the full document- 2022-2024**

#### **The Basics of being a zone director!**

**Who can serve on the board?** You must be a benefit member which means you have a financial product from Sons of Norway that qualifies. You can learn more and purchase one from an Insurance Professional who sells SN products.

**How many on the board?** District 5 has six zones and each zone can have two directors. The Secretary and Treasurer are not connected to a zone and can serve unlimited terms. The International Director attends our meetings and is given permission to discuss items- but doesn't vote. The webmaster is included in much of the board communications but doesn't need to attend board meetings.

- Zone 1- Loven 29, Valkyrien 53, Trygvason 220, Viking 625, Ulseth 670, and Dovre 353.
- Zone 2- Wergeland 28, Jotunheimen 286, Solvang 457, Fossen 534, Fagernes 616, Rib Fjell 496, Elvedal 556, Norskeland 580, Myrmarken 609 and Vennligfolk 627.
- Zone 3- Idun 74, Mandt 314, Vennelag 513, Nordland 544, Ostestaden 642. and Norsemen of the Lakes 650.
- Zone 4- Fosselyngen 82, Nordlyset 183, Norse Valley 491, H R Holand 549, and Gronnvik 632.
- Zone 5- Skjold 100, Valhall 168, Polar Star 472, Cleng Peerson 525, and Elvesund 593.
- Zone 6- Nordkap 378, Sonja Henie 490, Sognefjord 523, Christian Radich 568, Scandiana 600 Askeladden 610, Circle City 614, Edvard Grieg 657, Arctic Circle 662, Vikings of the Smokies 677, Music City Vikings 681, and Shawnee Skogen 689

**How long do you serve?** A zone director is elected at the District Lodge Meeting and then serves until the next District Lodge meeting. It is a two-year term. The zone directors can serve 2 consecutive terms (2 years) and then either need to be elected to an officer position.

**What do I have to attend?** The Board meets twice a year in-person – spring and fall. The Board members must also attend the District Lodge Meeting and Convention. They do not have to attend the International Lodge Meeting and Convention unless they are elected as a delegate. They also should host some type of Zone Meeting and visit lodges. More specific information is provided in the Policies and Practices and District Bylaws.

**What if I can't attend something?** Alternates are elected at the District Lodge Meeting during your zone caucus. A zone will determine if they are specific or priority. Specific means that alternate is for a certain director (i.e. Sally is the specific alternate to Mary. If Mary can't attend something, she calls Sally first). Priority means one of the alternates is the first one that is called. In both cases, if the first alternate can't fill in, the other one is contacted. If a zone director can't attend a board meeting or convention, they are to contact the District President and Secretary and also the alternate.

**How are committees and zone assignments done?** The District President assigns zone directors to committees and makes the zone assignments. The president is encouraged to reach out to the zone directors to get their input, desires and suggestions but the president makes the final decision.

This is done shortly after the re-organization meeting at the District Convention. The committees include Auditing, Cultural, Executive, Heritage and Grants, Membership, Publicity, Sports and Recreation, Zone Alignment, Lodge Development and Support, and Fundraising

### **Other items that you are involved with:**

**Zone Seminars and Meetings:** The District Directors are responsible for planning and conducting zone seminars and meetings. Zone meetings will vary and can be whatever you and your zone members would like them to be! For further questions, contact the District President, Secretary or Treasurer for questions on any of the logistics. The District President is the key person if you have questions in regard to getting permission for other board members to attend or expenses not listed in the guidelines.

**Lodge visits:** Each zone director is allowed \$10/lodge they represent/year to use for door prizes or gifts when visiting a lodge.

The following Travel Allowance, Meal Allowance and Lodging Expense shall be allowed each Board member for Board Meetings, Assigned Lodge Visitations, Institutions, Charters, Local Lodge Installations, District Five Lodge Meetings, Executive Board Meetings, Special Board Meetings, Zone Seminars, and Individual Board Members will be allowed expenses, if approved, in advance, by the District Board or District President.

**Expenses:** Approved at the June 2022 District Lodge Meeting, Officers and Directors may request reimbursement for authorized travel in the following amounts:

- Personal vehicle mileage rate be set at the International Board of Directors' rate, which is 75% of the IRS rate;
- Food allowance of up to \$30.00 per day (must include receipts);
- Toll road charges as needed (no receipt needed);
- Reasonable lodging costs as needed.

Other District Board Expenses: Receipted charges incurred for District Five purpose will be reimbursed for the following:

1. Telephone/Fax/Email
2. Mailing Expenses
3. Photocopies
4. Office supplies
5. Photo developing