

# **Rotary District 5630**

## **A District Leadership Plan**

### **I. THE STRUCTURE OF DISTRICT 5630**

#### **THE LEADERSHIP**

A District Governor, Governor Elect and Nominee, Assistant Governors, District Rotary Foundation Committee Chair, District Trainer, District Secretary, District Treasurer, the various Committee Chairs, and other assigned persons will lead District 5630. This leadership group will support the Club Presidents, Club Committee Chairs, and individual Rotarians.

#### **DISTRICT LEADERSHIP TEAM**

District 5630 will have a District Leadership Team, which will serve as a coordinating and advisory body for the District. It will work primarily to help the DG affect his or her goals and objectives for the year, and promote the goals of Rotary. The District Leadership Team's primary goal is to strengthen the individual clubs, the presidents and their leadership team. Through empowerment, Rotarians will be enabled to provide service in the world and in their community.

The District Leadership Team has an additional goal of making connections among clubs and among the various programs/projects within District 5630.

Activities of the Leadership team will be disseminated to the membership by the DG in the District Newsletter.

The District Leadership Team is comprised of the District Governor, Assistant Governors, District Governor Elect (DGE), District Governor Nominee (DGN), the immediate Past District Governor (PDG), District Rotary Foundation Committee Chair, District Trainer, District Secretary, and District Treasurer. The Leadership Team is chaired and directed by the District Governor. Members will communicate regularly and hold formal meetings at the discretion of the District Governor. Specific tasks of the members are defined below under the roles of the various officers and committees.

### **II. DESCRIPTIONS OF THE DISTRICT 5630 LEADERSHIP**

#### **DISTRICT GOVERNOR**

The Principal Officer of District 5630 shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the District nominated by the clubs of District 5630 and elected by the convention of Rotary International. The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. He or she shall encourage participation in a district leadership plan, and foster effective clubs by providing inspiration and motivation to the clubs. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5630 goals and objectives.

The District Governor is responsible for the following activities in the District, as provided in the Rotary International bylaws:

- Strengthen existing clubs and organize new clubs
- Promote membership growth
- Support The Rotary Foundation with respect to program participation and financial contributions
- Promote cordial relations among the clubs and between the clubs and RI
- Plan for and preside at the District Conference.
- Support the Governor-elect by providing any requested assistance in the planning and preparation for the PETS training seminar; providing him/her with full information as to the condition of clubs with recommended action for strengthening clubs (to be done prior to the International Assembly);

transferring continuing district files.

- Conduct an official visit-- meeting individually or in multi-club venue. The official visit will focus on important Rotary issues, motivate club members to participate in service projects, recognize the outstanding contributions of Rotarians in the District and in the club. Weak and struggling clubs will receive special attention during the year—not just at the official visit.
- Issue a monthly letter to each club president and secretary---or to all in the District via the Internet.
- Serve as a spokesperson for the district.
- Assure that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and established policies of RI.
- Perform such other duties as are inherent as the officer of Rotary International.
- Report promptly to Rotary International, as may be requested by the President or the Board.
- Support and assist in training of the DGN
- Support and appoint the Assistant Governors
- Appoint District Committee chairs
- Advise and work with the District Rotary Foundation Committee Chair on Foundation related projects in the District
- Hold a District Foundation Seminar
- Hold a District Membership Seminar
- Supervise and support the District Treasurer and Chair the Finance Committee of the District
- Supervise and support the District Executive Secretary
- Supervise
  - Members of the District Leadership Team
  - Activities of the Council of Past District Governors
  - Governor Nominating Committee
  - Legislation/Resolution Committee
  - Club Extension Committee

### **DISTRICT GOVERNOR ELECT**

The District Governor Elect is the officer who succeeds the present sitting Governor, assuming the position on July 1 of the next Rotary year. The DGE is nominated by District 5630 and elected at the Convention of Rotary International.

#### Duties:

- Prepare to serve as an officer of RI for next Rotary year.
  - Attend GETS at the Zone Institute
  - Attend the International Assembly
  - Attend the International Convention
- Provide support to the District Governor as requested
  - Participate as an active member of the District Leadership Team
  - Chair the District Finance Committee
  - Attend District Training Seminars as scheduled
  - Attend District Conference and Assemblies
  - Encourage attendance at the International RI Convention
  - Plan, prepare and select leadership trainers as needed for PETS and Training Seminars
- Supervise the District Assistant Governors
  - With the DG, appoint Assistant Governors for the year of service
  - Train Assistant Governors or organize training for Assistant Governors who will be serving when the DGE is District Governor.

### **DISTRICT GOVERNOR NOMINEE**

The Rotarian nominated by District 5630 to Rotary International to be the District Governor following the District Governor-Elect.

#### Duties:

Provide support for the DG

- Serve as a member of the District Leadership Team
- Serve as a member of the Budget and Finance committee
- Perform duties as requested

Prepare self for position of leadership as an officer of RI two years hence.

- Attend GNATS training at Zone Institute.
- Attend other training for upcoming District Governors at the invitation of the sitting DG
- Attend PETS
- Attend District Training Seminars
- Attend District Assembly
- Attend District Conference

Oversee all club related committees

- Club Service
- Vocational Service
- Community Service
- International Service
  - World Community Service
  - Literacy
  - Water, Hunger, Health
- New Generations Service
  - Great Plains RYLA
  - Rotary Youth Exchange (RYE)
  - Rotaract/Interact

Oversee District Committee activities

- Website/Newsletter/Public Relations/Communication

### **DISTRICT GOVERNOR NOMINEE DESIGNATE**

The Rotarian nominated by District 5630 to follow the District Governor Nominee. This person will become a recognized future officer of RI when recognized at the assumption of the office of District Governor Nominee.

#### Duties

Prepare for a year of service upon becoming an officer of RI

- Provide support to the DG as requested
- Attend the District Leadership Team ex officio
- Attend the District Training Seminars as scheduled
- Attend District Conference, Assembly, and PETS
- Serve or have served as an AG

### **ASSISTANT GOVERNORS**

#### Qualifications:

- An AG should be a past president, who is respected by his/her club;
- Have three years, in good standing, as a Rotarian;
- Have proven experience working as a team lead or the desire to learn to work in a team mode;
- Have thorough knowledge of Rotary and its program;
- Have proven follow-through;
- Have ability to act as an advisor.
- Have completed or be participating in the District's Rotary Leadership Institute
- A Past District Governor may not serve as an AG

#### Selection:

Assistant Governors are selected by the District Governor Elect for an 18-month term, beginning in January. An Assistant Governor's term can be extended, on an annual basis, up to no more than 3 years. This extension is at the discretion of each succeeding District Governor-Elect. An AG may be removed from responsibility if he/she so requests or if he/she is unable to perform the duties of the AG (for whatever reason) or at the discretion of the District Governor. Assistant Governors are district appointees of the Governor. They are not officers of Rotary International.

### Duties:

The AG will work directly with club Presidents, while the Committee Chairs will work with the respective chairs in clubs.

An Assistant Governor will have responsibility for 2-4 clubs. They *may* or *may not* be assigned their home club, and may be moved among clubs for better administration.

### Support the Clubs and the Presidents:

- Visit each club regularly, at least quarterly, more often as problems develop
- Help the club president resolve club problems.
  - Act as a management consultant
  - Act as a friend to the club president and his/her team
- Schedule the District Governor visit, working with the Club President.
- Identify social, fundraising or other events at which the Club would like the DG or AG to attend.
- Promote district training events and other district activities
- Develop yearly club goals with the president-elect using the “Planning Guide for Effective Rotary Clubs” This is to be completed and shared with the incoming District Governor (DGE) before July 1.
- Develop the club goal report for the Rotary Foundation. Assist the president-elect and club board to complete this report and return it to the incoming District Governor (DGE) prior to May 1.
- Assure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International—coordinating with District Secretary and Treasurer. (The Treasurer or Secretary may inform the AG)
- Assist the clubs in achieving a Presidential Citation.

### Assist the District Governor:

- Attend club meetings at least once per quarter. Briefly speak at meetings—informing clubs of changes in Rotary, upcoming events, or other matters which would be of import to Rotarians.
- Periodically attend club Board meeting.
- Attend club assemblies as invited.
- Prepare and submit a final Report of Club Visit to the Governor by **May 1**
- Schedule and attend the District Governor club and board visit
  - Prepare the draft “club visitation report” for the District Governor—prior to his/her visit
  - Provide the District Governor with each club’s “Planning Guide for Effective Rotary Clubs” prior to the official visit.
- Keep the District governor informed of successes or innovations in clubs, of important social or recognition events which he/she should attend.
  - Encourage clubs to follow through with the governor’s requests and recommendations
  - Monitor club’s performance with respect to service projects
- Keep the DG informed on a regular basis of problems in clubs, recommended solutions, and/or need for additional assistance
- Advise the DG such as suggesting ways to enhance Rotary and address problems
- Participate in goal setting with DGE

### District Duties

- Attend PETS training, serving at the DGE’s direction
- Attend other District Training
- Attend Leadership Team Training
- Attend District Assembly and Conference
- Identify potential committee chairs, committee members, AG’s and persons for other leadership roles in the District.

## **IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)**

### Duties:

- Provide insights/advice to the District Governor
- Undertake problem solving or project responsibility, at the request of the District Governor
- Assume Zone or other Rotary responsibilities.
- Member of the District Budget & Finance Committee.
- Member of the District Leadership Team
- Member of the Nominating Committee
- Member of the Council of Past District Governors.
- Chair of the District Club Extension Committee

### **DISTRICT SECRETARY**

The District Secretary shall be a Rotarian of good standing, knowledgeable in Rotary, and a member of a club within District 5630. The Secretary is appointed by the District Governor for a three year term that may be extended if agreed upon between the Secretary and the District Leadership. The Secretary must have the capability to communicate via telephone, fax, email and the Internet.

### **Secretary Duties:**

The District Secretary shall:

- Serve as a Member of the District Leadership Team.
- Be knowledgeable in Rotary functions and operations at club and District level
- Have the ability to communicate via telephone, fax, and electronically with e-mail and web access.

### Duties

- Assist the District Governor in District Administration.
- Compile, edit and produce the monthly District Governor's Newsletter and make each issue available on the District Web Site
- Issue District –wide correspondence as needed.
- Maintain files of all District records as requested by the District Governor  
(e.g. DG correspondence, committee reports, committee archives, RI directives, minutes, etc.)
- Take and maintain minutes of District meetings and make copies available to the members of the Leadership team
- Assist the District Governor in preparing for the District Conference
  - Serve on the District Conference Committee
  - Assist with correspondence
  - Assist with mail and web based promotion of the conference
  - Take minutes of the Annual Meeting of the District
- Serve on Information Technology Committee
- Maintain association with "ClubRunner" to keep website functioning well
- Assure that information is current and accurate
- Membership
- District Directory
- Maintain an up to date list of all club officers
- Update information and format as needed.
- Assist Club Secretaries with solving problems related to their position.
  - As a District level resource for club problems
  - As a resource for using the district Web Site for reporting and updating
    - Membership
    - Club activities
    - Club directory
- Ad hoc as directed by the District Governor
- Serve as administrative resource to committee chairs
- Assist the District Membership Chair to assure monthly reporting of membership by all clubs in the District
- Assist the District Historian
  - Obtaining and storing records

- Educating members on the collection, availability and use of such records.
- Assist the District Legislation/Resolutions Chair
  - Help gather, organize, and disseminate resolutions from the clubs

### **DISTRICT TREASURER**

The District Treasurer shall be a Rotarian of good standing, knowledgeable in Rotary, and a member of a club within District 5630. The Treasurer is appointed by the District Governor for a three year term that may be extended if agreed upon between the Treasurer and the District Leadership. The Treasurer must have the understanding of basic accounting principles. The Treasurer will be bonded.

#### **Treasurer Duties**

The Treasurer shall be responsible for books of accounts on all funds coming under the Treasurer's jurisdiction. On retirement from office, the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.

Other duties of the Treasurer include:

- Member of the Budget and Finance Committee
- Maintain custody of District financial records except those of committees authorized to maintain individual budgets (such as District Projects and the District conference)
- Maintain inventory of (the small amount of) District equipment including, but not limited to fax machines computer software and office equipment
- Disburse funds and pay bills upon approval of the DG
- Bill the clubs for the annual per capita levy and collect it. The membership basis for such levy shall be the membership reported to Rotary International on the Club's July 1 semi-annual report.
- Take follow up-action on clubs delinquent on dues—using information sent to the District Governor. This follow-up may be done in concert with the Assistant Governors.
- Issue financial statements monthly to the District Governor, the District Governor-Elect and the Finance Committee.
- Train incoming club treasurers, at the District Assembly
- Present the District Budget and expenditures at the District conference.
- Periodically, evaluate District insurance coverage and rates; bring information to Budget and Finance Committee.
- Pay, in a timely manner, requests for payments that have been approved by the DG
- Quarterly, and at the end of each Rotary year, prepare a statement of net assets and a statement of income and expense for the year
- Oversee the reimbursement policy and reimbursement guidelines for District 5630. Guide the AGs and the Committee chairs in budget and reimbursement issues..
- Advise the DG on District financial matters, including preparation of the upcoming District Budget.
- File tax returns as required in the USA.
- Provide necessary information to the Audit committee as requested
- Provide independent oversight and review for those committees maintaining individual Accounting (e.g., District conference, District projects treasurers).

### **DISTRICT TRAINER**

The District Trainer supports the District Governor and District Governor-elect in training issues on the club and District level. The focus of the District Trainer is the development of club presidents, Assistant Governors, and upcoming Rotary leaders.

The District Trainer will be a skilled, knowledgeable Rotarian, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. The District Trainer (ideally) will have expertise in training and in team development. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. A PDG may fill this position.

Duties:

- Support the DGE in developing and conducting PETS
- Assist the DGE and the DG in training and developing Assistant Governors, and the rest of the District Leadership team.

- Serve as a member of the District Assembly Committee and District Leadership Team
- Assist in the development of Foundation/Membership Seminars
- Carry out other training tasks as required (e.g., train facilitators, arrange for logistics, identify speakers)

### **III. DISTRICT COMMITTEES AND COMMITTEE CHAIRS**

District 5630 has a number of committees established to carry out the specific goals developed by the District leadership. The Committee Chairs and committee members are chosen to assure that there is continuity of leadership, and knowledge, and yet provide the opportunity for new Rotarians to participate. A Committee Chair, selected by the District Governor, will serve a term of 1-3 years.

#### **A. COUNCIL OF PAST DISTRICT GOVERNORS**

Membership: All Past District Governors who are members of clubs in the District.

##### Responsibility/Role:

- Meet periodically with the District Governor, to review District goals and provide advice and lend assistance as requested by the District Governor.
- The District Governor shall call a meeting of the Council shortly after the International Convention to present new information from Rotary International
- The Council shall elect its own chairperson to serve as presiding officer at meetings of the council.
- Promote the District Conference and International Convention
- Provide direct assistance as requested to weaker clubs
- Provide a subcommittee of members selected by the current District Governor to serve on the Nominating Committee
- Provide a subcommittee for Legislation/Resolutions. The chair will be that PDG who serves the District and RI as a member of the Council on Legislation.
- Provide a subcommittee and chair for the District committee for Club Extension.

#### **1. GOVERNOR NOMINATING COMMITTEE**

This committee consists of seven persons: all of who shall be either Past District Governors or Past Club Presidents who have not served as District Governor. Of the seven persons of this committee, at least four shall be Past District Governors and at least two shall be Past Club Presidents who have relevant and meaningful experiences in District matters. The chairperson shall be a past District Governor, named by the District Governor. The Immediate Past District Governor sits on this group, but may not chair in the year immediately following his/her year as governor.

The terms of the members shall be staggered, so that at least half of the committee members shall have served in the prior year. The work of this committee shall be governed by the terms of the Manual of Procedure (pp. 31-32, MOP 2010).

The Nominating Committee conducts the selection process for the District Governor Nominee Designate, and will undertake informational/recruiting efforts during the six-month period prior to selection of the District Governor Nominee Designate. The selection of the DGND shall be completed no sooner than 36 nor less than 24 months prior to taking office as the District Governor.

#### **2. COMMITTEE ON LEGISLATION/RESOLUTIONS**

This committee is chaired by the PDG who serves RI on the Council on Legislation. This person's duty is to seek resolutions from the clubs in District 5630 and the District leadership on issues of importance to Rotary. After District approval, these resolutions are to be carried to the Council on Legislation of Rotary International, where this person sits as a voting member for District 5630.

### **3. CLUB EXTENSION COMMITTEE**

Chaired by the immediate Past District Governor, the role of the extension committee is to identify possible locations for new Rotary Clubs.

- Solicit opportunities for new clubs from the existing clubs
- Respond to community interest
- Analyze geographic and population possibilities
- The Committee then identifies a sponsoring Rotary club to support and mentor the new club during its early years of existence.

## **B. COMMITTEES OF DISTRICT ADMINISTRATION**

### **1. BUDGET AND FINANCE COMMITTEE**

Membership: Composed of the District Treasurer, the incoming District Treasurer (if a new treasurer is needed), the District Governor, the District Governor Elect, the District Governor Nominee (if appointed), the Immediate Past District Governor and one Past District Governor who is currently an active member in a club in District 5630. The District Governor will appoint the Past District Governor for a two-year term.

The District Governor chairs this Budget and Finance committee, except when the committee is considering the budget for the following year—in which case the committee shall be chaired by the District Governor Elect.

Responsibilities:

- Safeguard the assets of the District 5630 fund.
- Prepare the annual operating budget. The budget is based on the previous district experience and requests from the DGE and the various district committees.
- Recommend changes to the annual per capita levy. Assures that the budget is submitted to clubs at least four weeks prior to the District Conference, and approved at the meeting of the incoming club presidents at said District Conference.
- Assure that the District Treasurer prepares an annual report on the status of the district's finances for the District Conference.
- Evaluate the District insurance policy; deal with operating budget impact of insurance costs.
- Meet quarterly, in person or conference call, to review the District financial reports and status, and advise the DG on interim changes to the budget or other financial matters of importance to the District

### **2. DISTRICT CONFERENCE CHAIR:**

The District conference Chair organizes the annual district conference. This celebratory event recognizes the successes of the Rotary clubs in District 5630. In addition it will provide an opportunity to hear excellent speakers on Rotary, receive training, enjoy a pleasant venue, and get together in fellowship with other Rotarians.

The Chair is appointed for a specific conference, and should have experience on a District Conference committee or experience in meeting coordination.

Duties:

- In concert with the District Governor, select a site for the District conference.
- Responsible for negotiating convention center rates and hotel rates and acquiring appropriate space.
- Select members of the extensive Conference Committee, clarify expectations and goals, and hold regular meetings of the District Conference committee.
- Arrange for speakers and programs beneficial to Rotarians, Rotary program alumni, family members, and participants in Rotary Youth programs.
- Set in place a promotional approach, to encourage Rotarians and families to participate and attend.
- Responsible for the finances of the conference.



### **3. COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee exists to assist the District and the individual clubs in their efforts to access the media to promote Rotary and its activities on the international, district and club level.

#### Duties:

- Encourage Rotary clubs to make public relations a priority...AND provide them with professional expertise and advice about successfully mounting a public relations program appropriate for their community, news media, etc.
- Promote Rotary and District 5630 to external audiences. This will include contacting the media with newsworthy stories of district projects and events.
- Share RI public relations materials with clubs.
- Advise Rotaract, Interact, and District Projects about PR approaches and opportunities.

### **4. MEMBERSHIP COMMITTEE:**

The goal of this committee is to increase the number of Rotarians, in order to accomplish the important service goals of the clubs through both membership development AND retention.

Terms start in January and last 18 months. The qualifications of the Chair and committee members are: persons who have served as Presidents or membership chairpersons; Rotarians with a proven track record of inviting new members to join Rotary; Rotarians who understand retention and member development.

#### Duties

- Identify, market, and implement membership development strategies within the District.
- Assist the club officers to meet their club's growth and retention goals.
- Serve as a link between the Governor, Rotary International, and the clubs in District 5630 with respect to membership development issues.
- Serve as membership trainer for the District at Assembly and other official functions, ad hoc and at request for special problem clubs
- Attend training sessions put on by RI or Zone Membership Coordinators
- Assist the District Governor on membership issues.
- Monitor monthly club membership reports on the District Web Site
- Advise the DGE as to membership goals for the upcoming year
- Advise the DG as to progress and problems developing
- Identify "best practices" clubs and disseminate their strategies
- Keep a roster of club membership, and development chairs

### **5. DISTRICT ASSEMBLY CHAIR:**

The District Assembly chair is typically appointed for a one-time event...and is appointed by the District Governor-elect. This Assembly is the point at which annual goals, themes and priorities are communicated broadly to leadership and membership in the clubs. The Chair works closely with the District Trainer to provide content training for the Club and District committees (e.g., Foundation, Membership, Vocational Services, etc.).

The Chair and his/her committee are responsible for orchestrating the Training Seminar, locating an appropriate venue, arranging for the speakers and sessions, arranging for facilitators, publicizing the event, and other appropriate duties.

### **6. ROTARY INTERNATIONAL CONVENTION PROMOTION COMMITTEE**

The committee promotes attendance at the annual RI convention.

Persons on this committee should have attended a minimum of one previous Rotary International convention, and should have skills in marketing.

Duties:

- Serve as a local resource for convention materials and information
- Create content for the District website
- Identify and target potential registrants by e-mail, letters, and other methods
- Attend club and district meetings to promote the convention.

## **C. AVENUES OF SERVICE COMMITTEES**

### **1. CLUB SERVICE**

The Club Service Committee exists at the District level to assist the Rotary clubs in the goal of improving club service activities. This committee will poll the clubs to find and list outstanding club service projects, disseminate these ideas to other clubs via the District Web Site, and serve as a resource for club officers.

Areas of concern include, but are not limited to, Rotary information, classifications, bulletins, programs, attendance, and fellowship. Public relations, membership, and membership development have their own separate committees; but will work with the Club Service chair to disseminate good ideas.

### **2. COMMUNITY SERVICE**

The Community Service Committee of the District exists to assist clubs in finding and developing good service projects in their community. This committee is charged with the goal of assembling a list of worthy community service projects, disseminating that list to the clubs (via web or print), and serving as a resource to club officers on community service concerns.

The areas of interest include human development projects, community development, environmental protection, and partners in service. All community service projects should be based on an assessment of needs.

### **3. VOCATIONAL SERVICE**

This committee will serve as a resource to clubs and club officers in the area of vocational service. In particular it shall find ideas that will assist clubs to help Rotarians to promote high ethical standards of practice in the members' respective vocations. It will also assist clubs in finding ways for Rotarians to discharge their responsibilities in their vocational relationships. As an example, the Four-Way Test essay Contest would be directed by this committee. Career Days and other District-wide programs that explore vocational opportunities are the focus of this committee.

The Rotary Volunteers program helps clubs and districts identify volunteers for service projects who possess expertise or skills that are not available locally.

### **4. INTERNATIONAL SERVICE**

The objective of the International Service Committee is to promote greater awareness, direct lines of communication, and accountability for all types of international service. Rotarians appointed to these committees will work closely with Rotary Friendship Exchange committees to support service connections between Rotary clubs and Rotarians, focusing on international projects and volunteering, twin clubs, service-related exchanges, ProjectLINK registration, and disaster relief and recovery.

International Service is broken down into four general areas:

- a. World Community Service Programs.
- b. International educational and cultural exchange activities.
- c. Special international observances and events.
- d. International meetings.

Goals of the International Service Committee are:

- To improve the quality of life of those in need through international Rotary service
- Encourage cooperation between Rotary clubs and districts in different countries in their efforts to carry out international service projects
- Provide an effective framework for the exchange of information about international projects
- Increase awareness in the District on international projects and activities
- Educate about funding opportunities for the international projects through the Foundation and other sources

#### **A. LITERACY RESOURCE COMMITTEE.**

This committee serves as a major focus for RI and thus will respond to directives from RI as they are published. The Literacy Resource Committee will:

- Work to encourage participation from Rotary clubs and districts in projects that promote the ultimate goal of universal literacy for all
- Raise awareness about literacy concerns
- Work directly with Rotary clubs to develop literacy training for adults and children with special attention on programs involving women, at-risk children, and inmates
- Organize and participate in mentoring programs promoting vocational and life-skills training
- Serve as a resource to clubs to support community schools
- Donating time as management consultants
- Offering materials such as books and computers
- Helping establish libraries in schools and communities
- Provide educational opportunities in low-income areas
- Assist clubs in offering direct support to street children, AIDS orphans, and refugee and immigrant populations
- Promote school and orphanage “adoption” programs

#### **B. WATER, HEALTH, HUNGER**

The Water, Health, and Hunger Concerns Committee will provide information, support and encouragement for Rotary clubs and districts to take an active role in projects/programs to develop water and sanitation resources as a means of promoting health and alleviating hunger. The committee will encourage all Rotarians to become aware of the importance of conservation, sustainability, and local and global water-related issues. This committee is also a major focus of RI and will need to respond to RI directives as they are published. Activities include:

- Disseminate information on appropriate technologies for supplying, conserving and purifying water
- Develop and encourage mutually beneficial partnerships with other organizations, corporations, agencies, and NGOs sharing common water-related goals

- Identify alternative sources of financing from outside The Rotary Foundation, e.g. private foundations, corporations, government agencies, etc.
- Assist in the identification and definition of programs and projects that will promote sustainability

### **C. GROUP STUDY EXCHANGE (GSE)**

The function of this committee is to promote club and district participation in the GSE program, recruit, select and help the Team Leader prepare the outbound GSE team for its exchange, and plan and implement the visiting GSE Team's itinerary. It will also manage the GSE Selection Committee—which selects and outbound team leader and team members.

#### **Duties of the committee:**

- Set up the process and timetable for recruiting and selecting Outbound District 5630 GSE team members, and alternate(s)
- Support the outgoing team leader in arranging for pre-trip orientation and language training.
- Ensure fulfillment of all program guidelines and requirements as described in the district Leaders' Handbook.
- Manage the District budget allocation for GSE.
- Arrange for GSE inbound and outbound members to attend and speak to the District Conference. Keep financial records, in order to get Rotary Reimbursement (\$500).
- Organize the GSE program for the incoming team, including housing, transportation, events, vocational days, club visits, team orientation and support.
- Develop and have in place a disaster-plan—should something happen to team members while on an exchange.
- Provide support to District Governor Elect in selecting and arranging for upcoming exchanges.
- Participate in District Foundation seminars.
- Explain and promote Group Study Exchange at club meetings and district events.
- Develop and train successor.

## **5. NEW GENERATIONS SERVICE**

The New Generations Avenue of Service acknowledges the exceptional work that Rotarians do with youth and young adults while encouraging clubs to spread their reach even further. It also encompasses a fundamental idea: that every Rotarian has a responsibility to support the personal and professional success of young people while recognizing the diversity of their needs.

### **A. YOUTH EXCHANGE**

Youth Exchange is a structured program developed by Rotary International to create an opportunity for the development of international understanding. It gives youth between the ages of 15 and 19 an opportunity to visit or study in a country other than their own. The Youth Exchange committee exists to facilitate and manage this program in District 5630.

#### **Duties:**

- Establish necessary committee infrastructure: Outbound recruitment, Inbound Placement, Marketing and Promotion, Special Events & Tours, Short-Term and Long-Term Exchange.
- Participate in training programs, to explain to Rotarians how to have a successful Youth Exchange program.
- Problem solves issues with students or hosts, which club committees are unable to resolve.
- Have a disaster plan in place, for any unexpected problems.

- Assure that insurance is in place for the program.
- Work with other Districts and Rotary International, to take advantage of their ideas and support.
- Provide information about the program for the District Website

## **B. RYLA (ROTARY YOUTH LEADERSHIP AWARDS)**

The Great Plains RYLA is a structured program of Rotary International for young people ages 14-18. It is intended to develop qualities of leadership, good citizenship, and personal development among young people; and to demonstrate Rotary's respect and concern for youth.

The District RYLA committee is responsible for developing and conducting a youth leadership training program.

### Duties of the RYLA Committee:

- Arrange for an appropriate location
- Set agenda and secure speakers
- Oversee the work of the RYLA staff coordinator
- Attend conference and introduce speakers
- Facilitate opportunities for feedback and evaluation
- Oversee committee finances
- Network with RI staff and with and other district RYLA committees

### Goals of the Core Curriculum:

- The fundamentals of leadership
- The ethics of positive leadership
- The importance of communication skills in effective leadership
- Problem solving and conflict management
- What Rotary is and what it does for the community
- Building self confidence and self esteem

## **C. ROTARACT/INTERACT**

### **ROTARACT**

Rotaract clubs are composed of young adults between the ages of 18 and 30 who are employed, studying, or residing within the vicinity of a sponsoring Rotary club.

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

The goal of the District Rotaract committee is to assist in the development of Rotaract clubs in District 5630. This will be done by finding and supporting sponsoring clubs and by providing liaison with resources at RI.

### Duties:

- Work with clubs that wish to create ROTARACT clubs.
- Act as a Champion for ROTARACT---helping the ROTARACT clubs to find opportunities and to leverage their efforts.
- Promote ROTARACT involvement at District events, with other districts and with International ROTARACT.

- Put together a training program (Rotary-like) for Rotaract Clubs and officers, in concert with ROTARACT leadership and the District Trainer.

### **INTERACT**

Interact clubs are organized, supervised and sponsored by a Rotary club. They serve the purpose of providing an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Interact members are students at the secondary or pre-university level between 14 and 18 years of age.

The Interact committee exists at the district level to assist in the formation of new Interact clubs, and to serve as a resource and support for the sponsoring Rotary clubs of existing Interact clubs. It will also arrange a District Interact leadership training seminar, and host periodic meetings of all Interactors to exchange ideas and collaborate on projects. Attendance of Interactors at the District Conference will be encouraged.

## **IV. FOUNDATION CHAIR and FOUNDATION COMMITTEES**

### **A. DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR:**

The District Rotary Foundation Committee Chair (DRFC) has overall responsibility for fundraising for the Rotary Foundation and for channeling information about TRF and programs of The Rotary Foundation to others in the District. The DRFC and his/her committees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities--- and help make the connection between giving and the humanitarian programs of Rotary International, the District, and local clubs.

The DRFC shall be a Rotarian with a history of leadership in the District or at the Club level. The Chair is appointed for a 3-year term, renewable yearly by the District Governor. He/she is expected to have significant knowledge of The Rotary Foundation and its programs. In addition, the chair must have the ability to oversee, manage, motivate and support the subcommittees. Prior service or involvement in The District Foundation subcommittees is desirable. The chair shall be a member of the District Leadership Team.

#### Duties of the District Rotary Foundation Committee Chair:

- Supervise and establish District Goals & Objectives for The Foundation.
- Establish goals and objectives for District giving (Annual Fund, Permanent Fund, and Bequest Society) as well as agree on goals for the subcommittees. This shall be done in consultation with the various Foundation committee chairs, and in association with the DGE prior to the International Assembly
- Consult with the District Grants sub-committee chair, to track progress in spending SHARE monies. Co-Sign the annual district SHARE allocation form submitted by the DGN
- Monitor, maintain, and communicate up-to-date reports as to Annual Foundation giving and Permanent Fund participation.
  - Insure that the reports are current and accurate
  - Communicate status regularly with the DG and with the Club
- Serve as District liaison to the clubs in the District
  - Communicate regularly with club Foundation Chairs
  - Serve as District liaison to the clubs in the District
  - Visit clubs as needed or invited to provide information or encouragement on participation in the Rotary Foundation
  - Participate in the selection of GSE and Ambassadorial Scholar selection process, and promote these programs to the clubs.
- Serve as District trainer on issues of the Foundation
  - Conduct a Foundation Training Seminar (with the support of the District Trainer and in consultation with the District Governor).

- Provide clubs' Foundation chairs with specialized training at the Foundation seminar and District Assembly
- Supervise District recognition events
  - Set up recognition opportunities within the District, including (but not limited to) District Governor recognition of Rotary Foundation giving.
  - Co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference.
- Arrange and host annual Foundation Dinner or Luncheon
- Serve District 5630 as liaison to The Rotary Foundation (TRF)
  - Share information with the TRF International Services Chair and the District Matching Grant Coordinator and maintain contact with the Regional Rotary Foundation Coordinator
  - Attend Rotary sponsored Regional Rotary Foundation seminars,
  - Provide TRF with reports as required

## **B. DISTRICT ROTARY FOUNDATION SUB-COMMITTEES**

### **1. ANNUAL GIVING SUBCOMMITTEE**

Designs and implements a comprehensive district program to achieve the district's Annual Program Fund Giving.

The Annual Giving Sub-committee Chair will appointed yearly.

#### Duties:

- Assist the Governor Elect and the DRFC in the District Annual Fund Rotary Foundation Goal.
- Establish an action plan for Subcommittee to achieve the Annual Giving goals and objectives.
- Assure that club Foundation Chairs are aware of the District per-capita Annual Giving goals and overall goal, and that they receive regular feedback and information.
- Assure that The Rotary Foundation Reports are getting to the Club Foundation Chair (Coordinate this with DRFC)
- Identify opportunities to recognize giving---at the club level, at Foundation seminars, at District events. Plan Foundation events if appropriate.
- Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support—to maximize and leverage the Rotarians' gifts.
- Promote the concept of annual gifts from every Rotarian every year.
- Participate in District Foundation seminars.
- Answer inquires and assists club Foundation Chairs, Presidents, and others in interpreting their club contribution reports and giving records. Assist them in leveraging prior contributions or credits, to give PHF awards. Problem solve with TRF staff on problems.
- Maintain liaison with TRF and Zone resource personnel

### **2. PERMANENT FUND SUBCOMMITTEE**

The committee is responsible for soliciting and securing major donations to the Permanent Fund of the Rotary Foundation. It is also responsible for soliciting, securing, and presenting Foundation recognition for these major donors.

The Chair should have prior service or involvement in Foundation programs or subcommittees, expertise in fundraising and public relations, and a commitment to and understanding of The Rotary Foundation Programs. His/her term of office shall be yearly.

#### Duties:

- Prior to the International Assembly, Work with the District Governor and DRFC to establish District major donor goals.
- Establish an action plan for Subcommittee to achieve the Permanent Fund giving goals and objectives
- Inform Rotarians of Planned Giving opportunities.
- Participate in District Foundation seminars.
- Work with the Governor, the Foundation Chair, PDGs and others to identify and solicit potential donors
- Maintain contact with those who have already made major gifts, and encourage them to be part of the solicitation team to identify additional donors.
- Plan and implement appropriate recognition events—at the Club, at District events. Nurture relationship with major donors.
- With DRFC and Major Gifts Sub-committee Chair, co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference
- Maintain close working relationships with appropriate staff at The Rotary Foundation and with Zone resources.

### **3. MAJOR GIFTS SUBCOMMITTEE:**

The committee is responsible for soliciting and securing Benefactor Commitments and Bequest Society donations/members. It is also responsible for soliciting, securing and presenting Foundation recognition to benefactors and Bequest Society members.

The Chair should have prior service or involvement in Foundation programs or subcommittees, expertise in fundraising and public relations, and a commitment to and understanding of The Rotary Foundation Programs. His/her term of office shall be yearly

#### Duties:

- Prior to the International Assembly, Work with the District Governor and DRFC to establish District benefactor and Bequest Society goals.
- Inform Rotarians of Planned Giving opportunities.
- Participate in District Foundation seminars.
- Work with the Governor, the Foundation Chair, PDG's and others to identify and solicit potential donors
- Maintain contact with those who have already made commitments, have been recognized as benefactors or bequest society members, and encourage them to be part of the solicitation team to identify additional donors.
- Plan and implement appropriate recognition events at the club and at District events. Nurture relationship with benefactors.
- With DRFC and Permanent Fund Sub-committee Chair, co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference
- Maintain close working relationships with appropriate staff at The Rotary Foundation and with Zone resources.

### **4. SCHOLARSHIPS SUBCOMMITTEE**

Manage all aspects of the program: promoting and recruiting, selection, orientation, training and mentoring outbound scholars, mentoring and hosting inbound scholars. Conduct alumni outreach and ongoing relationships. The Chair and the Committee are responsible for promoting club participation in scholarships to be funded through global or district grants. Global grants support international graduate-level study related to one or more of the six areas of focus: peace and conflict prevention/resolution; disease prevention and treatment; water and sanitation; maternal and child health; basic education and literacy; and, economic and community development. District scholarship grants have no restrictions on the level (university or graduate), length, or area of study.

The Scholarships Sub-committee Chair shall serve a one year term.

### **5. ALUMNI SUBCOMMITTEE**



Actively track and keep in touch with returning global scholars, GSE team members. Encourage alumni to join Rotary. Maintain a database of present and past Foundation program participants. The chair is encouraged to use the Foundation Alumni Resource (FATG) an international task force intending to aid districts Foundation alumni committees.

## **6. POLIO PLUS SUBCOMMITTEE**

Responsible for supporting Rotary's commitment to polio eradication and encouraging participation in the PolioPlus program. Assure that clubs are informed of opportunities to promote immunization projects.

## **7. GLOBAL AND MATCHING GRANTS SUBCOMMITTEE**

This committee will oversee all Grant activity in District 5630 and serve the DRFC in this capacity.

### Duties:

- Serve as a resource to the District and clubs on Global and Matching Grants. Problem solve for clubs with The Rotary Foundation
- Assist clubs in preparing matching grant application forms (all kinds), advising them how to complete the application accurately and completely
- Maintain matching grant files until the project is completed, all reports received by RI, and RI has closed the file.
- Advise the incoming District Governor (DGE) how much to allocate in DDF/SHARE for matching grants.
- Provide the District Governor with regular reports on the status of global and matching grants in the district.
- Speak at Foundation seminars, Rotary training meetings (as requested) and training seminars for International Chairs as requested