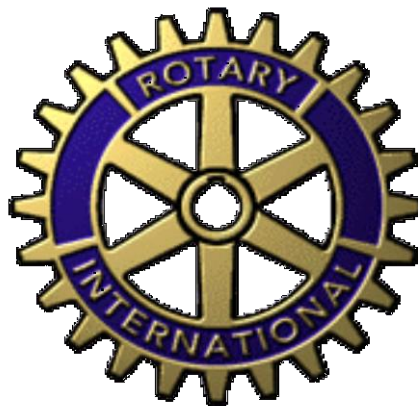


Rotary District 5440

District Leadership Plan



REVISED AUGUST 2008

INTRODUCTION

The Rotary International Board has adopted a District Leadership Plan for all districts effective 1 July 2002.

The District Leadership Plan strengthens Rotary at both the district and club level by providing:

- faster and more responsive support to clubs;
- a larger supply of well-trained leaders in the district;
- a larger and stronger field of district leaders;
- improved participation in Foundation programs and district-level RI activities;
- a more challenging role for the governor as an innovative leader.

The District Leadership Plan enables districts to change the governor's emphasis from club visitation to exploring and developing new means of meeting the district's needs. It allows Rotary to project a more vital image by enabling leaders who are still active in their vocation to assume the role of governor.

The components of the District Leadership Plan include:

- The Assistant Governors including number, appointment, training and removal;
- Communication procedures among the District Governor, Assistant Governors and the district committees;
- How the district will provide continuity in leadership, including in committees;
- What committees the district will need.

DISTRICT LEADERSHIP

To successfully participate in the District Leadership Plan in District 5440, the governor must work with current, incoming and past district leaders to develop an organized plan that addresses the following issues:

- The number of assistant governors appointed based on the needs of each district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support (In order to meet the needs of clubs in the district, governors shall appoint a minimum of six assistant governors per year, each for a term of one year. Between four and eight clubs should be assigned to each assistant governor.);
- How the assistant governors will be trained;
- What committees the district will need;
- Communication procedures between the governor, assistant governors and the district committees;
- How the district will provide for continuity in leadership through the use of assistant governors;
- How the district will provide for continuity within committees as appropriate or necessary;
- Methodology used to appoint and/or remove assistant governors.

A District Governor, Assistant Governors, Committees and other assigned persons will lead the district. This leadership group will support the Club Presidents, club committee chairs, and individual Rotarians.

Included in the District Manual of Procedure (attached) are supporting materials for each District officer and committee. Additionally, some explanatory materials regarding Rotary International and its programs are included.

I. THE STRUCTURE FOR THE DISTRICT

Supporting Leadership Committees include the Executive Committee and Council of Past District Governors. A chart showing the leadership structure of District 5440 may be found in the District Manual of Procedure (appendix).

Community Service and Vocational Service activities and committees will be found under the District & RI Programs Committees section. World Community activities will be found under the District Rotary Foundation Chair and Foundation Subcommittees section. The Past District Governor advising those two sections of committees will serve as the corresponding contact/chair for those service areas.

II. DESCRIPTIONS OF THE DISTRICT LEADERSHIP

DISTRICT GOVERNOR

The Principal Officer of the District 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 and elected by the convention of Rotary International. The Governor is charged with the duty of furthering the Object of Rotary, by providing leadership to and supervision of the clubs in the District. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District goals and objectives. A District 5440 office shall be maintained and is under the management of the District Governor with the assistance of a Past District Governor or other experienced Rotary officer appointed by the District Governor.

A District nominating committee selects the District Governor, from among a group of candidates recommended by clubs (although the nominating committee itself may nominate candidates).

The District Leadership Plan implementation and appointment of Assistant Governors allows the District Governor to focus attention on:

- Emphasizing the importance of membership development and retention through attendance at charter events, induction ceremonies, membership development seminars and new member orientation programs.
- Encouraging participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs such as those for Paul Harris Fellows, Foundation Benefactors, Major Donors and Paul Harris Societies.
- Creating energy and vision for the District—and providing motivation and inspiration to all Rotarians in the District.
- Building a strong leadership team...thereby assuring future leaders and continuity of leadership in the District.
- Providing an infrastructure that helps clubs and Club Presidents to be successful and vibrant.
- Creating partnerships with other community and humanitarian organizations, in order to advance the goals of Rotary International and District
- Creating linkages/connections among clubs and among the various organizations of the Rotary family—thereby leveraging their work and the impact of their service (e.g., youth exchange, community service, ROTARACT, International projects)
- Motivating individual Rotarians, Club presidents, Committee Chairs and the greater Rotary family
- Providing recognition to clubs and members
- Helping struggling clubs regain energy and direction
- Providing great visibility to Rotary achievements
- Walking the Talk of international service-above-self: by leading international hands-on projects, focusing on projects/efforts that is multi-club in nature, donating to the Rotary Foundation.
- Increasing the technological capability (web) of District

Qualifications for District Governor and meetings which the District Governor must have attended are found in the Manual of Procedure appendix to this document. In the event of a vacancy in the office of District Governor or District Governor Elect, Rotary International will provide for a past Governor who has been selected to serve a second term.

THE EXECUTIVE COMMITTEE

The District shall have an Executive Committee comprised of the following members according to district by-laws:

- Current District Governor;
- District Governor Elect;
- Immediate Past Governor;

- Two Past District Governors elected annually by the Council of Past Governors who are currently members in good standing of clubs within the district who are willing to serve;
- The Chairman of the Council of Past Governors;
- District Trainer.

The following officers serve as ex-officio members:

- District Governor Nominee;
- District Governor Nominee Designate;
- District Treasurer;
- District Administrative Secretary.

Setting meetings, officers and responsibilities of this committee may be found in the District Manual of Procedure (appendix).

THE COUNCIL OF PAST GOVERNORS

This committee is comprised of any past officer of Rotary International residing in and currently a member of a club within the district and desiring to participate. The Chair of the Council serves on the District Executive Committee.

Information on meetings, officers and responsibilities may be found in the District Manual of Procedure (appendix).

DISTRICT GOVERNOR ELECT

The District Governor Elect will succeed the present sitting Governor, assuming the position on July 1 of the next Rotary year. Attendance of the District Governor Elect at the International Assembly is mandatory. The DGE is nominated by the District and elected at the Convention of Rotary International.

The District Governor Elect serves as a member of the district Executive and Finance Committees. He/she is charged with assisting in the development of a budget for the coming Rotary year. During the District Governor Elect year, district committees, including an Audit Committee, calendar and directory must be finalized for his/her DGE year. The District Governor Elect is responsible for the overall training of Assistant Governors. Duties for the District Governor Elect may be found in the District Manual of Procedure (appendix).

DISTRICT GOVERNOR NOMINEE

The Rotarian nominated by the District to Rotary International to be the District Governor following the District Governor-Elect. The selection of the District Governor Nominee will be carried out by the District Nominating Committee from nominations received from clubs or past Rotary International officers of the District. Candidates must meet the qualifications for District Governor as found in the Manual of Procedure (appendix).

The selection of a District Governor Nominee should be conducted in a manner consistent with the principles of Rotary International. The Nominee must be selected not more than thirty (30) months but not less than twenty-four (24) months prior to the day of taking office.

Any Rotarian who engages in campaigning or canvassing for elective office in Rotary International may be subject to disqualification to that any possibly to future offices for such periods as the Rotary International Board may determine. The district should seek out the best qualified persons through a procedure not influenced by a system whereby by tradition the nomination is rotated among various groups of clubs or geographic areas.

ASSISTANT GOVERNORS

District 5440 shall use the title “assistant governor” to reference Rotarians appointed by the governor who serve at the district level and are assigned the responsibility of assisting the governor with respect to administration of designated clubs. The Assistant Governors carry many District Governor responsibilities, in order that the Governor may concentrate on key priorities. An Assistant Governor’s term can be extended, on an annual basis, up to no more than three (3) years. This extension is at the discretion of each succeeding District Governor-Elect. Assistant Governors are district appointees and are not officers of Rotary International.

The number of Assistant Governors appointed is based on the needs of the district and will have responsibility for 2-6 clubs per the Manual of Procedure (appendix). Factors such as geography, balance of strong/weak clubs and culture/language should be considered in determining the number of Assistant Governor’s appointed. They *may* or *may not* be assigned their home club.

The Assistant Governor does not have oversight for District Committees. Assistant Governors are responsible for providing support to the clubs to which they have been assigned.

It is important that assistant governors assist in the development of the district goals during the year *prior* to the appointment of committees. The objective is to reach a consensus for what the district wants to achieve, and to appoint personnel only as necessary to achieve the district goals.

District 5440 is responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors as outlined in section 68.030.5 of the Code of Policies.

IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)

The Immediate Past District Governor is encouraged to continue to serve on the Quad District Foundation Dinner Committee and may be invited by the District Governor Elect to serve on the PETS Committee. As the most recent leader of the district, the Immediate Past District Governor will be relied upon to:

- Provide insights/advice to the District Governor—based on Rotary knowledge and “been there: done that”.
- Undertake problem solving or project responsibility, at the request of the District Governor.
- Take on Zone or other Rotary responsibilities.
- Member of the District Executive Committee and Finance Committee.
- Member of the Nominating Committee.
- Member of Council of Past District Governors.

DISTRICT ADMINISTRATIVE SECRETARY

The District Administrative Secretary is a paid person and shall be evaluated annually as specified in the District Manual of Procedure (appendix) as noted under the Rotary District 5440 Office. The Executive Committee reviews the evaluation and is charged with determining compensation.

The secretary should be familiar with District meetings, be able to assist the District Governor by making arrangements for District meetings, handling correspondence, compiling minutes of District meetings, collecting and reporting membership statistics and keeping records. The District Administrative Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet.

THE DISTRICT OFFICE

The District Office is intended to be a continuing function of the District and shall be a primary source of historical information and data for incoming District Governors.

DISTRICT PROTECTION OFFICER

The District Protection Officer is charged with the oversight of all protection needs for programs and activities in the district. He/she will develop or assist in the development of any policies that are needed and monitor such policies to ensure that they are up to date.

The Protection Officer will be responsible for providing training or developing a team to provide training to clubs in the area of protection and harassment. Additional duties of the District Protection Officer may be found in the District Manual of Procedure (appendix).

DISTRICT TREASURER

The District Treasurer shall be a Rotarian appointed as specified in the District Bylaws. The Treasurer must have the understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet and be bonded. The Treasurer shall receive no compensation but will be reimbursed for approved out-of-pocket expenses.

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. Duties are as specified in the District Manual of Procedure (appendix).

DISTRICT TRAINER

The role of the District Trainer is ongoing and a vital part of developing club and district leaders. The District Trainer is responsible for supporting the District Governor and District Governor Elect in training club and district leaders, including the training of Assistant Governors and District committee members. This includes specific training duties that pertain to PETS and the District Assembly/Leadership Training.

The District Trainer is a member of the District Executive Committee. Additional duties of the District Trainer may be found in the District Manual of Procedure (appendix).

III. DISTRICT ADMINISTRATION COMMITTEES

Committee Qualifications:

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chairperson selected be a Past District Governor, past Assistant Governor or an effective past district committee member, and has had previous experience as a member of the district committee.

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District Committees shall report to the District Governor on the status of their activities on a regular basis. District committees may also be requested to provide information on their activities for the District Newsletter or for display at the District Conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Committee Expenses:

Each section of committees will have access to district funds to cover necessary expenses for operation. Committees having income or expenses or have received funds from the District treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, District Conference, multi-district functions).

DISTRICT ADVISORY COMMITTEE

Council of Past District Governors and the District Governor shall develop an advisory committee. This committee will assist the District Governor Nominee and District Governor Nominee Designate in matters of the district, including the district conference.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

DISTRICT BYLAWS COMMITTEE

The Bylaws Committee is responsible for regularly reviewing the District Bylaws and bringing proposed changes to the Executive Committee. A review is necessary following the Council on Legislation and upon any other changes in Rotary International policy or regulations.

This committee consists of three Past District Governors appointed to staggered three-year terms and two Rotarians who are not PDG's but who have served as Club Presidents. Each incoming Governor, prior to taking office, shall select one Past Governor to serve a three-year term and two Past Club Presidents, who can serve consecutive terms but not to exceed three years on the committee. Any vacancies on the Committee shall be filled by the Executive Committee.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

DISTRICT CONFERENCE COMMITTEE

The District Conference Committee puts on the annual district conference at the end of the District Governor's year. This celebratory event recognizes the successes of the Rotary clubs in the District in addition to providing an opportunity to hear excellent speakers, to enjoy a pleasant venue and to get together in fellowship with other Rotarians.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

DISTRICT DIRECTORY COMMITTEE

This committee consists of the District Governor, Administrative Secretary and others as needed. Additional members shall be appointed by the District Governor if needed. Publication of the District Directory will be

accomplished prior to the District Conference or the end of the Rotary year prior to taking office as District Governor.

The directory shall include a notice that the directory is not for distribution to non-Rotarians nor may it be used as a commercial mailing list.

DISTRICT FINANCE COMMITTEE

The Finance Committee shall be a subcommittee of the Executive Committee. It shall be comprised of three (3) members of the Executive Committee serving three-year staggered terms.

The duties of this committee are found in the District Manual of Procedure (appendix).

DISTRICT GOVERNOR'S NEWSLETTER COMMITTEE

The committee is responsible for producing a monthly newsletter to each club president and secretary in the district. The newsletter is the personal and official communication of the District Governor and shall contain items of special interest and importance including the monthly membership and attendance report of clubs in the district.

Duties of the committee are found in the District Manual of Procedure (appendix).

DISTRICT INSURANCE COMMITTEE

The committee is to provide requested information to the Executive Committee and clubs. The chair is to be a Past District Governor knowledgeable in the field. Additional members may be selected by the chair as deemed necessary.

THE NOMINATING COMMITTEE

The Nominating Committee is made of up the five (5) living preceding District Governors and two (2) Rotarians, who are not Past District Governors, but who have served as club president who are residing in and members of good standing of clubs within the district and are willing to serve. The most senior Past District Governor serves as the committee chair. At least five (5) of the seven (7) members must be present for the committee to take action.

The timeline for this committee and responsibilities are found in the District Manual of Procedure (appendix).

PUBLIC RELATIONS COMMITTEE

The goal of District Public Relations is to “tell the Rotary Service Story” to external audiences, which will in turn leverage the efforts of individual clubs and the District. This will also foster understanding, appreciation and support for the programs of Rotary. The chair and members of this committee should attend public relations workshops held in conjunction with Rotary International meetings whenever possible.

This committee should use district meetings and trainings as opportunities to display public relations examples and to promote the use of public relations.

Duties and responsibilities of this committee are found in the District Manual of Procedure (appendix).

QUAD-DISTRICT FOUNDATION DINNER COMMITTEE

The Immediate Past District Governor, District Governor, District Governor Elect and District Governor Nominee shall be District 5440 representatives to the Quad-District Foundation Dinner Committee. This committee rotates chairmanship annually and is responsible for putting on the annual dinner and recognition activities.

RI CONVENTION PROMOTION COMMITTEE

The committee shall promote attendance at the annual RI convention to Rotarians throughout the district. The district Governor may combine this committee with another if desired.

Duties and responsibilities of this committee are found in the District Manual of Procedure (appendix).

IV. DISTRICT & RI PROGRAMS COMMITTEES

District and RI programs committees carry out the goals of the district and Rotary International. Some functions occur on an ongoing basis and must have continuity of leadership to be effective. This also serves as an important source of stability within the district. To provide continuity, members of these committees may serve for three-year terms on a staggered basis so that each incoming governor may appoint members as desired. There may be committees where the District Governor agrees that committee members may serve longer terms although chairmanship should rotate with no chair serving more than three consecutive years.

Committees shall be appointed to meet the needs of the District, but include:

- Awards
- Friendship Exchange
- Interact/Rotaract
- Literacy
- Membership Development/Retention & Extension
- Russian Programs
- RYLA/Young RYLA
- Youth Exchange – Full Year and Summer
- RI President's Special Focus (may change annually)

Additional committees may be added to address a special focus of an RI President or corporate program or focus of Rotary International. Such committees may exist for one or more years as necessary. If any committee is to be continued for more than one year, a description of the purpose and duties shall be developed for the District Manual of Procedure.

Committee Qualifications:

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. It is recommended that the chairperson be a Past District Governor, a past Assistant Governor or an effective past district committee member who has had previous experience as a member of the district committee.

Training Requirements:

District committee chairpersons shall attend any designated District Team or Leadership Training seminar prior to and during the period of service as a chairperson. District chairpersons should attend the Mid Year/Winter Assembly and any District Assemblies possible.

Relation to Rotary Foundation Chair and Subcommittees:

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District Committees shall report to the District Governor on the status of their activities on a regular basis. District committees may also be requested to provide information on their activities for the District Newsletter or for display at the District Conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Committee Expenses:

Each section of committees will have access to district funds to cover necessary expenses for operation. Committees having income or expenses or have received funds from the District treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, District Conference, multi-district functions).

AWARDS COMMITTEE

Awards offer clubs and the district a way to acknowledge, encourage and inspire Rotarians. The committee is responsible for assisting the District Governor with publicizing, selecting winners when appropriate and assisting in the presentation of awards at district meetings and the District Conference.

This committee shall also assist the District Governor with publicizing Rotary International awards available to clubs or individual Rotarians who are nominated by clubs.

Committee members shall be selected by the District Governor, but should serve multiple years on a staggered basis to assure continuity.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

FRIENDSHIP EXCHANGE COMMITTEE

This committee promotes and plans reciprocal visits and home stays with Rotarians and their families in other countries to advance international understanding, goodwill and peace through people-to-people contacts. Either or both club-to-club or district-to-district exchanges may be developed.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

INTERACT/ROTARACT COMMITTEE

The Interact/Rotaract Committee is responsible for assisting in the establishment and maintenance of both Interact and Rotaract clubs within the district. To accomplish this, the committee will work with both Rotary and Interact or Rotaract clubs in the district. These youth oriented clubs promote the ideals of Rotary International in the areas of ethics and service. Members of these clubs should be our future Rotarians.

Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Members of the committee should have an interest and, preferably, experience with youth.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

LITERACY COMMITTEE

The intent of the Literacy Committee is to help the district and clubs meet the goals established by Rotary International and the District Governor. The committee shall advise ~~on~~ and oversee district and club projects and programs as requested by the District Governor.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

MEMBERSHIP DEVELOPMENT, RETENTION & EXTENSION COMMITTEE

The goal of this committee is to increase the number of Rotarians in order to accomplish the important service goals of the organization and clubs. The District membership team will help club membership chairs meet their clubs' growth and retention goals, encouraging clubs to embrace and achieve Club, District and RI membership goals. The Chair and committee will identify, market and implement membership strategies within the district.

The extension role of the committee is to identify possible locations for new Rotary Clubs or to work with clubs which have identified a possibility for a new club including developing innovative approaches to "meeting." It is important to ascertain if a new club can or will prosper in the showdown of a neighboring club, if one exists, or if both will be weakened before proposing a new club in any area with existing club(s). A club that meets at a different time of day expands the membership market. Sharing knowledge of Rotary with informal groups with the idea of affiliation could both empower that group and expand Rotary membership and clubs.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

RUSSIAN PROGRAMS COMMITTEE

This program committee is charged with overseeing and coordinating the various projects between District 5440 and clubs or districts in Russia. Some activities may be initiated between district clubs or the district with certain professionals and/or individuals in Russia.

The committee will include at least one Past District Governor and as many members as deemed necessary. The chair shall be an experienced member of the committee.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

RYLA/YOUNG RYLA COMMITTEE

The RYLA/Young RYLA Committee is responsible for helping to develop and conduct youth leadership training programs with District 5450 to which Rotary clubs send student leaders. RYLA programs for District 5440 include RYLA, Young RYLA and Advanced RYLA.

Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Committee members should have an interest in and experience with youth programs. Separate subcommittees may exist to prepare for the RYLA/YRYLA conferences..

Duties and responsibilities will be found in the District Manual of Procedure (attached).

YOUTH EXCHANGE – FULL YEAR AND SUMMER – COMMITTEE

The Youth Exchange Committees are responsible for all ongoing and recruitment activities required to run and maintain the District Youth Exchange programs (year long and summer).

Committee members may serve multiple years but the chairmanship should rotate at least every three years. Members must be able to dedicate the time required to maintain a quality program and its activities.

Duties and responsibilities will be found in the District Manual of Procedure (attached).

V. DISTRICT ROTARY FOUNDATION CHAIR AND FOUNDATION SUBCOMMITTEES

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation program and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and the club Rotarian. Members of the District Rotary Foundation Committee will serve as chairpersons of one of the seven subcommittees. The District Rotary Foundation Committee receives guidance from the Regional Rotary Foundation Coordinator.

Subcommittees shall be appointed to address on-going administrative functions, as follows:

- Alumni
- Annual Giving
 - Paul Harris Society
- District Grants
- Group Study Exchange
- Permanent Fund, Major Gifts & Benefactors
- Polio Eradication/PolioPlus
- Scholarships/Rotary Peace Fellows

Committee Qualifications:

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. It is recommended that the chairperson be a Past District Governor, a past Assistant Governor or an effective past district committee member who has had previous experience as a member of the district committee.

Training Requirements:

District committee chairpersons shall attend any designated District Team or Leadership Training seminar prior to and during the period of service as a chairperson. District chairpersons should attend the Mid Year/Winter Assembly and any District Assemblies possible.

Reporting Requirements:

District Committees shall report to the District Governor on the status of their activities on a regular basis. District committees may also be requested to provide information on their activities for the District Newsletter or for display at the District Conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Subcommittee Expenses:

Each subcommittee will have access to district funds to cover necessary expenses for operation. Subcommittees having income or expenses or have received funds from the District treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, District Conference, multi-district functions).

DISTRICT ROTARY FOUNDATION CHAIR

The Foundation Chair 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 Foundation Chair and his/her committees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities---and help make the connection between giving the humanitarian programs of Rotary International, the District, and local clubs.

The Foundation Chair should “walk the talk” of giving to the Annual Fund and the Permanent Fund of the Rotary Foundation. Duties and responsibilities for the District Rotary Foundation Chair will be found in the District Manual of Procedure (appendix).

DISTRICT ALUMNI SUBCOMMITTEE

The committee is charged with the responsibility of maintaining a record of all past GSE team members, scholars and grant award winners such as University Teacher Exchange participants. These alumni should be invited to stay involved with district activities, encouraged to join Rotary and to contribute to The Rotary Foundation.

Duties and responsibilities of this committee will be found in the District Manual of Procedure (appendix).

ANNUAL GIVING SUBCOMMITTEE

The Annual Giving Chair designs and implements a comprehensive district program to achieve the district’s Annual Program Fund giving. These donations are the basis for the District’s SHARE allocation and, hence are critical for the District to conduct its annual educational and humanitarian programs (which are leveraged by District and Rotary International funds). Every effort should be made to make the connection for District Rotarians between Rotary’s service goals and its funding through annual giving to The Rotary Foundation.

The Annual Giving Chair will serve a three-year term. The Chair may establish committees and advisors as needed. Duties and responsibilities for the District Annual Giving Chair and Subcommittee will be found in the District Manual of Procedure (appendix).

PAUL HARRIS SOCIETY SUBCOMMITTEE

The Paul Harris Society Subcommittee focuses upon the recruitment of District Rotarians into the Society which requires \$1,000 per year commitment to The Rotary Foundation’s Annual Programs Fund.

This subcommittee will be chaired by a Society member or a Past District Governor who is a Society member. Committee members may be selected to help with the recruitment of Society members.

Duties and responsibilities of the Paul Harris Society Subcommittee will be found in the District Manual of Procedure (appendix).

DISTRICT GRANTS SUBCOMMITTEE

The Grants Committee is responsible for managing District Simplified Grants and Matching Grant applications. All clubs should be encouraged to participate in both local and world communities to further the Object of Rotary.

The chair is required to review and sign off on all Matching Grants. Monitoring and maintaining an accounting of District Designated Fund (DDF) balances is a major responsibility. The chair should have prior experience on the committee and should be encouraged to serve up to three years.

Duties and responsibilities of the chair and committee will be found in the District Manual of Procedure (appendix).

GROUP STUDY EXCHANGE SUBCOMMITTEE

This committee is to promote club and district participation in the Group Study Exchange (GSE) program. The chair and committee also assist with the preparation of the outbound team and for planning and implementing the visiting GSE exchange team itinerary.

The GSE chair may serve up to a three year term at the discretion of the District Governor.

Duties and responsibilities of the GSE Subcommittee will be found in the District Manual of Procedure (appendix).

PERMANENT FUND, MAJOR GIFTS & BENEFACTORS SUBCOMMITTEE

The Permanent Fund Chair focuses upon securing contributions to the Permanent Fund which is an endowment fund to ensure the continuity of The Rotary Foundation programs. Benefactor and Bequest Society goals set by clubs will be monitored by this committee and new donors will be sought at all meetings and trainings at which The Rotary Foundation is discussed.

The Permanent Fund Subcommittee Chair will serve at the pleasure of the District Governor and may establish committees and advisors as needed.

Duties and responsibilities for the District Permanent Fund Chair and Subcommittee will be found in the District Manual of Procedure (appendix).

POLIO ERADICATION/POLIOPLUS SUBCOMMITTEE

This committee is responsible for supporting Rotary's commitment to polio eradication and encouraging participation in the PolioPlus program.

This committee will be chaired by a Past District Governor who will recruit committee members as needed.

Duties and responsibilities of the Polio Eradication/PolioPlus Subcommittee will be found in the District Manual of Procedure (appendix).

SCHOLARSHIPS/ROTARY PEACE FELLOWS SUBCOMMITTEE

This committee is responsible for promoting club and district participation in scholarships and grants for Ambassadorial Scholars, University Teachers, Rotary Centers for International Studies in Peace and Conflict Resolution and Rotary Peace and Conflict Studies. Particular attention is to be paid to promotion and selection, orientation, hosting and alumni outreach.

The committee's duties and responsibilities will be found in the District Manual of Procedure (appendix).