



# **MANUAL OF PROCEDURES AND POLICIES**

## **DISTRICT 7090**

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**ROTARY INTERNATIONAL DISTRICT 7090**

**MANUAL OF PROCEDURES AND POLICIES**

**FOREWORD**

This manual sets out policies and procedures for the use of District Officers district Rotarians to ensure continuity from year to year and constitutes all elements of the District Leadership Plan.

**GENERAL STATEMENT**

It is intended that the manual be revised every THIRD year to incorporate new ideas and activities that contribute to the Rotary ideal of “*Service Above Self*”.

The purpose of these policies and procedures is to further the Objects of Rotary by establishing practices in the district designed to aid:

- the district governor with routine administrative procedures necessary for the smooth functioning of the clubs in the district, thus freeing the governor to concentrate efforts on inspiring clubs to greater service through the governor's leadership;
- the district governor in harnessing the best efforts of all clubs and all Rotarians to greater Rotary service;
- the clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization and Leadership Plan.

It is intended that this Manual conforms to the *Rotary International Manual of Procedure 2007* and should not, in any way, interfere with the district governor's administration of the district as provided by Rotary International's Constitution and By-laws. In fact, it should assist the district governor by providing a framework that has been approved by the district which, under the governor's leadership, will itself harness the ideas, talents and energies of many outstanding Rotarians. Where there is conflict between this MOPP and Rotary International's constitution and by-laws, the constitution and by-laws of Rotary International will take precedence.

## **MANUAL REVISION**

1. Proposed additions and revisions to this manual shall be discussed by the district council before being sent to the District Legislative Committee for circulation to the presidents of clubs and submission for approval at the District Annual Meeting.
2. Resolutions proposing a new District procedure or policy or a revision or addition to a present procedure or policy may be initiated as follows:
  - by any club in writing during the Rotary year;
  - by the officers-elect and present at the District Assembly by a two-thirds majority of those eligible to vote;
  - By the District Council at any regular meeting of the council.
3. All submissions must be in the hands of the district governor at a date to be fixed by the governor, but not later than 30 days prior to the District Annual Meeting.
4. At least 21 days prior to the District Annual Meeting, the District Legislative committee will distribute copies of all resolutions that will be presented for approval at the District Annual Meeting to the presidents-elect of each club and to all members of the District Council.
5. At the District Annual Meeting all resolutions concerning a district policy received by the Legislative Committee shall be presented by the committee's chair along with the committee's recommendations for action.
6. Votes shall be cast at the District Annual Meeting by presidents-elect from each club. Adoption shall be by approval by a majority of the presidents-elect present and voting.
7. Where practicable all changes will become effective immediately, but no later than July 1 following the District Annual Meeting. The District Legislative committee shall oversee the implementation of all changes.
8. Interim changes in procedures or policies may be passed at District Council by a two-thirds majority of members present and voting, provided that the proposed change(s) have been circulated to members 14 days in advance of the District Council meeting.

## **SECTION ONE - DISTRICT COUNCIL**

### **PURPOSE**

The District Council is an administrative body for district affairs to assist the district governor in his/her responsibilities to the clubs of District 7090 as provided by Rotary International. It is also a forum for the district where matters of importance to the clubs may be discussed and decisions made.

It is the function of the Council to:

- Review all district activities;
- Develop new ideas for district activities;
- Formulate ways of educating club members in new positions;
- Provide suggestions for programs at the District Conference and the District Assembly;
- Discuss and control district finances;
- Review this Manual and propose additions and amendments;
- Assist in any way possible the district governor and the district governor-elect.

### **COMPOSITION**

The District Council is composed of the following:

- District Governor who is chair of the Council;
- District Governor-Elect who is vice-chair of the Council;
- District Governor Nominee;
- Immediate Past District Governor;
- District Executive Secretary;
- District Treasurer;
- Assistant Governors;
- District Directors and Committee Chairs
- Past District Governors
- Such other appointments as the district governor may make from time to time.

### **ATTENDANCE**

All Rotarians are welcome to attend any District Council meeting and will be recognized as visitors.

### **MEETINGS**

The District Council shall meet at least four times in the Rotary year at the call of the district governor.

- Meetings shall take place at a location selected by the district governor.
- All meetings shall be chaired by the district governor or, in the governor's absence, by the district governor-elect.

#### **4. AGENDA**

The agenda of each council meeting shall include:

- Reports by the directors, assistant governors, Governor's Council, and committee chairs;
- Reports by the district executive secretary and the treasurer or chair of the district Finance Committee;
- New programs and/or legislation;
- Other matters proposed by the district governor.

The District Executive Secretary shall forward the agenda to members of the council along with the notice of meeting and copies of reports as available at least three days prior to the meeting.

## **SECTION TWO - DISTRICT OFFICERS**

### **A. DISTRICT GOVERNOR**

#### **1. STATUS**

The district governor is an officer of Rotary International who has been nominated by the clubs in the district and elected by the Convention of Rotary International. The Governor's term begins on July 1 following election and continues for one year or until a successor is elected and qualified.

#### **2. QUALIFICATIONS**

In accordance with Article XV of the By-laws of Rotary International, the District Governor must be a member, other than an honorary member, in good standing in the governor's club, and have completed seven years of membership in one or more clubs. The governor must have served as president of a club for a full term and must attend for its duration the Governors-Elect Training Seminar and International Assembly. It is suggested that, before being nominated, the governor will have served on the District Council for a minimum of one year.

#### **3. DUTIES AND RESPONSIBILITIES**

The Governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with the district and club leaders to encourage participation in the Club Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

The governor is responsible for the following activities in the district:

- ◇ Organizing new clubs;
- ◇ Strengthening existing clubs;
- ◇ Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- ◇ Supporting The Rotary Foundation with respect to program participation and financial contributions;
- ◇ Promoting cordial relations among clubs and the District and between the clubs and Rotary International;
- ◇ Planning for and presiding at the District Conference and assisting the governor-elect in the planning and preparation for the Presidents-Elect Training Seminar and the District Assembly;
- ◇ Providing for an official meeting, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
  - a) Focusing attention on important Rotary issues;
  - b) Providing special attention to weak and struggling clubs;
  - c) Motivating Rotarians to participate in service activities; and
  - d) Personally recognizing the outstanding contributions of Rotarians in the district;
- ◇ Issuing a monthly letter to each club president and secretary in the district;
- ◇ Reporting promptly to Rotary International as may be required by the president or the RI Board;
- ◇ Supplying the governor-elect, before the International Assembly, full information as to the conditions of clubs in the district with recommended action for strengthening clubs;
- ◇ Ensuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI practices;
- ◇ Inquiring regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);
- ◇ Transferring continuing district files to the governor-elect;
- ◇ Performing such other duties as are inherent as the officer of Rotary International in the district.

In addition to the responsibilities outlined by Rotary International, it is desirable that the Governor:

- ◇ Appoint capable and willing Rotarians to the various district offices;
- ◇ Receive reports from assistant governors as to which clubs have problems and direct the governor's time to these areas;
- ◇ Develop a system of communications so that the assistant governors' Memos of a Club Visit are reviewed and recommend a plan of action where problems are evident;
- ◇ Chair meetings of the District Council;
- ◇ Attend, as time permits, business and social functions of an area nature;

**Duties and Responsibilities of the District Governor (Continued)**

- ◇ Encourage each club to participate in at least one intercity meeting during the year;
- ◇ Read *The Rotarian*, the *R.I. News*, and all other bulletins and literature from R.I. and the clubs in the district;
- ◇ Promote attendance at the Rotary International Convention;
- ◇ Arrange, when circumstances require, for special conferences of club presidents and/or secretaries;
- ◇ Forward a summary of the attendance reports of the clubs in the district to the General Secretary of R.I.

**CODE OF ETHICS**

- ◇ Governors will adhere to applicable laws and regulations in the conduct of Rotary business so as to further the mission of the association. In addition, in conducting their private lives, governors should adhere to applicable law in order to preserve and protect the image of Rotary.
- ◇ Governors will adhere to RI's constitution and bylaws. As officers of Rotary International, governors have an obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of membership and ensures that actions are taken consistent with members' expectations.
- ◇ Governors will adhere to the provisions of policies established by the RI Board as documented in the Rotary Code of Policies. Over the years, the RI Board has established policies and procedures, documented in the Rotary Code of Policies, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adherence to these policies demonstrates a commitment to these ideals while protecting the association.
- ◇ Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety as to their actions and conduct.
- ◇ Governors will not utilize their office for personal prestige and/or benefits or for benefits for the members of their family. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
- ◇ Governors will exercise due care in the performance of their obligations to their district. Governors should perform their responsibilities with such care, including reasonable inquiry, as ordinary prudent persons in like positions would use under similar circumstances. Governors should inform themselves, prior to making a business decision, of all material information reasonably available to them.
- ◇ Governors will take action based on an essential fairness to all concerned. Governors are always faced with decisions that will impact various Rotary clubs and individuals. Governors, in a manner consistent with the Four – Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
- ◇ Governors will promote transparency of important financial information. Governors are stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have the right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- ◇ Governors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- ◇ Governors will comply with expense reimbursement policies. The RI board has adopted a policy on the procedures for reimbursement of Rotary related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.

## **B. DISTRICT GOVERNOR – ELECT**

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### **1. STATUS**

As a future officer of Rotary International, it is the governor-elect's responsibility to be acquainted with district operations and, if possible, visit a number of clubs to gain a clearer insight into these operations and to assist and accompany the district governor whenever possible.

### **2. QUALIFICATIONS**

In accordance with Article XV of the By-laws of Rotary International, the district governor-elect must be a member, other than an honorary member, in good standing in the governor-elect's club, and have been a Rotarian for at least seven years at the time of taking office as district governor. The governor-elect must have served as president of a club for a full term and must attend for its duration the International Assembly immediately preceding his election. It is suggested that, before being nominated, the governor-elect will have served on the District Council for a minimum of one year.

### **3. ELECTION PROCEDURE**

The district governor-elect shall be selected by the nominating committee procedure in accordance with Article XIII of the By-laws of Rotary International and elected at the Annual Business Meeting at the District Annual Meeting.

### **4. DUTIES AND RESPONSIBILITIES**

In addition to the responsibilities outlined by Rotary International, the district governor-elect shall:

- ◇ Assist the district governor in any way;
- ◇ Represent the district governor in the district governor's absence when authorized to do so;
- ◇ Prepare and conduct President-Elect Training Seminar (PETS) and the District Assembly for incoming club officers;
- ◇ Devote special attention to the operation of district committees;
- ◇ Attend all meetings required by Rotary International including attendance at the Governor-elect Training Seminars (GETS) and the International Assembly for its entirety;
- ◇ Serve as vice-chair of the District Council and preside at council meetings in the absence of the district governor;
- ◇ Read the *District Governor's Training Manual* and complete all worksheets;
- ◇ Develop district membership, program and Rotary Foundation goals and objectives;
- ◇ Develop a district plan of operation for the year as governor;
- ◇ Develop a plan for the District Conference to be held during the year as governor;
- ◇ For the year as Governor appoint district directors, officers, and district committees in a manner that ensures continuity of leadership consistent with the District Leadership Plan.

## **C. DISTRICT GOVERNOR NOMINEE**

### ***STATUS***

The District Governor Nominee shall be chosen according to the procedure outlined in Section 7 E below by the members of the Nominating Committee.

### ***QUALIFICATIONS***

In accordance with Article XV of the By-laws of Rotary International, the district governor nominee must be a member, other than an honorary member, in good standing in the governor-nominees club, and have been a Rotarian for at least seven years at the time of taking office as district governor. The governor nominee must have served as president of a club for a full term. It is suggested that, before being nominated, the governor nominee will have served on the District Council for a minimum of one year.

The District Governor Nominee (Continued)

DUTIES AND RESPONSIBILITIES

As an incoming officer of RI, the governor-nominee should:

- ◇ Begin to prepare for the role of governor;
- ◇ Foster continuity by working with past, current, and incoming district leaders to support effective clubs;
- ◇ Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect;
- ◇ Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan);
- ◇ Attend district meetings when possible, at the invitation of the district governor or district governor-elect;
- ◇ Participate in district committees or other activities, as may be suggested by the district governor or district governor-elect;
- ◇ Attend district governor-nominee training if offered, or seek other training if available;
- ◇ Attend training in leadership skills.

**D. IMMEDIATE PAST DISTRICT GOVERNOR**

The immediate past district governor is a member of the District Council to provide continuity and to offer guidance and advice to the district governor. In the year as Immediate Past District Governor and in subsequent years a number of offices and ways for serving the district will be offered by the district governor and as set out in this manual.

**E. ASSISTANT GOVERNORS**

1. *STATUS*

Assistant governors are appointed by the district governor and are voting members of the District Council. Each assistant governor is assigned a group of normally 3 to 6 clubs in a geographical area. The district governor may also appoint a Rotarian to aid the assistant governor.

2. *QUALIFICATIONS*

Normally assistant governors will be club past presidents or district committee chairs who have been outstandingly successful in the leadership and administration of their own clubs or committees

3. *TENURE*

Assistant governors are appointed each year by the sitting governor but may be asked to serve for a maximum of three years to provide for area and district continuity.

4. DUTIES AND RESPONSIBILITIES

Assistant Governors' duties for the Clubs assigned to them include:

- ◇ Meeting with and assisting club presidents in the preparation of their Planning Guide for Effective Rotary Clubs prior to the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and to ensure the club is functioning properly according to RI By-laws, Article 3;
- ◇ Visiting each club regularly, with a minimum of one visit each quarter of the Rotary year, and meeting with the club president and other club leadership to discuss the business of the club and resources available to them, including the handling of club funds in a businesslike manner;
- ◇ Attending each club assembly associated with the governor's official visit;
- ◇ Assisting club leaders in scheduling and planning the governor's official visit;
- ◇ Keeping the governor informed on the progress of the clubs and suggesting ways to enhance Rotary development and address problems;
- ◇ Encouraging club follow-through on requests and recommendations of the governor;
- ◇ Coordinating club-level training with the appropriate district committee;
- ◇ Promoting the District's Leadership Plan and the Club Leadership Plan;

*Assistant Governor Duties and Responsibilities (Continued)*

- ◇ Advising the incoming district governor on district committee appointments;
- ◇ Attending and promoting attendance at the District Conference and other district meetings;
- ◇ Participating in district events where possible;
- ◇ Attending club meetings, assemblies, or events, as invited;
- ◇ Participating in the District Training Team seminar;
- ◇ Attending the Presidents-elect Training Seminar (PETS) and the District Assembly;
- ◇ Organizing and chairing area council meetings of assigned clubs and arranging for the reports from these meetings to be distributed to the district governor and members of the Governor's Council;
- ◇ Preparing reports for the district governor as requested;
- ◇ Filing the *Memos of a Club Visit* for each assigned club with the district governor by April 15;
- ◇ Participating in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary;
- ◇ Assisting clubs with special ceremonies such as Paul Harris Fellowships, induction of new members and the induction of club officers;
- ◇ Assisting a club president, upon request, with the resolution of an internal problem.

**F. DISTRICT EXECUTIVE SECRETARY**

1. *STATUS*

Appointed by the district governor and is a member of the District Council.

2. *QUALIFICATIONS*

Should be capable of handling correspondence for the district governor, officers and directors, and have a firm understanding of Rotary International and District 7090.

3. *DUTIES AND RESPONSIBILITIES*

- ◇ Compile clubs' reports on attendance and membership and report them to the District Council;
- ◇ Assist with the distribution of the governor's monthly letter;
- ◇ Issue agendas for meetings of District Council at least three days before such meetings are scheduled;
- ◇ Record and distribute promptly minutes of meetings of the District Council;
- ◇ Update district records and place them in a repository at the end of the year;
- ◇ Maintain both electronic and postal address lists of Rotarians to whom communications are regularly addressed;
- ◇ Provide a repository for the safekeeping of District 7090 records.

**G. DISTRICT TREASURER**

1. *STATUS*

Appointed by the District Governor and is a member of the District Council. The Treasurer will serve a minimum of one year and a maximum of two concurrent years.

2. *QUALIFICATIONS*

Treasurer should be experienced in banking or business accounting procedures and the handling of funds. The Treasurer must also be bonded.

3. *DUTIES AND RESPONSIBILITIES*

- ◇ Shall maintain complete financial records for the District;

- ◇ Shall forward, as soon as possible after assuming office, a statement to each Club for a per capita levy calculated on the District assessment of the budget approved at the previous District Assembly. The per capita levy shall be based on the reported membership of each Club as of July 1<sup>st</sup> of that year;
- ◇ Shall be responsible for the collection of District levies and the handling of District funds;
- ◇ Shall deposit in the District bank accounts all monies received from Clubs or individuals pertaining to District affairs;
- ◇ Shall allocate all disbursements to District officers and committees against items in the approved District budget and supported by properly documented invoices; See cheque request form under Finance Committee.
- ◇ Shall act as a signing officer for monetary transactions including disbursement cheques;
- ◇ Shall maintain a District cash book, a journal and general ledger in which all receipts and disbursements year by year shall be recorded and passed along to the Treasurer's successor;
- ◇ Shall serve on the District Finance Committee - see Finance Committee responsibilities listed in Section 3, page 41;
- ◇ Shall keep as supporting evidence all deposit slips, bank statements, cancelled cheques and paid invoices together with any correspondence relative to District finances until the completion of the audit. Upon completion of the audit, these documents shall be properly identified and placed in the District archives by the District Treasurer;
- ◇ Shall report on district finances periodically to the District Governor and the same to District Council at each of their meetings;
- ◇ Shall provide to the District Governor, as soon after July 1st as possible, and not later than October 1st, an audited financial report with approved budget comparisons for the previous Rotary year;
- ◇ Shall compile a financial statement as of the end of the month prior to the District Assembly for presentation to the Presidents-elect;
- ◇ Shall work in close conjunction with the treasurer-elect to assist him/her prepare for the upcoming year;
- ◇ Shall transfer on June 30<sup>th</sup> of each year to the bank accounts established by the incoming District Treasurer all, or at least a substantial portion, of the District funds that are on hand. The only funds retained shall be those that might reasonably be required to meet any outstanding invoices or commitment.

## H. DISTRICT DIRECTORS

### 1. *STATUS*

Appointed by the District Governor and are voting members of the District Council. The number of directors appointed is at the discretion of the District Governor but will be at least three and no more than ten.

### 2. *QUALIFICATIONS*

Should have experience as chair of a District committee or Assistant Governor and should preferably be a past Club President.

### 3. *DUTIES AND RESPONSIBILITIES*

- ◇ Attend meetings called by the District Governor to plan and implement Committee programs for the year and to report on Committee progress;
- ◇ Consult with committee chairs on the appointment of committee members;
- ◇ To secure material available from R. I. for the use of the Committee Chair who will report to the Director;
- ◇ To ensure that each Chair knows the responsibilities and holds meetings as appropriate;
- ◇ To supervise and monitor the activities of the Committee under the Director's care and to attend Committee meetings as an ex-officio member;

- ◇ As necessary, to assist Committee Chairs in the preparation of their budgets and present them to the Chair of the District Finance Committee;
- ◇ Assess the potential of Committee Chairs and members and recommend to the District Governor-elect those who are ready for increased responsibility;
- ◇ Maintain communication with other district directors and committees to coordinate activities within the district.

## **J. COLLEGE OF PAST DISTRICT GOVERNORS**

### **1. PURPOSE**

The college shall be organized to provide advice to the governor, governor-elect and governor-nominee, and to receive information about RI organization and functions.

### **MEMBERS**

The college shall be composed of all past district governors who are members of Rotary clubs in the district.

### **DUTIES AND RESPONSIBILITIES:**

#### **DEAN**

The Dean shall be the senior past district governor and shall serve as chair of meetings. The dean shall call meetings in cooperation with the district governor.

#### **COLLEGE MEMBERS**

Members should attend a meeting called at least once a year within the month following the end of the International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly.

## **K. GOVERNOR'S COUNCIL**

### **1. PURPOSE**

The Governor's Council shall meet to discuss activities and concerns of the clubs in the district in order to assist the governor with the supervision of the clubs in the district.

### **2. MEMBERS**

- ◇ The Governor's Council shall be composed of the district governor, the district governor-elect, the district governor nominee, all assistant governors, and such other district officers and directors as the governor may from time to time invite.
- ◇ The council shall be chaired by the district governor nominee who will set the agenda and coordinate reports from all assistant governors.

## **L. AREA MEETINGS**

### **1. PURPOSE**

The purpose is to promote the exchange of ideas among the Four Avenues of Service; discussion of Club and area problems; consideration of plans for Club extension; hearing reports from the District Council; discussion of plans for area conferences; consideration of proposals for presentation to the District Council, District Conference and the District Assembly.

### **2. MEMBERS**

These are composed of Club Presidents, Presidents-elect and other officers along with the Assistant Governor, who will call and chair the meetings. The meetings shall be held at least quarterly throughout the Rotary year.

## **SECTION THREE - DISTRICT COMMITTEES**

### **A. General**

#### 1. *PURPOSE*

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the members of District Council.

#### 2. *QUALIFICATIONS OF MEMBERS*

- ◇ The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.
- ◇ The minimum qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.
- ◇ Where committees continue from year to year, the normal tenure of a committee member will be three years in one position to a maximum of five years service on one committee. Under normal circumstances one third of the membership on a committee should change each year.
- ◇ It is recommended that the chair selected be a past district governor, a past assistant governor, or an effective past district committee member, and has had previous experience as a member of the district committee.
- ◇ District committee chairs shall attend the district training team seminar prior to serving as chair. District committee chairs shall attend the District Assembly. Committee members should participate in district training meetings.
- ◇ It is recognized that the number of committees appointed by the district governor will vary from year to year. Ad hoc district committees may be appointed to serve specific purposes requested or suggested by Rotary International, to implement specific plans of the district governor, or to meet specific needs within the district.
- ◇ The district governor, the district governor-elect, the district governor nominee, the assistant governors and the director responsible are ex-officio members of all committees. They shall be notified of all committee meetings and sent copies of minutes.

#### 3. *BUDGETS*

- ◇ Committee chairs are required to submit detailed budget requirements to their district director, who will submit it to the district governor-elect and chair of the Finance Committee no later than the end of November for the ensuing Rotary year.
- ◇ In as much as district funds are subscribed by the clubs of the district, committees should exercise great care in the stewardship of budgeted funds. Rental of meeting places, meals, transportation and other personal expenses of committee members shall not be charged against district funds unless specifically authorized by the appropriate district director well in advance of the meeting.

#### 4. *REPORTING*

- ◇ All district committees will report to a district director who will be the liaison between these committees and the district governor and district council. Some committees will report directly to the district governor.
- ◇ The chair of each committee is responsible for calling meetings, setting agendas and arranging for the recording and distribution of minutes.

5. **COMMITTEES**

Committees shall be assigned to work under the direction of a district Director in one of the directorships or under the direct supervision of the district governor as follows:

<p><b><i>A. The District Training Committee</i></b></p>	<p><b><i>B. The District Membership Committees</i></b></p>
<p>District Training Team Seminar(s)          Presidents-elect Training Seminar (PETS)          District Assembly</p>	<p>Membership Development          Club Extension          Family of Rotary Committee</p>
<p><b><i>C. The District Public Relations Committees</i></b></p>	<p><b><i>D. The District Rotary Foundation Committees</i></b></p>
<p>Public Relations Committee          Communications Committee          District Newsletter Subcommittee          Website Subcommittee          Convention Promotion Subcommittee</p>	<p>The District Rotary Foundation Committee          Annual Giving Subcommittee          Permanent Funds Subcommittee          Foundation Alumni Subcommittee          Grants Subcommittee          Group Study Exchange Subcommittee          PolioPlus Subcommittee          Scholarships Subcommittee</p>
<p><b><i>E. The District Service Projects Committees</i></b></p>	<p><b><i>F. The District Youth Services Committees</i></b></p>
<p>Community Service Committee          The Gift of Life Committee          Literacy Committee          World Community Service Committee          Vocational Service Committee          Volunteer Service Opportunities</p>	<p>EarlyAct          Interact          Rotaract          Rotary Youth Leadership Award          Slapshot          Youth Exchange</p>
<p><b><i>G. The District Governor's Committees</i></b></p>	<p><b><i>G. The District Governor's Committees          (Continued)</i></b></p>
<p>District Advisory and Planning Committee          The District Conference Committee          District Legislative Committee          District Finance Committee          District Nominating Committee</p>	<p>Friendship Exchange Committee          Harassment and Abuse Prevention Committee          Significant Awards Committee          Strategic Planning Committee</p>

## COMMITTEE DESCRIPTIONS

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for District Directors, Committee Chairs and committees noted above.

### A. THE DISTRICT TRAINING COMMITTEE

#### 1. *PURPOSE*

The purpose of this committee is to provide training for current and incoming officers, directors, committee chairs, and club presidents and other club leaders. It shall be under the direction of the District Training Director.

#### 1. *STATUS*

The District Training Director is appointed by the district governor on an annual basis on the advice of the district governor-elect and is responsible to the district governor and the district governor-elect. The committee shall be composed of the district training director and district trainers. On the recommendation of the district governor-elect, the district governor shall appoint on an annual basis such number of district trainers as shall be deemed appropriate. The district trainers shall have responsibilities assigned to them by the district training director. Their qualifications should be consistent with those of a district training director.

#### 2. *QUALIFICATIONS*

The District Training Director shall be a member in good standing in a Club for at least three years and should be a past district governor, a skilled past assistant governor, or a past district chair person. Preference should be given to Rotarians with training, education, or facilitation experience.

#### 3. *DUTIES AND RESPONSIBILITIES*

##### TRAINING DIRECTOR

The district training director serves as chair of the Training committee and assigns responsibility for training meetings and functions as necessary.

The District Training Director is responsible to the district governor-elect for training needs for the district for the current Rotary year related to;

1. PETS;
2. The District Assembly;
3. The District Team Training Seminar (which includes assistant governor training).

The District Training Director is responsible to the district governor on an annual basis for developing and conducting training for the:

1. District Leadership seminar;
2. Rotaract leadership training;
3. Club-level training;
4. Other training events in the district as appropriate.

*Duties and Responsibilities of the Training Committee (Continued)*

*COMMITTEE MEMBERS*

- ◇ The committee must have a clear understanding that they are responsible to the convenor of each meeting.
- ◇ The committee shall work with the district training director and the governor-elect on training needs in the district for the current Rotary year related to;
  1. PETS;
  2. The District Assembly;
  3. The District Team Training Seminar(s) (which includes assistant governor training).
- ◇ The committee shall work with the district training director and the governor on training needs in the district for the current Rotary year related to:
  1. District Leadership seminar;
  2. Club-level training;
  3. Other training events in the district as appropriate.
- ◇ The committee may also have a secondary responsibility for the district Rotary Foundation seminar and the District Membership seminar. These meetings are the primary responsibility of the other district committees. The training committee may consult on the training related issues.
- ◇ Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
  1. Program content( in accordance with board recommended curricula);
  2. Conducting sessions;
  3. Identification of speakers and other volunteers;
  4. Preparing training leaders;
  5. Program evaluation;
  6. Logistics.

**B. THE DISTRICT MEMBERSHIP COMMITTEES**

**1. MEMBERSHIP DEVELOPMENT COMMITTEE**

*PURPOSE*

This committee will identify, market, and implement membership development strategies within the District that are appropriate for the District and will result in membership growth. In order to accomplish this, the Committee Director will serve as a link between the district governor, the regional Rotary International Membership Coordinator and the clubs in the district with respect to membership development issues.

*MEMBERS*

Preference should be given to past district governors, the district governor nominee, or successful club membership chairs who have been active and successful in inviting new members to join Rotary, and in implementing membership programs.

*DUTIES AND RESPONSIBILITIES*

*DIRECTOR:*

- ◇ In addition to the duties and responsibilities listed below, the director shall attend a training session conducted by the Rotary International membership coordinator.
- ◇ Consideration for the director should be given to a past district governor.

COMMITTEE:

- ◇ In addition to the director, as many committee members as possible should attend a training session conducted by the Rotary International membership coordinator;
- ◇ Plan, market, and conduct a District Membership Development Seminar in consultation with the governor;
- ◇ Work with the District Governor and club leaders to ensure that the District achieves its membership goal;
- ◇ Coordinate District-wide membership development activities;
- ◇ Assist club Membership Development Committee chairs to carry out their responsibilities;
- ◇ Encourage clubs to participate in RI or Presidential membership development recognition programs;
- ◇ Maintain communication with other district committees - such as the District Rotary Foundation Alumni Subcommittee and the District Public Relations Committee - to coordinate activities that will aid membership development efforts;
- ◇ Identify committee members to all clubs and indicate that members of the committee are available to them;
- ◇ Encourage clubs to develop and implement an effective membership recruitment plan;
- ◇ Visit clubs to speak about effective membership development activities and share information on successful activities;
- ◇ Ensure that each club committee has a copy of the *Membership Development Resource Guide*.

**2. DISTRICT EXTENSION COMMITTEE**

*PURPOSE*

Under the direction of the governor, the District Extension committee shall develop and implement a plan to organize new Rotary Clubs within the District.

*MEMBERS*

- ◇ Preference should be given to members of the Membership Development Committee who reside in areas where new clubs may be chartered.
- ◇ Preference should be given to past district governors or the district governor nominee who have been active and successful in establishing new clubs;
- ◇ Consideration should be given to those who have served as chairs of club committee(s) related to membership development.

*DUTIES AND RESPONSIBILITIES*

CHAIR(S):

In addition to the duties and responsibilities listed below, the chair shall attend a training session conducted by the Rotary International membership coordinator.

COMMITTEE

- ◇ In addition to the chair, as many committee members as possible should attend a training session conducted by the Rotary International membership coordinator;
- ◇ Identify communities without Rotary Clubs that have a population capable of meeting the requirements of chartering a new Club;
- ◇ Identify communities where additional Rotary Clubs could be established without detracting from service provided to the community by existing Clubs;
- ◇ Assist in organizing and establishing new Clubs.

### **3. FAMILY OF ROTARY COMMITTEE**

#### **PURPOSE**

To engage our extended family members in all aspects of Rotary

#### **MEMBERS**

- ◇ Any Rotarian who has interest in furthering the purpose of the committee
- ◇ Preference should be given to alumni of the Family of Rotary.

#### **DUTIES AND RESPONSIBILITIES**

- ◇ To assist club in engaging our family of Rotary

The Family of Rotary Includes current and former:

- ◇ Interactors;
- ◇ Rotaractors;
- ◇ RYLArrians;
- ◇ Youth Exchange Students;
- ◇ GSE Team members;
- ◇ Ambassadorial scholars;
- ◇ Spouses of Deceased Rotarians
- ◇ Family members of current Rotarians.

### **C. THE DISTRICT PUBLIC RELATIONS COMMITTEES**

#### *PURPOSE*

The District Public Relations Committees should facilitate the communication of the message of Rotary to both internal and external audiences.

#### **1. COMMUNICATIONS COMMITTEE**

Communication is essential to the effectiveness of any team. To support effective clubs, district leaders must work together and understand their roles and responsibilities with respect to communicating with each other and with clubs.

#### *PURPOSE*

The committee is responsible for the facilitation of communication between the District Leadership Team and district clubs.

#### *QUALIFICATIONS OF MEMBERS*

Preference should be given to those who have knowledge of district and club communication needs and practices. The ability to utilize technology with ease is an added asset.

#### *DUTIES AND RESPONSIBILITIES*

##### *CHAIR(S):*

- ◇ Advise the District Governor of current communication needs and develop and implement necessary protocols.

##### *MEMBERS:*

- ◇ Review and Refine the district's communication plan, taking into account the latest technology
- ◇ Work on current communication needs and develop and implement necessary protocols.
- ◇ Investigate and evaluate club and district needs to develop new practices and procedures to facilitate communication between

**a) DISTRICT NEWSLETTER SUBCOMMITTEE**

*PURPOSE*

To formally communicate to clubs the District Governor's message, as well as any other information or motivational material important to the effective operation of the district and clubs.

*QUALIFICATIONS OF MEMBERS*

Experience with club newsletters or other writing, publishing or reporting occupations.

*DUTIES AND RESPONSIBILITIES*

*NEWSPAPER EDITOR:*

- ◇ To coordinate the distribution of the newsletter with the District Executive Secretary;
- ◇ To ensure that sufficient and timely materials are available for inclusion in the newsletter;
- ◇ To determine the size and distribution period of each newsletter;
- ◇ To set up procedures by which the members of the Newsletter Subcommittee seek out material from clubs and District Committees for inclusion in the newsletter.

*MEMBERS:*

- ◇ To secure information and stories of interest from clubs, the District Leadership Team and other Rotary sources;
- ◇ To prepare, edit and distribute the newsletter.

**b) THE DISTRICT WEBSITE SUBCOMMITTEE**

*PURPOSE*

To manage the district website and advise on any significant changes to the website.

*QUALIFICATIONS OF MEMBERS*

Preference will be given to those with experience on computers and internet use. An added asset would be a computer technological background.

*DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

- ◇ To ensure that the website meets the needs of the District Communication Committee

*MEMBERS:*

- ◇ To ensure the material on the website is relevant and up-to-date;
- ◇ To ensure the website is organized in such a way to meet the needs of the District Communication Committee and the District Public Relations Committee.

**c) CONVENTION PROMOTION COMMITTEE**

*PURPOSE*

The committee shall promote attendance at the annual RI Convention to Rotarians throughout the District and shall be chaired by the District Governor Elect.

*QUALIFICATIONS OF MEMBERS:*

- ◇ Preference should be given to Rotarians who have attended a minimum of one previous RI Convention;
- ◇ Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

*DUTIES AND RESPONSIBILITIES*

*CHAIR AND MEMBERS:*

- ◇ Attend club and district meetings to promote the convention;
- ◇ Serve as a resource for convention materials and information;
- ◇ Expand the district web site with information on the convention and links to the RI web site's section on the convention;
- ◇ Identify and target potential registrants by e-mail, letters, and other methods of communication.

## **5. PUBLIC RELATIONS COMMITTEE**

### *PURPOSE*

The District Public Relations Committee should promote Rotary to both internal and external audiences to foster understanding, appreciation, and support for the programs of Rotary. The committee should also promote awareness among Rotarians that effective external publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.

### *QUALIFICATIONS OF the CHAIR & MEMBERS*

Preference should be given to those who have experience as a club public relations chair and those who have media, public relations or marketing skills as part of their vocation or profession.

### *DUTIES AND RESPONSIBILITIES*

#### *CHAIR(S):*

- ◇ Communicate with the District Governor and the chairs of district committees to stay informed about district projects and activities;
- ◇ Encourage Rotary clubs within the district to make public relations a priority;
- ◇ Promote Rotary to external audiences, such as the Media, community leaders, and beneficiaries of Rotary's programs.

#### *COMMITTEE:*

- ◇ Provide training sessions to Rotary Club Public Relations Chairs and other club members who are interested;
- ◇ Contact the Media with newsworthy stories of district projects and events;
- ◇ Share RI public relations materials with clubs;
- ◇ Seek opportunities to speak to individual clubs about the importance of Club public relations;
- ◇ Assist Clubs in developing techniques to enhance the reputation and profile of Rotary;
- ◇ Act as a resource for Club Bulletin editors;
- ◇ Encourage Clubs to create and maintain a regular program of Rotary information;
- ◇ Use the district website through the District Communication Committee to inform both internal and external audiences.

## **D. THE DISTRICT ROTARY FOUNDATION COMMITTEE**

### *PURPOSE*

The District Rotary Foundation Committee is a group of experienced and dedicated Rotarians who assist the Governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fund-raising activities in the District. The committee serves as the liaison between The Rotary Foundation and Club members. The District Governor is an ex officio member of the committee and provides one of two authorizing signatures for the use of District Designated Funds (DDF) to reflect decisions of the District Rotary Foundation Committee.

### *COMMITTEE STRUCTURE*

To be effective, the District Rotary Foundation Committee must have continuity of leadership; therefore, the District Rotary Foundation Director shall be appointed for a three-year term, subject to removal for cause. The District Governor (if selected) scheduled for each of the three years of the three-year term for the DRFC Director will participate in the selection of the DRFC Director. The DRFC Director must have significant knowledge ~~on~~-of, commitment to, and experience with Rotary Foundation activities. Although not mandatory, it is recommended that this post be filled, if possible, by a past district governor.

**The Governor**, in consultation with the Immediate Past District Governor, the Governor-elect, and the District Rotary Foundation Director, and in accordance with the District Leadership Plan, shall appoint members to the District Rotary Foundation Committee, the members of which will serve as chairpersons of one of the seven subcommittees. It is recommended that Rotary Foundation committee members be a past district governor, a past assistant governor, an effective past district subcommittee member, or an experienced club Rotarian.

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

- ◇ Annual Giving Sub-committee
- ◇ Permanent Fund Sub-committee
- ◇ Scholarships Sub-committee
- ◇ Group Study Exchange Sub-Committee
- ◇ Grants Sub-committee
- ◇ PolioPlus Sub-Committee
- ◇ Alumni Sub-committee

The Director of The Rotary Foundation Committee may combine some subcommittees as deemed necessary. The Director of the DRFC and the Governor jointly shall appoint such other members to the DRFC as desirable.

#### *DUTIES AND RESPONSIBILITIES*

##### *THE DISTRICT ROTARY FOUNDATION DIRECTOR*

- ◇ With the direct leadership of the governor, the Director works with the committee to plan, coordinate and evaluate all district Foundation activities;
- ◇ Assists the Governor-elect in obtaining input from Club Rotarians, prior to establishing District Foundation goals for implementation during the term as Governor, especially for the Annual Programs Fund contribution goal submitted during the International Assembly.
- ◇ Assumes responsibilities of any subcommittee not appointed or functioning;
- ◇ Encourages District Foundation Sub-committees to conduct District Rotary Foundation seminars for club Foundation committee members and club Rotarians;
- ◇ Serves as an ex-officio member of all subcommittees, maintains contact with all subcommittees to be informed of their progress and at his/her discretion, directly supports those subcommittees which relate to the District's goals for that year;
- ◇ Assists the District Governor in presenting a District Rotary Foundation Seminar for Club Presidents, Presidents-elect, Club Foundation committees, and other Rotarians in the District;
- ◇ Assists the District Training Director in conducting Foundation sessions at the PETS and the District Assembly;
- ◇ Encourages Clubs to conduct at least ~~one~~ two programs on the Foundation in each ~~quarter of the~~ year, giving special observance to November, "Rotary Foundation Month";
- ◇ Supports the appropriate sub-committees by encouraging high levels of financial support for Foundation programs through regular Annual Programs Fund contributions and gifts to the Foundation Permanent Fund;
- ◇ Coordinates all district Foundation fundraising and recognition activities, including the Annual Programs Fund, Permanent Fund, Educational, Humanitarian, and PolioPlus Grants;
- ◇ Ensures adequate and effective communication with the Club Foundation committees to convey an awareness and understanding of the Foundation to all the Clubs in the District;
- ◇ Encourages Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Utilizes the Regional Rotary Foundation Coordinator, Annual Programs Fund strategic advisor, and Major Gifts advisor for support in carrying out committee responsibilities.

The District Rotary Foundation Committee (cont.)

- ◇ Ensures that program review surveys are completed in a timely manner and accurately reflect the opinions of Rotarians throughout the district, in order to support the Trustees in making informed decisions about program reviews;
- ◇ Works with members of the District Rotary Foundation Committee in determining the distribution of District Designated Funds;
- ◇ Coordinates the distribution of *SHARE* District Designated Funds based on decisions of the District Rotary Foundation Committee;
- ◇ Together with the District Governor, provides one of the two authorized signatures for the use of DDF to reflect the decisions of the District Rotary Foundation Committee;
- ◇ In coordination with the appropriate subcommittee chair, ensures that satisfactory final reports on district-sponsored humanitarian grants and educational program activities are submitted to The Rotary Foundation in a timely manner;
- ◇ Facilitates the submission of timely and complete reports to The Rotary Foundation for all humanitarian grants sponsored by clubs in the district;
- ◇ Serves with the members of the Grants Subcommittee in a district stewardship and oversight capacity to promote compliance with Humanitarian Grants Program requirements and ensures that any concerns are immediately reported to The Rotary Foundation;
- ◇ Works with club and district officers to ensure the effective utilization of all DDF;
- ◇ With the assistance of the District Rotary Foundation Committee, assists the governor in selecting qualified recipients for the District Rotary Foundation Service award and in nominating candidates for the Citation for Meritorious Service, the Distinguished Service Award, the Global Alumni Service to Humanity Award and other Foundation awards nominated or endorsed by the governor.

1. Annual Giving Subcommittee

1. *PURPOSE*

The Annual Giving Subcommittee is responsible for designing and implementing a comprehensive and effective District program to achieve the District's Annual Programs Fund giving goal.

2. *QUALIFICATIONS OF MEMBERS*

In addition to the minimum recommended qualifications established in the District Leadership Plan, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

3. *DUTIES AND RESPONSIBILITIES:*

*CHAIR(S):*

- ◇ Assists the Governor-elect and DRFC in establishing a challenging yet realistic District Annual Programs Fund goal, keeping in mind the organization's goal for US\$100 per capita;
- ◇ Works with the members of the district Rotary Foundation committee in determining the distribution of District Designated Fund;
- ◇ Publicizes the goal achievement monthly; provide regular updates to all clubs on the progress being made toward their club goals;
- ◇ Works with DRFC chairperson to help organize and promote special programs throughout the District during Rotary Foundation Month;
- ◇ Answers inquiries from Clubs about Club contribution reports and their giving records; consult Foundation staff on problems;
- ◇ Utilizes the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇ Works with club and district officers to ensure the full utilization of DDF.

SUB-COMMITTEE:

Under the guidance of the Sub-committee Chair(s):

- ◇ Promote annual gifts from every Rotarian every year;
- ◇ Encourage individual and Club contributions in support of the club's established goal and worldwide goal for the Annual Programs Fund;
- ◇ Help organize and stimulate participation in Club and District fundraising activities and special events in support of the Foundation;
- ◇ Promote special giving opportunities such as Paul Harris Society, Rotary Foundation Sustaining Member gifts, corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts;
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Participate in meetings called by the subcommittee chair.

## **2. Permanent Fund Subcommittee**

### ***1. PURPOSE***

The Permanent Fund Subcommittee is responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Permanent Fund.

### ***2. QUALIFICATIONS OF MEMBERS***

In addition to the minimum recommended qualifications established in the District Leadership Plan, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

### ***3. DUTIES AND RESPONSIBILITIES:***

#### ***CHAIR(S):***

- ◇ Work with the District Governor and District Rotary Foundation Committee to establish district Benefactor and Bequest Society goals;
- ◇ Work with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds;
- ◇ Coordinate subcommittee activities to inform Rotarians of Planned giving opportunities;
- ◇ Inform Rotarians of Planned Giving opportunities available in those countries that allow the donor to make a significant gift while receiving estate and/or income tax deductions and under some arrangements, a life income interest as well;
- ◇ Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund with the Annual Giving subcommittee chairperson;
- ◇ Coordinate the identification, cultivation and solicitation of potential donors of outright gifts or planning gifts in support of the Foundation's Permanent Fund. Involve district leadership, RRFCs, trustees and directors, alumni, and major Donors in the planning and solicitation of major gift prospects, as appropriate;
- ◇ Work with club and district officers to ensure the full utilization of DDF.

#### **SUB-COMMITTEE:**

Under the guidance of the Sub-committee Chair(s):

- ◇ Work with the district governor and Rotary Foundation committee to establish district Benefactor, Bequest Society and Major Gift goals;
- ◇ Inform Rotarians of planned giving opportunities;
- ◇ Work with Club Presidents to recognize current Benefactors and Bequest Society members and Major Donors when programs on the Foundation are scheduled;
- ◇ Maintain contact with those who have already made commitments and have been recognized as benefactors, and encourage them to be a part of your solicitation team to increase financial support;

- ◇ Identify, cultivate and solicit potential donors of major outright gifts or planning gifts in support of the Foundation's Permanent Fund. Involve District leadership, RRFCs, Trustees and Directors, alumni, and major donors in the planning and solicitation of major gift prospects, as appropriate;
- ◇ Thank and continue to nurture relationships with Benefactors, Bequest Society members and Major Donors;
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇ Participate in meetings called by the subcommittee chair.

### **3. Scholarships Subcommittee**

#### **1. *PURPOSE:***

The Scholarships Subcommittee is responsible for promoting Club and District participation in the Ambassadorial Scholarships and the Rotary World Peace Scholarships and ensures careful attention is paid to four basic elements: Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

#### **2. *QUALIFICATIONS OF MEMBERS:***

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with Club-level experience with the Ambassadorial Scholarships Program. Where practical, the committee should include members with language abilities who can assess an applicant's foreign language skills during the interview.

#### ***COMMITTEE STRUCTURE:***

Applications for the Rotary World Peace Scholarships should be considered separate from Ambassadorial Scholarships. The committee reviewing scholarship applications and selecting the Ambassadorial Scholar(s) and district-endorsed candidates for the Rotary World Peace Scholarship should include the current District Governor, Immediate Past District Governor, the Governor-elect, the Rotary Foundation Committee Director, the Scholarships Subcommittee Chairperson, and three Rotarians or non-Rotarians with expertise in the fields of peace and conflict resolution, education, and/or civic or business leadership.

#### **3. *DUTIES AND RESPONSIBILITIES:***

##### ***CHAIR(S):***

- ◇ Distribute application materials to Clubs within the District. Notify clubs of the types of Foundation scholarships the District could fund through the DDF, Endowed Funds and world-competitive scholarship opportunities;
- ◇ Coordinate the promotion to develop understanding of and effective participation in the Foundation's Ambassadorial Scholars program and the Rotary World Peace Scholarships by assigning clubs in the district to each sub-committee member and providing training and materials for sub-committee members;
- ◇ Coordinate the district selection process for Ambassadorial Scholars and Rotary World Peace Scholarships;
- ◇ Coordinate orientation for all scholarship recipients before their departure and upon their arrival; participate in regional scholar orientation seminars when possible;
- ◇ Work with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds;
- ◇ Work with club and district officers to ensure the full utilization of DDF;
- ◇ Provide guidance and training to sponsor counselors appointed by sponsor Clubs for outbound program participants, and to host counselors appointed by host Clubs for inbound program participant;
- ◇ Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host District Governors and the Foundation;
- ◇ Coordinate publicizing to the media and to Rotarians in the District the recipients' return;
- ◇ Connect recipients with the district alumni chairperson; maintain ties with recipients upon their return;
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));

- ◇ Promote an understanding of and effective participation in the Foundation's Ambassadorial Scholars and Rotary Centers for International Studies programs, through regular contact with each Club in the district and through district meetings;
- ◇ Promote, interview, and endorse applications for the Rotary Peace and Conflict Studies Fellowships for short-term certificate studies;
- ◇ Encourage and assist Club chairpersons in carrying out their responsibilities;
- ◇ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇

SUB-COMMITTEE:

- ◇ Assist the chair in notifying clubs of the type of Foundation scholarships the district could fund through the DDF, Endowed Fund, and world-competitive scholarship opportunities;
- ◇ Assist the chair in promoting an understanding of and effective participation in the Foundation's Ambassadorial Scholars program and the Rotary World Peace Scholarships through regular contact with each club in the district and through district meetings;
- ◇ Encourage and assist assigned club chairs in carrying out their responsibilities;
- ◇ Participate in the selection of qualified scholars from club endorsed candidates;
- ◇ Assist in the conduct of orientation at club, district, or regional level for all scholarship recipients before their departure and upon their arrival; participate in multidistrict regional scholar orientation seminars when possible;
- ◇ Participate in meetings called by the subcommittee chair.

**4. Group Study Exchange Subcommittee**

1. *PURPOSE:*

The Group Study Exchange Subcommittee is responsible for promoting Club and district participation in the Group Study Exchange (GSE) program, preparing the outbound GSE Team for their exchange and for planning and implementing the visiting GSE Exchange Team host itinerary. A separate GSE Selection Committee is charged with the responsibility of selecting the team leader and team members.

2. *QUALIFICATIONS OF MEMBERS:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with Club-level experience with the Group Study Exchange program.

3. *GSE SELECTION COMMITTEE STRUCTURE:*

The GSE selection committee shall include the district GSE chair as chair of the committee, immediate past district governor, district governor, district governor-elect, the DRFC director, and at least three Rotarians on staggered terms. The committee may also include nonvoting advisors.

4. *DUTIES AND RESPONSIBILITIES:*

*CHAIR(S):*

- ◇ Assist the Governor-elect/Governor in applying for GSE awards;
- ◇ Work with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds;
- ◇ Organize the participation of the GSE Selection Committee for team leader and team member selections, emphasizing the vocational and ambassadorial activities;
- ◇ Communicate early and often with the subcommittee of the paired District regarding exchange dates and itinerary;
- ◇ Coordinate orientation to GSE teams and leaders and determine language training needs;
- ◇ Coordinate local itineraries to include at least five customized days of vocational study for each team member and home stays with local Rotarian hosts for the visiting teams;

- ◇ Ensure the fulfillment of all program guidelines and requirements as described in the GSE *Program Guide for Rotarians*;
- ◇ Coordinate the publicizing to the media and to Rotarians in the District when the team returns;
- ◇ Connect team members with the District alumni chairperson; maintain ties with team members upon their return;
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇ Work with club and district officers to ensure the full utilization of DDF.

*SUB-COMMITTEE:*

- ◇ Assist the Sub-committee chair in providing orientation to GSE teams and leaders;
- ◇ Assist the chair when requested in arranging local itineraries to include at least 5 customized days of vocational study for each team member and home stays with local Rotarians for the visiting teams;
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Participate in meetings called by the subcommittee chair.

## **5. Grants Subcommittee**

1. *PURPOSE:*

The Grants Subcommittee is responsible for assisting Clubs in developing ways to participate in International Service Projects as well as informing Rotary Clubs and/or District Project Committees planning such projects of the Foundation grants that can help them. The committee is responsible for reviewing and certifying the accuracy of all humanitarian grant applications presented to it for review before the applications are submitted to The Rotary Foundation for funding.

2. *QUALIFICATIONS OF MEMBERS:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to the following:

- a) those who have been directly involved with the successful implementation of an International Service Project that was supported by a Foundation grant;
- b) individuals who speak a second language that will enhance the ability to directly communicate with project partners;
- c) those with professional expertise in public health, international development, or grant preparation

3. *DUTIES AND RESPONSIBILITIES:*

**CHAIR(S):**

- ◇ Participate with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds;
- ◇ Work with the DRFC Director to ensure that satisfactory reports for district sponsored grant projects are submitted to The Rotary Foundation in a timely manner;
- ◇ Review all grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. (After District certification, applications can be submitted to the Foundation with the understanding that the Trustees must provide final approval of all grants and that no project should be initiated until a formal announcement has been made by the Foundation);
- ◇ Serve as the district expert for each humanitarian grant program by becoming ~~Become~~ familiar with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation;

- ◇ Work with club and district officers to ensure the effective utilization of all DDF. Maintain accurate records that reflect to which projects DDF has been allocated and grants approved;
- ◇ Work with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians;
- ◇ Work closely with other International Service committees, such as World Community Service or Vocational Service Committee to recognize when a project may qualify for a Foundation grant;
- ◇ Help clubs identify interesting speakers such as recipients of Matching Grant & 3H Grant contacts, or other local organizations involved in international development;
- ◇ Use sub-committee members to assist as identified in the sub-committee duties and responsibilities;
- ◇ Provide assistance to specific programs in which the district or its member clubs are is involved and/or assist the district governor and the DRFC director in monitoring the progress of an approved Matching Grant or 3-H Grant project;
- ◇ Encourage clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇ Serve with the DRFC Director in a district stewardship and oversight capacity to promote compliance with Humanitarian Grant Program requirements and ensure that any concerns are immediately reported to The Rotary Foundation.

SUBCOMMITTEE:

- ◇ Acting through its chair, the committee is responsible for reviewing all grant applications that are sponsored by member clubs and the district itself, certifying that the applications that are presented for its review are complete and accurate prior to submission to The Rotary Foundation. (After District certification, applications can be submitted to the Foundation with the understanding that the Trustees must provide final approval of all grants and that no project should be initiated until a formal announcement has been made by the Foundation);
- ◇ Participate in the approval process for grants that request the use of DDF before forwarding to the DRFC director for consideration;
- ◇ Become familiar with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation;
- ◇ Assist as assigned by the sub-committee chair by working with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians;
- ◇ Encourage throughout the district the highest levels of stewardship and transparency for the accounting of all Foundation funds. This includes working with the DRFC director to encourage and support the timely and accurate submission of reports to the Foundation from all sponsors of approved grants;
- ◇ Assist the sub-committee chair by working closely with other International Service committees such as World Community Service or Vocational Service committees to recognize when a project may qualify for a Foundation grant;
- ◇ Encourage club and district officers to ensure the full utilization of all District Designated Funds.
- ◇ Assist the subcommittee chair by helping clubs identify interesting speakers such as recipients of Volunteer Service Grants, matching grants, and 3H grant contacts, or other local organizations involved in international development;
- ◇ Provide assistance, as requested by the sub-committee chair, to specific programs in which the district and its member clubs are involved and /or assist the district governor and the DRFC director in monitoring the progress of an approved Matching Grant or 3-H grant project.
- ◇ Encourage clubs to access up-to-date information on the RI website([www.rotary.org](http://www.rotary.org));
- ◇ Participate in meetings called by the sub-committee chair.

## **6. PolioPlus Subcommittee**

### **1. PURPOSE:**

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in PolioPlus activities by all Rotarians.

### **2. QUALIFICATIONS OF MEMBERS:**

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with Club-level experience with the PolioPlus program. It is recommended that at least one member of the committee be a professional in a relevant field (e.g. public health, marketing, transportation).

### **3. DUTIES AND RESPONSIBILITIES:**

#### **CHAIR(S):**

- ◇ Encourage all Clubs in the District to participate in at least one PolioPlus activity that supports the promotion of polio eradication;
- ◇ Work with the members of the district Rotary Foundation committee in determining the distribution of
- ◇ District Designated Funds;
- ◇ Encourage continued club and district support for addressing current polio eradication needs as listed on the PolioPlus Partners Open Projects List on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Encourage the donation of DDF for PolioPlus Partners;
- ◇ Organize at least one PolioPlus district activity during the year;
- ◇ Work with the Foundation Chair, World Community Service Committee, and Public Relations Subcommittee, and the Governor to assure appropriate recognition of exemplary polio eradication Club and district activities;
- ◇ Request the Governor to place PolioPlus on the agenda of the district conference;
- ◇ Assist the Governor-elect and the District Trainer on the presentation of PolioPlus as part of The Rotary Foundation training at the District Assembly and Presidents-elect Training Seminar;
- ◇ Coordinate with National and/or Regional PolioPlus committees, and where applicable with governmental and other agencies in the implementation of polio eradication activities; Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities;
- ◇ Work with club and district officers to ensure the full utilization of DDF.

#### **SUB-COMMITTEE**

- ◇ Assist the chair in encouraging all clubs in the district to participate in at least one PolioPlus activity that supports the promotion of polio eradication either in the district or in another district;
- ◇ Work with the sub-committee chair to assist clubs in the district, through their club PolioPlus committees, in the promotion of polio eradication by informing clubs how to promote immunization of children in their community, by disseminating polio eradication information and materials and by obtaining speakers for Club programs;
- ◇ Assist the sub-committee chair by encouraging continued club and district support for addressing current polio eradication needs as listed on the PolioPlus Partners Open Projects List on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Encourage Clubs to access up to date information on the Rotary website ([www.rotary.org](http://www.rotary.org));
- ◇ Participate in meetings called by the sub-committee chair.

## **7. Alumni Subcommittee**

### 1. *PURPOSE:*

The Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni are involved in Rotary activities.

### 2. *QUALIFICATIONS OF MEMBERS:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with Club-level experience with the alumni program or District-level experience with the Scholarships or Group Study Exchange subcommittees.

### 3. *DUTIES AND RESPONSIBILITIES:*

#### *CHAIR(S):*

- ◇ Work with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds;
- ◇ Develop and/or maintain a complete, accurate and updated District directory or database of Foundation program participants and alumni sponsored by the District and/or residing in the District; advise The Rotary Foundation of any additions or changes to this database or directory;
- ◇ Coordinate and conduct a nomination process for candidates for the Global Alumni Service to Humanity Award for district endorsement and submission to The Rotary Foundation;
- ◇ Coordinate on a regular basis reunions and activities for alumni residing in the district;
- ◇ Work with the Annual Giving sub-committee and the Permanent Fund subcommittee to encourage alumni to make financial contributions to The Rotary Foundation;
- ◇ Utilize the regional Rotary Foundation coordinator and the Rotary Foundation Alumni coordinators for support in carrying out committee responsibilities;
- ◇ Work with club and district officers to ensure the full utilization of DDF.

#### *SUB-COMMITTEE:*

- ◇ With the guidance of the subcommittee chair, ensure that returned scholars or GSE team members complete required presentations in the district; encourage clubs to invite alumni to speak at club meetings or events to promote participation in specific Foundation programs;
- ◇ With the guidance of the subcommittee chair, encourage alumni to remain involved with Rotary through Rotary Club membership, identifying future program participants, or participating in Rotary Club community service and World Community Service projects;
- ◇ Participate in the nomination process, under the guidance of the subcommittee chair, for the Alumni Service to Humanity Award for District endorsement and submission to The Rotary Foundation;
- ◇ Assist on a regular basis the sub-committee chair in organizing ~~Organize~~ reunions and activities for alumni residing in the District;
- ◇ With the guidance of the subcommittee chair work with the Scholarships and Group Study Exchange Subcommittees to include alumni in the program for inbound or outbound scholar team orientation seminars;
- ◇ Assist the sub-committee chair in encouraging alumni to make financial contributions to The Rotary Foundation;
- ◇ Encourage clubs to access up-to-date information on the RI website([www.rotary.org](http://www.rotary.org));
- ◇ Participate in meetings called by the sub-committee chair.

**1. COMMUNITY SERVICE COMMITTEE**

*PURPOSE*

The role of this committee is to enhance the level of service clubs make towards their community service projects.

*MEMBERS*

Preference should be given to those who have served as community service chairs in their clubs or who have been effective in one or more community service projects.

*DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

- ◇ Help identify new trends, issues or problems within the district that clubs may want to address;
- ◇ Visit clubs in the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects;
- ◇ Encourage and assist club Community Service chairs in carrying out their responsibilities;
- ◇ Maintain intercommittee communication with other district committees;
- ◇ Organize district-level club Community Service chair meetings, in connection with the district conference, district assembly and other meetings, to exchange ideas and promote projects;
- ◇ Identify areas for cooperation between Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals;
- ◇ Request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly news letter, and report to RI for possible publication;
- ◇ Organize exhibits of outstanding Community Service projects at district and zone meetings;
- ◇ Organize district-wide Community Service activities.

*COMMITTEE MEMBERS:*

- ◇ Assist the Chair in his/her responsibilities;
- ◇ Provide liaison with District clubs.

**2. THE GIFT OF LIFE, INC.**

*PURPOSE*

This committee, which is incorporated, shall be responsible to the District Council through the Service Projects Director for any activities undertaken within the District.

*MEMBERS*

- ◇ Members of the committee shall be appointed by the Committee Chair in consultation with the Service Director.
- ◇ Preference should be given to those who have served as Gift of Life Chairs in their clubs or have some knowledge which would be beneficial to the committee.
- ◇

*DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

Work with committee members to:

- ◇ Identify children in need of services;
- ◇ Identify sources of funds to provide services;
- ◇ Coordinate the delivery of services and any needed transportation;
- ◇ Promote the program with District clubs;
- ◇ Provide summary information for District Council and District newsletter.

**COMMITTEE MEMBERS:**

- ◇ Assist the chair in his/her responsibilities;
- ◇ Provide liaison with District clubs.

**3. LITERACY COMMITTEE**

**1. PURPOSE:**

This committee will assist clubs within the District to identify and promote literacy development projects both within the District and in the world community. The committee will also share literacy ideas from within Rotary International.

**2. MEMBERS:**

Members shall be appointed by the Committee Chair in consultation with the Service Director. Preference should be given to those who have served as literacy chairs of their clubs or have some interest or experience in literacy development.

**3. DUTIES AND RESPONSIBILITIES:**

**CHAIR**

- ◇ Raise awareness of literacy issues;
- ◇ Encourage clubs to become involved in literacy projects, either locally or internationally;
- ◇ Encourage District clubs to partner with other organizations to promote literacy projects;
- ◇ Promote club or District literacy projects being undertaken;
- ◇ Promote Literacy month activities;
- ◇ Share literacy ideas from Rotary International.
- ◇

**COMMITTEE MEMBERS:**

- ◇ Assist the Chair in the performance of his/her responsibilities;
- ◇ Provide liaison with District clubs.

**4. VOCATIONAL SERVICE COMMITTEE**

**1. PURPOSE**

This committee provides assistance to clubs on career counseling for young people, employer-employee relations and the four-way test. The committee will also share vocational service ideas from within Rotary International.

**2. MEMBERS**

Preference should be given to those who have served as vocational service chairs in their clubs or who have been effective in one or more vocational service projects.

**3. DUTIES AND RESPONSIBILITIES**

**CHAIR(S):**

- ◇ Assist Clubs to develop projects to help young people find jobs.
- ◇ Assist Clubs to organize career-planning programs in schools to help students make informed choices about their future.
- ◇ Support activities that promote knowledge and application of *The 4-Way Test* throughout the community.
- ◇ Increase awareness of “The Declaration of Rotarians in Businesses and Professions” and encourage Rotarians to practice and promote high ethical standards throughout the business community.
- ◇ Develop programs that increase members’ awareness, appreciation and knowledge of all occupations.
- ◇ Assist Clubs to develop ways to recognize those who have achieved vocational excellence.

*MEMBERS:*

- ◇ Assist the Chair in the performance of his/her responsibilities;
- ◇ Provide liaison with District clubs.

**5. WORLD COMMUNITY SERVICE COMMITTEE**

*1. PURPOSE*

The major purpose of the committee is to stimulate and assist Clubs or groups of Clubs to undertake World Community Service projects.

*2. MEMBERS*

Preference should be given to those who have served as World Community Service chairs in their clubs or who have been effective in one or more World Community Service projects

*3. DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

- ◇ Search out and verify the suitability of single and multi-Club projects;
- ◇ Screen club projects or programs referred by the district governor to determine that they meet the committee's criteria for International Service and recommend to District Council that those projects or programs that meet the criteria be given permission by the district governor to raise funds for the project or program from other clubs in the district;
- ◇ Develop a list of projects available to Clubs and circulate it to all Clubs;
- ◇ Provide communication between the Clubs on useful ideas and initiatives that emerge;
- ◇ Provide speakers on World Community Service to individual Clubs;
- ◇ Promote World Community Service Week;
- ◇ Investigate lists from Rotary International as to the worthiness of various projects;
- ◇ Develop a list of Rotarians who travel extensively and ask their assistance in assessing some programs;
- ◇ In cooperation with the Grants Committee provide assistance to Clubs in applying for Matching and 3-H grants from RI;
- ◇ Provide assistance to Canadian Clubs in applying for Canadian Rotary Cooperation for International Development (CRCID) grants;
- ◇ Provide assistance for individuals in applying to RI for Individual Service Grants;
- ◇ Maintain a registry of projects that the district has been involved with in other countries;
- ◇ Publicize information about grants received by Clubs and individuals in the district;
- ◇ Encourage individual Club members to volunteer their services in other countries;
- ◇ Assist volunteers in arrangements to be made with RI.

*MEMBERS:*

- ◇ Assist Chair in fulfilling her/his responsibilities;
- ◇ Provide liaison to District clubs.

**6. WATER TASK FORCE**

*PURPOSE:*

To assist in identifying needed water projects.

*MEMBERS:*

Preference should be given to those who have had experience with water projects or knowledge/skills important to implementing a successful project.

*DUTIES AND RESPONSIBILITIES:*

*CHAIR(S):*

- ◇ Assist clubs in identifying possible water projects.
- ◇ Assist club in coordinating projects with other clubs, in our district and internationally;
- ◇ Assist clubs in coordinating projects with the world community service committee and meeting the criteria for WCS approval of an international project;
- ◇ Encourage club participation in water projects;
- ◇ Join, and liaise with WASRAG (Water and Sanitation Rotarian Action Group) regarding all matters deemed relevant to clubs and Rotarians in District 7090.

*MEMBERS:*

- ◇ Assist the chair in fulfilling his/her duties;
- ◇ Liaise with clubs for the committee.

**7. DISASTER RELIEF OFFICER**

*PURPOSE:*

To provide Rotary clubs and Rotarians in district 7090 with disaster relief options for immediate response and disaster recovery options for longer term response.

*QUALIFICATIONS OF MEMBERS:*

Committee members will ideally have international service interest and experience at either the club or district level.

*DUTIES AND RESPONSIBILITIES:*

*CHAIR(S):*

- ◇ Report directly to the District Governor on all disaster related issues;
- ◇ Act as the information focal point for requests from all sources for disaster relief/recovery assistance;
- ◇ Report to district council, and to district clubs, information regarding requests for disaster relief/recovery assistance;
- ◇ Respond to district clubs and Rotarians who request information on how best to support disaster relief/recovery efforts in specific areas;
- ◇ From time to time, report to district clubs where on-going disaster recovery initiatives are still in need of funding, expertise, and physical labour;
- ◇ Join, and liaise with DRRAG (Disaster Relief Rotary Action Group) regarding all matters deemed relevant to clubs and Rotarians in District 7090.

*COMMITTEE:*

- ◇ Conduct research through RI, Zone, Action Groups, Rotarians, and specific enterprise (i.e. Shelterbox) consultation, so as to be able to provide up-to-date information on disaster recovery/relief status for district and club benefit;
- ◇ Explore the establishment of a disaster response plan in the event of a disaster within district 7090;
- ◇ Assist in organizing disaster relief/recovery initiatives from district 7090 to specific areas of need.

## **8. VOLUNTEER SERVICE OPPORTUNITIES**

### *1. PURPOSE*

This committee will promote volunteer opportunities through the District and abroad as a means of helping others while also building fellowship and putting the Rotary motto of “Service Above Self” into practice.

### *2. DUTIES AND RESPONSIBILITIES*

#### *CHAIR(S):*

- ◇ Encourage District Rotarians to get involved in community projects;
- ◇ Encourage District Rotarians to get involved in humanitarian missions throughout the world;
- ◇ Share Rotary Volunteer information from Rotary International;
- ◇ Increase awareness throughout the District of volunteer opportunities;
- ◇ Help club promote volunteer activities within their communities and abroad;
- ◇ Create a registry of possible volunteer opportunities such as NIDs and service opportunities in other countries.

#### *MEMBERS:*

- ◇ Assist the chair in fulfilling his/her responsibilities;
- ◇ Liaison with District clubs.

## **F THE DISTRICT YOUTH SERVICES COMMITTEES**

### **1 EARLYACT COMMITTEE**

#### *PURPOSE:*

To promote the development of EarlyAct clubs in grades 1 to 8 in community schools.

#### *MEMBERS:*

Preference should be given to club members.

#### *DUTIES AND RESPONSIBILITIES*

##### *CHAIR(S):*

- ◇ Develop a District EarlyAct Committee;
- ◇ Promote the concept of EarlyAct Clubs throughout the District;
- ◇ Assist clubs in the establishment of new Early Act Clubs in their community;
- ◇ Set agendas and arrange meetings.

##### *COMMITTEE MEMBERS*

- ◇ Promote the concept of EarlyAct Clubs throughout the District;
- ◇ Assist Clubs in the establishment of new EarlyAct Clubs in their community.

### **2. INTERACT COMMITTEE**

#### *1. PURPOSE*

The purpose of this committee is to assist Clubs in establishing and maintaining Interact Clubs in high schools and/or communities for youth in the 14-18 age groups.

#### *2. MEMBERS*

Preference should be given to Rotarians with experience in dealing with teenagers through teaching or coaching.

### 3. *DUTIES AND RESPONSIBILITIES*

#### CHAIR(S):

- ◇ To promote the concept of Interact Clubs throughout the District;
- ◇ To assist clubs in the establishment of new Interact clubs in their community;
- ◇ To develop a District Interact Committee with one member from each Interact Club selected to serve on the District committee. The function of this committee is to hold District events to promote fellowship among Interact Club members.
- ◇ To set agendas and arrange meetings.

#### MEMBERS:

- ◇ Assist the chair in fulfilling his/her responsibilities;
- ◇ Liaise with District Clubs.

### **3. ROTARACT COMMITTEE**

#### 1. *PURPOSE*

The purpose of this committee is to assist Clubs to establish and maintain Rotaract Clubs in their community for young adults in the 19- 29 age group.

#### 2. *MEMBERS*

Preference should be given to Rotarians with experience in dealing with young adults through teaching, coaching, or in business.

### 3. *DUTIES AND RESPONSIBILITIES*

#### CHAIR(S):

- ◇ To promote the concept of Rotaract Clubs throughout the District, especially in communities with colleges and universities;
- ◇ To assist clubs in the establishment and maintenance of Rotaract clubs in their community;
- ◇ To develop a District Rotaract Committee with one member from each Rotaract Club selected to serve on the District committee. The function of this committee is to hold District events to promote fellowship among Rotaract Club members;
- ◇ To provide Rotaract clubs with speakers who can assist young adults with the concept of service as an avocation and with career information that will allow their members to make more informed choices about future careers;
- ◇ To set agendas and arrange meetings.

#### MEMBERS:

- ◇ Assist the chair in fulfilling his/her responsibilities;
- ◇ Liaise with District Clubs.

### **4. ROTARY YOUTH LEADERSHIP AWARDS COMMITTEE**

#### 1. *PURPOSE*

The major function of this committee is to operate a leadership training program for youth in the 19-26 age groups, promote involvement in Rotaract clubs and to promote an awareness of the purposes and scope of Rotary International.

#### 2. *MEMBERS*

Preference should be given to Rotarians with experience in working with this age group.

### 3. DUTIES AND RESPONSIBILITIES

#### CHAIR(S):

- ◇ Conduct the annual RYLA one-week program(s) to train award winners in the 19-26 year old age group in leadership skills;
- ◇ Encourage the selection of suitable candidates by Clubs on the basis of character, general education, leadership qualities, service to the community, and maturity with particular emphasis on potential for wise leadership of youth in the future;
- ◇ Set fees for participants so that the program will operate on a **self-financing basis**;
- ◇ Arrange for sponsoring Clubs to provide for transportation to the training site;
- ◇ Publicize the program to Clubs to encourage early registration for participants;
- ◇ Engage a suitable Program Director to conduct the program;
- ◇ Arrange for Rotarians to act as hosts/supervisors for each one-week session.

#### COMMITTEE:

- ◇ Assist the chair in fulfilling his/her responsibilities
- ◇ Liaise with District Clubs.

### **5. SLAPSHOT**

#### *PURPOSE*

The major function of this committee is to operate leadership training program(s) for youth in the 16-18 year old age group and promote the development of Interact clubs for youth.

#### *MEMBERS*

Preference should be given to Rotarians with experience in working with this age group.

### *DUTIES AND RESPONSIBILITIES*

#### *CHAIR(S):*

- ◇ Set agendas and budget, arrange meetings, and report to the Director of Youth Services;
- ◇ Promote Rotary awareness in local high schools by encouraging student participation in week-end Slapshot programs;
- ◇ Set fees for participants so that the program will operate on a **self-financing basis**;
- ◇ Arrange for sponsoring clubs to provide for transportation to the training site;
- ◇ Promote early registration through the use of incentives and distribution of brochures to all clubs;
- ◇ Engage appropriate Rotary leaders and youth professionals to conduct the program;
- ◇ Arrange for Rotarians to act as cabin supervisors for each group of ten leaders.

#### *COMMITTEE MEMBERS*

- ◇ Assist the chair in fulfilling his/her responsibilities;
- ◇ Liaise with District Clubs.

### **6. YOUTH EXCHANGE COMMITTEE**

#### 1. *PURPOSE*

The function of this committee is to arrange exchanges with other Districts of the world.

#### 2. *MEMBERS*

Preference should be given to Rotarians with experience in dealing with teenagers through teaching or coaching.

3. *DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

- ◇ Set agendas and arrange meetings;
- ◇ Promote Youth Exchange throughout the District and encourage and assist Clubs to establish Youth Exchange programs;
- ◇ Establish guidelines covering the age and qualifications for outgoing students and to advise and orient them in their responsibilities;
- ◇ Recommend the amount of Club allowances for "in" students and assist Club chairs when discipline or other problems arise;
- ◇ Educate all Youth Exchange students about the District's Harassment and Abuse Prevention Policy and reporting procedures;
- ◇ Provide information for Clubs on selection procedures and timing as well as the responsibilities of Clubs, host parents, counselors and the "in" and outgoing students;
- ◇ Plan for appropriate group activities for the exchange students;
- ◇ Organize and hold the following for outbound students:
  1. District interviews in January;
  2. Placement/Orientation weekend in March;
- ◇ Assist local Club committees by providing training, District Youth Exchange Manuals, promotional literature, and aid in solving problems and questions.

**G. THE DISTRICT GOVERNOR'S COMMITTEES**

**1. THE DISTRICT ADVISORY COMMITTEE**

*PURPOSE:*

The function of this committee is to provide advice of an ongoing nature to the district governor, the district governor-elect, and the district governor nominee with respect to the operations and planning of district business

*MEMBERSHIP:*

The committee shall be composed of the district governor, the district governor-elect, the district governor nominee, and three past district governors selected by the governor for their knowledge of current district committees and responsibilities.

*DUTIES AND RESPONSIBILITIES*

- ◇ Meet at the call of the governor and/or the chair;
- ◇ The most recent past district governor shall be the chair;
- ◇ Consider all topics for the effective good governance of the district on both short and long term bases;
- ◇ Provide assistance to clubs facing difficulties with the aid of the appropriate Assistant Governor.

**2. DISTRICT CONFERENCE COMMITTEE**

1. *PURPOSE*

Under the direction of the appropriate District Governor for the year of the conference, the District Conference Committee shall plan and promote the District Conference and carry out the necessary arrangements to ensure maximum attendance.

The purpose of the district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally.

The district conference should showcase Rotary programs and successful district and club activities and encourage interaction and dialogue among clubs.

Recognizing that the district conference is an opportunity to sustain and increase the membership base within the district, the information should be presented inspirationally and in an atmosphere of fellowship.

The conference may consider any special matters submitted to it by the RI Board or matters originating within the district.

## 2. MEMBERS

- ◇ District Rotarians as appointed by the appropriate District Governor;
- ◇ Preference should be given to those who have experience in the meeting coordination and/or hospitality industry;
- ◇ Preference should be given to media, public relations or marketing skills as a component of their vocation or profession;
- ◇ It is advisable to have a core of members who serve over a period of years to provide direction to the committee from their experiences;
- ◇ The District Conference Committee Chair should be someone who has been a Rotarian for several years and has a good understanding of major Rotary programs; preferably someone who has experience in organizing events for large group of people.

## 3. DUTIES AND RESPONSIBILITIES

### CHAIR(S):

Under the direction of the appropriate District Governor:

- ◇ Promote conference attendance with particular emphasis on:
  - new Rotarians;
  - all members of newly organized clubs in the District;
  - representation from every Club in the District.
- ◇ Oversee the planning, organization, and implementation of the conference;
- ◇ Select the District Conference venue and coordinate all related logistical arrangements;
- ◇ Oversee the planning, organization, and implementation of the conference;
- ◇ Work with the district conference committee to develop a comprehensive and well-balanced program;
- ◇ Appoint district conference subcommittees, and delegate responsibilities as appropriate;
- ◇ Implement an effective system of follow up with subcommittee chairs;
- ◇ Hold regular meeting of the conference committee made up of the District Governor Elect/District Governor and all subcommittee chairs;
- ◇ Work with the District Governor to maintain the necessary communication with the RI President's representative and ensure that all the RI protocols are followed during the conference;
- ◇ Coordinate the finances of the Conference to ensure maximum attendance;
- ◇ Insure all requirements of R.I. are accomplished with time requirements and legal notices in regards to Legislative procedures;
- ◇ Promote the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
- ◇ Meet with the District Governor and the Rotary International President's Representative at the end of the conference to determine whether the RI requirements were met and discuss strategies for improvement;
- ◇ Take direction from the Governor on themes and content;
- ◇ Understand and meet budgetary requirements;

- ◇ Prepare the Final Conference Report as per the specifications required by RI;
- ◇ With help of the District Governor and the conference subcommittee chairs, evaluate the conference and prepare a written evaluation for the District Governor & future conference committee;
- ◇ Oversee the preparation of a financial report of the conference.

**MEMBERS:**

- ◇ Assist Chair in fulfilling her/his responsibilities
- ◇ Provide liaison to District clubs
- ◇ Serve as a chair or member of one of subcommittees such as:
  - Secretarial Functions
  - Awards & Recognitions
  - Conference Program – Rotary & other
  - Banquets & Coffee Breaks
  - Promotion External and Internal
  - Credentials, Resolutions & Voting
  - Decorations
  - Registration
  - Entertainment
  - Sergeants-at-Arms
  - Exhibits
  - Transportation
  - Finance
  - Housing
  - Gift Basket Promotion and coordination
  - Club Hospitality Rooms Promotion and coordination
  - Protocol Officer

**3. FRIENDSHIP EXCHANGE COMMITTEE**

**1. PURPOSE**

The role of this committee is to give Rotarians and their families the opportunity to experience other cultures by participating in reciprocal visits with Rotarians from other countries and their families. The goal of the Rotary Friendship Exchange program is to advance international understanding, goodwill and peace through person-to-person contacts across national boundaries.

**2. MEMBERS**

- ◇ For the Chair, preference should be given to a former leader of a Friendship Exchange who has District Experience beyond the club level
- ◇ For members, preference should be given to Rotarian participants of ongoing and previous District Friendship Exchanges.
- ◇ Consideration should be given to Rotarians who represent a variety of areas in the District.

**3. DUTIES AND RESPONSIBILITIES**

**CHAIR(S):**

- ◇ Be responsible for all Friendship Exchange activities within the District;
- ◇ Promote the program;

- ◇ Monitor the planning of inbound and outbound Friendship Exchanges;
- ◇ Maintain records on exchange participants and potential hosts for future exchanges;
- ◇ Ensure that all exchanges are at no cost to the District.

COMMITTEE:

- ◇ Work with the Chair to seek out, promote and arrange for exchanges with other Districts;
- ◇ Assist the Chair and the Friendship Exchange leaders in organizing a Friendship Exchange.

**4. DISTRICT LEGISLATIVE COMMITTEE**

1. *PURPOSE*

The purpose of this committee is to act as the legislative body of the district, presenting legislative proposals to the District Governor, District Council, and the District Conference. It shall also advise and assist the district governor on nominations and elections and other matters involving RI's constitutional documents.

2. *MEMBERS*

This committee shall be composed of two immediate PDG's still residing in the district, the District Governor, the District Governor-elect, the District Governor Nominee, the immediate past delegate to the Council on Legislation, the incoming delegate and the alternative delegate to the Council On Legislation and the District Parliamentarian. The senior PDG shall be Chair.

3. *DUTIES AND RESPONSIBILITIES*

- ◇ To prepare legislative recommendations for consideration at the District Conference;
- ◇ To review proposals for changes being submitted to the Rotary International Council on Legislation and comment on these at the District Conference;
- ◇ To distribute copies of legislative proposals to Club presidents 30 days in advance of the District Conference;
- ◇ To review District policies and procedures as outlined in this Manual;
- ◇ To advise the District Governor on legislative matters.

4. *REPRESENTATIVE TO THE COUNCIL ON LEGISLATION*

The Representative to the Council on Legislation shall be one of the most knowledgeable and best-qualified Rotarians available for service who is well informed about current Rotary policies, procedures, and programs, from within the Clubs in the District and must be a past officer of Rotary International or qualified in accordance with the bylaws of Rotary International Article VIII. The delegate and alternative delegate will be selected according to the nomination committee procedure outlined in Article XIII of the RI bylaws, and in this *Manual of Procedures and Policies*.

*DUTIES AND RESPONSIBILITIES*

It is the duty of the Representative to:

- ◇ Help clubs prepare their proposals for the Council;
- ◇ Discuss proposed legislation at the District Conference or other meetings;
- ◇ Know the existing attitudes of Rotarians within the District;
- ◇ Critically consider all legislation proposed to the Council and communicate these views to the Council effectively;
- ◇ Act as an effective legislator of RI;
- ◇ Attend the meeting for its full duration;
- ◇ Report on the Council's deliberations to the clubs in the district after the Council meets;
- ◇ Be accessible to clubs in the district to assist in their preparation of proposals for future councils.

## **5. DISTRICT PARLIAMENTARIAN(S)**

The District Parliamentarian will advise the Governor on questions arising from and pertaining to the R.I. Manual of Procedure, the District Manual of Procedure, resolutions presented at District Council and the District Conference and all other matters related to parliamentary procedure and legislation in the District.

## **6. DISTRICT FINANCE COMMITTEE**

### ***1. PURPOSE***

The District Finance Committee shall safeguard the assets of the District funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration, and prepare an annual report on the status of the District's finances.

### ***2. MEMBERS***

This committee will be composed of three Past District Governors still residing in the district, the District Governor, the District Governor-elect, the District Governor Nominee, the immediate Past Chair of the Finance Committee; the District Treasurer, the Past District Treasurer, the District Treasurer-elect and two Rotarians knowledgeable in District work appointed by the District Governor from each of the Canadian and the U.S. portions of the District. Preference for members should be given to those with accounting/finance as a component of their vocation or profession.

The District Governor shall appoint one of the three Past District Governors to be chair.

### ***3. DUTIES AND RESPONSIBILITIES***

- ◇ Prepare a budget of District Expenditures in cooperation with the district governor to be submitted to the clubs at least 4 weeks prior to the district Assembly and approved at a meeting of incoming presidents at said assembly;
- ◇ Review and recommend the amount of the per capita levy to be approved in accordance with RI Bylaws sections 15.060.2 and 15.060.3;
- ◇ Assure that proper records of incoming and expenditures are kept;
- ◇ Prepare a yearly financial report to be presented to the District Assembly;
- ◇ A member of the committee, preferably the district treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. All cheques shall be signed by two of the following: the district treasurer, the district governor and chair of the Finance Committee. Where distance between residences of any of the above three officers would create unwarranted delays in obtaining signature, the Finance Committee may appoint another suitable district officer to sign cheques;
- ◇ A cheque and approval form shall be completed for all disbursements, with the signature of the Finance Committee chair and the District Governor required for amounts exceeding the limit determined by the Finance Committee.

### ***4. BANKING PROCEDURES***

District bank accounts shall be maintained in a Canadian charter bank and in a bank in New York State.

The bank accounts will be held in the name of the district. Account balances shall be maintained so as to minimize transfers of funds across the border as far as possible, but taking into account expected receipts and disbursements on each side of the border in each Rotary year.

For accounting purposes, all budgets, financial statements and bookkeeping shall be in U.S. dollars. Rates of exchange shall be calculated and applied on July 1<sup>st</sup> and January 1<sup>st</sup> for each half Rotary year.

#### 4. *DISTRICT BUDGET*

The District Governor will be responsible at all times for the administration of District funds in accordance with the budget as approved at the District Assembly.

The District Finance Committee shall meet with the District Governor Elect to prepare a budget for the ensuing Rotary year. Copies of the proposed budget shall be made available to the Presidents-elect of the Clubs 30 days prior to the District Assembly.

The District budget will reflect anticipated District expenses including the cost of the District Conference with anticipated receipts and expenses.

Input to the District budget will be received and included by the District Finance Committee from the District Directors and the Assistant Governors and Club Presidents through the Chair of the District Finance Committee.

Other budget items shall include the following:

- ◇ Reserves as later noted;
- ◇ A budget amount to administer the District insurance policies;
- ◇ Expenses of the District Governor-elect and partner to attend the International Convention at which the District Governor is officially elected;
- ◇ Expenses of the District Governor and partner to attend the International Convention;
- ◇ Expenses of the District Governor and the District Governor-elect for the ensuing Rotary year and their partners to attend the Rotary Zone Institute and position-related training seminars;
- ◇ A budgeted amount for the District Governor-elect for the ensuing Rotary year, recognizing the expenses in organizing committees and travel responsibilities prior to becoming District Governor;
- ◇ A budgeted amount for the District Governor Nominee to attend training at the Zone Institute and DGN training seminars;
- ◇ A budgeted amount for the District Trainer to attend a Zone training seminar;
- ◇ A budgeted amount for the Director of The District Rotary Foundation Committee to attend a Zone training seminar;
- ◇ A budgeted amount for a gift and Past District Governor's pin for the outgoing District Governor;
- ◇ Budgeted amounts for District Administration, Directors and Committees, Standing Committees, and Training;
- ◇ In the event of a disagreement as to whether an item submitted from within or without the District Finance Committee should be included or modified in its amount, the final ruling shall rest with the District Governor-elect;
- ◇ The District budget for the ensuing Rotary year shall be presented by the Chair of the District Finance Committee to the Presidents-elect at the District Assembly for approval;
- ◇ A current District financial statement shall be prepared and made available to the Club Presidents-elect to assist in their assessment of the proposed budget at least 30 days prior to the District Assembly;
- ◇ The budget shall be adopted by the approval of not less than three quarters of the incoming Presidents present and voting at the District Assembly. For this purpose, each Club will have one vote. In the absence of its incoming President, a Club may delegate its vote to any elected incoming officer from that Club.

#### 5. *RESERVES FOR SPECIFIC ACTIVITIES*

The District Financial Committee shall maintain Reserves in the District budget for such specific purposes as the District Financial Committee and the district governor-elect deem appropriate. The reserve fund should equal the annual operating amount for the District.

## 6. *DISTRICT PER CAPITA LEVY*

The District Finance Committee shall recommend the amount of the district per capita levy to be included in the district budget taking into account the following:

- ◇ The District budget, anticipated receipts and disbursements;
- ◇ Reserves for specific activities;
- ◇ Amounts held in general reserve in District accounts or investments;
- ◇ District per capita levy shall be in U.S. funds or their equivalent.

Payment of the per capita levy is mandatory on all clubs of the district. The Board of RI may, upon receipt of certification from the governor that a club has failed for more than six months to pay such a levy, suspend the services of RI while the levy remains unpaid (RI Bylaws 15.060.3).

## 7. *AUDITS*

The District Finance Committee carries out preliminary audits of all District expenses including those of the District Governor and the District Governor-elect and District committees whose expenditures are significant. Prior to the end of each Rotary year, the District Council shall appoint a licensed public accountant as auditor who is not a member of the District Finance Committee or the District Council.

## 8. *DUTIES AND RESPONSIBILITIES OF THE DISTRICT TREASURER*

### a. *RECEIPTS*

On June 30<sup>th</sup> of each year, the current District Treasurer shall transfer to the bank accounts established by the incoming District Treasurer all, or at least a substantial portion, of the District funds that are on hand. The only funds being retained shall be those that might reasonably be required to meet any outstanding invoices or commitments.

All outstanding expense claims for the Rotary year must be submitted by July 31<sup>st</sup> of the immediately following year. Any outstanding claims after that date will be returned with a note of thanks for the contribution to the District.

The Finance Committee has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than 90 days past the end of the Rotary year.

The Finance Committee has the authority to arrange for general liability insurance and officers and directors insurance for all Clubs in the District except in cases where Rotary International has arranged for such coverage.

### b. *DISBURSEMENTS*

All disbursements by District officers and committees shall be made by the District Treasurer allocated against items in the approved District budget and supported by properly documented invoices.

Any disbursement in excess of US\$1,000 requires the approval of the District Governor and the Chair of the Finance Committee prior to disbursement.

No disbursement in excess of a budgeted amount may be made without the express approval of the District Governor following a recommendation from the District Finance Committee.

c. *DISTRICT FINANCIAL RECORDS*

A central repository shall be established by the District Executive Secretary for the safekeeping of District records. No documents or records shall be destroyed without a motion of approval of the Presidents-elect at the District Assembly.

This repository shall be with the District Secretary or other District Officer residing in the United States.

d. *REPORTING*

Periodic reporting on District Finances to the District Governor and to District Council is the responsibility of the District Treasurer. Budget presentation to the District Assembly is the responsibility of the Chair of the District Finance Committee.

**7. DISTRICT NOMINATING COMMITTEE**

1. *PURPOSE*

This committee is responsible for seeking out and proposing the best available candidate for District Governor Nominee.

The committee is also responsible for selecting one of the most knowledgeable Rotarians from within the District to serve as the District's Representative to the Council on Legislation as well as an Alternative Representative.

This committee reports directly to the District Governor.

2. *MEMBERS*

This committee shall be composed of three immediate Past District Governors still residing in the District and two Club past presidents, one from the USA and one from Canada. If one of the three immediate Past District Governors is unable to serve, the District Governor may appoint another Past District Governor. The senior of the three immediate past District Governors on this committee shall be Chair.

3. *DUTIES AND RESPONSIBILITIES*

- ◇ The selection and proposal of a candidate for District Governor Nominee and Council On Legislation Representative and alternate Representative shall conform to the By-laws of Rotary International and of this Manual. Refer to Sections below on election procedure;
- ◇ In the selection procedure, this committee is not limited to candidates proposed by Clubs.

4. *ELECTION PROCEDURE*

The following procedure conforms to Article XIII of the By-laws of Rotary International.

The District Governor shall issue or cause to be issued in the name of the Nominating Committee an invitation to each Club to submit its suggestion for nomination of District Governor by the end of December. The District Governor shall issue or cause to be issued in the name of the Nominating Committee an invitation to each club to submit its suggestion for nomination of the Representative to the Council On Legislation in the year two years preceding the Council On Legislation.

Any Club wishing to place the name of one of its members in nomination shall file with the chair of the Nominating Committee a resolution of the Club, adopted at a regular meeting thereof and certified by the Club Secretary, naming such candidate and certifying that the candidate meets the qualifications as provided in the By-laws of Rotary International and in this *Manual of Procedures and Policies*.

The Chair shall call a meeting of the Nominating Committee and shall notify the District Governor in writing of its choice of candidate for District Governor Nominee or Council On Legislation Representative and Alternative Representative. Such choices shall not be limited to those names submitted by Clubs.

By February the District Governor shall notify all Clubs in the District, either in the monthly letter or by separate mail, of the name and qualifications of the candidate(s) proposed by the Nominating Committee.

Notwithstanding any choice of candidate by the District Nominating Committee, any Club in the District may propose a candidate for District Governor Nominee whose name has been duly submitted to the Nominating Committee by filing with the District Governor, not before March 1 and not later than April 1, a resolution of the Club, adopted at a regular meeting thereof, naming such candidate.

If, by April 1, no such resolution has been received by the District Governor, the candidate of the District Nominating Committee shall be declared to be the District Governor Nominee following ratification at the business session of the District Conference.

If any additional proposals of candidates are received by the District Governor within the specified time limits, the District Governor shall publish in the monthly letter the names and qualifications of the candidates and shall announce that balloting for the candidates by certified electors of the Clubs in the District shall be at a designated place and time during the opening business session of the District Annual Meeting at the District Assembly

A similar time line and process shall be followed for the Representative and Alternative Representative to the Council On Legislation

## 9. **SIGNIFICANT AWARDS COMMITTEE**

### 1. *PURPOSE*

The aim of granting awards to Clubs and individuals is to celebrate excellence and encourage greater participation to advance the Object of Rotary.

### 2. *MEMBERS*

The District Governor-elect shall chair a committee composed of two Past District Governors, the District Governor and District Governor Nominee, and the Directors to determine significant awards for Clubs and individual Rotarians who have excelled in the performance of their duties.

### 3. *DUTIES AND RESPONSIBILITIES*

- ◇ Advise the Governor and District Rotary Foundation Committee Chair about nominations of outstanding district Rotarians for specific RI awards and citations.
- ◇ Judge projects submitted and select the best to be forwarded to Rotary International according to the rules laid down by R.I.
- ◇ Assess Club functions and projects that may be eligible for District awards and make recommendations to the District Governor.
- ◇ Maintain a list of present District awards and recommend the establishment of others where the need exists.

## **10. STRATEGIC PLANNING COMMITTEE**

### *PURPOSE*

The Strategic Planning Committee is charged with the responsibility of assisting the current District Governor and future District Councils in making long range plans for the organization and administration of the District

### *MEMBERS*

The Committee is comprised of the Immediate Past District Governor who is the Chair, the District Governor, District Governor Elect, District Governor Nominee, Past District Governors, District Directors and Chairs, Assistant Governors, President Elect Training Advisory Committee Members and others that the District Governor might want to include from time to time.

### *DUTIES AND RESPOSIBILITES*

- ◇ Help District Council to establish a long-range plan for future District Governors and Councils to consider in setting goals for future years;
- ◇ Assess the ongoing implementation of the current Strategic Plan and offer suggestions to enhance implementation;
- ◇ Review the Vision Statement and Desired Outcomes annually and revise as conditions warrant;
- ◇ Select from the list of Desired Outcomes those outcomes that the committee deems should take priority for the upcoming Rotary year;
- ◇ Draft action plans and suggested time lines to be considered by the in-coming District Leadership Team;
- ◇ Make suggestions to District Council for improvements or changes to its operation.

## **11. DISTRICT HARASSMENT AND ABUSE PREVENTION COMMITTEE:**

### *PURPOSE:*

The District Governor shall appoint a District Harrassment and Abuse Prevention Committee to be responsible for the implementation and enforcement of the District Harassment and Abuse Prevention protocol, and for the investigation of complaints.

### *MEMBERS*

The DAPC will consist of three members, with at least one from each side of the border, and each of whom should have experience in at least one of the following areas:

- ◇ Working with people at risk (such as children, the elderly, and people with disabilities) either in a professional capacity or as an experienced Rotary volunteer;
- ◇ Legal/human rights;
- ◇ Human resources.

The appointment of the DAPC will be made annually. It is expected that the DAPC members will hold the office for 3 years, (or until replacements are appointed) with staggered terms.

The DAPC members must be familiar with both the Rotary International Child Protection System, the relevant Rotary International policies and the relevant federal, provincial/state and local legislation requirements.

*District Harassment and Abuse Prevention Committee (Continued):*

*DUTIES AND RESPONSIBILITIES*

*CHAIR(S):*

*COMMITTEE MEMBERS:*

- ◇ The DHAPC will maintain strict confidentiality in compliance with provincial/state and federal legislation and this protocol.
- ◇ The DHAPC shall be the first point of contact should any Rotary Club representative or program volunteer receive a complaint of abuse or harassment, and is responsible for ensuring that such complaints are dealt with in accordance with applicable law and in accordance with this District protocol, and that the interests of the affected person(s) are protected to the extent possible.
- ◇ The detailed procedure for handling complaints will be developed by the DAPC to ensure prompt and complete investigation with appropriate options for resolution of the complaint in various ways, depending on the specific facts of the situation.
- ◇ The DHAPC will work with Rotary Clubs to inform all Rotarians in District 7090 of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available as required.

## **SECTION 4 - POLICIES OF DISTRICT 7090**

### **1. DISTRICT FUND-RAISING**

It is the policy of the District that the District Council shall not engage itself directly in fund-raising activities.

### **2. SOLICITING FUNDS FROM OTHER CLUBS**

It is the policy of the District that Clubs wishing to solicit funds from other Clubs must first obtain permission from the District Council annually. Normally such permission to solicit will only be granted for Clubs that have met their obligations to the Annual Fund of The Rotary Foundation in the preceding year.

### **3. CLUB EVENTS CONFLICTING WITH DISTRICT-WIDE EVENTS**

It is the policy of the District that no Club shall hold a special event in conflict with any District-wide event, including, and, for example, The District Assembly, District Conference, The Rotary Foundation Annual Dinner, etc.

### **4. THE HARASSMENT AND ABUSE PREVENTION POLICY**

See appendix 1 for the district policy and protocol and recommendation for a club protocol.

### **5. THE CLUB LEADERSHIP PLAN**

It is recommended that each club adopt a Club Leadership Plan. See appendix 2 for RI's recommendation for the plan.

### **6. THE CRITERIA FOR INTERNATIONAL SERVICE PROJECTS**

It is the policy of the District that the World Community Service Committee will review all proposed International Service projects whose sponsoring club(s) wish to solicit funds from other District 7090 clubs. The World Community Service Committee will recommend to the District Council all projects that meet the District Council approved Criteria for International Service Projects which are attached as appendix 3.

## **SECTION 5 - APPENDICES**

### **Appendix 1**

## **ROTARY INTERNATIONAL DISTRICT 7090 ABUSE, NEGLECT AND HARASSMENT PROTOCOL**

### ***Introduction***

As representatives of Rotary District 7090 and of individual Rotary Clubs, Rotarians are actively involved with members of the community including young people, the elderly, and people with disabilities. As an organization, Rotary District 7090 is committed to protecting the interests of participants in any and all Rotary activities at both the District and Club level. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to protect vulnerable individuals with whom they come in contact through Rotary activities and to prevent any physical, sexual or emotional abuse, or harassment, and neglect. Fulfilling this duty protects the individuals and enhances the interests of Rotary Clubs and Rotarians in their volunteer efforts to improve the quality of life in our communities. Further, Rotary's reputation is maintained and the risk of liability, including legal liability is minimized.

### ***Policy Statement***

It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come in contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, the disabled and other vulnerable persons. This includes the prevention of physical, sexual or emotional abuse, harassment and neglect.

This policy is in keeping with the laws of the State of New York, the Province of Ontario, the United States of America, and Canada.

### ***Scope***

These guidelines apply to all District 7090 Rotarians and volunteers who are or wish to become involved in District programs and apply to all adults over the age of 18 years who reside in the home of a host family. District programs include RYLA, Group Study Exchange, Youth Exchange, Slapshot, Interact, Rotaract, Earlyact, Foundation Scholarships and Peace Scholarships.

### ***Guidelines on prevention of abuse, harassment and neglect:***

1. In accordance with their legal obligations, representatives of District 7090 will ensure to the extent possible that individuals who are involved in District programs, activities, and events are protected from abuse, harassment, and neglect.
2. District 7090 programs will be delivered in an environment of reasonable safety.
3. Appropriate screening will occur to prevent contact by vulnerable participants in District programs with individuals who are deemed through those screening procedures to be inappropriate or prohibited by law from working with such participants.
4. Where allegations of abuse, harassment, or neglect or other risks of harm are made concerning individuals who are involved in District programs, prompt notification and reporting to the appropriate individuals and authorities will occur. When such allegations occur, it is the responsibility to any Club involved and the District to ensure that anyone against whom such allegations are made is not involved in any programs involving youth, or any vulnerable individual pending completion of the investigation and resolution of the matter.

**Appendix 1 (continued) - 2**  
***Abuse, Neglect, & Harassment Protocol***

***Guidelines on prevention of harassment and sexual harassment:***

1. **Harrassment:** The District will ensure, to the extent possible, that individuals involved in Rotary District 7090 programs including Rotarians themselves are not subject to harassment, which includes conduct that erodes the dignity of the individual, particularly based on the individual's color, race, national origin, ethnic origin, age, gender, physical characteristics, sexual orientation or physical or mental disability. Types of behavior that constitute harassment include remarks and jokes that are unwelcome or reasonably could be expected to be unwelcome; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate or offensive gestures; and physical assault.
2. **Sexual Harrassment:** In accordance with its legal obligations, the District will ensure, to the extent possible, that individuals who are involved in District activities are protected from sexual harassment. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome enquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions; requests for sexual favors; unwanted touching; verbal abuse or threats; and sexual assault.

***Volunteer Assessment Form***

***(for a copy of this form, go to Abuse, Neglect and Harrassment Protocol on District 7090 Website)***

Prior to participation in District sponsored programs where screening is required, Rotarians, non-Rotarian volunteers and paid staff **must** complete the District 7090 Volunteer Assessment Form (attached to this protocol) as well as any other reference, police or criminal record checks that may be necessary from time to time in accordance with local requirements.

Screening will be required in every situation where Rotarians, non-Rotarian volunteers or paid staff intend to participate in District programs involving vulnerable individuals including children and youth, the elderly, or anyone under a physical or mental disability.

In situations where Rotarians' spouses, partners or adult children (over 18 years of age) participate in a host family setting, the spouses, partners and adult children must also submit the Volunteer Assessment Form.

The Volunteer Assessment Form must be received and indefinitely maintained on file in strict confidence. The Form will be maintained by the designated Rotary Club official, such as the Club Counselor. The recipient of the completed Form must confirm its execution and filing when requested by the DAPC or by the applicable District Program Chair.

**District Abuse Prevention Committee:**

1. The District Governor shall appoint a District Harrassment and Abuse Prevention Committee to be responsible for the implementation and enforcement of this protocol, and for the investigation of complaints. The DHAPC will consist of three members, with at least one from each side of the border, and each of whom should have experience in at least one of the following areas:
  - ◇ working with people at risk (such as children, the elderly, and people with disabilities) either in a professional capacity or as an experienced Rotary volunteer;
  - ◇ Legal/human rights;
  - ◇ Human resources.
2. The appointment of the DHAPC will be made annually. It is expected that the DAPC members will hold the office for 3 years, (or until replacements are appointed) with staggered terms.
3. The DHAPC members must be familiar with both the Rotary International Child Protection System, other relevant Rotary International policies and the relevant federal, provincial/state and local legislation requirements.
4. The DHAPC will maintain strict confidentiality in compliance with provincial/state and federal legislation and this protocol.

Appendix 1 (continued) - 3  
*Abuse, Neglect, & Harassment Protocol*

5. The DHAPC shall be the first point of contact should any Rotary Club representative or program volunteer receive a complaint of abuse or harassment, and is responsible for ensuring that such complaints are dealt with in accordance with applicable law and in accordance with this District protocol, and that the interests of the affected person(s) are protected to the extent possible. The procedure for handling complaints has been designed to ensure prompt and complete investigation with appropriate options for resolution of the complaint in various ways, depending on the specific facts of the situation.

The procedure for handling complaints will include the following steps:

- ◇ Immediately ensure the safety of any individual who allegedly is, or has been at risk.
  - ◇ Remove any person against whom allegations have been made from all activities involving vulnerable individuals (for example: children, youth elderly, disabled).
  - ◇ If the individual at risk is a minor or legally incompetent, notify parents, guardians, or persons responsible for the individual(s) at risk, unless such person is the alleged abuser.
  - ◇ Notify appropriate law enforcement and/or Rotary officials of the allegation.
  - ◇ Commence an immediate investigation of the allegation, in conjunction with law enforcement authorities if appropriate.
  - ◇ Once all facts have been established, consult with family, legal, law enforcement, and Rotary officials to ensure most appropriate resolution of the complaint.
  - ◇ Provide all parties involved with contact information for appropriate local professional counseling.
  - ◇ Examine circumstances surrounding occurrence of the complaint, with the intent to minimize risk factors in the future.
6. The DHAPC will work with Rotary Clubs to inform all Rotarians in District 7090 of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available as required.

**SCHEDULE A**

**RECOMMENDATIONS FOR ROTARY CLUBS IN DISTRICT 7090**

1. *Adopt a policy statement on the prevention of abuse, neglect and harassment by adapting the Rotary District 7090 Abuse, Neglect and Harassment Protocol to the specific requirements of the local Rotary Club.*

Note: Scope Clause could be adapted as follows:

“These guidelines apply to all Rotary Club of \_\_\_\_\_ members and volunteers who are or wish to become involved in Rotary Club programs or activities and apply to all adults over the age of 18 years who reside in the home of a host family.”

2. *Recognize the potential negative effect on the Club of comments or actions that are gender-based, even if meant in a joking or nonserious manner, and discourage such comments and actions accordingly.*
3. *Delegate responsibility for the protection of vulnerable people including children, youth, the elderly and persons under a disability to a designated member of the Rotary Club (“Club Counselor”) and provide access to such person (or an alternate) for confidential and safe contact.*

Note: The Club Counselor position should be publicized so that members, volunteers, and participants in Rotary programs will know how to contact the Club Counselor quickly. The Club Counselor is responsible for receiving complaints/concerns, raising awareness and training Club members in required procedures.

Note: Adults who abuse may exploit their role or situation to gain the submission and/or silence of the vulnerable individual. This is particularly true in residential settings. The Club Counselor or some other trustworthy person should be available to be contacted by the vulnerable person.

4. *Plan Club activities so as to minimize situations where abuse, neglect and harassment may occur.*

Note: This includes providing safe conduct from place to place and minimizing situations where Rotarians and other volunteers are alone in the company of vulnerable individuals. Risk assessments should be done in relation to activities including such factors as age and level of vulnerability, group size, location and visibility, type of activity, supervision and monitoring, nature of relationship, physical safety etc. (See Risk Assessment Chart)

Note: Consider everyone involved in the activity or event. This will include, for example, all Rotarians, partners of Rotarians, Rotaractors and Interactors, and all volunteers and paid staff.

5. *Ensure that all Rotarians and other volunteers have clear roles.*

Note: depending on the nature of the event and the extent of involvement, Clubs should consider giving everyone involved a written description of their role and the tasks involved when dealing with vulnerable individuals. Such a description could identify the risks and opportunities to minimize risks. A copy of the abuse, neglect and harassment protocol could also be provided.

Appendix 1 (continued) - 5  
Abuse, Neglect, & Harassment Protocol

6. *Use event supervision as a means of protecting vulnerable individuals.*  
Note: Rotary event supervisors should help ensure the protection of vulnerable individuals and should receive and understand the abuse, neglect and harassment policy. Intervention should occur on the part of the supervisor in the event of suspected problems followed by appropriate reporting.
7. *Prepare Rotarians and volunteers to work effectively with all vulnerable persons.*

Note: establish clear Club policies and procedures for events and programs where vulnerable participants are involved including assuring that the Volunteer Assessment Form and any additional required documentation has been completed and submitted in accordance with the Guidelines (See District Abuse, Neglect and Harassment Protocol, Section F).

8. *Issue guidelines on how to deal with the disclosure or discovery of abuse.*

Note: the following suggestions may help Clubs develop suitable procedures:

- Rotarians and volunteers should know that they have a responsibility to report anything that concerns them about the personal security of others and especially vulnerable individuals involved in Rotary programs. The initial report should typically be to the Club Counselor.
- Rotarians should be trained to be sensitive to changes in behavior or signs of physical injury that might indicate something is wrong.
- Clubs should promote an attitude that reporting suspicions and/or taking action is the right thing to do and that no reprisal will occur.
- Rotarians should not attempt to deal with a problem alone but rather should report complaints, allegations or suspicions to the Club Counselor who will determine further steps including reporting to authorities.

9. *Ensure the validity of driver's license and adequacy of insurance prior to transporting Rotary program participants, to the extent possible.*

10. *Reinforce our moral and legal responsibilities in everything we do.*

Note: All Rotary Clubs, individual Rotarians, and volunteers are responsible for protecting the safety and security of everyone we encounter in the provision of service to our community. We have a special obligation to those individuals with greater vulnerability due to age, physical limitations, or mental limitations.

Rotarians are obliged to intervene if we become aware of information about the abuse of a person through their involvement with a Rotary Club activity.

Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the excessive consumption of alcohol while providing service to others.

Rotarians are obliged to take appropriate action when they observe other Rotarians or volunteers behave in ways that contradict the values contained in the District and Club policies.

## Appendix 2

### **THE CLUB LEADERSHIP PLAN**

#### ***PURPOSE***

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to:

- a) Sustain and/or increase its membership base;
- b) Implement successful projects that address the needs of its community and communities in other countries;
- c) Support The Rotary Foundation through both financial contributions and program participation;
- d) Develop Leaders capable of serving in Rotary beyond the club level.

#### ***IMPLEMENTATION***

To implement a Club Leadership Plan, current, incoming, and past club leaders should:

Develop a long-range plan that addresses the elements of an effective club;

- a) Set annual goals using the *Planning Guide for Effective Rotary Clubs* in harmony with a club's long range plan;
- b) Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary;
- c) Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees;
- d) Provide for continuity in leadership, including the concept of succession planning to ensure the development of future leaders;
- e) Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders;
- f) Provide opportunities to increase fellowship among members of the club;
- g) Ensure that every member is active in a club project or function;
- h) Develop and implement a comprehensive training plan that ensures:
  - 1) Club leaders attend district training meetings as appropriate;
  - 2) Orientation is consistently and regularly provided for new members;
  - 3) Ongoing educational opportunities are available for current members;
  - 4) A leadership skills development program is available to its members.

Club leaders should implement the Club Leadership Plan in consultation with district leaders as described in the *DISTRICT 7090 MANUAL OF PROCEDURES AND POLICIES*. The Club Leadership Plan should be reviewed annually.

Appendix 2 (continued)  
The Club Leadership Plan

**CLUB COMMITTEES**

Club committees are charged with carrying out the annual and long-range goals of the club based on the Four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

**1. Membership**

This committee should develop and implement a comprehensive written plan for the recruitment and retention of members.

**2. Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and promote the club's service projects and activities;

**3. Club Administration**

This committee should conduct activities associated with the effective operation of the club;

**4. Service Projects**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities of other countries;

**5. The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial and program participation;

**6. Additional ad hoc committees** may be appointed as needed.

***Training Requirements***

Club committee chairs should attend the District Assembly prior to serving as chair.

***Relation to the District Leadership Team***

Club committees should work with assistant governors and relevant district committees.

***Reporting Requirements***

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.

Appendix 3

**THE CRITERIA FOR INTERNATIONAL SERVICE PROJECTS**

*For a project to be approved by the World Community Service Committee for recommendation to the District Council that a sponsoring club or clubs be allowed to solicit funds from other District 7090 clubs, the project must meet the following criteria:*

**Does the proposed project:**

- ◇ Benefit a large number of people?
- ◇ Is it of a self-help nature?
- ◇ Does it work towards the alleviation of hunger, poverty, illiteracy, or poor health?
- ◇ Does it involve a large number of Rotarians in both countries?
- ◇ Will it be identified as a Rotary supported project or program?
- ◇ Will it be initiated, controlled and implemented by Rotarians?
- ◇ Will it become self-sustaining after initial funding has ended?