

RI Board of Directors Job Description

Position

RI Bylaws section 5.010. provides that the RI Board of Directors is responsible for doing whatever may be necessary for the furtherance of the purposes of RI, the attainment of the Object of Rotary, the study and teaching of its fundamentals, the preservation of its ideals, ethics, and unique features of organization, and its extension throughout the world.

As the governing body of the association, the RI Board establishes policy for the organization and evaluates the implementation of the policy. The RI Board is further charged with adopting a strategic plan and overseeing its implementation. The RI Board also has other detailed responsibilities such as program planning, adopting the annual budget and providing financial oversight, promoting Rotary ideals, supervising all RI officers, committees, districts and clubs, electing and evaluating the general secretary, and motivating districts, clubs, and Rotarians.

Members of the RI Board are elected at the annual RI Convention by Rotary clubs from around the globe. Board members represent the entire Rotary world and not only the clubs in the zone or region from which they have been nominated. Members of RI's Board serve without compensation other than reimbursement of reasonable business expenses.

Primary Duties and Responsibilities:

1. Conform with duties outlined in RI's constitutional documents and the Board's Code of Policies
2. Prepare for Board meetings by studying the materials provided in advance of the meeting
3. Work with the president on setting the director's individual goals for the year
4. Attend and participate in the annual International Assembly and International Convention in the year before and during service on the Board
5. Prepare for and attend the Council on Legislation (if occurring during the director's term), and be willing to speak on behalf of the Board at the Council
6. Travel on behalf of or at the request of the RI president and represent the president at Rotary functions, as assigned
7. Act as spokesperson with media on behalf of RI and its Foundation, when necessary
8. Motivate the leaders of the association, its officers, committees, member clubs and Rotarians
9. Visit districts in the director's respective zone(s) to further the ideals of Rotary, and communicate regularly with governors in their zones

10. Convene an annual Rotary Institute(s) in director's respective zone(s) as requested by the president, and oversee all preparations for such meetings
11. Act as liaison to RI and/or Foundation committees, and accept Board committee assignments made by the president
12. Collaborate with other Board members to set policy, strategic direction and vision for Rotary
13. Follow RI's "Conflict of Interest Policy," "Code of Ethics," and RI's policy on expense reimbursements for directors
14. Fulfill all the legal obligations of a director of an Illinois not-for-profit corporation
15. Contribute to the effective operation of the RI Board by:
 - a. Establishing strong, collaborative, and mutually respectful relationships and team approaches with other officers, leaders, and representatives of the organization including trustees, regional leaders, district officers, and RI staff
 - b. Hiring, conducting an annual performance review, and setting the compensation of the General Secretary
 - c. Providing oversight and prudent use of all assets of RI and TRF, including facilities, people and goodwill
 - d. Making decisions in the best interest of the organization; not in the directors' self-interest.
 - e. Serving as a trusted advisor to the General Secretary in developing and implementing Rotary's strategic plan
 - f. Reviewing outcomes and metrics to evaluate the Board's impact, and regularly measure its performance and effectiveness using those metrics
 - g. Reviewing agenda and supporting materials prior to board and committee meetings
 - h. Approving annual budget, audit reports, and other significant business matters
 - i. Partnering with the General Secretary and other directors to ensure that board decisions are implemented while respecting the general secretary's authority to manage the day-to-day operations of the Secretariat
16. Perform other duties as assigned by the President or the Board

Board Terms/participation

There are 17 Rotary International directors who are elected to serve two-year terms. Directors are expected to attend and participate in four board meetings annually, normally held at the World Headquarters in Evanston, Illinois, USA or in the vicinity of the annual international convention or the international assembly. Directors are also expected to attend an orientation program while directors-elect, and attend up to two Board meetings as observers. Directors are not eligible to be reelected. Directors serve without compensation.

Qualifications

A candidate for the office of director of RI shall have served a full term as a governor prior to being proposed as a candidate (except where service for less than a full term may be determined by the board to satisfy the intent of this provision) with at least three years of time having elapsed since service as a governor. Such candidate shall also have attended at least two institutes and one convention in the 36-month period prior to being proposed.

This is an extraordinary opportunity for an individual who is passionate about Rotary's mission and who has a track record of organizational leadership. Selected Board Members should have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to work collaboratively with other well-qualified, high-performing board members.

Ideal candidates should have the following qualifications:

- professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- commitment to and understanding of Rotary's members and beneficiaries
- diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals
- personal qualities of integrity, credibility, and a passion for improving Rotary
- knowledge of Rotary International and The Rotary Foundation programs, finances, operations and administration
- experience in serving on other governing bodies with specific focus on non-profit or charitable aims
- strong collaboration and negotiation skills
- effective communication skills (both verbal and written)
- ability to translate the organizational vision into an effective action plan in the zone from which the director is elected.
- ability to work collaboratively with predecessors and successors

Rules for Candidates for Elective Position in RI
Excerpt from the *Rotary Code of Policies*

26.090.5. Rules Regarding Campaigning, Canvassing and Electioneering

It is a fundamental principle in Rotary that the best qualified candidate should be selected for service in Rotary's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited under the RI Bylaws.

The following rules shall be followed concerning campaigning, canvassing and electioneering for any Rotarian considering election to the office of president, director, Governor, or representative to the Council on Legislation, or the nominating committee for any such office. These rules are designed to ensure that the best qualified candidate is selected for office:

- 1) Rotarians should at all times conform to the prohibitions of the RI Bylaws concerning campaigning, canvassing or electioneering. All Rotarians should observe both the letter and the spirit of the bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for a candidate's or another Rotarian's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and will be grounds for disqualification of a candidate.
- 2) Campaigning, canvassing or electioneering is any action seeking to promote, attack, support, or oppose a candidate, either directly or indirectly, in any medium, including, but not limited to, any action seeking votes, requesting support in a forthcoming election, distribution of literature or promotional materials or other overt actions intended to promote one's candidacy for an elected Rotary office.
- 3) The periods of candidacy for elective office begin when individual Rotarians begin to give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, to call attention to the applicable nominations or elections, or to give candidates an unfair advantage over other candidates for the same position.
- 4) The normal performance of duly-assigned Rotary activities would not be considered to be a violation of the policies related to campaigning, canvassing or electioneering.
- 5) Should a candidate become aware of any campaigning or electioneering activities which are undertaken on the candidate's behalf, the candidate shall immediately and in writing express disapproval to all concerned and instruct them to terminate such activity.
- 6) Contacting clubs to inform them to request their concurrence for a proposed challenge or election complaint is not prohibited provided that such contact is limited to the exchange of factual information. (*February 2007 Mtg., Bd. Dec. 149*)



OFFICIAL SUGGESTION FORM

For Selection of RI Director from Zone 27 to be Elected at the 2017 RI Convention

TO ROTARY CLUBS IN ZONE 27

1 JULY 2016

This form is provided to any club in Zone 27 that chooses to submit to the Nominating Committee a suggestion for RI director who will be elected at the 2017 RI Convention and serve during 2018–20.

Suggestions to the Nominating Committee must be submitted on this form. A suggested candidate must meet the qualifications in RI Bylaws sections 6.050.3. and 10.030. No person who has agreed in writing to be a member, alternate member, or candidate for membership on a Nominating Committee—whether elected or not—nor any candidate who is elected and subsequently resigns from the committee, nor any spouse, child, or parent of any such person, shall be eligible to be nominated for the respective office in the year in which the committee serves. A candidate must have served as an RI district governor in 2012–13 or before, and must have attended at least two institutes and one convention since July 2013

This form, signed by the candidate, must reach the Nominating Committee by 1 September 2016 at the convener’s address shown below. Attached to this form must be a statement from a physician certifying the candidate is in good health and physically able to perform the duties of an RI director. A recent photograph of the candidate must also be attached. *Aside from what is noted here, no other attachments may be submitted with this form.*

As provided in RI Bylaws section 10.060., brochures, literature, or letters are not to be distributed or circulated by a candidate for director, or by others on the candidate’s behalf, except as may be expressly authorized by the RI Board. The bylaws further provide that under certain circumstances the RI Board may disqualify any candidate from election who violates the provisions prohibiting campaigning, canvassing, or electioneering for any elective position in RI.

This form must be submitted to the Nominating Committee convener at the following address

<p>Name: Mike Forney</p> <p>Address: 41155 Game Trails Ct. Steamboat Springs, CO 80487</p>	<p>Conveners Email address:</p> <p>forneyrotary5440@hotmail.com</p>
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Suggestion for RI Director

By action taken at a regular meeting, held on [date]_____the Rotary Club of _____

Suggests to the Nominating Committee for RI Director from Zone 27 the following past RI district governor as a candidate for RI director to serve during 2018–20:_____as a qualified member of the Rotary Club of _____

Information submitted and the statements made in connection with this suggestion to the committee are true and correct. It is understood that the selection of RI director be conducted in harmony with the principles of Rotary and in accordance the RI Bylaws.

President

Secretary

Date

Contact email

Note: If, subsequent to filing this form and before 15 September, circumstances relating to the availability of the suggested candidate change, the club should immediately notify the convener of such circumstances.

BIOGRAPHICAL INFORMATION

Suggested Candidate for RI Director

Name: _____

Mailing address: _____

Email address: _____

Cell/Home phone: _____

Date of birth (day, month, year): _____ Years a Rotarian: _____

Spouse's name: _____

Name and location of Rotary Club: _____

Classification: _____ District Number: _____

Name of employer or former employer: _____

Languages in which proficient: _____

If emailing this form to a convener, a photo should be attached as a separate file.

If printing and mailing, attach here a photo made within the past year

Meetings attended in the last five years

Number of Rotary institutes: _____ Number of int'l conventions: _____

Number int'l institutes: _____ Number of Foundation seminars: _____

Current Rotary position(s) / assignment(s)

International Level:

Zone / Multidistrict Level:

District Level:

Past elected or appointed Rotary position(s) / assignment(s) (list years served)

International Level:

Zone / Multidistrict Level:

District Level:

Year a district governor: _____

Years attended district conference: _____

Years attended district assemblies: _____

Service to the club since serving as club president

Year club president: _____

List special Rotary services or particular activities candidate has done to advance Rotary

Most significant honors or achievements in business and professional life

Most significant honors or achievements in civic and public service activities

**** Note: It is a violation of election guidelines for any additional pages to be attached to this form ****

CERTIFICATE OF CANDIDATE

I have read the foregoing and certify that the above statements are correct and that I am in good health and willing and able—physically and otherwise—to serve as an RI director if nominated and elected. I further certify that neither my club, anyone interested in my candidacy, nor I shall allow any material other than this form to be circulated or submitted for consideration of and by the Nominating Committee. A written statement from a physician certifying that I am in good health and physically able to perform the duties of RI director is attached to this form. I have read, accept, and agree to be bound by the provisions against campaigning, canvassing, and electioneering for elective position in RI as provided in RI Bylaws section 10.060. Should there be any complaint against or challenge to my selection that results in RI Board review, I further agree to accept the decision of the RI Board regarding my election to office without recourse to any non-Rotary agency or other dispute resolution system, and agree to reimburse RI for all court costs and attorney’s fees incurred in enforcing this agreement. I have read and understand the RI Board of Directors Job description provided with this form.

Signature of candidate