

POSITION DESCRIPTION: **District Governor**
Rotary International District 9940

REPORTS TO: **RI President and RI Board, via the relevant RI Director**
The District Board and Clubs in RI District 9940 Inc. [This is part of
being the chair of the incorporated society]

DATE: **January 2021**

BACKGROUND

Rotary is a global network of 1.2 million neighbours, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

Solving real problems takes real commitment and vision. For more than 110 years, Rotary's people of action have used their passion, energy, and intelligence to take action on sustainable projects. From literacy and peace to water and health, we are always working to better our world, and we stay committed to the end.

Rotary members believe that we have a shared responsibility to take action on our world's most persistent issues. Our 35,000+ clubs work together to:

- Promote peace.
- Fight disease.
- Provide clean water, sanitation, and hygiene.
- Save mothers and children.
- Support education
- Grow local economies

2021 marks the centenary of Rotary's establishment in Australia, New Zealand and the 14 Pacific countries, and our challenge is to secure our future in this fast-changing world. To do this, we need to ensure that Rotary remains relevant, contemporary, and flexible.

Our mission

We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.

Works with:

- DGs in the Rotary Oceania zone (New Zealand and the Pacific)
- Pan-district groups which work across the Zone.
- Clubs and other formal Rotary groups within the District
- The Board of the District

Reporting to the DG

- The Assistant Governors and other district officers
- District Secretary and District Treasurer
- Chairs of District Committees

PRINCIPAL ACCOUNTABILITIES

1. Support the Clubs in the District, engage, inspire, and motivate Members and promote Rotary in the community.
2. The District Governor ensures continuity within the District by working with past, current, and incoming District leaders to maintain momentum on long-term projects and plans.
3. Is the District representative on Oceania committees as required and/or organises District executive to represent the District?
4. Is the contact officer for RI at the District level

Responsibilities

1. Strategic Planning :

RI and Oceania

- a) Contribute to the development of the organisational and amalgamations strategy and plans that will impact Rotary Oceania over the next 2 – 5 years.
- b) Represent the district at Rotary Oceania strategic meetings ensuring that the clubs are fairly represented and supported.
- c) Communicate effectively with all clubs in the district the outcomes and recommendations of the strategy discussions.

District 9940

- a) Conduct, implement, or review district strategic planning in consultation with the governor-elect, governor-nominee and District Board.
- b) Work with district and club leaders to encourage participation in a district leadership plan as may be developed by the District board.

2. Leadership

As the RI officer for the District, and head of the incorporated society, the District Governor assumes significant responsibility.

- a) Provide leadership and support of the clubs in the district.
- b) Provide inspiration and motivation to the clubs in the district.
- c) Ensure continuity across all elements of Rotary within the district, by leading and encouraging collaboration amongst past, current, and incoming leaders such as AGs and chairs.
- d) Ensure clear, concise communication methodology internally and externally.
- e) Overall accountability for the correct application of RI and District policies.

3. Change management.

- a) In consultation with the Board develop implementation plans working within the agreed Rotary Oceania strategy for organisational and amalgamation change
- b) Implement and manage change resulting from planning on a pilot regional structure.
- c) In consultation with the Board manage implementation for change to ensure Rotary remains vibrant in our communities
- d) Ensure that all member Clubs and Rotarians are informed and involved with change initiatives.
- e) Regularly ensure communication plans and methodology to enable any implementation of change to be effective.

4. The Board

- a) Form the Board with the membership as defined by Rotary legislation and the District Constitution.
- b) Ensure the District Board members are informed on their responsibilities, and the Board functions according to the Constitution.

5. Responsible for the following activities in the district:

- a) supporting the development of new clubs.
- b) strengthening existing clubs.
- c) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district.
- d) supporting The Rotary Foundation with respect to programme participation and financial contributions.
- e) promoting cordial relations among the clubs in the district and between the clubs and RI.
- f) assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district training assembly.
- g) providing for an official visit 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:
 - i) focusing attention on important Rotary issues.
 - ii) providing special attention to weak and struggling clubs.
 - iii) motivating Rotarians to participate in service activities.
 - iv) ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation; and
 - v) personally, recognizing the outstanding contributions of Rotarians in the district.
- h) issuing a regular bulletin to all members in the district.
- i) Ensure the development and management of a District conference.
- j) reporting promptly to RI as may be required by the president or the board.
- k) supplying the governor-elect, as soon as possible following his or her election prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs.
- l) assuring that district nominations and elections are conducted in accordance with the District Constitution and the RI constitution, these bylaws, and the established policies of RI.
- m) maintaining a knowledge of the activities of Rotarian organisations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.).
- n) transferring continuing district files to the governor-elect; and
- o) performing such other duties as are inherent as the officer of RI.

6. Club-level Training

Governors will ensure that Rotary clubs have a comprehensive training plan that addresses:

- a) Club leaders attend district training meetings as appropriate.
- b) Orientation is consistently and regularly provided for new members.
- c) Ongoing educational opportunities are available for current members.
- d) A leadership skills development program is available for all members.

7. Travel and Overnight Stays by Youth

Responsible for the supervision and control of all programs and activities organized within the district that involve minors traveling outside their local community or involve overnight stays.

8. Adverse Public Relations: Governor Involvement

Advise and assist clubs in preventing or solving local public relations problems and to advise the general secretary.

9. Where a condition exists or a problem arises which may affect other clubs or RI, a club should advise the governor at the earliest opportunity so that a cooperative effort can be made to address the problem.

Delegated Authorities

Budget: Must work within the agreed budget, except in extenuating circumstances as agreed by the District Finance Committee and as subsequently agreed by the Board

Has no delegated authority to commit funds outside the agreed budget?

QUALIFICATIONS

Unless specifically excused by the RI Board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

1. 16.070.1. *Rotarian in Good Standing.*

The Rotarian must be a member in good standing of a functioning club in the district.

2. 16.070.2. *Rotarian Maintaining Full Qualifications of Membership.*

The Rotarian must have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification must be without question.

3. 16.070.3. *Rotarian's Qualification as Past President of Club.*

The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.

4. 16.080. *Qualifications of a Governor.*

Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years and must continue to possess the qualifications in section 16.070.

5. 16.070.5. *Rotarian's Certification of Qualifications.*

The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian clearly understands such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

6. 16.070.4. *Rotarian's Ability to Fulfil Duties of Governor.*

The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfil the duties and responsibilities of the office of governor as provided in section 16.090.

7. **Training**

In preparation for the role, the District Governor must attend, for their full duration:

- the governors-elect training seminar in the Zone (GETS)
- the International Assembly to be held in the Rotary year before taking office.

COMPETENCIES

- proven strong leadership skills.
- ability to make and deliver on decisions.
- change management experience and skills.
- motivation skills to support clubs.
- articulate the difference between strategy and planning with the ability to deliver on both.
- excellent communication skills

KNOWLEDGE

- Rotary Values
- Rotary's Strategic Plan
- District Strategic Plan
- Rotary avenues of service and programmes
- The Rotary Foundation's areas of focus

ROTARY INTERNATIONAL CODE OF ETHICS

<https://my.rotary.org/en/document/rotary-code-policies>

19.010.1. District Governor Code of Ethics

1. adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.
2. adhere to the provisions of the RI Constitution and Bylaws.
3. adhere to the provisions established by the RI Board as documented in the Rotary Code of Policies.
4. 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 in their conduct.
5. foster an environment in the district that promotes safety, courtesy, dignity, and respect and shall refrain from performing or tolerating unwelcome physical contact, advances, or comments.
6. will not use their office for personal prestige or benefit or for the benefit of family members.
7. Will exercise due care in the diligent performance of their obligations to the district.
8. will act based on fairness to all concerned.
9. will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management.
10. will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should use this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
11. will comply with Rotary's expense reimbursement policies.

Notes:

- Whilst this JD is comprehensive this role is not expected to be full time
- This is not a fully funded or unfunded role. In the past, an honorarium of circa \$18k has been provided.
- The person in this role is supported by multiple others with a wide range of skills, who are inspiring, motivating and will act in a collegial manner.