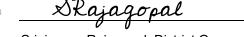


Version 1 (June 2023)

BOARD ADOPTION

Rotary District 5050 Leadership Plan & Policies Version 1 (June 2023) has been adopted by the Board of Directors on the 19th day of June 2023.



- Srinivasan Rajagopal, District Governor
- Rotary International District 5050



Section: Board Adoption

TABLE OF CONTENTS

Rotary District 5050 Leadership Plan & Policies	5
Rotary District 5050 Code Of Ethics	6
Rotary's Guiding Principles	8
Conflict Of Interest Policy	10
Rotary's Policy On Harassment	11
Personal Data Use Policy	13
District 5050 Leadership Team 2022 - 2023	14
Board Of Directors	15
Board Of Directors Policies	17
Rotary District 5050 Crisis Management Plan	18
Council On Legislation Committee	22
District Governor Position Description	24
Governor Team	26
District Conference Committees	27
District Conference Timeline	28
District Conference Committee Positions	30
Nominating Committee	32
District Governor 2025-2026 Candidate Application Form	34
How To Select A Council Representative	37
District Secretary Position Description	42
Governor's Aide Position Description	43
District Governor Elect Position Description	44
District Governor Nominee Position Description	46
District Governor Nominee Designate Position Description	47
Immediate Past District Governor Position Description	48
District Leadership Plan & Policies Committee	49
Vice Governor Position Description	50
Advisory Council Of Past Governors	51
Senior Assistant Governor Position Description	53
Assistant Governor Position Description	54
District Committees	56
Diversity, Equity, & Inclusion Committee	57
Finance Committee	58
District Finance Policies	60



Expense Reimbursement Policy	61
District Budget Procedure	63
District Treasurer Position Description	64
District Conference Review Committee	65
Learning & Development Committee	
Membership Committee	69
Public Image & Communications Committee	71
Public Image & Communications Plan	73
Rotaract Committee	80
The Rotary Foundation Committee	81
District Qualification Memorandum Of Understanding	83
Youth Services Committee	88



ROTARY DISTRICT 5050 LEADERSHIP PLAN & POLICIES

Purpose

- The purpose of the District Leadership Plan & Policies (DLP) is to provide for the efficient and effective administration of
- Rotary District 5050, including procedures for appointing and ensuring the continuity of District & committee leadership,
- 3 conducting District events & meetings, holding District elections & voting, establishing District financial procedures, and
- assisting in the administration of the clubs.

District Governing Documents

- Rotary International District 5050 is a Washington State Non-profit corporation, UBI Number 602 724 256, IRS I.D. Number (EIN) 26-0588178. Governing documents include the following:
 - Washington State Non-profit Corporations Act-RCW 24.03A
 - · Articles of Incorporation
 - Bylaws of the Corporation
 - Constitution of Rotary International
 - Bylaws of Rotary International
 - Rotary (International) Code of Policies
 - District 5050 Leadership Plan & Policies
- The articles of incorporation provide that any provisions in the articles not in conformity with the constitution, bylaws, or policies of Rotary International, as is amended from time to time, shall be superseded by the RI provisions. (Section 3.2 (b), Article III)
- Members of the corporation are the clubs within the boundary of District 5050 pursuant to the bylaws of Rotary International.

 (Article V)
- The number of Directors, their terms, and manner of election or appointment shall be as provided for in the corporation bylaws.
- The officers of the corporation are as set forth in the District bylaws. The District Governor, District Governor Elect, and Immediate Past District Governor shall always be members of the Board of Directors. (Article VII)
- For purposes of the State of Washington, the District Governor is considered both the President of the Corporation and
 Chair of the Board of Directors. The District Governor Elect is the Vice President, the District Secretary and District Treasurer
 are the Secretary and Treasurer of the corporation. (Article VIII)

District Leadership Team

Before the start of each Rotary year, an orientation session will be held for the District leadership team, consisting of the Board of Directors and the Assistant Governors, to review the District Leadership Plan & Policies. They will be provided with a statement to return to the District Governor prior to the first meeting of the Board of Directors, acknowledging that they have read and understand the documents contained in the District Leadership Plan & Policies, will comply with their responsibilities, and conduct themselves in accordance with the Code of Ethics.



ROTARY DISTRICT 5050 CODE OF ETHICS

- 1. Rotary District 5050 board and committee members ("members") will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, the District is subject to the laws of the various jurisdictions in which it conducts business. The members should adhere to applicable law to protect the assets and mission of the District. In addition, in conducting their private lives, members should adhere to applicable law to preserve and protect the positive image of Rotary.
- 2. Members will adhere to the provisions of Rotary International (RI) and District constitutional documents.
- 3. Members will adhere to the provisions of the policies established in the Rotary Code of Policies and the District Leadership Plan & Policies. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals.
- 4. Members will serve for the benefit of Rotarians and the purposes of RI and will act independently of any inappropriate influence in the best interests of Rotarians, RI, and the District. Members will follow the requirements of the Conflicts of Interest policy. They should put the interests of Rotary first. Members must refrain from accepting any offers, gifts, or favors in exchange for influencing or taking a position on an item coming before the board or a committee.
- 5. Members will not utilize their position for personal prestige and/or benefit.
- 6. Members will exercise due care in the diligent performance of their obligations to the District and to their fellow Rotarians. They should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Members should inform themselves, prior to making a decision, of all material information reasonably available to them.
- 7. Members will take actions based on an essential fairness to all concerned. Members may be faced with decisions that will significantly impact various Rotarian groups and individuals. To maintain the confidence of Rotarians that members act fairly and in the best interests of the association, members, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
- 8. Members will promote transparency of important financial information. They are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- 9. Members will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities, they may have access to confidential information. As part of their duty of loyalty, members should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- 10. Members will comply with expense reimbursement policies. The 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.
- 11. Members will interact with RI, TRF, and District staff in a professional and respectful manner and shall understand and abide by RI's non-harassment policy. The harassment policy provides guidance on what is proper interaction with staff. Members should be familiar with and adhere to the policy so as to avoid even unintentional improper interaction.
- 12. Members will adhere to this Code of Ethics, encourage other members to do so as well, and report any suspected or potential violations to the District Governor. The efficacy of this Code of Ethics is dependent on the compliance of the members. By self-monitoring and encouraging other members to comply with the Policy, the goals of the Policy will be accomplished.

Implementation

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43

The Code of Ethics shall be distributed to and reviewed with members elect as part of their orientation session. It will also be provided to all members at least annually. Each member will annually acknowledge that they have read and understand the Code and will comply with their responsibilities hereunder.



Interpretation and Enforcement

When made aware of a potential or alleged violation of the Code of Ethics, the District Governor will provide available details to the G-Team. The G-Team will then obtain all relevant information and take such action as it deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board for corrective action. Only the Board may take disciplinary action against a member, consistent with RI's constitution and bylaws and the Rotary Code of Policies.

Addendums

- Addendum #1 Rotary's Guiding Principles
- Addendum #2 Conflict of Interest Policy
- Addendum #3 Rotary's Policy On Harassment
- Addendum #4 Personal Data Use Policy



ROTARY'S GUIDING PRINCIPLES

- These principles have been developed over the years to provide Rotarians with a strong, common purpose and direction.
- They serve as a foundation for our relationships with each other and the action we take in the world.

Object of Rotary

- The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:
 - FIRST: The development of acquaintance as an opportunity for service;
 - SECOND: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
 - **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
 - FOURTH: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

The Four-Way Test

The Four-Way Test is a nonpartisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

Of the things we think, say or do

- Is it the TRUTH?
- Is it FAIR to all concerned?
- Will it build GOODWILL and BETTER FRIENDSHIPS?
- Will it be BENEFICIAL to all concerned?

Rotarian Code of Conduct

As a Rotarian, I will:

18

- Act with integrity and high ethical standards in my personal and professional life. 1.
- 2. Deal fairly with others and treat them and their occupations with respect.
- 3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
- 4. Avoid behavior that reflects adversely on Rotary or other Rotarians.
- 5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.

Avenues of Service

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of club activity.

- Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
- Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
- Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
- International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Rotary's Guiding Principles

• Youth Service recognizes the importance of empowering youth through leadership development programs such as Interact, Youth Adventures in Leadership (YAIL), Youth Engaged In Service (YES), and Rotary Youth Exchange (RYE).

CONFLICT OF INTEREST POLICY

Purpose

- To provide a formal set of guidelines intended to help ensure that when actual or potential conflicts of interest arise, District
- 5050 ("District") has a process in place under which the affected individual will advise the District about all the relevant facts
- concerning the situation.

Statement of Policy

- No member of the District Board of Directors ("board") or any member of a District committee shall use their position, or the
- knowledge gained therefrom, in such a manner that a conflict between the interest of the District and their personal interest
- arises.

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19

- Each board and committee member has a duty to place the interest of the District foremost in any dealings with the
- organization and has a continuing responsibility to comply with the requirements of this policy.
- The conduct of personal business between a member of the board or a committee and the District is prohibited.
- If a board or committee member has an interest in a proposed transaction with the District in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of trustee, director, or officer in any such organization, they must make full disclosure of such interest to the District Governor (or in the case of the District Governor, to the immediate past District Governor) before any discussion or negotiation of such transaction. If a board or committee member is aware that another director or committee member has an undisclosed potential conflict of interest in a proposed transaction with the District, they must inform the District Governor (or if the other director is the District Governor, to the immediate past District Governor) as soon as possible.
- Any member of the board or a committee who is aware that they have a potential conflict of interest with respect to any matter coming before the board or a committee shall not be present for any discussion of or vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.
- Each board and committee member must disclose any family or business relationship that they have with another member of the board or committee.

Disclosure

- To implement this policy, board and committee members will submit a written statement disclosing all potential conflicts of interest prior to any relevant board or committee action. These statements will be reviewed by the G-Team, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors. A potential conflict of interest will be deemed to exist upon a majority affirmative vote. The director or committee member
- with a potential conflict of interest shall not be present for the vote.



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Conflict of Interest Policy

Page 10 of 90

Return to Table of Contents

ROTARY'S POLICY ON HARASSMENT

Rotary's policy on harassment, approved by the Board of Directors in 2019, and updated in 2020. This can also be found in the Rotary Code of Policies.

Article 26.120. Harassment-Free Environment at Meetings, Events, or Activities

- Rotary is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any
- conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity,
- race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity).
- All members and individuals attending or participating in Rotary meetings, events, or activities should expect an environment
- 7 free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults
- who work with youth are subject to policies outlined in the Rotary Code of Policies 2.120.
- All allegations of criminal activity should be referred to appropriate local law enforcement authorities.
- The club board, District, or zone leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation.
- At the club level, allegations of harassment at Rotary meetings, events, or activities shall be reviewed by the club board and responded to within a reasonable time frame, typically one month. If the alleged offender is a member of the club board, he or she must recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the club may be referred with appropriate documentation to the District Governor.
 - At the District level, allegations of harassment at Rotary events or activities shall be reviewed by the governor, or a committee appointed by the governor for this purpose, and responded to within a reasonable time frame, typically one month. If the District Governor is the alleged offender, the immediate past District Governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The general secretary shall be informed within two weeks of any allegations of harassment by District Governors, governors-elect, and governors-nominee. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the District may be referred with appropriate documentation to the RI director.
 - District leaders, including governors, assistant governors, and committee chairs, are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their members, and with other participants in Rotary.
 - At the zone level, allegations of harassment at Rotary meetings, events, or activities shall be reviewed by the RI director, or a committee appointed by the RI director for this purpose, and responded to within a reasonable time frame, typically one month. If the RI director is the alleged offender, either another current or past RI director as appointed by the RI president shall review and respond to the allegation.
 - The RI president shall be informed within two weeks of any allegations of harassment by RI directors, directors-elect, and directors-nominee. Concerns that allegations of harassment were not adequately addressed by the zone may be referred with appropriate documentation to the RI president.
 - As it pertains to Rotary Action Groups and Rotary Fellowships, the Rotary Action Group and Rotary Fellowship leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Allegations of



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harassment at an action group or fellowship event or activity shall be reviewed by the action group or fellowship, or a committee appointed by the chair of the action group or fellowship for this purpose, and responded to within a reasonable time frame, typically one month. If the chair or other leaders of the action group or fellowships is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the action group or fellowship's board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the action group or fellowship may be referred with appropriate documentation to the RI president.

Club, District, and zone leaders must report severe and pervasive harassment and any resulting membership terminations to the general secretary. If a club or District fails to adequately address findings of harassment, the RI director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.



Section: Rotary's Policy On Harassment

PERSONAL DATA USE POLICY

Purpose

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To promote a culture of data privacy and comply with local laws and regulations about handling personal data.

District Leadership

- Persons serving in a Rotary leadership role are granted access to Personal Data that Rotary International and/or The Rotary Foundation considers confidential, and they must abide by Rotary's privacy policies, including Rotary's Privacy Policy.
 - 1. Personal Data is any information that relates to an individual who is or can be identified from the data, either alone or in conjunction with other information. Examples of Personal Data are:
 - a. Name and any information listed below
 - b. Home address
 - c. Phone number
 - d. Email address
 - e. Gender/sex
 - f. Marital status
 - g. Spouses' name
 - h. Occupation
 - 2. Personal Data can only be used for Rotary's authorized Core Business Purposes, which include:
 - a. Fulfilling Rotary's obligation to Rotarians
 - b. Supporting The Rotary Foundation, including fundraising efforts
 - c. Facilitating convention and event planning
 - d. Communicating key organizational messages
 - e. Supporting the programs and membership of Rotary
 - 3. Personal Data can only be used for the authorized purposes and cannot be used or disclosed for any purposes unrelated to the purpose for which it was shared.
 - 4. Personal Data cannot be disclosed to a third party.
 - 5. Personal Data must be safely stored and transported, and Rotary must be notified immediately if one suspects or discovers any breach (including any unauthorized access or accidental sharing) of Personal Data. Email <u>privacy@rotary.org</u> as well as the District's Rotary staff contact in the event of a potential or confirmed breach.
 - 6. Personal Data should be retained only as long as needed for the purposes for which it was provided. Once the purpose has ended, the Personal Data must be securely deleted.
 - 7. Compliance is required with Rotary's Privacy Policy with regard to the handling of Personal Data.
 - 8. Always keep the following principles in mind:
 - a. Collect and use Personal Data only for specific Rotary purposes.
 - b. Collect only the most necessary, relevant personal data.
 - c. Be clear about how the personal data collected will be used.
 - d. Securely dispose of personal data when it is no longer needed.

Resource

Rotary's Privacy Policy



DISTRICT 5050 LEADERSHIP TEAM 2022 - 2023

Our leaders exemplify all of the qualities that make our members extraordinary: Integrity, expertise, and a commitment to service.

BOARD OF DIRECTORS

District Governor	Raj Rajagopal	White Rock	rajindcan@gmail.com	604-560-4770
District Governor Elect	David Lukov	Mount Vernon	david.lukov@comcast.net	206-909-5336
District Governor Nominee	Dave Duskin	Arlington	dave.rotary5050@gmail.com	425-879-4515
Immediate Past District Governor	Bev Harrington	Burlington	bev_harrington@msn.com	360-421-0601
Vice Governor	PDG Jane Helten	Whidbey Westside	janehelten@gmail.com	360-631-0752
DIRECTORS				
Senior Assistant Governor	Connie Milliken	La Conner	connie.milliken@gmail.com	360-202-8326
Diversity, Equity, & Inclusion	PDG Bill Robson	Langley Central	billrobson5050@gmail.com	604-340-9700
Finance	PDG Brad Whittaker	Chilliwack	brad.whittaker@ufv.ca	604-819-6402
Foundation	Jack Rae	PNW Passport	jack.rotary22@gmail.com	604-536-8578
Learning & Development	PDG Lindagene Coyle	Nature Celebrators - BC	lindacoyle5050@gmail.com	604-220-6856
Membership	Urma Mollema	Golden Ears Sunrise	umollema@gmail.com	604-614-0657
Public Image & Communications	Celia Black	Whidbey Westside	celiablackpr@gmail.com	425-512-7453
Rotaract	Phoenix MacLaren	Fraser Valley Rotaract	phoenixmaclaren@gmail.com	604-700-3520
The Rotary Foundation	Jack Rae	PNW Passport	jack.rotary22@gmail.com	604-536-8578
Youth Service	Felicity Dye	Bellingham	fd@cf-voice.com	360-815-3199

ASSISTANT GOVERNORS

AREA A	Kim McLandress	Chilliwack Mt Cheam	mtcheamrotaryclub@gmail.com	604-854-0343
AREA B	Aird Flavelle	Abbotsford-Matsqui	Aird@Flavelle.com	604-870-4221
AREA C	Bev Dornan	Aldergrove	bevjdornan@shaw.ca	604-996-5844
AREA D	Glen Brown	Port Moody	jglenbrown@hotmail.com	604-226-5720
AREA E	Isabelle Hayer	Surrey	Isabelle.Rotary5050@gmail.com	604-655-2622
AREA F	Linda Hensman	Semiahmoo (White Rock)	linda.rotarian@gmail.com	604-542-0133
AREA G	Christine Palmerton	BBRC	cpalmerton@msn.com	360-815-2688
AREA H	Susan Gutterbock	Fidalgo Island	sgutterbock@earthlink.net	360-755-3751
AREA I	Becky Eide	Sedro-Woolley	Becky@BeckyElde.com	360-770-9427
AREA J	Duane Rhodes	Arlington	drhodes7173@gmail.com	425 344 1406
AREA K	Lisa Caldwell	Monroe	lisa.caldwell@brookdale.com	425 754 6585
AREA L	Steve Schwalbe	Oak Harbor	colschwalbe@gmail.com	360-720-2818
AREA M	Ken Holland	Meadow Ridge	kdutch@yahoo.com	604-817-6656



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023 Section: District 5050 Leadership Team 2022 - 2023

BOARD OF DIRECTORS

Purpose

- Washington State law provides that all corporate powers shall be exercised by or under the authority of the Board of
- Directors, and the activities and affairs of the corporation shall be managed by or under the direction, and subject to the
- oversight, of the Board of Directors. (RCW 24.03A.490) This is confirmed in Part IV of the District bylaws.

Major Functions

- Consistent with the above, the functions of the Board of Directors shall include but not be limited to the following:
 - Set and revise District policies and procedures.
 - Recommend an annual budget to the clubs in the District.
 - Approve the appointment of the District secretary and District treasurer and assign their duties and responsibilities.
 - Approve a District calendar of events including District learning activities.

Board Members

District Governor Director – Learning & Development

District Governor Elect Director – Membership

District Governor Nominee Director – Public Image & Communications

Immediate Past District Governor Director – Rotaract

Vice Governor Director – Rotary Foundation

Director – Diversity, Equity, & Inclusion Director – Senior Assistant Governor

Director – Finance Director – Youth Services

Selection/Term

14

District Governor

The District has adopted the nominating committee process specified in Section 12.030 of the RI Bylaws to select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of governor nominee designate upon selection and shall assume the title of governor nominee on 1 July two years prior to assuming office as governor. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor elect and assume office on 1 July in the calendar year following election.

Directors

Directors for the DG's year of service are appointed by the DG during their DGE year, with ratification by the Board of Directors, to serve for a one-year term. To have continuity of leadership, the following directors shall be appointed for a three-year term, with documented approval of those who will be serving as DG during the director's three years of service: Diversity, Equity & Inclusion, Foundation, Membership, and Youth Services.

(Rotary Code of Policies Article 17, section 17.030.2 District Committees)

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan & Policies



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Board of Directors

Addendums

- Addendum #1 Board of Directors Policies
- Addendum #2 Rotary District 5050 Crisis Management Plan
- Addendum #3 Council on Legislation Committee



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Board of Directors

BOARD OF DIRECTORS POLICIES

Board Meetings

- The Board of Directors shall meet at the call of the District Governor but not less than once every two months.
- Meetings may be held either electronically or in person.
- All standing committees shall submit written activity reports to the District secretary a minimum of one week prior to a board meeting.
- The agenda for the board meetings shall be posted on the District website one week in advance of a meeting.
- The minutes of the board meetings shall be posted on the District website within one week after a meeting.
- At the first meeting of the fiscal year, parliamentary procedures shall be reviewed.



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Board of Directors Policies

ROTARY DISTRICT 5050 CRISIS MANAGEMENT PLAN

Purpose

- The purpose of this crisis management plan is to provide guidance and support to Rotary leaders in District 5050 in the event of a crisis to ensure that the District is prepared to:
- Provide for the immediate care and protection of individuals and property, and
- Ensure the communication of accurate, timely, and consistent information to Rotarians and the public in a manner that
- delivers the highest level of transparency and cooperation consistent with applicable law and government policy.
- An effective media crisis plan is based, first and foremost, on the principles of truth, transparency, and sincerity. Nothing in
- the media crisis plan should compromise, or appear to compromise, these key principles.

Definition of a Crisis

- A crisis is described as an unanticipated, unusual event or occurrence arising out of, or closely related to, misconduct by a Rotarian, a Rotary club project, event or program that results in, or is likely to result in, physical or psychological harm, serious injury, or death to a participant; significant financial loss; or that is or can be detrimental to the public image of Rotary.
 - Examples include, but are not limited to, an injury or death stemming from natural disasters impacting a Rotarian,
 Rotary project, event, or program such as fire, flood, or earthquake; or human caused such as accidental or intentional single or mass casualty event.
 - A crisis can include suspected illegal activities where the victim or alleged perpetrator is a Rotarian, a Rotary club, or the District; or other event that involves a Rotarian, a Rotary club, or the District that impacts persons or property in a substantial negative event.
 - Events giving rise to a crisis may, but need not, involve youth involved in Rotary functions and activities, such as RYLA, YAIL, and YES participants, Interactors, and Rotary Youth Exchange students. The youth protection plans applicable to these programs take precedence over this plan and must be followed before implementing this plan, although simultaneous notification of the crisis to the District Governor is required. The District Governor will then inform the District and if necessary, depending on the severity of the crisis, will inform and engage with Rotary International.

Media

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Media includes, but is not limited to, the following:

- Traditional print media such as newspapers.
- Broadcast media such as radio, television, and steaming.
- Online sources such as social media and bloggers. This may include an untrained citizen journalist who captures
 an event through photographs, video, or recordings capable of putting online visual, audio, and text from the site of
 the crisis.

Role of the District Governor

- As the only officer of Rotary International in the District, the District Governor shall be the main contact between the District and Rotary International and between the District and clubs.
- The District Governor shall be solely responsible for crisis management in District 5050. In the absence of the District Governor, or in the case of their inability to act, the following individuals, in the order listed, will be designates and shall hold final responsibility:
 - Vice Governor
 - District Governor Elect
 - Immediate Past District Governor



- The District Governor shall annually appoint a Crisis Management Team.
- Only the District Governor, or their designate, has the authority to activate the Crisis Management Team or individual members of the team when a crisis occurs.

Crisis Management Team

- The mandatory Crisis Management Team members will be:
 - District Governor as chair
 - District Governor Elect as assistant to the District Governor
 - District Youth Protection Officer from the country in which the crisis occurred
 - District Public Image director
 - Licensed attorney in active practice who is familiar with law in the country where the crisis occurred and is able to give immediate advice regarding confidentiality, potential legal action, and liability
 - Additional Crisis Management Team members at the discretion of the District Governor:
 - Assistant Governor from the area in which the crisis occurred
 - President of the Rotary club which was principally involved in the event or activity giving rise to the crisis
 - Chair of the committee responsible for the activity or event giving rise to the crisis
 - District insurance representative to advise on any action relating to liability and mitigation
 - Others at the request of the District Governor
 - The District Governor is the spokesperson and shall act as the liaison to the media unless they delegate the role of liaison to another person, such as an expert of the situation. The spokesperson will be supported by a media team comprised of members from the public image committee who are responsible for all forms of District media platforms.

Crisis Management Team Education

- All members of the Crisis Management Team should be familiar with the most recent editions of Rotary International's Media Crisis Handbook, 515-EN-(507) and the Rotary Youth Protection Guide, 775-EN-(13).
- All members of the Crisis Management Team should be familiar with the relevant District policies, including the Youth Protection Policy.

Documentation

14

- The person reporting an incident shall keep a written record of the incident and send it to the District Governor.
- The District Governor shall keep a record of the incident and communication with all parties including the Crisis Management
 Team, Rotary International, media, and others who are or may be involved in the incident.

Notification

- A Rotary club president who becomes aware of a crisis situation, shall immediately contact and consult with the District Governor. Any Rotarian who becomes aware of a crisis situation should immediately contact the District Governor and the president of their club. If the District Governor is not available, those on the list of delegates shall be contacted in order.
- Rotarians leading youth programs shall follow the detailed reporting procedures of their individual program before contacting the District Governor, although every effort should be made to simultaneously notify the District Governor.



- The District Governor will contact Rotary International and the Zone 23/32 Rotary International Director as necessary.
- The District Governor will confirm that law enforcement has been contacted, if applicable and not already involved.
- Where law enforcement or other emergency services are involved, the Crisis Management Team will cooperate with law
- enforcement in all respects and follow the direction of responsible law enforcement and emergency officials.
- The District Governor will notify members of the Crisis Management Team that they have chosen to activate the team in
- response to a crisis.
- The District Governor will update Rotary International and the Zone 28/32 Rotary International Director with the progress of
- the crisis and will notify them immediately of any significant changes in the crisis and media involvement.
- Any Rotarian contacted by the media shall immediately notify the District Governor.

Communications Management

- The District Governor is the spokesperson on behalf of the District; however, they may designate that role to the District public image director or another Rotarian with specific expertise. There shall be only one spokesperson as the voice of the District in an interaction with the media.
- Contact information for the media team should be provided to anyone reasonably anticipated to be contacted by the media, including electronic and social media. That information should be accompanied by instructions to refer all inquiries to the 14 media team in a cooperative and transparent manner that avoids a response limited to 'No comment.'
- Any Rotarian contacted by the media shall refer the inquiring media representative to the District Governor who will contact 16 the appropriate member of the media team, with comment to the media. If time is needed to confirm the contact information 17 for the District Governor or the media team, the media representative should be told that a Rotary representative will respond promptly.
- The District Governor may communicate with assistant governors, the District board, clubs, and/or individual Rotarians, as required.
- The District Governor may ask club presidents and assistant governors to communicate appropriate and approved information to affected clubs.
- The District Governor will instruct all Rotary club members to direct media inquiries to the District Governor.
 - The District Governor will prepare a statement for use with and by the media team in responding to inquiries. The statement should accurately state the facts, express Rotary's position, convey the appropriate tone, and develop key messages to help the District Governor convey Rotary's position accurately and consistently.
 - Before use, the statement should be reviewed by Rotary International Public Image and Media Relations staff.
 - The District Governor will ensure that the statement is updated as needed.

Media Monitoring Plan

In the event of a crisis, the Crisis Management Team shall prepare and implement a Media Monitoring Plan which monitors the accuracy and tone of media coverage to ensure that Rotary is not misrepresented.



Future Crisis Management

Once the crisis has ended, the Crisis Management Team should assess the handling of the crisis and recommend changes in procedure to improve the handling of future crises.

Resources

- RI Media Crisis Handbook, 515-EN-(5078)
- Rotary Youth Protection Guide, 775-EN-(13)

2022-2023 Crisis Management Team and Contact Information

District Governor	Raj Rajagopal	604-560-4770	<u>rajindcan@mail.com</u>
District Governor Elect	David Lukov	206-909-5336	davidluov@comcast.net
Vice Governor	Jane Helten	360-631-0752	janehelten@gmail.com
IPDG	Bev Harrington	360-421-0601	bev_harrington@msn.com
Public Image Director	Celia Black	425-512-7453	celiablackpr@gmail.com
YPO - WA	Lin Tucker	360-333-9737	ltucker@ci.sedro-woolley.wa.us
YPO - BC			
Attorney - WA			
Attorney - BC			
Rotary International		847-866-3000	
Zone 28/32 RI Director	Drew Kessler	845-461-3883	Kessler.Rotary@gmail.com
Club & District Support	Sophie Dangerfield	847-424-5220	sophie.dangerfield@rotary.org
Public Relations		847-866-3245	



COUNCIL ON LEGISLATION COMMITTEE

Purpose

- The primary purpose of the council on legislation committee (COL) is to respond to proposed resolutions and enactments
- presented to the RI council on legislation by clubs, District conferences, the general council and conference of Rotary
- International in Great Britain and Ireland, and the RI board.

Chair/COL Representative

- The District nominating committee selects a past District Governor (PDG) to represent the District on the council on
- legislation for a three-year term. At the same time, an alternate representative is selected. The COL representative also
- serves on the District leadership plan & policies committee.

Committee Members

Members of the committee are based on position. They meet at the call of the chair to discuss proposed resolutions and enactments.

1st Year

- PDG Representative/Chair
- PDG Alternative
- DG Current Year
- DGN Current Year
- PDG Past COL Rep
- PDG Past COL Rep
- PDG Past COL Rep

2nd Year

- PDG Representative/Chair (same as previous year)
- PDG Alternative (same as previous year)
- DG Current Year
- DGN Current Year
- PDG Past COL Rep
- PDG Past COL Rep
- PDG Past COL Rep

3rd Year

The committee rotates as in the second year. Each year the DG and DGN rotate off and the and current DG and DGN serve.

End of 3rd Year:

The District nominating committee selects a new representative and alternate.

Duties of the COL Representative

- assist clubs in preparing resolutions and enactments,
- represent the District as a voting member of the council on legislation and council on resolutions,
- · participate in all meetings of the council on resolutions and the meeting of the council on legislation,
- forward proposed resolutions and enactments to the committee members and all members in the District for their information and input,
- meet with the committee to vet the information in order to make an informed decision on the final vote,



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Council on Legislation Committee

Page 22 of 90

Return to Table of Contents

report on council's final votes to the members of the District.

Training

My Rotary/Learning & Reference/Policies & Procedures/Council on Legislation

- How to Participate in the Council on Resolutions
- Rules of Procedure Council on Resolutions
- How to Propose Resolutions
- How to Read Resolutions

Resources

- RI Bylaws
- RI Manual of Procedure

Addendum

18

The council on resolutions and council on legislation give us a voice in how Rotary International is governed.

Council on Resolutions: The council on resolutions meets online every year to vote on proposed resolutions and urgent enactments. Resolutions are requests to the board or the trustees to take an action that is outside the purview of the constitutional documents. Ideally, a resolution should affect the Rotary world, rather than address local or administrative issues. An urgent enactment is a change to the constitutional documents, proposed by the RI Board, that the board has determined cannot wait until the next council on legislation, which is held every three years.

Representatives from all Rotary Districts vote on items proposed by clubs, Districts, the RI Board, and the general council or conference of Rotary International in Great Britain and Ireland (RIBI). Adopted resolutions are then considered by the RI Board or The Rotary Foundation Trustees. Urgent enactments that have been adopted will amend the constitutional documents and will take effect one month after the council on resolutions report has been sent.

Council on Legislation: Every three years, Rotarians meet at the council on legislation to review and vote on proposed changes to the legislation that governs Rotary. They consider enactments, which change Rotary's governing documents, and position statements by the RI Board.

Council Representatives: Each Rotary District chooses a representative for a three-year term. These members represent their Districts at all three meetings of the council on resolutions and at the council on legislation during their term.

Proposing Legislation and Resolutions: Clubs, Districts, the RI Board, and the RIBI general council or conference may submit legislation and resolutions to the councils. The deadline for submitting resolutions for the council on resolutions is 30 June each year.





DISTRICT GOVERNOR POSITION DESCRIPTION

Role

The District Governor (DG) is an officer of Rotary International and the chief executive officer of Rotary District 5050, responsible for the executive management of the District.

Selection/Term

- The DG is selected by the District nominating committee as the District Governor Nominee Designate and serves one-year
- terms as District Governor Nominee and District Governor Elect prior to their one-year term.

Qualifications

- In accordance with Article16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DG must be a member,
- other than honorary member, in good standing of a club in the District and have been a Rotarian for at least seven years at
- the time of taking office as DG. They must have served as president of a Rotary club and attended the International Assembly
- 8 during their term as District Governor Elect.

Responsibilities

- The DG is responsible for the planning, coordination, and operation of the District. Official duties are listed in Article16, Section 16.090 of the Bylaws of Rotary International and Article 19.010-19.010.6 of the Rotary Code of Policies. In addition to these duties, the DG shall:
 - Be responsible for the administration of District funds in accordance with the annual budget as approved by the clubs within the District.
 - Designate a Washington State Rotarian as the registered agent for District 5050, charged with filing the Annual Non-Profit Report with the Washington Secretary of State.
 - In consultation with the District leadership team, update, develop, promote, and implement District priorities and strategies.
 - Chair the District Board of Directors' meetings.
 - Facilitate governor team meetings.
 - · Conduct an official visit to each club within the District.
 - Prepare a monthly communication to each club through the Peace Arch Journal.
 - Serve on the District finance committee and the council on legislation committee.
 - Finalize plans and host the District conference.
 - Supervise the District secretary and the governor's aide.
 - Attend District and major club events.

Learning & Development

- Complete the DG learning center courses.
- The DG (and spouse/partner if available) is required to attend the governor advanced training seminar.
- The DG (and spouse/partner if available) is required to attend the blue denim seminar in January.
- Attend the Rotary International convention (and spouse/partner if available).

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050



- District 5050 Leadership Plan
- District 5050 Strategic Plan

Addendums

13

- Addendum #1 Governor Team
- Addendum #2 District Conference Committees
 - o District Conference Timeline
 - District Conference Committee Positions
- Addendum #3 Nominating Committee
 - o <u>District Governor 2025-2026 Candidate Application Form</u>
 - o HOW TO SELECT A COUNCIL REPRESENTATIVE
- Addendum #4 –
- District Secretary Position Description
- Addendum #5 Governor's Aide Position Description



GOVERNOR TEAM

Purpose

- The Governor Team (G-Team) is the governing body for the day-to-day operation of District 5050. The members provide
- input and counsel to the DG in the administration of the District and support continuity in planning and execution of District
- 3 programs.

Members

The G-Team is comprised of the DG, DGE, DGN, DGND, and the IPDG.

Responsibilities

- The G-Team shall meet at the call of the DG but not less than once a month either electronically or in person to discuss the
- affairs of the District and to take appropriate action where and when necessary.
- 7 Interview candidates proposed for District leadership positions.
- 8 The policies and procedures of the G-Team shall always be in accordance with the constitution and bylaws of Rotary
- 9 International and the District leadership plan.
- Any additions or changes to the District leadership plan or policies must be ratified by the District Board of Directors before
- taking effect.
- As per the manual of procedure of Rotary International, the final authority in the District rests with the DG.
- Meetings are chaired by the DG and may be attended by the governor's aide and/or District directors as appropriate at the discretion of the DG.
- All such meetings shall be recorded by the DGN until the DGD is selected who takes over this responsibility. The minutes of the meetings are to be distributed to the G-Team members within one week after the meeting.

Section: Governor Team

Minutes are to be included in the DG's report to the Board of Directors.

Resources

18

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



DISTRICT CONFERENCE COMMITTEES

Purpose

- Under the direction of the District Governor for the year in which the District conference will be held, the District conference
- committee (DCC) plans, promotes, and implements the necessary arrangements to ensure good programming and
- maximum attendance at the District conference.

Chair

- The chair is selected by the District Governor Nominee Designate to coordinate the conference that takes place during their
- governor year. Under their, the chair has overall responsibility for the organization and staging of the District conference.
- 6 The chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls meetings of the
- DCC as required.

Committee Members

- 8 Logistics & facilities liaison, treasurer, registrar, secretary, and committee chairs. Preference should be given to those who
- have experience in the meeting coordination and/or hospitality industry and/or to Rotarians and Rotaractors with media,
 - public image, or marketing skills.

Responsibilities

- Review and comply with the District Conference Review Committee recommendations.
- Select the District conference venue and coordinate all related logistical arrangements.
- Provide relevant, motivational, and informative programs.
- Promote conference attendance with particular emphasis on new Rotarians and Rotaractors, all members of newly
 organized clubs in the District, and representation from every club in the District and the family of Rotary.
- Promote the District conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.

Resources

- District Conference Timeline
- District Conference Committee Positions

Addendums

- Addendum #1 <u>District Conference Timeline</u>
- Addendum #2 District Conference Committee Positions



DISTRICT CONFERENCE TIMELINE

- Planning for the District conference that takes place during the DG year begins as soon as the District Governor Nominee
- Designate (DGND) is selected. The DGND chooses a conference chair who under their direction has overall responsibility
- for the organization and staging of the District conference. The conference chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls meetings of the conference committee as required.

3 & 1/2 Years Out

- Review the District conference committee (DCC) purpose and responsibilities and the District conference review committee (DCRC) directives.
- Select a logistics & facilities liaison, treasurer, registrar, and secretary.
- Locate a venue. Before signing a venue or any other contract, it must be presented to the DCRC along with a
 conference budget and approved by the District Board of Directors.
- Ensure minutes of all committee meetings are transmitted to the chair of the DCRC.

2 & 1/2 Years Out

- Establish a dedicated bank account to accept sponsorship donations as well as the District conference subsidy.
- Decide on the theme of the conference.
- Start looking for speakers.
- Have you heard a Rotary speaker who particularly impressed you?
- Have you heard of someone who could speak on a topic related to the theme?
- Are break-out sessions being considered?
- Will the candidate speak pro bono and just charge for travel and accommodation?
- Will a speaker's fee fit into the budget?
- Will a speaker's travel expenses fit into the budget?

2 Years Out

- Add committee chairs for marketing & promotion and tours & activities.
- Finalize speakers and ask for bios and photos (see attached template).
- Prepare a marketing video.
- Prepare a theme banner.
- Develop a conference website.
- Book entertainment for the gala dinner. Before signing a contract, it needs to be submitted to the DCRC.

1 & ½ Years Out

 Add committee chairs for gala & decorations, house of friendship, opening ceremony & protocol, and youth participation.

1 Year & 3 Months Out

- Promote the conference to presidents elect at PNWPETS.
- Present a video or PowerPoint showcasing the conference.
- Display the conference banner.

1 Year Out

- Present an updated budget to the DCRC.
- Set up an early registration desk at the District conference.
- Display the conference banner and offer a small gift for those who register.



Prepare a 10-minute marketing presentation to be given at that year's conference.

July 1

- Launch the ClubRunner registration system.
- Launch the conference website.
- Promote the conference during DG visits.

6 Months Out

- Present an updated budget to the DCRC.
- · Arrange for sergeants-at-arms.

3 Months Out

- Present an updated budget to the DCRC.
- Select speaker gifts.

2 Months Out

- Prepare the content for the printed conference program.
- Print programs for conference attendees.

1 Month Out

Work out all the fine details.

ENJOY THE CONFERENCE!



Section: District Conference Timeline

DISTRICT CONFERENCE COMMITTEE POSITIONS

District Governor

The District Governor (DG) has overall responsibility for ensuring that the District conference is held in accordance with the rules and regulations of Rotary International.

Conference Chair

Under the direction of the DG, the conference chair has overall responsibility for the organization and staging of the District conference. The chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls meetings of the conference committee as required.

Logistics & Facilities Liaison

The liaison participates with the DG and the conference chair in the selection of the venue. They coordinate with all other committees to determine what facilities (including rooms, tables, chairs, microphones, sound systems, projectors, etc.) are required for each function during the conference and then arrange for same either with the venue or outside sources, all in accordance with the conference budget. During the conference, the liaison handles all communications with the venue staff and ensures that all facilities for events and meals are set up and ready on time.

Treasurer

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The treasurer is responsible for establishing and monitoring a dedicated conference bank account to accept sponsorship donations as well as the conference subsidy provided by the District. Both the treasurer and the conference chair shall be signers on the account. Budgeted expenses approved by the District Board of Directors may be paid from this account with appropriate documentation or a District expense form or check requisition form may be submitted to the District treasurer. The conference treasurer records all revenue and expenses, maintains expense receipts, and provides financial reports. The treasurer is responsible for contacting companies, Rotary clubs, and individuals in the District to seek donations to offset the costs of the conference in accordance with the conference budget.

Registrar

The registrar works with the DG, conference chair, and treasurer to set the conference registration fees and other matters on an ongoing basis. The registrar designs the registration forms and takes pre-registrations at a discounted price at the preceding conference. The registrar arranges to set up the registration process through the District ClubRunner site at the start of the Rotary year and informs the conference treasurer of registrations received. The registrar reviews the hotel lists periodically to see who has hotel rooms but no conference registration or vice versa and facilitates youth reservations as needed. Before the conference, the registrar ensures that all registrants are registered properly, prepares the name badge inserts, invitations to receptions, tickets for buses or events, meal tickets when used, etc. At the conference, the registrar sets up and manages the registration desk, distributes the name badges and welcome packages, and takes final payments as required. The registrar maintains an accurate record of all registrations received, registrants attending the conference, and payments made.

Secretary

The conference secretary takes the minutes of all committee meetings and transmits them to committee members and the chair of the DCRC.

Committees

Gala & Decorations



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: District Conference Committee Positions

- This committee is responsible for organizing and staging the Saturday evening gala including the theme and entertainment.
- It also works with the logistics and facilities liaison to provide appropriate decorating and staging for various meetings,
- meals, events, and functions. It is responsible for the decoration of the general session room.

House of Friendship

This committee is responsible for the organization, staging, and staffing of the house of friendship at the conference. The committee promotes it to all clubs in the District to encourage their participation with club displays.

Marketing & Promotion

This committee is responsible for promoting the conference to maximize awareness and attendance. It designs and distributes conference promotional materials directly to the clubs and provides information and articles for the Peace Arch Journal and the District website. It also deals with media outlets in promoting the conference publicly and seeks media exposure for speakers and events at the conference. It is specifically responsible for creating a marketing video, designing the conference banner, and providing appropriate recognition for Rotary, corporate and individual sponsors before and during the conference.

Opening Ceremony & Protocol

This committee is responsible for all aspects of organizing and staging the opening ceremony of the conference. This includes establishing the format and program, arranging the music and entertainment, obtaining any necessary flags, and enlisting the participation of any others (such as exchange students) as appropriate. The committee is also responsible for advising the conference committee on Rotary protocol for acknowledging dignitaries.

Youth Participation

This committee is responsible for promoting youth involvement in the conference, including Interact and Rotary Youth Exchange students, and encouraging their active participation with conference attendees. It works with other committees as required (such as the opening ceremony committee) to coordinate the exchange students' participation in the overall conference program. It also works with the registrar in connection with student accommodations at the conference.

Section: District Conference Committee Positions

Tours & Activities

18

This committee is responsible for all aspects of arranging tours and activities for Rotarians and their guests.



NOMINATING COMMITTEE

Purpose

- The primary purpose of the nominating committee is to promote, recruit, interview, and select prospective candidates for
- the office of District Governor. It also selects a past governor, proposed by the governor elect, to be vice governor, to
- replace the governor in case of a temporary or permanent inability to perform the governor's duties. Every three years, the
- committee selects a past District Governor to represent the District on the council on legislation and an alternate.

Chair

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- 5 The chair shall be the past District Governor that served as District Governor three years previously, or if not available, their
- most recent predecessor that served as District Governor.

Committee Members

- The committee shall consist of the last five District Governors who are active members of clubs in District 5050 who still
- 8 reside within the boundaries of the District.

Committee Responsibilities

- The committee shall select a candidate to be the governor nominee two years before taking office as governor. The nominee shall become the governor nominee designate upon selection.
- By 1 August each year, the chair of the nominating committee shall invite clubs to submit a candidate for the office of District Governor.
 - No later than 1 October, the president of any club wishing to place the name of one of its members in nomination shall file with the chair a resolution, adopted at a regular meeting of the club naming the candidate and certified by the club secretary, stating that the candidate meets the qualifications for District Governor as follows:
 - is a member in good standing
 - has served as club president for a full term or as charter president for at least six months
 - · demonstrates willingness, commitment, and ability to fulfill the duties and responsibilities of a governor
 - On or before 15 October, the chair shall call a meeting of the committee to select a governor nominee. The committee may also consider qualified individuals it identifies as being suitable for the position. Where there are more than two candidates, balloting shall be by a single transferable ballot system. Each interview of governor nominee candidates should satisfy the following minimum needs:
 - verify that each candidate meets the formal requirement for nomination, in accordance with RI Bylaws sections 16.010 and 16.020
 - clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them
 - allow an overall summary of each candidate's qualifications and suitability
 - enable each candidate to share their vision and goals (January 2015 Mtg., Bd. Dec. 118)
 - The chair shall notify the District Governor in writing of the candidate selected within 24 hours of the adjournment of the nominating committee. Within three days of the receipt of the notice, the District Governor shall notify all club presidents in the District the nominee's name, club, and a statement of their qualifications.

Section: Nominating Committee



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Page 33 of 90
Return to Table of Contents

- If there is no valid challenging candidate, the governor shall declare the candidate of the nominating committee to be the District Governor Nominee and notify all clubs in the District within 15 days. The governor shall certify the name of the governor nominee to the Rotary International general secretary within 10 days of declaring the nominee.
- Any club in the District may propose a challenging candidate for governor nominee, but only if the candidate was already proposed to the nominating committee. The name of the challenging candidate shall be submitted by a resolution of the club adopted at a regular meeting and filed with the governor by the date set, which shall be within 15 days of notification of the selection for governor nominee.
 - The governor shall inform all clubs through a form prescribed by RI of any challenging candidate and ask whether any club concurs with the challenge. To concur, a club must adopt a resolution at a regular meeting and file it with the governor by the date set by the governor. A valid challenge requires concurrences by either: (a) 10 other clubs; or (b) 20 percent of the total number of clubs which have been in existence for at least one year as of the beginning of that year in that District, whichever is higher. A club shall concur with only one challenging candidate. Within seven days after the deadline, the governor shall notify clubs that there is a valid challenging candidate. The notice shall include the name and qualifications of each challenging candidate, the names of the challenging and concurring clubs, and state that the candidates will be voted on in a club ballot. A decision shall be rendered within 15 days by the nominating committee whose decision, made in accordance with the relevant provision of Rotary International Constitution and Bylaws, Article XIII, shall be final.

Resources

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- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Addendums

- Addendum #1 <u>District Governor 2025-2026 Candidate Application Form</u>
- Addendum #2 HOW TO SELECT A COUNCIL REPRESENTATIVE



Section: Nominating Committee



District Governor 2025-2026 Candidate Application Form Before completing this form, read the steps outlined below.

The Rot	he Rotary Club ofsubmits to the District Nominating Committee	
of		, a past president who is a qualified member of the Rotary Club.
Club P	resident's Signature	Club Secretary's Signature
In subm	itting a candidate for District Governor	r Nominee, please follow these steps:
1.		Club who is qualified to serve as District Governor. The proposed ls the qualifications, duties, and responsibilities of the office of serve.
2.	The Board of Directors has recommendate that the candidate possesses the sup	mended the candidate to the entire Club membership, who affirms port and esteem of the Club.
3.	The completed form for District G Nominating Committee.	Governor Nominee is to be submitted to the Chair of the District
4.	The candidate must attend an interv	view to be conducted by the District Nominating Committee.
Proc and	edure and certify that I understand the willing and able, physically and other	responsibilities of a District Governor as stated in the Manual of expectations of me; and I further state that I am in good health, wise, to serve as the Governor of District 5050. The information orm is accurate and complete to the best of my knowledge.
Date		Signature of the Candidate
	Please attach	a 3 X 4 color digital photograph.
Name: Last nam	ne, first name, middle initial	



Partner's Name: Last name, first name, middle initial			
Phones:	Mobile: ()	Home: ()	
Years in Rotary:			
Club President (Rotary	Year):		
Please add additional pages	s and resume, as needed to provide	information to the Nominating Committee	
positions/assignments:			
Past Club positions/assignments:			
District			
positions/assignments:			
List business and trade professional			
activities and positions:			
Civic or public			
service activities and positions:			
Transfer of			

Provide candidate statement: "Why I want to be District Governor": (Maximum 500 words).



GOVERNOR QUALIFICATIONS/REQUIREMENTS:

- Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws 16.010., 16.020., and 16.030. In addition, submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and is willing and able to assume the duties and responsibilities of the office and to perform them faithfully. Note that qualifications include having served as a club president for a full term or as charter president for at least six months.
- Have, at the time of taking office, completed seven years of Rotary membership
- Be able to discuss any phase of Rotary in a convincing manner and convey information articulately
- Have the necessary computer literacy or other facilities to properly handle the routine work of the district governor's office
- Be able to commit to 4 years of service on the Governor track and district leadership team as DGN, DGE,
 DG and Immediate Past District Governor
- Be able to attend Governor training which includes Governor Nominee training, Governor Elect training, Blue Denim, and the International Assembly normally in mid to late January of the year immediately prior to the DG year
- Be able to visit every Rotary club in the district to focus attention on important Rotary issues. Provide special attention to weak or struggling clubs. Motivate Rotarians to participate in service activities and to personally recognize the outstanding contributions of Rotarians in the district. Note that visits may be conducted individually or with several clubs at the same time.





HOW TO SELECT A COUNCIL REPRESENTATIVE

Table of Contents (click to go to the section)

Council Representative
Eligibility
Representatives' Duties
Language skills
Selecting a Representative Special
Situations

Deadline for Selection Submitting Names to Rotary Replacing Representatives Timeline for the 2023-2026 Council Cycle

Council Representative

Every district selects a representative to serve at the Councils on Resolutions and the Council on Legislation that take place during their Council term from 1 July 2023 through 30 June 2026. The Council representatives will represent their district at the:

- 2023, 2024, and 2025 Councils on Resolutions
- 2025 Council on Legislation

Representatives and alternates must be selected by **30 June 2023** and reported to Rotary International. Selection requirements and duties for representatives can be found in Article 9 of the RI Bylaws.

Eligibility

To serve as representative, a candidate must:

- Be a member of a club in the district;
- Have served a full term as an RI officer, likely as a district governor, **at the time of election** (See Special Situations below if a past governor is not available.);
- Understand and be qualified, willing, and able to perform the duties and responsibilities of a representative.

However, districts should also consider someone who is:

- Digitally literate
 - The Councils are moving online more and more each year.
 Representatives need to be comfortable using apps, websites, and other digital media;
 - Representatives must be able to send and receive emails from Rotary and be able to log in to their My Rotary account;
 - Important to be comfortable with reading and reviewing digital documents in order to competently participate in the legislative cycle;
 - Voting in the Council on Resolutions is electronic only through My Rotary.

- Able to complete mandatory Council training
 - Representatives are required to complete online representative training through Rotary's Learning Center and attend COL training at a 2024 Rotary Institute;
 - Participation at the Rotary Institute is not funded by Rotary International.
- Able to attend the Council on Legislation for its entire duration
 - The Council is a week of long days. Please choose your representative carefully to ensure they are physically capable of completing their assignment.

Representatives' Duties

Duties of a Council representative are as follows:

- Assist clubs in preparing proposed resolutions and enactments;
- Discuss proposed resolutions and enactments at district meetings;
- Be knowledgeable of the attitudes of Rotarians within the district;
- Give critical consideration to all proposed resolutions and enactments and effectively communicate their views on such proposals to the Councils;
- Act as an objective legislator;
- Participate in the Councils on Resolutions;
- Attend the Council on Legislation for its full duration; and
- Report on the deliberations of the Councils to the clubs in their district following the meetings of the Councils.

Language skills

Interpretation and translation for the Councils will be tentatively provided in:

English

- Japanese
- Portuguese

French

- Korean
- Spanish

Mandarin

A candidate must be proficient in one of the Council languages.

Selecting a Representative

The selection of the representative and alternate must be conducted in the 2022-2023 Rotary year and reported to Rotary by **30 June 2023** using the online representative selection form. Procedures for the selection can be found in Article 9 of the <u>RI Bylaws</u>.

The representative and alternate should be selected by a nominating committee procedure. Alternatively, the representative may be elected at the annual conference of the district or through a club ballot. If conducting a club ballot, either the district conference or the RI Board must approve of the method first. If you have any questions on conducting the election, please contact your CDS representative.

Any club in the district may nominate a candidate for representative, whether or not the candidate is from that particular club. The nomination must be sent to the district governor and include the signatures of the club secretary and president. If a club

nominates a Rotarian who is a member of a different club, the Rotarian's club must agree in writing for the nomination to be accepted.

SELECTION OF THE REPRESENTATIVE BY NOMINATING COMMITTEE PROCEDURE

The nominating committee procedure for representatives and alternates is based on the nominating committee procedure for district governors set forth in RI Bylaws section 12.030. A candidate for representative shall not be eligible to serve on the committee.

FAILURE TO ADOPT A METHOD FOR SELECTING MEMBERS OF A NOMINATING COMMITTEE

Any district that fails to adopt a method for selecting members of a nominating committee must utilize instead all willing and able past governors who are members of a club in that district as its nominating committee. However, a candidate for representative shall not be eligible to serve on the committee.

HOLDING AN ELECTION AT A DISTRICT CONFERENCE

If districts do not wish to use the nominating committee procedure, they can instead hold elections at the district conference (or district council in RIBI). The election must take place in the 2022-2023 Rotary year or, for RIBI, at the meeting of the district council after 1 October 2022.

The election is conducted in the same way as other elections at the district conference, following the provisions laid out in RI Bylaw section 15.050. Each club is entitled to a minimum of one vote, which is determined by using the club's paid membership as of the most recent club invoice dated 1 July. Those clubs that have over 25 members are entitled to an additional vote for every additional 25 members, or major fraction thereof.

All votes from clubs with more than one vote shall be cast for the same candidate; a club may not split its vote. If votes are split in a club, they will be considered spoiled votes.

The candidate who receives a majority (50% + 1) of the votes cast is named the representative. If there are only two candidates, the candidate failing to receive a majority of votes shall be the alternate representative, to serve in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the single transferable ballot process that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate representative.

CONDUCTING THE ELECTION THROUGH A CLUB BALLOT

Occasionally, a district will not be able to conduct its election at the district conference. In those cases, either the district conference may vote to conduct the election through a club ballot, or the governor may seek RI Board approval to conduct a club ballot. Should the conference decide to do so, the club ballot must be conducted in the month immediately following the district conference using the single transferable ballot format. Should the governor decide to seek RI Board approval, they should contact their CDS representative for assistance.

Special Situations

Occasionally, a district will have only one or no past district governors who are interested or able to serve as a Council representative. These special situations can be handled in the following ways:

ONLY ONE CANDIDATE

In those cases where there is only one eligible, and interested, candidate for representative, they shall be declared the representative for the district and no election is necessary. The governor shall appoint a qualified Rotarian to serve as the alternate.

NO AVAILABLE CANDIDATE

Should no past district governor be available to serve as representative at the time of election, the governor may request permission from the Rotary International President for either the governor, governor-elect, or a Rotarian who has served less than a full-term as governor to be named as the Council representative. **Permission must be granted before the election takes place.** Requests must be sent to Council Services, council services@rotary.org.

Deadline for Selection

Council representatives and alternates are selected in the Rotary year two years prior to the Council on Legislation. Therefore, representatives for the 2023-2026 Council cycle are to be selected no later than **30 June 2023**.

Submitting Names to Rotary

Once selected, the district governor is responsible for submitting the names of the representative and alternate to Rotary through the online form using the link that was emailed to them. Governors will need the following information for the representative and alternate:

- First and Last name
- Email address
- How and when they were selected

Once complete, emails will be sent to the representative and alternate asking them to confirm their information, plus the governor will receive a confirmation email. If the district governor does not have the link to the form, please contact Council Services at council services@rotary.org.

Note that **all Council mailings** will be sent electronically using the representative's and the alternate's primary email address in Rotary's membership database. Please keep the club secretary or data@rotary.org informed of any changes to the representative's email, to avoid missing important Council information.

Replacing Representatives

The position of Council representative is an elected one and representatives should only be replaced if they have resigned. In cases where the representative resigns, the alternate will serve. If an alternate is not able to serve as the representative or the district did not select an alternate, the sitting governor may name a new representative

who is eligible and able to serve. Representative or alternate resignations should be submitted through the resignation form._____

Timeline for the 2023-2026 Council Cycle

A representative's work spreads across their three-year Council term. The cycle is as follows:

30 June 2023 Selection of representatives and alternates

Resolution submission deadline

1 July 2023 Representative's Council term begins

October 2023 **2023 Council on Resolutions**

31 December 2023 Enactment submission deadline

31 March 2024 Amendments to proposed enactments deadline

30 June 2024 Resolution submission deadline

September 2024 Legislation published

October 2024 **2024 Council on Resolutions**

November 2024

(tentative)

Vetting of select enactments

February 2025 Statements of Support and Opposition deadline

April 2025 (tentative) 2025 Council on Legislation

30 June 2025 Resolution submission deadline

October 2025 **2025 Council on Resolutions**

30 June 2026 Representative's Council term ends Resolution

submission deadline

For further information on how to select a representative, or if you have questions about the Council, contact Council Services at council_services@rotary.org.

DISTRICT SECRETARY POSITION DESCRIPTION

Role

Provide administrative support and information to District Governor and Board of Directors.

Selection/Term

The secretary is appointed for a one-year term by the District Governor Elect to serve during their term as District Governor.

Qualifications

- Proficient with the use of on-line resources such as the Rotary International website, ClubRunner, and Rotary Club
 Central.
- Proficient with word processing, spreadsheets, PowerPoint, and other desktop functions.
- · Well-organized.
- Have good writing skills.

Responsibilities

- Take minutes at the Board of Directors' meetings, finance committee meetings, and District leadership plan & policies committee meetings and disseminate within one week of the meeting.
- Request and disseminate agenda and reports one week prior to the meetings.
- Maintain meeting minutes and the District leadership plan & policies on the District website.
- Act as a resource to club secretaries, providing information, support, and training when required.
- Attend the District learning & development assembly and conduct District secretary training sessions.

Learning & Development

Complete the Secretary learning center courses.



GOVERNOR'S AIDE POSITION DESCRIPTION

Role

Provide administrative support and information for the DG.

Selection/Term

The Governor's Aide is selected by the DGE for their DG term.

Qualifications

- Proficient with the use of on-line resources such as the Rotary International website, Rotary Club Central, and ClubRunner.
- Proficient with word processing, spreadsheets, PowerPoint, and other desktop functions.
- · Well-organized.
- · Have good writing and communication skills.

Governor's Aide Responsibilities

- Coordinate District Governor club visit schedule and maintain visit checklists.
- Order name badges for Board of Directors and assistant governors.
- Respond to emails and phone calls from club leadership and members.
- Attend G-Team meetings as requested.
- Assist with registration and collection of payments at physical events.
- Be familiar with Rotary International and District 5050 governing documents.

Other Responsibilities

Contact clubs to update club and officer information for the official RI directory and Rotary records as required.

Section: Governor's Aide Position Description

- Ensure executives and officers are recorded for each club prior to PrePETS.
- Ensure club and District leaders have proper RI access.
- Ensure necessary reporting to Rotary International is submitted.
- Maintain District leadership contact list and online directory, updating data as changes occur.
- Maintain District organization and historical data charts.
- Prepare and distribute monthly District email with news of upcoming events and seminars.
- Set up events through ClubRunner event planner and monitor registrations.
- Remuneration: \$500 US per month on an independent contractor basis.

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



DISTRICT GOVERNOR ELECT POSITION DESCRIPTION

Role

The District Governor Elect (DGE) continues the educational process to gain a clearer insight into District operations in preparation for the position of District Governor (DG).

Selection/Term

- The District Governor Nominee will be elected at the RI convention held immediately preceding the year in which such
- nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect
- and assume office as District Governor on 1 July in the calendar year following election.

Qualifications

- In accordance with Article16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGE must be a member,
- other than honorary member, in good standing of a club in the District and have been a Rotarian for at least six years at the
- time of taking office as DGE. They must have served as president of a Rotary club and must be prepared to attend for its
- full duration the international assembly.

Responsibilities

- Serve on the District Board of Directors, the governor team, the finance committee, and the PNWPETS Board of Directors.
- In consultation with the governor team, select or confirm directors, committee chairs, assistant governors, the secretary, and the treasurer to serve during the next fiscal year and notify all candidates after confirmation by the Board of Directors.
- Appoint the governor's aide.
- Prepare the annual District budget for the next fiscal year.
- Coordinate District learning seminars for club presidents-elect and assistant governors as well as the District learning& development assembly.
- Continue planning the District conference held in the ensuing year.
- Plan the GolFUN event held in August to raise funds for the Rotary Foundation.
- Promote and ensure attendance by each club president-elect at PRE-PETS and PNWPETS learning seminars.
- Hold a reception for presidents-elect and other PNWPETS attendees on Friday and Saturday evenings of the seminar.
- Organize the Advisory Council of Past Governors meeting after the international assembly.
- Attend District seminars and events.

Learning & Development

- Complete the DGE learning center courses.
- The DGE (and spouse/partner if available) is required to attend the governor elect advanced training seminar (GETS).
- The DGE (and spouse/partner if available) is required to attend the blue denim seminar in January.
- The DGE (and spouse/partner if available) is required to attend the international assembly in January.
- Attend the District conference (and spouse/partner if available).
- Attend the Rotary International convention (and spouse/partner if available).

Resources

Bylaws of Rotary International



- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



DISTRICT GOVERNOR NOMINEE POSITION DESCRIPTION

Role

The District Governor Nominee (DGN) begins the formal learning process to prepare for their future roles as District Governor Elect (DGE) and District Governor (DG).

Selection/Term

- The District Governor Nominee Designate (DGND) becomes the DGN for a one-year term at the start of the Rotary year on
- 4 1 July following their selection as DGND.

Qualifications

- In accordance with Article16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGN must be a member,
- other than honorary member, in good standing of a club in the District and have been a Rotarian for at least five years at
- the time of taking office as DGN. They must have served as president of a Rotary club.

Responsibilities

- Serve on the District Board of Directors and the governor team.
- Member of the council on legislation committee.
- Observer on the finance committee and the PMWPETS Board of Directors.
- Serve as the liaison between District leadership and the District Rotary youth exchange committee.
- Continue to plan the District conference held in the year they are DG as per the timeline set by the District conference review committee.

Learning & Development

- Complete the DGN learning center courses.
- The DGN (and spouse/partner if available) is required to attend the governor nominee advanced training seminar (GNATS).
- The DGN (and spouse/partner if available) is required to attend the blue denim seminar in January.
- Attend the District conference.
- Attend the Rotary International convention, if possible
- The DGN is encouraged to attend as many District seminars and events as possible including PRE-PETS, PNWPETS, and the District learning assembly.

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



DISTRICT GOVERNOR NOMINEE DESIGNATE POSITION DESCRIPTION

Role

The primary role of the District Governor Nominee Designate (DGND) is to learn the operations of the District and observe the activities of the DGN, DGE, & DG.

Selection/Term

- 3 The District has adopted the nominating committee process to select a nominee for District Governor. The nominee shall
- become the DGND upon selection and the District Governor Nominee on 1 July two years before taking office as DG.

Qualifications

- In accordance with Article16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGND must be a member,
- other than honorary member, in good standing of a club in the District and have been a Rotarian for at least four years at
- the time of taking office as DGND. They must have served as president of a Rotary club. It is also recommended that the
- DGND selected has served as an assistant governor or in a District-level position.

Responsibilities

- Begin planning the District conference held in the year they are DG as per the timeline set by the District conference review committee.
- Serve on the governor team.
- Observer on the District Board of Directors.
- Attend as many District events and seminars as possible including the District learning assembly and the District conference.

Learning & Development

- Complete the Learning Center Course: Getting Started with the Learning Center.
- Review the governing documents of Rotary International and District 5050.
- The DGND (and spouse/partner if available) is required to attend the blue denim seminar in January.

Recommended Upon Selection

- Submit a resume and formal head shot for the District website.
- Print business cards indicating DG year.
- Set up a separate "Rotary" email address.
- Obtain a NEXUS pass for ease in crossing the US/Canada border.
- Develop a system to track expenses.
- Consider obtaining a dedicated credit card for reimbursable expenses.

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



IMMEDIATE PAST DISTRICT GOVERNOR POSITION DESCRIPTION

Role

- The primary role of the immediate past District Governor (IPDG) is to provide guidance and advice to the District leadership
- team as requested.

Selection/Term

The District Governor becomes the IPDG at the beginning of the next Rotary year on 1 July for a one-year term.

Responsibilities

- District Leadership Plan & Policies Committee Chair
- · District Board of Directors
- G-Team
- District Finance Committee
- District Nominating Committee

Years 2 Through 5

• District Nominating Committee

Addendums

• Addendum #1 – District Leadership Plan & Policies Committee



DISTRICT LEADERSHIP PLAN & POLICIES COMMITTEE

Purpose

- Make recommendations to the Board of Directors regarding ways to improve the organizational structure, communication flow, and operations of the District.
 - Chair
- Immediate Past District Governor

Committee Members

- Vice Governor
 - Council on Legislation Representative
 - Senior Assistant Governor
 - District Secretary

Committee Responsibilities

- Update the District Leadership Plan (DLP) as changes occur in the District.
- Regularly review and update the DLP to align with changes to the RI governance documents, including the RI bylaws and code of policies.
- Post the DLP and updates on the District website for all District members to access.
- Monitor the implementation of the District strategic plan.

Learning & Development

Review the governing documents of Rotary International and District 5050.

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



VICE GOVERNOR POSITION DESCRIPTION

Role

The role of the Vice Governor is to replace the District Governor in case of a temporary or permanent inability to perform the governor's duties.

Selection/Term

- The District nominating committee for governor may select a past governor, proposed by the governor-elect, to be vice
- governor, who shall serve during the year following selection. If the nominating committee makes no selection, the governor-
- 5 elect may select a past governor as vice governor.

Responsibilities

- Serve on the District Board of Directors.
- · Chair of the Advisory Council of Past Governors
- Member of the District leadership plan & policies committee.

Resources

• 2023 Manual of Procedure: 16.060. Vacancy in the Office of Governor

Addendums

Addendum #1 – ADVISORY COUNCIL OF PAST GOVERNORS



ADVISORY COUNCIL OF PAST GOVERNORS

Purpose

- Provide support for the current District Governor line (G-Team) and act as a sounding board for suggested ideas to test their
- validity or likely success before they are made public.

Council Members

All past governors who are members of Rotary clubs within the District.

Role

- 4 Members of the advisory council have tremendous experience with a wide array of Rotary programs and projects and can
- belp provide continuity and support. The G-Team members are urged to draw upon past governors for information and
- assistance when needed such as training incoming governors, promoting the Rotary International convention, or providing
- direct assistance to weaker clubs.
- 8 The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of
- the past governors. (January 2015 Mtg. Bd. Dec. 118)

Meetings

- Any meeting of all of the entire Advisory Council of Past Governors shall be chaired by the Vice Governor. At least once a
- year, within the month following the end of the International Assembly, the Vice Governor shall call a meeting for the G-
- Team to share the 'State of the District' and their plans for the upcoming Rotary year.

ADVISORY COUNCIL OF PAST GOVERNORS

Name			Partner	Governor Year	Rotary Club	
PDG	Rainville	Tom	Davis	1987-88	Everett	WA
PDG	Senter	Don	Lois	1994-95	Everett	WA
PDG	Pregler	Bernie	Flora	1995-96	Coquitlam	ВС
PDG	Switzer	J.B.	May Lin	1998-99	Oak Harbor	WA
PDG	Robinson	Dave		1999-00	Chilliwack BC	ВС
PDG	De Tuerk	Kathy		2001-02	Oak Harbor	WA
PDG	Kalbert	Mary	John	2001-02	San Juan Islands	WA
PDG	Martin	Rob		2003-04	Burlington	WA
PDG	Drew	Dick	Aline	2004-05	Haney	ВС
PDG	Thomson	Rod	Cathy	2006-07	Abbotsford	ВС
PRIVP	Rohrs	Dean	Rhino	2007-08	Langley Central	ВС
PDG	Bosch	John	Maxine	2007-08	South Everett/Mukilteo	WA
PDG	Stinson	Larry	Karola	2008-09	Chilliwack	ВС
PDG	Jubie	Larry	Linda	2009-10	Marysville	WA
PDG	Wiebe	Wayne	Arlene	2010-11	Langley	ВС
PDG	Helten	Jane		2011-12	Whidbey Westside	WA
PDG	Hogan	Sean		2012-13	North Delta	ВС
PDG	Boyd	Denis	Maureen	2013-14	Coquitlam	ВС
PDG	Ryan	Lyle	P.J.	2014-15	South Everett/Mukilteo	WA
PDG	Robson	Bill	Lona	2015-16	Langley Central	ВС



PDG	Coyle	Lindagene		2017-18	White Rock Peninsula	ВС
PDG	Murray	Linda	Bill	2018-19	South Everett/Mukilteo	WA
PDG	Whittaker	Brad	Kim Isaac	2019-20	Chilliwack	ВС
PDG	Tichelman	Carol		2020-21	Chilliwack	ВС
PDG	Harrington	Bev	Dick	2021-22	Burlington	WA



SENIOR ASSISTANT GOVERNOR POSITION DESCRIPTION

Role

The senior assistant governor (SAG) is a liaison between the assistant governors (AGs) and the District leadership team.

Selection/Term

The SAG is appointed by the District Governor Elect for a one-year term.

Qualifications

- Be an active member of a club in the District.
- Shall have served as an AG for 3 years.
- Demonstrated a thorough understanding of the role of an AG.
- Has the ability and desire to attend regularly scheduled meetings of the District Board of Directors.
- Demonstrated leadership qualities and skills, including listening, communication, motivation, accessibility, integrity, and being proactive.
- Regular participation in District events.

Responsibilities

- Serve on the District Board of Directors and the District leadership & policy committee.
- Act as a communication link between the board and the AGs.
- Work with the DG in establishing direct lines of communication between the DG and AGs.
- Assist the director of learning and development in enhancing the skills of AGs.
- Hold monthly meetings of all the AGs to provide support and foster collaboration.
- Provide mentoring and counseling to the AGs.
- Assist the DG in monitoring the effectiveness of each AG.
- Assist the District Governor Elect (DGE) in identifying candidates to serve as an AG.
- Such other duties as the DG may assign.

Learning & Development

- Complete the Learning Center Course: Working with your District Team.
- Review the governing documents of Rotary International and District 5050.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Addendums

Addendum #1 – Assistant Governor Position Description



ASSISTANT GOVERNOR POSITION DESCRIPTION

Role

- Assistant Governors (AG) serve as the District Governor's official representative to motivate and support the Rotary and
- 2 Rotaract clubs in their assigned area to thrive.

Selection/Term

- AGs are appointed by and hold office at the pleasure of the District Governor (DG) for a term ending with the term of office
- of the DG, but eligible for reappointment by a succeeding DG, up to a maximum of three successive one-year terms. (District
- 5 Bylaws 6.1)

Qualifications

- Served as a club president.
- Have a My Rotary account and be familiar with the courses offered in the Learning Center.
- Knowledge of Rotary policies and online tools.
- Able to regularly visit clubs.
- Able to attend and support District training events.

Responsibilities

- Develop close working relationships with the club leadership in their assigned area.
- Hold regular meetings of club presidents to foster collaboration.
- Attend monthly group AG meetings.
- Visit each club at least quarterly to provide information about RI and District resources, learning seminars, and events to encourage club member participation.
- Assist clubs as necessary to enter club goals in Rotary Club Central and encourage them to complete the activities which lead to the Rotary citation.
- Assist clubs with strategic planning and obtaining special assistance from District committees as needed.
- Assist clubs to create a public presence through social media and press releases.

As A Member Of The District Leadership Team

- Advise the DG of club events and activities.
- Assist clubs in planning for the DG's official visit and completing the Governor Visit Checklist.
- Attend, welcome, and introduce the DG on their official visit.
- Attend and assist at presidents elect training and District learning seminars.
- Identify and promote the development of future District leaders.
- Promptly act and follow-up on membership leads from Rotary.org.
- Communicate each club's strengths, weaknesses, and progress toward goals by using the "Club Rating" feature in Rotary Club Central.
- Support the assistant governor elect (AGE) in transition to the role and provide relevant information about status of area clubs.

Learning & Development

- As AGE, complete assistant governor basics in the RI Learning Center.
- Review the governing documents of Rotary International and District 5050.



- Bylaws of Rotary International
- · Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

AG Expense Reimbursement Policies

The District budget identifies funds to cover AG expenses in fulfilling the responsibilities outlined in the AG position description.

- An annual stipend.
- Meal expenses on official club visits are to be covered by the club.
- Attendance at PNWPETS and District learning assembly.
- All reimbursement requests shall be submitted to the District treasurer on the District expense form with appropriate receipts attached within 30 days of the expense being incurred.

Ineligible Expenses

15

- · Club and District fundraising events and activities.
- Bar bills and alcohol.
- Entertainment.
- Laundry, dry cleaning, or personal grooming.
- Medical expenses.
- · Automobile repairs.
- Hardware or software, telephones, computers, or associated costs.
- Internet, cable, phone service or lines.
- Exceptions to the above require the prior approval of DG and finance chair.



DISTRICT COMMITTEES

Nominating Committee

Purpose

District committees are charged with carrying out the goals of the District as formulated by the governor with the advice of the assistant governors and the strategic plan.

Committees

The District shall have the following standing committees, chaired by a director:

Diversity, Equity & Inclusion Public Image & Communications

Finance Rotaract

Learning & Development Rotary Foundation
Membership Youth Services

Standing Committees, Not Chaired By A Director Include:

Community Service Rotary Youth Exchange

Conference Review Rotary Youth Leadership Awards
Interact Youth Adventures in Leadership

Leadership Plan & Policies Youth Engaged in Service

In addition to the above standing committees, the following committees may be appointed: Alumni, Convention Promotion, District Conference, International Service, New Generations Service Exchange, Rotary Friendship Exchange, and such other committees as the DG or board shall elect to appoint.

Selection/Term

14

17

The DGE is responsible for appointing committee chairs and conducting planning meetings prior to the start of their year in office as DG. Their term is for one year except for the Diversity, Equity & Inclusion, Foundation, Membership, and Youth Services which have a three-year term.

Responsibilities

- At the beginning of the Rotary year, an annual action plan shall be developed in consideration of the District strategic
 plan and the goals of the DG that includes committee goals, action steps, milestones, success measures, and
 recognition.
- Minutes of committee meetings shall be recorded, and copies forwarded to the District Governor and District secretary within one week of a meeting.
- All standing committees shall submit a written activity report to the District secretary a minimum of one week prior to the Board of Directors meeting.
- A written annual report shall be prepared to be presented to the District.



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: District Committees

DIVERSITY, EQUITY, & INCLUSION COMMITTEE

Purpose

- The committee supports member, club, and District efforts to grow and diversify our membership and participation by promoting diversity, equity, and inclusion (DEI) practices and policies for members, participants, and the community.
- 5 Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and
- leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each
- person has the necessary access to resources, opportunities, networks, and support to thrive.

Director/Chair

The chair is appointed by the DGE, with documented agreement of the DGN and DGND, to a three-year term, subject to review, in order to have continuity of leadership.

Qualifications

- Significant knowledge of, commitment to, and experience with diversity, equity, and inclusion best practices and initiatives.
- Effective communication skills.

Responsibilities

14

- Serve as a point of contact for DEI information and support.
- Identify local and regional DEI issues.
- Evaluate District policies and guidelines using a DEI lens and recommend any changes to increase the diversity, equity, and inclusion of those policies and guidelines to the District leadership plan & policies committee.
- Advise District leadership on creating a welcoming District culture.

Committee Members

The committee should reflect the diversity of the District and include members of Rotary and Rotaract clubs and participants. It is preferred that members have one or more of the following qualities.

- · Experience leading DEI activities.
- Professional DEI experience or education.
- Lived DEI experience.

Committee Responsibilities

- Provide DEI education and resources in cooperation with the District learning & development committee.
- Be available to visit clubs to promote DEI.
- Promote ideas put forward by Rotary International's DEI Taskforce when appropriate.

Learning & Development

- Complete the RI Learning Center basic and intermediate DEI courses.
- View the Rotary DEI webinar series.

- Rotary Code of Policies, Chapter III Districts
- District 5050 Leadership Development Plan & Policies
- District 5050 Strategic Plan



FINANCE COMMITTEE

Purpose

- The finance committee is a standing committee of the District charged with ensuring all District finances are handled in a
- proper manner adhering to the stewardship and fiduciary responsibility placed on the District by its members and Rotary
- 4 International.

Director/Chair

- 5 The chair shall be a past District Governor appointed by the District Governor for a term of one year and a voting member
- of the Board of Directors.

Committee Members

- The committee shall be composed of seven voting members and two non-voting members. A quorum shall consist of four voting committee members.
- The voting committee members shall be the committee chair, District Governor, District Governor Elect, immediate past
 District Governor, and three members appointed by the committee chair. Preference should be given to those with previous service as club treasurer and Rotarians with accounting/finance experience. The committee members must be in good standing as members, other than honorary, of a Rotary club in the District.
- The District Governor Nominee, District treasurer, and District secretary are non-voting members of the committee. The
 District secretary shall record and distribute the minutes of committee meetings and post them on the District website within one week after a meeting.

Responsibilities

The chair shall:

16

- Set meeting dates, times, and agendas in consultation with the committee members.
- Preside at the meetings.
- Designate a US member of the committee as the registered agent for District 5050.
- Review and approve District Governor expense reimbursement requests.
- Advise the members of the finance committee regarding all finance matters discussed by the District Board of Directors.
- Chair the District conference review committee.

The Committee Shall:

- Adhere to the finance policy rules and guidelines and recommend updates to those policies to the Board of Directors as the committee deems appropriate.
- Meet no less than four times each year, or more frequently if requested by the chair or the District Governor, to review reports and financial statements prepared by the District treasurer, ensure that proper records of income and expenditures are maintained, and to conduct such other business as the committee deems useful in discharging its responsibilities.
- Review, provide guidance, and make recommendations to the District Governor Elect with respect to the annual District budget for the next Rotary year, including the amount of District dues, and other income and expenses. Transmit the final budget to the Board of Directors for ratification and forwarding to all club presidents elect by the District Governor Elect.

Section: Finance Committee



- Establish, provide oversight, and monitor control of District bank accounts for general or specific purposes. All accounts must be established according to the guidelines of the manual of procedure and code of policies of Rotary International.
- Ensure an annual statement and report of District finances is prepared and arrange for an independent review by a qualified
- accountant or a review committee that consists of at least three active Rotarians including a past governor and someone
- who has audit experience except anyone serving as governor, treasurer, bank account signatory, or member of the finance
- 6 committee for the fiscal year being reviewed.
- Ensure that the annual non-profit corporation report is filed by the District Registered Agent with the Washington Secretary of State.

Learning & Development

- Rotary Learning Center Courses for all committee members:
 - District Committee Basics
 - District Finance Committee Intermediate
 - Minimizing Risk

Resources

13

18

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Addendums

- Addendum #1 <u>District Finance Policies</u>
 - Expense Reimbursement Policy
 - District Budget Procedure
- Addendum #2 <u>District Treasurer Position Description</u>
- Addendum #3 District Conference Review Committee



DISTRICT FINANCE POLICIES

Reserve Account

A District reserve account equal to the prior year's operating fund expenditures shall be maintained. Withdrawals or transfers from the District reserve account require the approval of the finance committee.

Signing Authority

There shall be at least three signing officers for any District bank account. Two signatures shall be required for any withdrawal. The finance committee chair and the District treasurer shall have signing authority on District bank accounts. It is recommended that signers be the same on both US & CN accounts and that there are two US and two CN signers on those accounts. Reference to District bank accounts shall not include bank accounts maintained by the District foundation committee or other District committees.

District Conference Committee

Each District conference committee may establish a dedicated bank account to accept sponsorship donations as well as the District conference subsidy which is based on \$5.00 per member of the District as of 1 January of the DGE year. The District treasurer shall be informed of the account signing authorities and have access to all bank statements. Budgeted expenses approved by the District Board of Directors may be paid from this account with appropriate documentation. The District expense form or check requisition form may be submitted to the District treasurer for conference expense reimbursements or payments. The conference registrar shall maintain an online conference registration system and communicate the conference registrations, cancellations, and any refunds given to the conference committee treasurer.

District Committees

14

16

18

24

28

A District committee wishing to have its own bank account must first obtain the approval of the finance committee and provide a budget of income and expenditures at the start of each Rotary year, quarterly financial statements along with the bank account statement (or more frequently as may be requested by the finance committee), and a year-end financial 15 August each year showing income and detailed expenses. The year-end financial statement shall statement by be included in the District year-end financial report.

The signing authorities for all District committee bank accounts shall be updated and verified annually by the District treasurer. The District treasurer shall have access to all bank statements associated with those accounts. This shall not apply to bank accounts maintained by the District foundation committee which has specific requirements for signing authorities and reporting.

Solicitation of Donations

District-wide solicitation of donations shall have the prior approval of the District Governor. Such donations shall be directed to the District treasurer for deposit to the District bank account from which disbursements shall be made unless prior approval has been obtained from the finance committee to open a separate bank account. Funds raised or collected for a specific purpose shall be used only for the approved purpose.

Section: District Finance Policies

Addendums

- Addendum #1.1 Expense Reimbursement Policy
- Addendum #1.2 District Budget Procedure



Last Updated: July 2, 2023

Page 61 of 90 Return to Table of Contents

EXPENSE REIMBURSEMENT POLICY

- Reimbursement is provided for expenses incurred in the performance of official duties that are included in the District budget and approved by the District Governor. Expenses incurred by the District Governor require finance chair approval.
- All reimbursement requests shall be submitted to the District Governor for approval with copies to the district treasurer on
- the district expense form with appropriate receipts attached within 30-60 days of the expense being incurred. District
- governor expenses are submitted to the chair of the finance committee for approval with copies to the district treasurer.
- A bank credit card with a \$10,000 limit shall be issued to the District Governor Elect to be used for expenses identified in
- the annual budget in performing their duties through the end of their year as District Governor at which time it must be
- relinquished to the District Treasurer. A District expense form with appropriate receipts attached shall be submitted to the
- District Treasurer within 30 days of any expense being incurred.
- A bank credit card with a \$10,000 limit shall be issued to the District Treasurer to be used on behalf of District leadership for expenses identified in the annual budget.

Travel

- Mileage reimbursement shall be based on the current Rotary International rate.
- Flights reimbursed for economy class and only if travel by vehicle is not reasonable.
- Lodging reimbursed for standard room at hotel where event is held, and distance traveled requires an overnight stay.
- Meals at actual cost with receipts, or per diem of \$75 USD, whichever is less.
- Parking, ferry, bus reimbursed at cost.

Other Expenses

Telephone, printing, photocopying, postage reimbursed at cost within budget.

Ineligible Expenses

- · Club and District fundraising events and activities
- · Bar bills and alcohol
- Entertainment
- Laundry, dry cleaning, or personal grooming
- Medical expenses
- Automobile repairs
- Hardware or software, telephones, computers, or associated costs
- Internet, cable, phone service or lines
- Exceptions to the above require the prior approval of the District Governor and finance chair.

Reimbursements for Governor Line

District Governor

30

The District budget identifies funds to cover DG expenses in performing their duties as well as attendance at the governor advanced training seminar, blue denim seminar, District learning assembly, and Rotary International convention along with expenses for spouse/partner if attending.

Section: District Finance Policies



- Rotary International allocates funds for governor visits, training meetings, the District conference, and office expenses.
- Costs not covered by the RI allocation are included in the District budget.

District Governor Elect

- The District budget identifies funds to cover DGE expenses in preparation for the office of District Governor as well as
- planning, attending, and delivering District and multiDistrict learning seminars, attendance at PNWPETS board meetings,
- 5 governor elect training seminar (GETS), blue denim seminar, international assembly, PNWPETS, District learning assembly,
- and Rotary International convention.
- Expenses for spouse/partner to attend GETS, blue denim, international assembly, and Rotary International convention are
- 8 reimbursable.

District Governor Nominee

- The District budget identifies funds to cover DGN expenses in preparation for the office of District Governor Elect as well as attendance at PNWPETS board meetings, governor nominee training seminar (GNATS), blue denim seminar, PNWPETS, and District learning assembly.
- Expenses for spouse/partner to attend GNATS and blue denim are reimbursable.

District Governor Nominee Designate

The District budget identifies funds to cover DGND expenses in preparation for the office of District Governor Nominee as well as attendance at blue denim seminar and District learning assembly.

Section: District Finance Policies

Expenses for spouse/partner to attend blue denim are reimbursable.



DISTRICT BUDGET PROCEDURE

October	District treasurer provides DGE with the past four years of actual budget income/expense data.
	DGE solicits budget requests from the chair of each District committee and prepares a preliminary budget.
December	Finance committee reviews preliminary budget submitted by DGE and makes a recommendation to the Board of Directors.
January	Board of Directors adopts the proposed budget for submission to club presidents elect.
February	Proposed budget is presented to the presidents elect at PNWPETS.
March/April	Budget is presented to and voted upon by the presidents elect at the District learning and development assembly. A 75% favorable vote of those in attendance is required.



Section: District Finance Policies

DISTRICT TREASURER POSITION DESCRIPTION

Role

Prepare or oversee all District accounting activities.

Selection/Term

- The District treasurer shall hold office at the pleasure of the District Governor in consultation with the District Governor Elect
- and the District Governor Nominee.

Qualifications

Accounting procedures knowledge and proficiency in using QuickBooks software for processing accounting transactions and reports. Current or past certification by a professional accounting body is preferred.

Responsibilities

- Receive check requisitions and expense reimbursement requests, verify appropriate receipts are attached and
 expenses do not exceed the amounts budgeted, obtain the approval of the District Governor, and process within
 fourteen (14) days of receipt.
- Post all income and expenses on a timely basis, reconcile the bank accounts, prepare monthly financial statements, and send them to the chair of the finance committee by the 15th of the following month.
- Document, update, and archive all bank and District financial information on the District-owned laptop computer and create a quarterly backup copy on a USB flash drive stored in a secure location.
- Assist the District Governor Elect in the development of the next year's budget.
- Prepare the Rotary International Annual Statement and Report of District Finances based on the previous Rotary year and submit to the Finance Committee for review no later than November 30 each year..
- Work with the assigned tax accountant and provide all necessary documentation to file annual taxes.
- Attend all meetings of the finance committee.



DISTRICT CONFERENCE REVIEW COMMITTEE

Purpose

- The District conference review committee (DCRC) provides advice and resources for the District conference committee (DCC) and is responsible for the oversight of conference contracts and budgets to ensure conferences are self-sustaining with no financial obligations to the District.
- with no financial obligations to the District.

Chair

14

The chair of the District finance committee chairs the DCRC and selects the committee members.

Committee Members

- Past District Conference Chair
- Two Past District Governors
- District Treasurer or an approved accountant
- Past Registrar
- Lawyer or contract specialist

DCRC Responsibilities

- Provide advice and resources to the DCC.
- Review the proposed venue, speakers, and entertainment contracts submitted by the DCC prior to their execution, making recommendations as appropriate.
- Review the conference budget and all successive updated budgets.
- Forward contracts and the conference budget to the District Board of Directors who shall provide final approval within 30 days of submission (to facilitate the most favorable contract terms possible).

Annual DCC Responsibilities:

- Communication between the DCC and the DCRC shall be conducted between the chairs of each committee.
- Minutes shall be taken at all DCC meetings and submitted to the DCRC.
- Future District conference chairs are encouraged to attend the meetings of their predecessors if possible.
- The DCC shall not sign any contracts or incur any expenses until they have been approved by the District Board of Directors.
- All proposed contracts (venue, audio visual support, speakers, entertainment) related to the District conference shall be submitted to the DCRC. The DCRC will review the contracts and may return them to the DCC with recommendations as appropriate. After final review, the chair of the DCRC shall forward the contracts to the District Board of Directors for approval.
- At the time of presenting the venue contract, a preliminary conference budget shall be presented to the DCRC based on the template provided. All anticipated revenue and expenses will be identified in the preliminary conference budget and all updated budgets so that the best representative figures are available. The same review and approval process will proceed as for contracts.
- Future updates of the conference budget shall be presented to the DCRC along with actual financial performance
 to date at one year out, six months out, and three months out or at such additional times as determined by the
 DCRC or by the District Board of Directors.
- The District Board of Directors will provide a subsidy to the DCC based upon \$5.00 per member of the District as
 of January 1 of the District Governor Elect year.
- The DCC may establish a dedicated bank account to accept sponsorship donations as well as the District conference subsidy.



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: District Conference Review Committee

- Budgeted expenses approved by the DCRC may be paid from this account with appropriate documentation. The District expense form or check requisition form may be submitted to the District treasurer for conference expense reimbursements or payments.
- The conference registrar shall maintain an online conference registration system and communicate the conference registrations, cancellations, and any refunds to the conference committee treasurer.
- Any net profits from the District conference shall be given to the District.

Resources

Resources relating to best practices will be made available by request. These include but are not limited to:

- past conference budgets
- past conference programs
- minute-by-minute agendas
- Members of the DCRC will be available for consultation.



LEARNING & DEVELOPMENT COMMITTEE

Purpose

To develop and deliver learning and educational opportunities for all Rotarians/Rotaractors in the District believing that:

- An educated and informed Rotarian/Rotaractor is empowered and engaged.
- Investment in learning and development grows Rotarians/Rotaractors professionally and personally.
- Adult learning that occurs at the individual level is participant centered, experiential, and applicable.
- Continuous learning and development opportunities are provided WHY, HOW, WHEN, and WHERE Rotarians/Rotaractors need them.
- The content (the WHAT) is tailored to the participant/audience.

Director/Chair

The chair is appointed by the District Governor Elect for a three-year term, renewable annually, subject to approval of the DGE, DGN, and DGND.

Qualifications

- An active member of a Rotary or Rotaract club in the District who is knowledgeable in Rotary and District programs and policies.
- Demonstrated organizational, leadership, and facilitation skills.
- Competent technology and ClubRunner skills.
- Effective verbal and written communication skills.
- Knowledge of the RI Learning Center courses: when/how they are beneficial.
- Ability to travel to/from Canada/USA.
- Rotarians with adult education and programing experience preferred.

Responsibilities

- Lead the District learning & development committee and organize the roles of the committee members.
- Work with the DGE to establish an annual learning and development plan, schedule, and budget that provides learning opportunities for District assistant governors, District committee chairs, club leadership, and members.
- Ensure implementation of the plan including administration, promotion, logistical support for learning events, and evaluation.
- Identify training resources inside and outside Rotary.

Committee Members

The composition of the committee will vary depending on the needs of Rotary audiences. The team may include but is not limited to membership, foundation, and public image committee members; presidents elect; and assistant governors.

Committee Responsibilities

Assist the convener, usually the governor or governor elect, of each District learning session. Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:

- program content
- identification of speakers and other volunteers
- preparing learning facilitators
- logistics
- marketing to target audiences
- conducting sessions



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Learning & Development Committee

Page 68 of 90

Return to Table of Contents

program evaluation

Expected Outcomes

- Rotarians/Rotaractors with knowledge and skills who are engaged and empowered to "DO Rotary."
- Strengths and resiliency are built, professionally and as Rotarians/Rotaractors.

Support club learning facilitators in planning and promoting club learning events.

- Rotary/Rotaract club leaders who lead, motivate, support, and inspire club members thereby strengthening clubs in a changing world.
- Successful community and international service projects that improve lives and make lasting positive change.
- Partnerships with other humanitarian leaders and organizations that leverage the impact and reach of our service.

Learning & Development

- Applicable Learning Center Courses
- Zone Learning Seminar

- Bylaws of Rotary International
- · Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



MEMBERSHIP COMMITTEE

Purpose

Identify, market, and implement membership development strategies that will result in membership development and growth, and the formation and support of new Rotary and Rotaract clubs within the District.

Director/Chair

The chair is appointed by the DGE, with documented agreement of the DGN and DGND to a three-year term, subject to review, in order to have continuity of leadership.

Qualifications

- Significant knowledge of, commitment to, and experience with membership attraction, engagement, and retention activities.
- Preference should be given to those who have been successful in inviting new members to join Rotary or Rotaract, implementing membership programs, and who are members of clubs that have diversified membership.

Responsibilities

- Work with DG and club leaders to ensure that the District achieves its membership goals.
- Plan, market, and coordinate District membership seminars in consultation with the DG and the District learning & development facilitator.
- Ensure that a membership learning experience is an important part of the District learning & development assembly.
- Coordinate District-wide membership development activities.
- Ensure that membership leads from RI are promptly distributed to appropriate District area assistant governors.
- Encourage clubs to participate in RI or presidential membership development recognition programs.
- Maintain communication with other District committees to coordinate activities that will aid membership development efforts
- Encourage clubs to develop and implement an effective membership recruitment plan.
- Visit clubs to speak about successful membership development activities; share information on successful activities.
- Work with the public image committee on membership brochures, website information regarding membership, and other promotional materials.
- Oversee the management of the Rotary networking plus business directory.
- Study Zone and RI membership growth reports. Help prepare District membership forecast.
- Create membership minutes for District distribution.
- Identify committee members who can assist in these responsibilities.

Committee Members

- Consideration should be given to those who have served as chairs of club membership committees.
- Preference should be given to individuals who have been active and successful in establishing and nurturing new clubs.

Committee Responsibilities

- Work with the chair to ensure the District achieves its membership goals.
- Help with leadership for District-wide membership learning seminars, including promotion and coordination of such events.
- Assist club membership leaders/chairs in carrying out responsibilities.
- Assist in the management of the Rotary networking plus business directory.



30

Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: Membership Committee

Learning & Development

Membership seminars offered through the Zone and the Rotary Learning Center.

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



PUBLIC IMAGE & COMMUNICATIONS COMMITTEE

Purpose

- Rotary International strives to positively impact society through its various programs and initiatives. As part of this effort,
- the District public image & communications committee is dedicated to promoting Rotary to the general public and supporting
- clubs with their public image. The committee works to raise awareness and appreciation for Rotary's programs among
- Rotarians and the wider community, emphasizing the importance of effective publicity and positive public relations.

Director/Chair

The chair is a member of the Board of Directors, appointed by the District Governor Elect for a one-year term.

Qualifications

- A thorough knowledge of Rotary and the ClubRunner program.
- Good management skills including being a good recruiter, communicator, and organizer.
- Other helpful skills include graphic design and writing.

Responsibilities

- Development and implementation of the District public image and communications plan.
- Recruit committee members.
- Appoint the District webmaster, the editor of the Peace Arch Journal (PAJ), and the social media administrators.
- Assure that each medium provides current, relevant, and quality information.
- Coordinate messages in all the above mediums with the public, District leadership, and Rotarians.
- Assure that District documents found on the website are current and categorized for easy retrieval.
- Encourage District leaders to use the ClubRunner training tools.
- Liaise and collaborate with the Zone 28 Public Image Coordinator.

Committee Members

Members of the committee should include but not be limited to the following:

Webmaster

18

- Peace Arch Journal Editor
- Social Media Administrators (Facebook, Twitter, Instagram, YouTube)

Preference should be given to those who have experience as a club public image chair and to Rotarians with media, public image, or marketing skills.

Committee Responsibilities

- Assist the chair with the implementation of the District public image and communications plan.
- Stay informed about District projects and activities.
- Encourage clubs to make public image a priority.
- Share RI public image materials with clubs.
- Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
- Promote Rotary's visual identity and voice.
- Seek opportunities to speak to individual clubs about the importance of club public image.

Learning & Development

Courses offered through the Zone and the Rotary Learning Center.



Resources

- Zone 28 Public Image Specialist
- Public Image dropdown tab on District website including links.
- Rotary Code of Policies Section 17.030.2.

Addendums

• Addendum #1 - PUBLIC IMAGE AND COMMUNICATIONS PLAN



ROTARY DISTRICT 5050

PUBLIC IMAGE AND COMMUNICATIONS PLAN

Adopted June 6, 2020

This is the public image and communications plan for Rotary District 5050 ("D5050"). It is intended only as an outline and guidelines to be followed by District and Club Leaders for effective communication.

Goals:

- To increase public awareness of Rotary in D5050 and within the area served by each club.
- To improve communication between district leadership, and with leadership in the clubs.
- To fully utilize communication tools to assist clubs in reaching strategic goals in membership recruitment, Foundation giving, service delivery and events.
- To fully utilize communication tools to assist D5050 committees in fulfilling the committee's mission.

Communication Tools: The following are the tools available:

Public

- 1. ClubRunner (CR) Homepage: https://portal.clubrunner.ca/50004
- 2. Facebook: https://www.facebook.com/groups/RotaryDISTRICTSOSO/about/
- 3. Twitter: @District50504. Instagram: rotary5050
- 5. News Releases
- 6. YouTube Channel: https://www.youtube.com/results?search_guery=Rotary+District+5050

(NOTE: The district's registered domain is rotary5050.org)

Members

1. CR Homepage Member Area (password protected)

- Email Utility
- Committee Management including email feature
- District & Club Executives with email links
- Event Planner including Invite Feature
- Calendar for Club and District Events
- File storage both in the Community Management section and website documents section.
- Bulletin Function

2. ClubRunner App

- Club Directory with email links to president, AG, & website
- District Execs with email links
- District Events with LINKS
- ClubRunner Stories

3. Peace Arch Journal

4. Other

- Internet Conferencing (GoToMeeting, ZOOM, Team & Others)
- District Events
- Apps: GroupMe, WhatsApp, Slack, Survey Monkey

Organization:

D5050 shall have a communications committee that is responsible for coordinating communications, and which will include the following subcommittees.

- ClubRunner ("CR") Website
- Bulletin/Peace Arch Journal ("PAJ")
- Public Image
- Social Media (Face Book, Instagram, Twitter)
- CR Administration & Training
- Online events

Strategies:

- Train District and Club leadership in all aspects of the use of CR, including the CR App.
- Adopt District Policies for use of email as a communication stool.
- Give guidelines to clubs on what elements should be included in their CR websites.
- Encourage each club to add a link using <u>www.rotary5050.org</u> to club's website and Facebook page.
- Use of Facebook to communicate amongst 05050 members (group) and for public image (public page).
- Expand use of other social media, i.e. Twitter, Instagram, YouTube

CR Training:

- 1. A CR training subcommittee should be appointed with the goal of developing a plan and recruiting trainers from throughout the District.
- 2. Training needs to be started at the top. All District Leadership should be trained in the CR tools that are available to assist them in fulfilling their roles, including, but not limited to email, committee management, document storage & event management.
- 3. A plan needs to be developed and implemented to train club level leadership starting with the basics and including, but not limited to the following functions: email, bulletin, website, calendar, event planning, document storage, and club administration (billing, attendance & communications).

Email Policies:

The following are the goals in the communications plan with respect to email:

- Reduce the number of emails that Rotarians receive from the District.
- Make it clear what the priority is with regards to emails sent.
- Reduce the needfor recipients to forward email to those who may have already received the email.
- Allow district leaders the necessary access to use the email functions through ClubRunner to do their jobs.

Strategy to meet the above goals:

- 1. Reduce the number of emails that Rotarians receive from the District.
 - a. Limitthe number of district level Rotarians who have the right to send out an email to all D-5050 members.
 - b. To reduce the need to resend an email because of errors in the email, a draft of any email that is to be sent to all members shall be sent in advance to the DG's Aide to approve.
 - c. No district or club level Rotarian shall send out an email using the District's email utility to promote club events or club fundraising.
 - d. Encourage the use by clubs of other communication tools to promote club events or club fundraising, e.g. Facebook, Twitter, Instagram & Peace Arch Journal.
 - e. Clubs are encouraged to use a weekly eBulletin to reduce emails to members (some clubs, subject to privacy policy, encourage and add presidents and/or members of nearby clubs as bulletin subscribers).
- 2. Make it clear what the priority is with regards to emails sent.
 - a. In the subject matter it should state it is about Rotary and if an action is requested or if it is for information only ("FYI").
- 3. Reduce the need for recipients to forward email to those who may have already received the email.
 - a. In the body of the message make it clear who is receiving the email, e.g. To: All Club Presidents and Presidents Elect.
 - b. Check the option to include-an attachment with all recipients listed.
- 4. Allow district leaders the necessary access to use the email functions through ClubRunner to do their jobs.
 - a. Conditional on a district leader acknowledging receipt and an understanding of this policy, and the restrictions stated herein, every district leader should have full access to use the email functions of the district ClubRunner site <u>excluding</u> the "Email All Members" and including the email functions in the "Committee Management" section.
 - b. A district leader who misuses the email functions to conduct other than district business shall be notified of the violation in writing and the leader will be asked to reconfirm receipt and an understanding of this policy.
 - c. If after reconfirming their understanding of the policy, the leader again misuses the email functions to conduct other that district business, the leader's use of the email functions shall be restricted.
- 5. ClubRunner Access Rights/Email
 - a. The DG's Aide, or such other person as the DG might delegate, shall have the responsibility of setting access rights consistent with this policy for all ClubRunner "Communication Services".
 - b. Any District Leader who disagrees with their access rights shall first discuss the issue with the DG's Aide and if it cannot be resolved, the DG, or such other person as the DG might delegate, shall make the decision.

Homepage Guidelines:

District:

Stories on the 05050 CR homepage shall be managed by a single editor. They shall contain information and links with district wide relevance, including materials from RI. Other utilities available on CR are covered elsewhere in this communications plan.

<u>Clubs</u>

Each club will be encouraged to include the following on its website, and a check list developed and sent to each club:

- Current Rotary Brand for Logos/Masthead
- Current Information
- How to Join Rotary
- When and Where it Meets
- Link to Rotary International
- Link to Club's Facebook Page
- Link to subscribe to Club Bulletin
- List of all officers/directors
- Name of Program Chair, ir; icluding a link
- Link to District Website

Facebook:

A new District 5050 Facebook public page has been created, https://www.facebook.com/rotary5050/, and the group page has been changed to a private closed group.

The purpose of the closed group is to share events, activities, and all things Rotary related to members of District 5050. Posts on the group site will not be shareable to the general public moving forward as the group is now closed. This means that anyone not in the group must request to be added to see discussions. To keep the content relevant to our group, only members of our district will be approved into the group.

We have created a public page that will be used to promote our district and the clubs in 05050. Members and pages will be encouraged to tag in Rotary District 5050 in posts so content can be easily shared. Likewise, any posts made on the public page will be shareable.

CALENDAR:

The following are the goals in the communications plan with respect to the District ClubRunner Calendar:

The calendar should reflect only events that could have interest to Rotarians district wide.

Strategy to meet the above goal:

- 1. Club leadership shall be advised of this policy and asked to adhere to the same.
- 2. The following club events shall not be included in the district calendar: Board meetings, club assemblies, firesides and social events for only club members.
- 3. Those district leaders who have been designated as ClubRunner administrators shall remove any club events from the calendar that do not adhere to this policy.
- 4. If a club event is removed from the District calendar by an administrator, the club secretary shall be notified of the removal.

PEACE ARCH JOURNAL:

The Peace Arch Journal (PAJ) is a monthly bulletin that shall be sent to all Rotarians in 05050. It shall have an individual Rotarian Editor who shall be responsible for publication and content.

<u>Publication Schedule:</u> The following is the current schedule for publishing the PAJ:

- Deadline for submitting stories is the 23rd of the previous month.
- Draft prepared using ClubRunner by the Editor with notice to DG's Aide and DG by the 1st of the month for proofreading, with corrections to be sent to the Editor.
- Editor makes corrections and advises Communications Coordinator when ready to send
- Sent by the Communications Coordinator to members electronically by the 5thth of the month.

Method of Publishing: The PAJ shall be sent using the electronic bulletin function.

Content: Content of the PAJ shall be governed by the following:

- Stories should be limited to 10,000 characters.
- Club PR Chairs shall be encouraged to submit stories regarding club activities which would be of interest to other district Rotarians
- All District committee chairs shall be encouraged to provide stories updating the committee's
 activities.
- Photos are encouraged with every story submitted. <u>Provide names of each person in the photo!</u>
- Each PAJ shall contain a message from the DG.
- District events shall be covered and if the PAJ editor is unable to attend the communications committee will seek someone to take photos and write a story/captions.
- Future D5050 events shall be highlighted with links to register.

Online Events Policy and Procedures

With the epidemic, the use of Zoom or other online apps has become common. The current communications plan has little guidance regarding online meetings, conferences, and events. These policies and procedures have these objectives:

- Uniformity
- Privacy for the participants

<u>Recordings</u> - each of the apps allow for the recording of the session. There shall be no recording of sessions without giving this or comparable warning. Where appropriate, it should be a written and verbal warning at the start of the session, which will be substantially as follows:

<u>PRIVACY WARNING:</u> This session is being recorded for sharing with others, including possible links on our website, bulletin, Facebook, and other social media. The session may also be streamed live. If you <u>do not</u> want to be included in the recording, then mute yourself and shut off your video.

<u>YouTube</u> - D5050 shall have a single YouTube channel which shall have multiple playlists for ease in finding types of events, e.g. we currently have a playlist for training (https://www.youtube.com/playlist?list=PLycvA7P2HHCzy6prsSEVEtyP1X8pkCDVw).

To have uniformity in the recordings posted, the following shall apply:

- There shall be a limited number of administrators/owners of the YouTube channel.
- Each posted video shall have a thumbnail featuring the primary presenter and topic.
- If the event is preceded with the host going over etiquette andthe various buttons, it will be edited out.

<u>Procedure</u> - For most events, there shall be both a <u>moderator</u> and a host. The <u>host</u> shall coordinate the mechanics of the live session including access, speakers, questions and answers, etiquette, and recording. The District shall conduct training for hosts to encourage uniformity. The following is for **guidance for hosts:**

- The privacy warning shall be given near the start of the session.
- The speaker view is encouraged, rather than the gallery view, to be used by the recording host.
- If there is a presentation by a single presenter, even for a portion, spotlight video is encouraged to lock the view of the presenter for all participants.
- Introduce the moderator who will introduce the guest speaker or **presenters.** if any.
- Go over procedure and expected etiquette at the start of the session.
- Mute other participants during presentation or others who are speaking.
- If the moderator is also the host, a co-host is encouraged.

Recordings - Here is the procedure following the session:

- The host shall convert the recording to a video/movie file for sharing, and
- Shall transfer the file to the shared DropBox as soon as possible following the session.
- The moderator or the appropriate director or officer who arranged for the session shall provide to the YouTube administrator a brief description of the session, 3 or 4 relevant keywords for search, a photo of the presenter(s) and a brief bio.
- Before posting files to the YouTube channel there will be a thumbnail image created and the beginning and ending of the recording shall be edited to exclude those portions dealing with procedure and expected etiquette.
- The file shall be placed in the appropriate playlist on the D5050 YouTube channel.
- Following posting of the video on YouTube, a notice of the posting shall be sent to the session host and moderator, the governor's aide, the editors of the website and the PAJ, the social media administrators, and to the appropriate director and or officer, e.g. the chairs for training, membership, and communications.

<u>Club Online Meetings/Events</u> - Each club is encouraged to adopt a policy following the above guidelines for District events. Regardless, the following shall apply to each club in the District:

- The above privacy notice shall be given in every case where the session is being recorded and/or are being streamed live.
- If the club wishes to post its videos on the D5050 YouTube channel in a club's playlist, it shall follow the above guidelines and shall receive approval of the District's Communication Chair. All editing of a video including creation of a thumbnail, shall be done at the club level before it is placed in the DropBox.

Adopted on the 6th day of June, 2020, by the Board of Directors of Rotary District 5050.

Brad Whittaker

Brad Whittaker, District Governor

Bonnie Willits, District Secretary

ROTARACT COMMITTEE

Purpose

The District Rotaract committee supports Rotaract clubs in the District.

Chair

- The District Rotaract Committee Chair (a Rotarian) is appointed by the District Governor for a one-year term and serves on the District Board of Directors.
- A District Rotaract Representative for each side of the border is elected by the Rotaract clubs in the District and serve as co-chairs of this committee.
 - It is highly recommended that a leadership succession plan is used, consulting all members of the committee as well as the governor elect and governor nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

Qualifications of Members

Preference should be given to those who have club-level experience with Rotaract, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

Responsibilities

15

- Coordinate Districtwide activities related to Rotaract.
- Promote engagement through regular contact with assistant governors and clubs.
- Promote Rotaract by speaking at events, partnering on service projects, and attending joint leadership and professional development trainings.
- Support the organization of new Rotaract clubs.
- Provide training and support to Rotaract club officers and advisors.
- Prepare and submit a budget to the governor and the District finance committee for approval to ensure that no
 personal financial profit is being made from Rotaract activities.

Section: Rotaract Committee

Oversee other administrative functions of Rotaract clubs within the District.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



THE ROTARY FOUNDATION COMMITTEE

Purpose

- Assist in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the
- District.

Director/Chair

The chair is jointly selected by the District Governors scheduled for each of the years of their three-year term.

Chair Qualifications

The chair must have significant working knowledge, commitment to, and experience with Rotary Foundation programs, areas of focus, and grants who is a past District Governor, past assistant governor, effective past District foundation subcommittee member, or experienced Rotarian.

Chair Duties & Responsibilities

- Report to the DG on all District Foundation activities monthly, including qualification status of clubs and District.
- Together with the DG, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation committee.
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
- Serve as the primary contact for District grants.
- Oversee the District qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is property distributed to the clubs in the District.
- Work with the DG, District learning director, and the District learning & development committee to plan, organize, and promote District seminars, the District learning & development assembly, presidents elect learning seminar, and grant management seminars, focusing on agenda and content.
- Assist the DGE in obtaining input from Rotarians before establishing District foundation goals for implementation during their term as governor.
- Ensure Rotary Foundation grant activities are reported on at a District meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of foundation grants.

Subcommittee Chairs

Subcommittees shall be appointed to manage the following Rotary Foundation operations.

- **Annual Giving**
- **District Grants**
- **Endowment Fund**
- **Global Grants**
- International & Community Service Projects
- Polio Plus
- Rotary Peace Fellowships
- Stewardship

The DGE shall appoint chairs for the open positions of the District Rotary Foundation subcommittees for their year as District Governor based on program participation, foundation expertise, and giving who are past District Governors, past assistant governors, effective past District foundation subcommittee members, or experienced Rotarians. It is recommended that



Rotary District 5050 Leadership Plan & Policies Last Updated: July 2, 2023

Section: The Rotary Foundation Committee

subcommittee chairs serve three-year terms to help ensure continuity. The subcommittee chairs are members of this committee.

Learning & Development

- 3 All members of the District Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar
- 4 conducted by a regional coordinator. In addition, all committee members are expected to attend and participate in the
- 5 District team learning seminar and other District learning & development meetings.

Resources

- Rotary Foundation Code of Policies, Article 25. District Structure
- Bylaws of Rotary International
- · Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Addendums

Addendum #1 - <u>District Qualification Memorandum of Understanding</u>





THE ROTARY FOUNDATION

DISTRICT QUALIFICATION MEMORANDUM OF UNDERSTANDING

- 1. District Qualification
- 2. District Officer Responsibilities
- 3. Club Qualification
- 4. Financial Management Plan
- 5. Annual Financial Assessment
- 6. Bank Account Requirements
- 7. Report on Use of Grant Funds
- 8. Document Retention
- 9. Method for Reporting and Resolving Misuse of Grant Funds

1. District Qualification

To participate in district, global, and packaged grants, a district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By successfully completing these requirements, a district becomes qualified, and eligible to participate in Rotary Foundation (TRF) grants.

- A. A district is responsible for the use of funds for district-sponsored grants, regardless of who controls the funds.
- B. A district is responsible for a club-sponsored grant if the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant.
- C. To maintain qualified status, a district must comply with this MOU and all applicable TRF policies.
- D. Qualification may be suspended or revoked for any of the following:
 - 1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to, fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes
 - 2. Refusal to qualify member clubs without sufficient cause
- E. A district must cooperate with any financial, grant, or operational audits.

2. District Officer Responsibilities

The district governor, district governor-elect, and district Rotary Foundation committee chair shall hold primary responsibility for club and district qualification, in addition to overseeing the proper implementation of TRF grants.

District officer responsibilities include:

- 1. Implementing, managing, and maintaining the district and club qualification process
- 2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- 3. Abiding by, following, enforcing, disseminating, and educating Rotarians on the terms and conditions for district, global, and packaged grants
- 4. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Club Qualification

Districts are responsible for qualifying their member clubs. To be qualified, the club shall agree to the club MOU and send at least one club member to the district Rotary Foundation grant management seminar.

- A. A club must be qualified in order to receive TRF global and packaged grants. Club qualification is not required for a club to receive district grant funds.
- B. A district may establish additional requirements for club qualification, in order to take into consideration relevant local laws or district-specific circumstances. Additional requirements must be attainable by all clubs in the district. Districts cannot require any financial contributions to TRF as a requirement of club qualification.
- C. A district may allot district grant funds to nonqualified clubs in its district or other districts; however, the district remains responsible for the use of those grant funds. Nonqualified clubs that fail to abide by all applicable TRF policies, including the terms and conditions for TRF district grants, may jeopardize the district's qualification status.

4. Financial Management Plan

Districts must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- 1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- 2. Disburse grant funds, as appropriate
- 3. Maintain segregation of duties for handling funds
- 4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- 5. Ensure that all grant activities, including the conversion of funds, comply with local law

5. Annual Financial Assessment

The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The district shall choose either an independent firm or the district Rotary Foundation audit committee to conduct the annual financial assessment.

- A. A financial assessment is substantially smaller in scope than an audit or review, and includes:
 - 1. Confirmation that the district adhered to its financial management plan
 - 2. An examination of expenditures for district grants, district-sponsored global grants, and district-sponsored packaged grant that includes:
 - a. Reconciling a selection of disbursements against their supporting documentation
 - b. Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award
 - c. Confirming that a competitive bidding process was conducted for all significant expenditures
 - d. Reviewing the process to disburse funds to ensure that proper controls have been maintained.
 - 3. A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
 - a. Confirmation of adherence to TRF document retention requirements
 - b. Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary
 - 4. A report of the findings from the annual financial assessment, which must be given to clubs in the district within three months of the end of each Rotary year
- B. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:
 - a. Have at least three members
 - b. Have at least one member who is a past governor or a person with audit experience

6. Bank Account Requirements

In order to receive grant funds, the district shall have a dedicated, district-controlled bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The district bank account must
 - 1. Have a minimum of two Rotarian signatories from the district for disbursements
 - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each district-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The district must maintain a written plan for transferring custody of the bank accounts in the event of a change in leadership.

7. Report on Use of Grant Funds

Grant reporting is a key aspect of grant management and stewardship. Districts shall set up a grant reporting process.

- A. Districts must report to their clubs on the use of all district designated funds (DDF) to their member clubs by
 - 1. Providing a report annually at a district meeting to which all clubs are invited or eligible to attend that includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds
 - 2. Including financial information on such grants in the governor's final monthly communication
- B. Districts must adhere to all TRF grant reporting requirements.

8. Document Retention

Districts shall establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to
 - 1. Bank information, including copies of past statements
 - 2. Club qualification documents, including:
 - a. Signed club MOUs
 - b. Club attendance records for grant management seminar
 - 3. District grant, district-sponsored global grant, and district-sponsored packaged grant information, including:
 - a. Information collected from clubs and entities receiving district grant funds
 - b. Receipts and invoices for all purchases made with grant funds
 - 4. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - d. System to track reports of misuse and/or mismanagement of grant funds
 - 5. Annual report from the financial assessment and use of grant funds
- B. District records must be accessible and available to Rotarians in the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.
- D. For India: The District Qualification Memorandum of Understanding is an "electronic record" as defined in the Information Technology Act (2000) of India and is in accordance with The Rotary Foundation Code of Policies. This electronic record is generated by a computer system and is submitted electronically and does not require any physical or digital signatures. The domain name www.Rotary.org is owned by Rotary International, a company incorporated in Illinois, USA.

9. Method for Reporting and Resolving Misuse of Grant Funds

The qualification process requires districts to track, investigate, and resolve reports of misuse or mismanagement of grant funds. By creating a plan before any allegations of misuse are made, the district can apply procedures consistently and foster an environment that does not tolerate misuse of funds.

- A. Districts must create a system to facilitate and track reports of misuse and/or mismanagement of grant funds.
- B. Districts must promptly investigate reports of misuse or mismanagement of grant funds.
- C. Districts must report any potential or substantiated misuse or mismanagement of grant funds to TRF.

YOUTH SERVICES COMMITTEE

Purpose

- To support and provide oversight of all District youth programs, including Interact, Rotary Youth Exchange (RYE), Youth
- Adventures in Leadership (YAIL), and Youth Engaged in Service (YES).

Director/Chair

The chair is appointed by the DGE for a one-year term.

Qualifications

- Committee-level experience with at least one District youth program.
- Strong enthusiasm for youth leadership development.
- Must be a fully vetted volunteer according to the D5050 Youth Protection Policy.

Responsibilities

- Appoint a District youth protection officer in Canada and the United States.
- Assist the DGE in recruiting program chairs for Interact, Rotary Youth Exchange (RYE), Youth Adventures in Leadership (YAIL), and Youth Engaged in Service (YES).
- Visit clubs within the District to speak about youth programs, and how these programs help strengthen club
 activities.
- Encourage and assist program chairs in carrying out their responsibilities.
- Provide learning events about District youth programs through PETS and District Learning & Development Assembly.

Committee Members

The Chairs of the District's youth programs make up the committee.

Responsibilities

- Must be a fully vetted volunteer according to the District Youth Protection policy.
- Keep committee chair fully informed regarding each individual youth program and any issues that arise.
- Ensure each participating club has a youth protection officer.
- Ensure that all youth volunteers are compliant with the D5050 Youth Protection Policy.
- Use the Youth Volunteer Management System (YVMS) to track and manage volunteers.
- Work collaboratively to promote program participation through regular contact with assistant governors and clubs.
- Organize exhibits of effective implementation of youth programs at District meetings.

Learning & Development

- Complete all youth leadership courses in the Rotary Learning Center
- Train as needed on the Youth Volunteer Management System (YVMS) and the Youth Exchange Administration HUB (YEAH).
- Attend RI and Zone training for Rotary youth programs.

Resources

- Rotary Code of Policies, Chapter III Districts
- Youth Protection Policy
- Crisis Management Policy



District 5050 Leadership Development Plan & Policies

