



DISTRICT LEADERSHIP HANDBOOK
As of March 1, 2024

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This document is an addendum to the **Rotary District 5370 Policy Manual**. Sections in this handbook layout specific procedures and practices in the conduct of business within the Rotary District and aligned with the sections of the Policy Manual.

BOARD GOVERNANCE PROCESSES

1. These general policies direct and enhance the Board to govern with an emphasis on:
 - (1) an outward and forward focused vision
 - (2) encouragement of diversity in viewpoints
 - (3) strategic leadership
 - (4) clear distinction of Board and District Governor roles
 - (5) collective decision making
2. The Board revisits its policies annually and work to continually improve board performance through education and robust deliberation.
3. The District Governor, as Chairperson, assures the integrity of the Board's process.
4. The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Members.
5. Board Committees, when used, shall be assigned to reinforce the wholeness of the Board's job and so as never to interfere with delegation of management from the Board to the District Governor.
6. The Board shall invest in its own governance capacity.

BOARD AND DISTRICT GOVERNOR LINKAGE

1. The Board's sole official connection to the operational organization, its achievements and conduct will be through a District Governor (DG) who is also recognized as the Chief Executive Officer (CEO).
2. The District Governor is the Board's only link to operational achievement and conduct. This means all authority and accountability of staff and volunteers is considered the authority and accountability of the District Governor.
3. The Board's written policies will direct the District Governor in achieving outcomes.

BOARD MEMBER ROLES & RESPONSIBILITIES

The Board of Directors is the legal authority of District 5370. As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the organization. Accordingly, the outcomes of the Board shall be:

- The assurance of adequate funding to meet the District 5370's intended results.
- Written policies which, at the broadest levels, address:
 - Framework of District 5370
 - Operational policies and procedures

Requirements

Requirements of Board membership are:

- Committed to the work of Rotary
- Rotarian / Rotaractor in good standing
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, human resources, advocacy, community
- Interest in a specific avenue of service of Rotary
- Attendance at scheduled board meetings
- Attendance at annual general meetings
- Support of special events
- Support and participation in fundraising events

Members of the Board will have staggered terms to ensure consistency and stability in leadership.

GOVERNANCE COMMITTEES – TERMS OF REFERENCE

GOVERNANCE COMMITTEE

GENERAL PURPOSE

The general purpose of this committee is to consider and provide recommendations to the Board, either on reference by the Board, or on its own initiative on issues relating to (but not limited to):

1. The governance integrity of the Board
2. Developing and emerging best practices in governance including public trust
3. The relevance of the Terms of Reference of Board Committees
4. All Board policies
5. All operational procedures
6. The Corporation's bylaws
7. Ethics
8. Structural documents and agreements
9. Risks associated with governance and legislative compliance
10. Compliance with Rotary International policies, except where Canadian legal requirements superseded
11. The Board has sufficient information and understanding of the District Clubs when the Board creates and reviews long term plans
12. Board competency matrix
13. Any other issue that would create an impairment to the Board's ability to govern

MEMBERSHIP & COMPOSITION

- The committee is comprised of no less than two Board members
- No more than two non-Board members may be appointed and should only be appointed to augment the skill matrix of the Committee members
- The Chair shall be chosen by the committee members.
- The Board shall appoint the committee members annually.
- The committee may seek advice, both internally and externally.

ACTIVITY LEVEL

- One meeting every two months.
- Additional meetings as required, depending upon work level, and committee projects.
- Approximately 4 hours per month for work assignments may be required.

MEETINGS

- Meetings will be held at the call of the chair.
- Meetings and deliberations are confidential unless the Committee deems the information non-confidential and available to be released internally to the Board.

LEADERSHIP & GOVERNANCE STRUCTURE

This is a Board **Governance** committee. The committee reports to the Board as a whole.

- The committee is to examine and make recommendations to the Board
- Voting: All committee members, including the Chairperson, have one vote.
- The District Governor is an ex officio member and who is non-voting.

As the Committee leads, they shall:

- Evaluate their performance with sufficient matrixes, like every all
- Within the Board's budget limitations have sufficient resources to meet and exceed their mandate, effectively and efficiently

REPORTING

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Subject to confidentiality requirements, the Committee shall submit an overview report on the business conducted at each meeting, and shall make recommendations, if appropriate, to the Board at its next public meeting.

RESOURCES – FINANCIAL

- There shall be dedicated funds for this committee as approved by the Board.
- Reimbursement for expenses must be authorized and will follow the Board's processes.

RESOURCES – HUMAN / OTHER

- Other departments and / or staff may be required to attend meetings on an ad hoc or regular basis.
- These people will be considered resources to the committee and do not have a voting function.
- Their attendance will be at the discretion of the Committee.
- Minutes are prepared by the Chair and shall be approved by the Committee at its next meeting.

KEY STRATEGIC DIRECTIONS

- The key strategic directions of this Committee shall be determined in the Committee's annual work plan.

COMMUNICATION

- Internal communications will be the responsibility of the Chair.
- Agenda items are requested five days prior to the meeting and will be emailed to Committee Members four days prior to the meeting.
- The agenda will be circulated to all Committee Members and invited resource people.

REVIEW & EVALUATION

- The Terms of Reference will be reviewed as needed but at least once per year, in August.

DISTRICT GOVERNOR SELECTION COMMITTEE

Rotary International District 5370 ("District") strives to conduct its affairs in an honest, forthright, and impartial manner. Those making decisions shall operate from the highest motives. Actions and relationships must avoid any appearance of impropriety that may raise questions in the minds of Rotary membership or the general public.

The District recognizes the District Governor ("DG") is a volunteer position that reports directly to the Rotary International Board of Directors ("RI Board"). While it is recognized DG's are affiliated with Rotary International relevant to their work, it is important that volunteers clearly understand that the DG has been elected to also serve as Chair of the District Board of Directors and it's Chief Executive Officer of the District ("District CEO"). Accordingly, all District Operating Committees report to the District Board through the DG.

In order to select a new DG, the current DG shall appoint the Immediate Past DG, as Chair, to establish and manage a Nominating Committee ("Committee"). The District Rotaract Representative shall be appointed as Vice-Chair. The Chair shall appoint three of the eight members of the Committee.

The Committee shall consist of nine Rotarian members as follows:

- Voting
 - Three Past DG's not currently a member of any District Operational Committee or Board Committee (appointed).
 - Two Rotary or Rotaract Clubs ("Club") Past Presidents (elected at the AGM) as deemed desirable to give good geographical representation. One Past President shall be from a Rotary Club and the other shall be from a Rotaract Club.
 - The sitting RI District Rotaract Representative as Vice-Chair
- Non-Voting
 - The Immediate Past DG
 - The DG-elect

During transitional years, the Chair shall appoint two Past Presidents until the election and establishment the Committee.

The two Past Presidents shall be elected from the floor of the Annual General Meeting (“AGM”) pursuant to RI Bylaw 15.050.2. A Committee member can only serve a maximum of three one-year appointments and once served they are no longer eligible to sit on the Committee pursuant to RI Bylaw 17.040.2.

Selection of nominees for DG shall be consistent with the Nominating Committee procedure as set forth in the current Manual of Procedure of Rotary International.

The District shall elect their DG during the second year preceding that in which they will serve as DG. The Committee for DG shall be charged with the duty to seek out and propose the best available candidates for DG.

The current DG shall issue, or cause to be issued in the name of the Committee, an announcement to the Clubs to submit their suggested nominees for DG to the Committee. Thereafter, suggested nominees shall have the written concurrence of the Club in which the candidate is a member before the Committee can consider same. The Committee shall not be limited in its selection to those names submitted by Clubs. All nominees shall have written concurrence of their home Club. Any challenge to the selection of the Committee shall be consistent with Section 13 of the RI Manual of Procedure. The closing dates for suggestions and/or nominations shall be selected by the DG and published. If candidates have not been chosen by the Committee, the process may be reopened for nominations with new timelines established. The name of the nominees chosen shall also be published.

Each year, Committee shall provide the Immediate Past DG a list of names of potential DG’s to enable said persons with opportunity to continue to serve in District affairs.

This policy enables transparency and accountability to Rotary membership and the general public in order to develop the best qualified Club Past-Presidents for District office as DG’s. It shall not be influenced by a system whereby the nomination for DG is by tradition rotated among various groups of Clubs, geographical areas or groups of previous non-transparent former leaders.

The Committee, by digital conferencing, shall interview eligible candidates. It is recommended that candidates’ partners be invited to participate to gain a full understanding of the requisite commitment incumbent upon the successful candidate. No reimbursement of travel expenses incurred by nominees shall be paid from District funds.

The Committee shall deliberate a balance between the needs of Rotary and the needs of the District. The Committee shall not report just one nominee.

Nominee(s) Qualification

The Committee shall only consider candidates who:

1. Meet the formal nomination requirements as detailed herein.
2. The nominee shall have demonstrated the requisite knowledge, expertise, time, and financial resources for the position.

3. In the collective opinion of the Committee, each nominee shall provide inspiration to the District and has a history of doing so inside and outside of Rotary and shall leave the District better than they inherited it.
4. Further to the knowledge and expertise, the criteria to be relied up shall be as follows:
 - a. leadership skills;
 - b. ability to learn;
 - c. communication skills;
 - d. ability to build business to business relationships;
 - e. senior management skills;
 - f. realistic optimism;
 - g. willing to take calculated risks; and,
 - h. skills of coaching those they lead.
5. The nominee shall have a body of work to show they are more than suitable to meet the perceived future needs and circumstances of Rotary and the District in their year of service.
6. The nominee shall successfully outline their vision and goals connecting directly to RI's strategic plan and the District's Strategic Plan. The written submission is limited to 300 words.

Committee Report

The Committee shall report to the immediate Past DG, a minimum of 30 days prior to a special meeting of the Clubs called to conduct the election, all candidates qualified to be a DG. The immediate Past DG shall announce the report to the Clubs a minimum of 25 days prior to a special meeting of the Clubs.

Electioneering

In consideration of RI By-law 26.060.4, a nominee for DG shall no longer be eligible for consideration by the Committee in the event a member of the Committee becomes aware of any effort by another Rotarian to influence the selection process.

The Committee shall also no longer consider a Rotarian for DG in the event a campaign for the Rotarian (defined in the widest sense as any action seeking to promote, attack, support, or oppose a candidate, either directly or indirectly, in any medium) becomes known by the Committee.

Confidentiality

Members of the Committee, prior to and following the meeting of the Committee, shall be bound by the strictest confidence. They shall not discuss with other Committee members (outside of meetings) or any other person, the work of the Committee, and shall at no time discuss or divulge any of the deliberations or discussions of the Committee, except as they may participate in the deliberations of the Committee at the time of its meeting.

COUNCIL ON LEGISLATION (COL)

Council on Legislation Delegate

The district's delegate is elected for a three-year term in accordance with the Manual of Procedures.

Eligibility

To serve as representative, a candidate must:

- Be a member of a club in the district;
- Have served a full term as district governor at the time of election;
- Be able to complete mandatory Council training;
- Be digitally literate for communication, reviewing documents, and voting; and
- Be able to attend the Council on Legislation for its entire duration.

Representatives' Duties

Duties of a Council representative are as follows:

- Shall assist clubs in preparing proposed resolutions and enactments;
- Will discuss proposed resolutions and enactments at district meetings;
- Be knowledgeable of the attitudes of Rotarians within the district;
- Shall give critical consideration to all proposed resolutions and enactments and effectively communicate their views on such proposals to the Councils;
- Shall 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.

Representatives are also required to complete an online representative course and Council training at their Rotary Institute in preparation for their service on the Council on Legislation. Their participation at the Institute is not funded by Rotary International. These dates are generic based on the next rotation of a District representative on the COL.

Important Dates	Work
30 June	Selection of representatives and alternates Resolution submission deadline and completed
1 July	Representative's Term Begins
October	Council on Resolutions
31 December	Enactment submission deadline
31 March	Amendments to proposed enactments
30 June	Resolution submission deadline
September	Legislation published
October	Council on Resolutions
February	Statements of Support and Opposition deadline

April	Council on Legislation
30 June	Resolution submission deadline
October	Council on Resolutions
30 June	Representative's Term Ends Submission Deadline for new representative.

Rotary International District 5370 (“District”) strives to conduct its affairs in an honest, forthright, and impartial manner. Those making decisions shall operate from the highest motives. Actions and relationships must avoid any appearance of impropriety that may raise questions in the minds of Rotary membership or the general public.

Councils on Resolutions and Council on Legislation (collectively “Councils”) are important bodies of Rotary International that provide membership a voice regarding organizational governance. Each District is responsible for electing a Council Representative (“Representative”) and/or Alternate Representative (“Alternate”) for membership on the Councils to carry out this important volunteer role for shaping the future of Rotary.

Article 5 of the RI By-laws mandates the key duties of a Representative. The Councils sit as a final appeal body for Rotary. Therefore, it is prudent not to place a Rotarian in conflict where that Representative may sit in judgment of the district.

The district recognizes the Representative is a volunteer position that reports directly to the Rotary International Board of Directors (“RI Board”). While it is recognized Representatives are responsible to the RI Board relevant to their work, it is important that volunteers clearly understand the district does not want to unintentionally place them in a position of future conflict regarding their role.

The selection of the Representative and Alternate, if required, shall be conducted in the Rotary year and reported to Rotary International by June 30 of each year.

The Representative shall be nominated pursuant to the District’s Nominating Committee Policy. Thereafter, the Representative shall be selected by election at the District Annual General Meeting (“AGM”) or special meeting.

9.050. Selection of Representatives by Nominating Committee. The representative and an alternate should be selected by a nominating committee procedure based on section 12.030. where not in conflict with this section. The nominating committee shall be composed of all past governors who are members of a club in that district and are willing and able to serve. A candidate for representative shall not serve on the committee. Representatives shall be selected by 30 June in the year two years before the council on legislation.

Any Rotary or Rotaract Club (“Club”) in the District may nominate a Representative candidate in writing. The nomination shall be sent to the current 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, to accept the nomination.

While it is recognized Representatives are responsible to the RI Board relevant to their work, it is important that volunteers clearly understand the district does not want to unintentionally place them in a position of future conflict regarding their role.

The election of the Representative shall take place within the appropriate Rotary year.

The election shall be conducted at the AGM in accordance with Rotary International policy.

Each Club shall be entitled to a minimum of one vote determined by using the Club's paid membership pursuant to the most recent Club invoice dated July 1. All votes from Clubs with more than one vote shall be cast for the same candidate. A Club shall not split its vote. Split votes shall be considered spoiled votes and accordingly, disqualified.

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

When there is only one eligible and interested candidate for Representative, he/she shall be declared Representative for the District without the need for a formal election. The current District Governor shall appoint a qualified Rotarian to serve as Alternate Representative.

Deadline for Selection

Representatives and Alternates are selected in the Rotary year two years prior to the Council on Legislation. Accordingly, associated Representatives for a Council cycle are to be completed on or before June 30 of the appropriate years prior.

Replacing Representatives

Representatives are elected volunteer positions and Representatives shall only be replaced if they resign. In such case, the Alternate shall serve. If the Alternate is unable to serve or the District did not select an Alternate, the current District Governor may appoint a new Representative to complete the term. A Representative, the Alternate, or both may be recalled by majority vote of the Clubs at a special meeting for this specific purpose. If a recall is successful, the District Governor shall appoint a qualified Rotarian for the remainder of the term.

Conduct of Representatives or Alternates

The district recognizes Representatives and/or Alternates are volunteer positions. Representatives and/or Alternates shall report directly to the District Board. While it is recognized Representatives are also affiliated with Rotary International relevant to their work, it is important that Representatives and/or Alternates clearly understand they have been elected to serve as individuals of the district, not as representatives of Rotary International. Accordingly, strict compliance with District policies shall be expected and required.

SPECIFIC ROLES

ASSISTANT GOVERNORS

General Overview

The Assistant Governor is responsible for assisting the District Governor in the execution of tasks and duties;

1. For acting as a liaison between Clubs and the District Governor;
2. For interacting with other Assistant Governors, committee members, and other leaders; and
3. For helping to promote Rotary International and Rotary Foundation activities and programs within the District.
4. The Assistant Governor may act as a liaison between the District Chairs and their counterparts at the Club level.

Working Relationships

The Assistant Governors will work with all Rotarians in their assigned geographic area and all District leaders.

Specific Duties

Club Administration

1. Encourages Club Presidents-elect to meet with their new Boards well before the beginning of their Rotary year to finalize their plans and objectives;
2. Meets with and assists the incoming Club Presidents in their assigned areas in the spring to discuss Club goals and to review the Summary of Club Plans and Objectives;
3. Assists club Boards and act as an adviser;
4. Through the Lead AG, a report to the District Governor will be provided bi-annually, or as required;
5. Contacts the Club Presidents before the District Governor's visit to ensure that all is in order for the visit;
6. Through regular contact, assist the DG in ensuring clubs are current in their risk management policies and procedures and to be aware of the health of their clubs;
7. Assists the District Governor in organizing and strengthening of new Clubs;
8. Participates in meetings with District Leaders, attends the Leadership Training Seminar, the District Assembly and Spring Training;
9. The AG acts as the conduit to the District Governor on their requests and recommendations to the club;
10. Encourages Clubs to achieve the annual Presidential Citation.

Education

Attends and actively participates in the Assistant Governors' Learning Assemblies (AGLA) and attends learning assemblies held for Club Officers.

Communications

1. Visits each assigned Club (physically or virtually) in their area quarterly;
2. Promotes relationships among and between the AG, Clubs and the District, and between Clubs and Rotary International;
3. Identifies outstanding Rotarians and/or Club projects to be recognized by the District Governor.
4. Inform the District Governor of outstanding Rotarians for consideration of future district roles.

Leadership

1. Works with the District Governor and other District leaders to develop goals;
2. Encourages Club President's Meetings in their area to cultivate collaboration;
3. Advises the incoming District Governor (when asked) on selections for committees;
4. Suggests ways to advance Rotary and to address organizational concerns;
5. Promotes attendance at President-elect training, the Assembly, the District Conference, Leadership Training, and other District meetings;
6. Supports decisions of the District Board; and
7. Participates in Rotary Foundation programs, annual and special giving events, and other assignments related to The Rotary Foundation as necessary.

Attends and participates in:

1. Assistant Governor meetings as called by the District Governor
2. Club assemblies, at the request of the Club President; and
3. District Assemblies and District Conference or other training sessions as organized.

Assists

1. In promoting, motivating, inspiring, and educating all Rotarians in the District;
2. In promoting all Rotary activities and programs.

DISTRICT ROTARACT REPRESENTATIVE

Responsibilities, Duties and Other Information

The DRR is responsible for facilitating communication among clubs and coordinating district activities and projects working under the general supervision of the District Governor and the Rotaract Chair. Responsibilities include:

- Encourage the growth and development of Rotaract and Rotaractors, through marketing and professional development efforts;
- Encourage attendance and participation at the Rotary District Conference;
- Serve as Rotaract information liaison to the district;
- Provide advice and support to Rotaract clubs in implementing their projects;
- Coordinate public relations activities for Rotaract at the district level;

- Work with the District Rotaract Chairperson to plan and implement a training session for Rotaract club officers in the district. Training is now included in the district Learning and Development committee for Rotaractors.
- Assist in the chartering of Rotaract clubs
- Mediate discussions/disputes between Rotaract clubs and their sponsors
- Create your Rotaract Committee annually before the Rotary year begins, this should include members from across the district.

Rotaract Canada (on Hold)

NOTE: this section is taken from the road direct Canada manual. however, Rotaract Canada is on hold at the present time.

As DRR/Co-DRR you are a board member for Rotaract Canada and **MUST** attend their AGM held in the spring. As District 5370 is a member of Rotaract Canada, the DRR will receive weekly updates from Rotaract Canada about ongoing events and updates, and will be asked to:

- Encourage attendance and participation at the Rotaract Canada symposium
- Encourage Rotaractors to join Rotaract Canada positions at the beginning of the Rotary Year
- Plan events with Rotaract Canada to happen in our district
- Must be available to members of Rotaract Canada via email

DISTRICT ROTARACT REPRESENTATIVE ELECTION PROCESS

Foreword

This document was developed by Rotaract Canada (currently not active) to provide recommendations to districts regarding process to conduct elections for the district Rotaract representative (DRR) role, given the significance of this role in representing Rotaractors at the district level. These recommendations were developed by the Rotaract Canada Multidistrict Information Organization leadership, with consideration to the process for district governor elections as recommended by the Rotary International Code of Policies (March 2021) and Manual of Procedure (2019), as well as the Rotaract Canada bylaws (2020) and the district Rotaract representative role description in the Rotaract Handbook (2020).

District 5370 recognizes the importance of strong district Rotaract leadership and the importance of vetting candidates for annual election to the role of district Rotaract representative. To this end, the district has adopted a comprehensive election process for future District Rotaract Representatives in our district.

Qualifications for Candidacy

To ensure strong leadership in the district Rotaract representative role, the district requires that all candidates meet the following requirements:

- Have completed at least one year as a Rotaract club president or member of the district Rotaract committee, so as to have leadership experience with Rotaract;
- Must have been an active member of Rotaract for at least three years, so as to be familiar with the operations of the organization;
- Must not exceed the age of 30 at the beginning of their term, so as to protect the integrity of Rotaract as a young leadership development program. Additionally, the ideal candidate will meet the following requirements:
 - Should be considered knowledgeable in Rotaract operations and policy both at the district and international level;
 - Should be able to commit with reasonable certainty to their ability to execute the duties of the role completely and effectively for the full duration of their term.

DRR Election Committee

The district shall select a nominee for District Rotaract Representative between 4 and 24 months before taking office. The district will form an election committee (the committee) made up of the last four DRRs available, as well as one Rotarian representative from the District Board. If past DRRs are not available, the current District Governor will appoint experienced Rotaractors not running for DRR to fill those seats. The individual on the committee who most recently served as DRR will be the chair of the committee. In the event there is not a DRR on the committee, the District Governor will appoint a Rotaractor chair.

The committee shall send every Rotaract club an official call for nominations for District Rotaract Representative. It is further encouraged that a communication be shared with all Rotaractors, for transparency regarding the opportunity for nominations. All nominations must be made in consultation with the club's membership, submitted in writing by the president and secretary of the club, and received by the committee by the deadline. The deadline shall be at least one month after the call for nominations. A club may suggest only one of its own members.

If only one candidate in the district is nominated for the role of District Rotaract Representative, the candidate shall run against a vote of no confidence. If there are two or more candidates, the Committee notifies clubs of the name and qualifications of each candidate and that the DRR-elect or DRR-nominee will be selected by a club ballot.

Vetting Process

The district's DRR election committee will process all nominations submitted for consideration. The committee will ensure that those nominated meet the qualifications for candidacy. Provided that the qualifications are met, the nomination will be accepted. If the individual does not meet the qualifications for candidacy, the nomination will be rejected in accordance with section 6 of this policy.

Following the nomination being accepted by the committee, the club of each candidate will submit a letter of endorsement to the committee. Clubs are encouraged to hold a vote by secret ballot on whether to provide this letter. Should the club vote to endorse the candidate, a letter signed by both

the club president and the club secretary will be submitted to the committee by a deadline set by the committee. If a letter of endorsement is not received for a candidate by the stated deadline, the candidate will be rejected in accordance with section 6 of this policy. The committee reserves the right to reject any candidate with cause, as outlined in section 6 of this policy.

Casting of Ballots

The committee shall send a single, non-transferrable ballot to each club, listing the candidates in alphabetical order. The ballot shall also include instructions that the completed ballot be returned to the committee by a date set by the committee. This date shall be between 15 and 30 days following the date the committee sent the ballots to the clubs, in order to allow time for club members to cast their votes within their respective club. The number of ballots (i.e. votes) that a club receives shall be determined by the following formula:

- one vote for the first 25 members of a club, and then one additional vote thereafter for each additional 10 members.
- A club with up to 25 members will be entitled to one vote, a club with 35 members will be entitled to two votes, a club with 45 members will be entitled to three votes, etc.
- Membership is determined by the number of members in the club invoice before the vote, or by the number of members reported to Rotary International on July 1 (beginning of the current Rotary year). A suspended club has no vote.
- If a club is entitled to more than one vote, the club shall cast all votes for the same candidate. The name of the candidate for whom the club has cast its vote(s) shall be verified by the secretary and president of the club and forwarded to the committee.

Counting of Ballots

The committee shall determine the place, date, and time for counting ballots. The committee shall make arrangements to safeguard the secrecy of the ballots. The committee shall promptly report the results to the district governor as soon as a candidate receives a majority vote, including the number of the votes for each candidate. The candidate receiving a majority of the votes cast shall be declared the winner. If there is a tie vote, the committee shall cast a tie-breaking vote. The governor shall promptly notify the candidates and clubs of the results of the ballot. The committee shall retain all ballots for 15 days after the governor's notification to the candidates and clubs. The chair of the committee shall destroy the ballots following the 15-day period.

Rejection or Suspension

The committee, by majority vote, may suspend a nomination if it believes that the nominee would be unable to fulfil the duties and responsibilities of the office. The committee shall inform the Governor and nominee of the suspension and the nominee shall be given an opportunity to submit additional information. The committee shall consider all pertinent circumstances including any information submitted by the nominee and either reject the nomination of the nominee by a two-thirds vote of the committee or withdraw the suspension. The committee chair shall advise the governor if the nominee has been rejected by the committee. The committee chair shall provide reasons for the rejection, and the governor shall advise the nominee.

No Confidence

In the event that a vote of no confidence occurs for the sole candidate, the role will be considered vacant effective the start of the term for that role. Within sixty (60) days of the vote of no confidence, the committee will host a second election. For any instance in which the role of District Rotaract Representative remains vacant, the District Governor or their delegate shall fulfil the role and responsibilities of DRR to the best of their abilities.

Next Steps

Applications will be reviewed by the DRR Election Committee and provide a recommendation to the district's Board of Directors for approval by June 15th of the same year. The successful applicant will receive a notification via email shortly after June 15th.

OPERATIONAL COMMITTEES – TERMS OF REFERENCE

DISTRICT FINANCE COMMITTEE

GENERAL PURPOSE

The general purpose of this committee is to ensure the District remains financially healthy. The Committee will accomplish this by:

- Monitoring how District finances are handled and the stewardship and fiduciary responsibility placed on the District by member Clubs and Rotary International.
- Recommend policies and procedures for handling district finances, prepare the budget, and recommend annually the per capita levy amount.
- On a regular basis review financial information for compliance to the approved budget and prepare the annual financial statements.
- Maintaining and ensuring a proper record of income and expenditures.
- Maintaining a level of transparency sufficient to the needs of both the Board and the member Clubs.
- Oversee and monitor District Governor Stipend.

MEMBERSHIP & COMPOSITION

The committee is comprised of:

- District Governor, District Governor-Elect, District Governor-Nominee, District Treasurer and one to three Rotarians.
- The District Treasurer will be the Chair of the Committee.
- The District Treasurer and the members at large will normally be appointed by the District Governor for a term of three years.
- The non-Board members at large will be appointed for a two-year term and their appointments will be staggered.

These members shall be financially literate.

ACTIVITY LEVEL

- One meeting every month. Additional meetings as required, depending upon work level, projects, etc.
- Approximately 4 hours per month for work assignments.

MEETINGS

Meetings will normally be held on the 2nd Thursday of every month commencing at 9:30 am by Zoom.

LEADERSHIP & GOVERNANCE STRUCTURE

- This is an advisory committee.
- The committee reports to the Board.
- The chairperson of the committee is the Treasurer.
- Voting: All committee members, including the Chairperson, have one vote.

REPORTING

The following reports, for information, will be generated and saved to a committee electronic folder (Dropbox):

- Financial Reports: For distribution to Committee Members 3 days before each meeting.
- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.

WORKING PRINCIPLES

Decisions will be reached by consensus. In cases where consensus cannot be reached, the committee will determine the outcome through voting.

RESOURCES – FINANCIAL

There are no dedicated funds for this committee with the exception of funds to pay for the yearly financial review.

RESOURCES – HUMAN / OTHER

Other departments or staff may be required to attend meetings on an ad-hoc or regular basis. These people will be considered resources to the committee and do not have a voting function. Their attendance will be at the discretion of the Committee.

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by one person on the Committee.

KEY STRATEGIC DIRECTIONS

The key strategic directions of this Committee are:

- To operate with fiscal responsibility
- To be accountable and transparent to our stakeholders

COMMUNICATION

- External communications will be done via email to the Board.
- Internal communications (i.e.: organization, staff) will be the responsibility of the District Treasurer.
- Committee Members will have access to a DropBox.

REVIEW & EVALUATION – The Terms of Reference will be reviewed as needed but at least once per year.

DISTRICT MEMBERSHIP COMMITTEE

GENERAL PURPOSE

The general purpose of this committee is to develop and implement strategies that support the membership goals of the Clubs in the District.

MEMBERSHIP & COMPOSITION

The committee is comprised of no fewer than 3 members to a maximum of 9 members.

- Membership will be open to Rotarians who have skills and abilities, and passion in the areas of recruiting, training, teaching, sales and similar areas of customer attractions.
- Consideration will be given to those who have served as chairs of club committee(s) related to membership attraction and engagement.
- Membership is also open to Rotarians who have been successful in inviting new members to join Rotary, developing new clubs, implementing membership programs and who are members of clubs that have diversified membership.

THE CHAIR

- The Chair will have significant knowledge of, commitment to, and experience with membership attraction and engagement activities.
- The Chair sits as a Director on the District Board and attends District Board meetings (bi-monthly)
- This is a two-year term with possible two-year extension.

KEY STRATEGIC DIRECTIONS & GOALS

- Serve as a resource to club Presidents and club Membership Chairs in supporting their initiatives and goals of member attraction and retention.

- Working with club Membership Chairs, develop strategies and action plans that address these initiatives;
- Working with the District Governor, plan and organize quarterly virtual “fireside chats” for any new membership leads from all clubs in the district;
- Working with the District Governor and others, plan and organize quarterly virtual “fireside chats” for new Rotarians as part of their onboarding and orientation.
- Working with the District Rotaract Representative, ensure the successful transition of graduating Rotaractors into Rotary.
- Working with the Diversity, Equity, and Inclusion committee Chair, assist in the education of the importance of DEI in our Rotary clubs to ensure they reflect their community.
- Working with the Learning and Development Committee chair, identify And participate in educational opportunities for membership growth and retention
- Identify geographic or community gaps and aid local leaders in starting a (Interact/Rotaract/Rotary) Club.

ACTIVITY LEVEL

- One meeting every month.
- Meeting may be up to 2 hours.
- Additional meetings as required, depending upon work level, projects, etc.
- Approximately 4-10 hours per month for committee initiatives.

The Committee shall build and execute an annual action plan based on the strategic direction. The Committee shall identify key results and measure against those results.

MEETINGS

Meetings will be held on a set date and time as decided by the committee.

LEADERSHIP & GOVERNANCE STRUCTURE

- This is an operational committee and reports to the CEO/District Governor
- Voting: if a vote is required, all committee members, including the Chairperson, have one vote.

REPORTING

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to district Governor after each meeting. Summary report will be issued within 2 days of the meeting.

RESOURCES – FINANCIAL

- There may be funds dedicated funds for this committee.

- The committee will keep an accurate tracking of spending.
- Funding for joint projects and initiatives will be the responsibility of the Chair and will fit within their budgetary constraints.
- Reimbursement for expenses must be pre-approved by the CEO/District Governor and will follow the district process.

RESOURCES – HUMAN / OTHER

- Other committee chairs may be requested to attend meetings on an ad hoc or regular basis. These people will be considered resources to the committee and do not have a voting function.

COMMUNICATION

- External communications will be done through the CEO/District Governor.
- Internal communications will be the responsibility of the Chair.
- Committee communications will be provided by a secretary, appointed from the committee-by-committee members.
- Meeting summaries will be posted on the ClubRunner or via email.
- The agenda will be circulated to all Committee Members and invited resource people one week in advance of the meeting.

The Committee will work with the Rotary Zone Coordinator on issues important to this area.

REVIEW & EVALUATION

- The Terms of Reference will be reviewed as needed but at least once per year, in April.
- Outcomes will be reviewed on an annual basis.
- An Outcome report will be filed with the Board yearly.

DISTRICT ROTARY FOUNDATION COMMITTEE

GENERAL PURPOSE

The District Rotary Foundation Team will coordinate and support The Rotary Foundation's goals with the District. Please refer to the District Flow Chart for member committees. The role of the Team is to educate, motivate and inspire District 5370 Rotarians to participate in Foundation programs and fundraising activities. The Committee, under the leadership of the District Rotary Foundation Chairperson (DRFC) shall:

1. Plan and coordinate a Rotary Foundation Club Recertification annually (the spring of the year).
2. Establish goals for fund raising activities including Annual Program Fund and Permanent Fund using input from club goals in Rotary Club Central:

3. Establish through consultation with the District Governor and the District Governor-elect, proposed allocation of the District Designated Funds (SHARE) and monitor the application of these funds throughout the Rotary year.
4. The Rotary Foundation Chairperson shall appoint chairpersons for each of the following subcommittees:
 - a. Fundraising
 - b. Grants Subcommittee
 - c. District Grants
 - d. Scholarships
 - e. Vocational Training Team
 - f. Rotary Foundation Alumni
 - g. Polio Plus
 - h. Paul Harris Society
5. The DRFC shall appoint a three-person District Committee to oversee stewardship of grants.
6. The DRFC is accountable in maintaining accurate books of record with sufficient backup to support the numbers recorded in their committee financial statements. The Committee will work with the District Office and the Treasurer for accurate accounting.

DISTRICT LEARNING & DEVELOPMENT COMMITTEE

GENERAL PURPOSE

To support and improve the quality of life in the district clubs communities with an emphasis on helping children, needy families, the aged, the handicapped, and those most in need of assistance.

MEMBERSHIP & COMPOSITION

The committee includes 5 to 10 members, who are Rotarians in good standing with 5370.

Membership representation will be from Rotary Indigenous Committee, Rotary Integrity Awards Committee and club members with a passion for community services and demonstrated expertise in planning, organizing, administering, implementing or evaluating community service programs.

Members can indicate their interest to serve on the committee to the committee chair, be recommended by current committee members or district board.

Members will be assigned to a 1 or 2 year term, that can be extended to an additional term by the committee.

ACTIVITY LEVEL

Meetings will be scheduled every 2 months per year, with additional meetings set by the chair as needed to address issues or events. The meetings will be 1-2 hours in length to allow time for review and discussion of agenda.

Additional meetings as required, depending upon work level, projects, etc.

Approximately 4 hours per month for work assignments.

MEETINGS

Meetings will be held at the call of the Chair.

LEADERSHIP & GOVERNANCE STRUCTURE

This is an operational committee that supports the districts goals of community service. The committee reports to the DG.

Decisions are by consensus, and if a consensus is not able to be reached, a vote by a majority of members present will determine the decision.

Voting: All committee members, including the Chairperson, have one vote.

REPORTING

A notice of meeting and agenda is generated by the chairs, and emailed to members at least one week in advance of the meeting. Meeting minutes are taken by one of the co-chairs, and emailed to members within 2 weeks of the meeting. A meeting summary is prepared by the co-chairs for distribution to the board, one week prior to the board meeting.

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to Board one week prior to Board meeting. .

RESOURCES – FINANCIAL

Reimbursement for travel expenses needs to be approved in advance of the expenses occurring by the Chair of Community Services.

Funding for joint projects and initiatives will be the responsibility of the committee and will fit within their budgetary constraints.

Reimbursement for expenses must be authorized and will follow the following process. A request for reimbursement of expenses will be made in writing to the chair and will be approved if it is within committee budget.

RESOURCES – HUMAN / OTHER

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the committee members.

COMMUNICATION

External communications will be approved by the chair. The communication includes posting in social media, updates to club international chairs, and summaries in the district newsletter

External communications will be done via approved Rotary processes and platforms.
Internal communications will be the responsibility of the Chairs.

Committee communications will be provided by a secretary, appointed from the committee by committee members.

Meeting Summaries will be posted on ClubRunner or via email.

REVIEW & EVALUATION

The Terms of Reference will be reviewed as needed but at least once per year, in April.

DISTRICT DIVERSITY, EQUITY & INCLUSION COMMITTEE

GENERAL PURPOSE

In keeping with Rotary's action plan of expanding our reach, through our work, Rotary Clubs shall have the skills, abilities, education, resources, and culture to strengthen Rotary Clubs' core values. Communities are empowered in District 5370 through the betterment of our Rotary Clubs.

MEMBERSHIP & COMPOSITION

The Committee is comprised of a Chair, a minimum of 4 members to a maximum of 8 members. The DG is a non-voting member of this committee.

Membership criteria:

- Members are in good standing of the District and the Club.
- Members represent the DEI and Rotary values in their lives and work environment.
- Members are willing to share their perspectives openly and respectfully
- with the standing members of the committee in the recruitment process.

- Members must have completed the DEI online training available through RI within one month of appointment to the Committee.
- Members should be prepared to speak on DEI topics.
- Recruitment process:
 - Members can be nominated by another Rotary member.
 - Members may self-nominate.
 - The Committee will review all Member candidates.
 - The final decision for membership rests with the Committee.

ACTIVITY LEVEL

One meeting every month for 2 hours.

Additional meetings as required, depending upon work level and projects.
Approximately 4 hours per month for committee work.

Members should be prepared to speak on DEI topics.

The goal is to have all members participate in all meetings and activities. Members that can't attend a meeting, are asked to let the chair know in advance. More than 3 unexcused absences per year will result in being excused from Committee membership.

MEETINGS

Meetings will be held on the third Wednesday of every month via zoom, from 7-9pm. Hybrid or in-person meetings will be determined by member availability.

LEADERSHIP & GOVERNANCE STRUCTURE

- This is an Operational Committee of District 5370.
- The Committee reports to DG and the District Board.
- The DG appoints the Chairperson of the Committee. In the absence of the Chairperson, one will be appointed by the Committee.
- Voting: All committee members, including the Chairperson, have one vote.
- The District Governor is a non-voting member of this committee.

REPORTING

The following reports, for information, will be generated:

- Summary reports provided to the District Board on activities, actions, goals, and outcomes.
- Agendas for the meetings will be circulated before the monthly meetings.

- Meeting Summary - For distribution to committee members after each meeting via
- email. Summary reports will be issued after meetings for the purpose of
- tracking/communicating tasks and actions.

WORKING PRINCIPLES

Decisions will be reached by consensus. In cases where consensus cannot be reached, the committee will determine the outcome through voting.

- We will practice kindness and respect.
- Everybody will hear and be heard.
- We need everyone’s wisdom for the best possible results.
- There are no wrong answers. All ideas are accepted. You can change your mind.
- Spelling doesn’t count.

RESOURCES – FINANCIAL

- This committee will receive a budget of \$1000 to carry on its work
- Reimbursement for expenses Requires submission of an expense claim form.

RESOURCES – HUMAN / OTHER

Other departments and/or staff may be invited to attend meetings ad hoc or regularly. These people will be considered resources to the committee and do not have a voting function. Their attendance will be at the discretion of the Committee.

The following may be asked to attend as required:

- Any D5370 Committee Chair or designate
- The DG Stream
- D5370 Staff
- Subject area experts on DEI
- Dedicated administrative support for minutes, reports, notices, etc., will be provided by a committee member.

KEY STRATEGIES

The key strategic directions of this Committee for existing, new, and emerging leaders:

Skills: will have the required skills to integrate the DEI Code of Conduct into the everyday operations of a Club.

Abilities: will be able to build a safe and healthy Club environment.

Education: will have access to training and mentoring to sustain a healthy Club environment.

Resources: will have access to resources at the District level to assist with Code of Conduct issues and strains.

Culture: will uphold the DEI Code of Conduct as their Club grows.

COMMUNICATION

External communications will be done through the public image committee.

Internal communications will be the responsibility of the Chair.

Committee communications will be provided by a Secretary, appointed from the Committee by Committee members.

Meeting summaries will be shared by email.

Agenda items are due one week prior to the meeting and will be emailed to Committee Members three days prior.

The agenda will be circulated to all Committee members and invited resource people.

The following reports, for information, will be generated:

- District Board Reports for decisions and approval
- District newsletter
- Targeted group emails
- Meeting Summary

REVIEW & EVALUATION

The Terms of Reference will be reviewed by the Committee as needed but at least once per year, in January/February.

The Terms of Reference will be reviewed by the District Board every three years.

RECOGNITION& THANKS

We will recognize and thank committee members.

ADDITIONAL INFORMATION

Committee members must be aware of the following contractual obligations:

This Committee and its members will follow District 5370 and RI guidelines and principles.

DISTRICT COMMUNITY SERVICES COMMITTEE

GENERAL PURPOSE

To support and improve the quality of life in the district clubs communities with an emphasis on helping children, needy families, the aged, the handicapped, and those most in need of assistance.

MEMBERSHIP & COMPOSITION

The committee includes 5 to 10 members, who are Rotarians in good standing with 5370.

Membership representation will be from Rotary Indigenous Committee, Rotary Integrity Awards Committee and club members with a passion for community services and demonstrated expertise in planning, organizing, administering, implementing or evaluating community service programs.

Members can indicate their interest to serve on the committee to the committee chair, be recommended by current committee members or district board.

Members will be assigned to a 1- or 2-year term, that can be extended to an additional term by the committee.

ACTIVITY LEVEL

Meetings will be scheduled every 2 months per year, with additional meetings set by the chair as needed to address issues or events. The meetings will be 1-2 hours in length to allow time for review and discussion of agenda.

Additional meetings as required, depending upon work level, projects, etc.

Approximately 4 hours per month for work assignments.

MEETINGS

Meetings will be held at the call of the Chair.

LEADERSHIP & GOVERNANCE STRUCTURE

This is an operational committee that supports the districts goals of community service. The committee reports to the DG.

Decisions are by consensus, and if a consensus is not able to be reached, a vote by a majority of members present will determine the decision.

Voting: All committee members, including the Chairperson, have one vote.

REPORTING

A notice of meeting and agenda is generated by the chairs, and emailed to members at least one week in advance of the meeting. Meeting minutes are taken by one of the co-chairs, and emailed to members within 2 weeks of the meeting. A meeting summary is prepared by the co-chairs for distribution to the board, one week prior to the board meeting.

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to Board one week prior to Board meeting. .

RESOURCES – FINANCIAL

Reimbursement for travel expenses needs to be approved in advance of the expenses occurring by the Chair of Community Services.

Funding for joint projects and initiatives will be the responsibility of the committee and will fit within their budgetary constraints.

Reimbursement for expenses must be authorized and will follow the following process. A request for reimbursement of expenses will be made in writing to the chair and will be approved if it is within committee budget.

RESOURCES – HUMAN / OTHER

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the committee members.

COMMUNICATION

External communications will be approved by the chair. The communication includes posting in social media, updates to club international chairs, and summaries in the district newsletter

External communications will be done via approved Rotary processes and platforms.
Internal communications will be the responsibility of the Chairs.

Committee communications will be provided by a secretary, appointed from the committee by committee members.

Meeting Summaries will be posted on ClubRunner or via email.

REVIEW & EVALUATION

The Terms of Reference will be reviewed as needed but at least once per year, in April.

DISTRICT INTERNATIONAL SERVICES COMMITTEE

GENERAL PURPOSE

To support international humanitarian endeavours undertaken by the district clubs to make a positive difference locally and globally.

MEMBERSHIP & COMPOSITION

The committee includes 8 to 10 members, who are Rotarians in good standing with 5370.

Membership representation will be from Playground Committee, Shipping Arm Committee, Waterton-Glacier International Peace Park Committee, Friendship Exchange committee and club members with a passion for international services and demonstrated expertise in planning, organizing, administering, implementing or evaluating international programs.

Members can indicate their interest to serve on the committee to the committee chair, be recommended by current committee members or district board.

Members will be assigned to a 1- or 2-year term, that can be extended to an additional term by the committee.

ACTIVITY LEVEL

Meetings will be scheduled 3 times per year, with additional meetings set by the co-chairs as needed to address emergent issues. The meetings will be 2 hours in length to allow time for review and discussion of agenda.

Additional meetings as required, depending upon work level, projects, etc. Approximately 4 hours per month for work assignments.

MEETINGS

Meetings will be held at the call of the Chair.

LEADERSHIP & GOVERNANCE STRUCTURE

This is an operational committee that supports the districts goals of international service. The committee reports to the DG.

Decisions are by consensus, and if a consensus is not able to be reached, a vote by a majority of members present will determine the decision.

Voting: All committee members, including the Chairperson, have one vote.

REPORTING

A notice of meeting and agenda is generated by the chairs and emailed to members at least one week in advance of the meeting. Meeting minutes are taken by one of the co-chairs and emailed to members within 2 weeks of the meeting. A meeting summary is prepared by the co-chairs for distribution to the board, one week prior to the board meeting.

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to Board one week prior to Board meeting. .

RESOURCES – FINANCIAL

There are no dedicated funds for this committee.

A small budget is available to the Waterton Glacier International Peace Park (WGIPP) Association for the annual district levy for the district partnership with the WGIPP, and for travel costs to meetings. This budget will be within the budget constraints of the District.

Reimbursement for travel expenses needs to be approved in advance of the expenses occurring by the Chair of International Services.

Funding for joint projects and initiatives will be the responsibility of the committee and will fit within their budgetary constraints.

Reimbursement for expenses must be authorized and will follow the following process. A request for reimbursement of expenses will be made in writing to the chair and will be approved if it is within committee budget.

RESOURCES – HUMAN / OTHER

Additional resources for this committee include the International Services District Resource Network, District Foundation Committee and Board.

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the committee members.

COMMUNICATION

External communications will be approved by the co-chairs. The communication includes posting in social media, updates to club international chairs, and summaries in the district newsletter

External communications will be done via approved Rotary processes and platforms.

Internal communications will be the responsibility of the Chairs.

Committee communications will be provided by a secretary, appointed from the committee by committee members.

Meeting Summaries will be posted on ClubRunner or via email.

REVIEW & EVALUATION

The Terms of Reference will be reviewed as needed but at least once per year, in April.

DISTRICT YOUTH SERVICES COMMITTEE

GENERAL PURPOSE

The general purpose of this committee is to develop the next generation of community leaders and Rotarians in our district.

MEMBERSHIP & COMPOSITION

The committee is comprised of a chair and sufficient subcommittee chairs to execute the plans of the committee. In addition, the Rotaract Council has a seat on the committee. All committee members and Rotarians involved with youth must complete a **Vulnerable Sector Police Information Check**.

Sub-committees are:

- Youth Exchange
- Youth Camps
- Interact
- Earlyact

Other persons, because of their function, may be appointed to this committee.

ACTIVITY LEVEL

One meeting every month.

Meeting may be up to 2 hours.

Additional meetings as required, depending upon work level, projects, etc.

Approximately 4-10 hours per month for work assignments.

The Committee shall build and execute an annual action plan based on the strategic direction. The Committee shall identify key results and measure against those results.

MEETINGS

Meetings will be held on a set date and time as decided by the committee.

LEADERSHIP & GOVERNANCE STRUCTURE

- This is an operational committee. The committee reports to the CEO/District Governor
- Voting: if a vote is required, all committee members, including the Chairperson, have one vote.
- The CEO / District Governor is a member of all committees (ex officio) and non-voting.
- The Chair may also be appointed as a member of the Board.
- The Chair is a three-year term to a maximum of six years.

- Each Sub-Committee will have their own terms of reference.

REPORTING

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to relevant parties after each meeting. Summary reports will be issued within 2 days of the meeting.

RESOURCES – FINANCIAL

There are funds dedicated for this committee.

The committee and subcommittees will keep an accurate tracking of revenue and expenses.

Funding for joint projects and initiatives will be the responsibility of the Chair and will fit within their budgetary constraints.

Reimbursement for expenses must be pre-approved by the CEO/District Governor and will follow the district process.

RESOURCES – HUMAN / OTHER

Other individuals may be required to attend meetings on an ad hoc or regular basis. These people will be considered resources to the committee and do not have a voting function. Their attendance will be at the discretion of the Committee.

The following may be asked to attend:

- Other District Operational Committee Chairs.
- Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the committee members.
- Logistical support will be provided by the District Office.

KEY STRATEGIC DIRECTIONS

The key actions of this Committee are:

- Promote awareness and provide project support and guidance to all Youth Service program committees.
- Ensure youth protection certification and training activities at the club and district level. This is to maintain a safe environment for all youth participants in Rotary activities.
- Promote Youth Service Programs by encouraging each program to reach out to young people in other programs for greater involvement.
- Coordinate district-wide annual calendars for all Youth Service programs.
- Regularly communicate with the District Governor and Executive Committee on overall program status and issues.
- Participate in training programs to explain to Rotarians how to have a successful Youth Service program.
- Work with other Districts and RI to take advantage of their ideas and support.
- Provide public relations information to the District website, District Newsletter and Public Relations Committees.

- Encourage and coordinate the involvement of Youth Service participants in all appropriate district meetings and events and involvement in community and/or international service projects.
- Maintain a relationship with each Club and their youth coordinator.
- Enforce the Rotary Protection Guide and Youth Protection Policy (as amended).

COMMUNICATION

External communications will be done through the CEO/District Governor.

Internal communications will be the responsibility of the Chair.

Committee communications will be provided by a secretary, appointed from the committee-by-committee members.

Meeting Summaries will be posted on ClubRunner or via email.

In camera discussion will follow a process determined by the Committee.

Agenda items are due 1 week prior to the meeting and will be emailed to Committee Members.

The agenda will be circulated to all Committee Members and invited resource people.

The following reports, for information, will be generated:

- Meeting Minutes
- Meeting Summary:

All participants in any committee have a responsibility to both communicate upward and outward; and receive the same.

REVIEW & EVALUATION

- The Terms of Reference will be reviewed as needed but at least once per year, in April.
- Outcomes will be reviewed on an annual basis.
- An Outcome report will be filed with the Board yearly.

DISTRICT CONFERENCE PLANNING COMMITTEE

GENERAL PURPOSE

The general purpose of this committee is to plan and execute an annual gathering of the Clubs, Rotarians and friends of Rotary, and in doing so learn about Rotary, network, reconnect with friends, find inspiration, improve skills, discuss relevant issues and move Rotary forward.

The District Conference furthers the development of Rotarians and may offer learning opportunities of Rotary through fellowship, inspirational addresses and the discussion of matters relating to the affairs of Clubs in the District in particular and RI in general. The dates of the Conference shall not conflict with the International Assembly or the International Convention.

Expenses incurred in connection with the attendance of the official representative of the President of RI shall be at District expense and shall be paid through the Conference.

MEMBERSHIP & COMPOSITION

The committee is comprised of one Board member and sufficient members to execute the delivery of the annual gathering efficiently and effectively.

The Committee Chair and Subcommittee Chair(s) are appointed for a minimum of three years. The Committee chair appointments shall be staggered over a three-year period to ensure committee continuity.

ACTIVITY LEVEL

One meeting per month for 2 hours. Additional meetings and subcommittee meetings may be required.

Additional meetings as required, depending upon work level, projects, etc. Approximately 100 hours per conference for work assignments.

MEETINGS

Meetings will be held at the call of the chair and shall be set by the Committee.

Subcommittee meetings shall be at the call of their Chair or set by the sub-committee.

LEADERSHIP & GOVERNANCE STRUCTURE

This is an operational committee. The committee reports to the District Governor or designate.

The chairperson of the committee is recruited and if a suitable candidate is not found, a chair will be appointed by the District Governor.

Voting: All committee members, including the Chairperson, have one vote.

The District Governor and the Learning & Development Chair are members (ex officio) and non-voting.

The governing structure shall be in two tiers. The governing tier will be the Chair and Subcommittee Chairs. The second tier shall be subcommittees responsible for key division of responsibilities.

REPORTING

The Committee shall design a reporting structure to ensure the effective and efficient delivery of information across all committees and committee members.

The Chair is accountable to the District Governor.

WORKING PRINCIPLES

The District Conference is one of the premier events on the District's Rotary calendar and shall deliver a wow factor key to surpassing the needs of the attendees, sponsors, and vendors. It shall be the place to do business, invent projects, and provide opportunities. It should also be the best place for vendors and sponsors to access the demographic Rotarians represent.

The Committee shall take all opportunity to generate conference revenue sufficient to surpass the expense needs of the conference.

The conference is a revenue generating opportunity for the corporation and the committee is expected to return to the corporation a minimum of 5% return on gross revenue or \$25,000, which every is greater.

RESOURCES – FINANCIAL

There may be funds for start-up costs for the committee within the budget restraints of the District. The Committee may retain professional assistance and this cost shall be recovered from conference revenues.

RESOURCES – HUMAN / OTHER

Other departments and / or staff may be required to attend meetings on an ad hoc or regular basis. These people will be considered resources to the committee and do not have a voting function. Their attendance will be at the discretion of the Committee.

The following may be asked to attend:

- Human Resources
- Communications
- Staff
- Contracted Services / Consultant
- Administrative Support
- Building Maintenance
- Finance Department

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the Committee. The District office will also provide staff assistance within budget limitations.

COMMUNICATION

External communications will be done through a dedicated conference communication plan. All costs shall be recovered from conference revenues.

Internal communications will be the responsibility of the Chair.

The Committee shall ensure consistent and transparent communication throughout conference operations.

REVIEW & EVALUATION

The Terms of Reference will be reviewed as needed but at least once per year, in November.

DISTRICT COMMUNICATIONS & PUBLIC IMAGE

The Communications Committee is responsible for the marketing of Rotary throughout the District. It will also oversee Public Relations. Its focus is to support Club development.

GENERAL PURPOSE

The general purpose of Rotary's Public Relations Program is to foster understanding, appreciation and support for the mission and programs of Rotary among the general public and to enhance the image of Rotary. The program should promote awareness among all Rotarians that good publicity, favourable public relations and a positive image are desirable and essential goals if Rotary is to achieve and broaden its service to humanity. This Committee may, with the approval of the District Governor, initiate promotional activities, which will have the potential to improve Rotary's public image across the District.

Its responsibilities include:

1. The District blog;
2. District Newsletter;
3. Chairs Communications Committee
4. The District webmaster
5. Public Relations

DISTRICT PEACE BUILDER COMMITTEE

GENERAL PURPOSE

To build awareness of peacebuilding to fulfil Rotary's mission to empower and enable Rotarians to advance world understanding, goodwill, and peace. It will do this through approved service projects that connects people and creates opportunities to build community, a sense of belonging, and peace.

MEMBERSHIP & COMPOSITION

The committee is comprised of no more than 15 members.

Membership is open to Rotarians and Rotaractors in good standing who have an interest to promote peace building and peace literacy.

Special attention may include Peace Fellows and / or Peace Fellow Candidates, and Past District Governors.

The Chair is appointed every year by the District Governor Elect. One member shall be a member of the Board.

Membership terms is limited to a maximum of 5 years in total.

ACTIVITY LEVEL

The Committee shall put such efforts in to accomplish the goals and priorities of the District, and then those of the Committee.

The Committee shall coordinate their activities with other District Committees to enjoy synergies and cost efficiencies.

MEETINGS

The Committee shall meet at least once per year and may meet more often as required. The Chair shall call and set the dates and locations of meetings. Five members may also call a meeting.

The Committee shall organize their meetings, keep records of decisions and be transparent to the district.

LEADERSHIP & GOVERNANCE STRUCTURE

This is an operational committee of the district and is accountable for outcome deliverables to the District Governor consistent with the goals and outcomes set by the Board.

The chairperson of the committee is appointed yearly by the District Governor-elect.

Voting: All committee members, including the Chairperson, have one vote.

The District Governor (or delegate) is a non-voting ex officio member of this Committee.

REPORTING

The following reports, for information, will be generated:

- Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.
- Meeting Summary: For distribution to [who] after each meeting. Summary reports will be issued within 2 days of the meeting.
- Outcome(s) Summary: Shall be reported yearly to the District Governor or at intervals as required.

RESOURCES – FINANCIAL

There are no dedicated funds for this committee. Funds may be allocated through the District's budget process.

The Committee shall not commit to projects or incur debt without approval.

Funding for joint projects and initiatives will be the responsibility of the District Governor and will fit within budgetary constraints. Reimbursement for expenses is not allowed.

RESOURCES – HUMAN / OTHER

Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the Committee. The District Office will assist the Committee as required and within operational demands.

KEY STRATEGIC DIRECTIONS

- The key strategic directions of this Committee are:
- Encourage and facilitate peace education and literacy.
- Develop peacebuilding educational materials.
- Deliver educational opportunities.

COMMUNICATION

External communications will be done via the District Communication Committee and communication plan.

Internal communications will be the responsibility of the Chair.

Committee communications will be provided by a committee member.

REVIEW & EVALUATION

The Terms of Reference will be reviewed as needed but at least once per year, in April.

The District Governor shall approve all changes.

DISTRICT AWARDS COMMITTEE

When not subject to the extensive Terms of Reference of other committees, the District Awards Committee collects and assesses information for awards to Rotarians and Clubs and makes recommendations to the District Governor as to appropriate recipients.

GENERAL INFORMATION ON EXPENSE CLAIMS

The District Finance Committee, in consultation with Committee Chairs, shall prepare a proposed District budget, for approval by the District Board prior to presentation to the District membership no later than April 30th each year. The District Budget shall include a minimum of \$10.00 per District Rotarian for the subsidization of the District Conference fee and shall include a sum for the following purposes:

- i. A sum to defray the costs of travel, printing, postage, communication supplies, and other incidental expenses incurred by the District Governor which are not covered by the District Governor's allocation from Rotary International.
- ii. A sum to cover the expenses of the District Governor-Elect and companion to attend the annual meeting of Rotary Zone 24; a sum to cover the expenses of the District Governor-Nominee to the Zone 24 annual meeting, and a sum to cover the expenses of the District

- Governor-Elect and companion the District Governor Nominee to attend the International Convention at Rotary International. All such sums are to include economy airfare.
- iii. Sums to cover expenses incurred, with the prior approval of the District Governor, by District committees as provided in the budget;
 - iv. A sum to provide for the publication of a District directory by the District Governor;
 - v. A sum to provide for the Accountant's review of the district accounts;
 - vi. A sum to cover miscellaneous grants and awards;
 - vii. A sum to be paid to the extent needed to the Club or Clubs hosting the District Assembly and District Conference to meet any excess of costs over revenues;
 - viii. A sum to cover some of the expenses of the District Governor-Nominee;
 - ix. An annual membership fee to be paid to the Waterton - Glacier International Peace Park;
 - x. A sum to assist remote District 5370 Clubs to send representatives to District Meetings and District Conferences. (Northern Travel Subsidy)
 - xi. A sum to take care of the unforeseen and not provided for.

Northern Club Travel Subsidy

A sum to assist remote District 5370 clubs to send representatives to District meetings. There will be a levy of \$2.00 per member in the District to assist with travel costs for the northern clubs. The levy will result in a fund being created and this fund will be applied up to the following amounts.

- i. Yellowknife - \$1600.00
- ii. Fort Nelson - \$800.00
- iii. Hay River - \$800.00
- iv. Whitehorse - \$1600.00

Assistant Governor Expense Policy

Assistant Governors will be reimbursed for expenses incurred by attending District meetings and the District Assembly. The Rotary International District Governor allocation provides for these expenses.

An Assistant Governor is eligible to receive reimbursement for the following travel costs:

- a. Mileage: Mileage reimbursement will be based on the lesser of current Rotary International rate times kilometres or equivalent economy airfare. Assistant Governors will be reimbursed for a maximum of four Club visits. One visit will be the official visit of the District Governor, one visit will be prior to the beginning of the Rotary year for the purpose of assisting clubs in the planning process, one visit at the end of the Rotary year to ensure all necessary reports are completed, and the fourth visit at the discretion of the Assistant Governor in consultation with the District Governor. Meal expenses for required visits are incurred by the visited Club.
- b. Airfare: If travel by vehicle is not reasonable, then airfare will be reimbursed for economy flights.
- c. Accommodation: Accommodation will be reimbursed if the distance travelled requires an overnight stay to attend training or Club visits.
- d. Meals: No reimbursement is provided for meals.

District Governor, District Governor-elect, District Governor-nominee and District Governor Nominee Designate: Rotary International Guidelines

District Governor

The District Governor receives an allocation from Rotary International to cover expenses during the Governor year for Club visits, District Conference, training meetings and office expenses.

As indicated in the Governor Manual (2018-2019), District budgets should include funds to support the Governor and Governor -Elect (in addition to the Governor 's funding from Rotary) as they prepare and perform the responsibilities of office. Besides the official Rotary activities in the District, the Governor might need to participate in special Club or District events. In accordance with Rotary International policy, the Club or District should cover the expenses associated with these additional activities. The District funds should also cover the expense of any visit to the District by the Rotary International Zone Director or any other Rotary International or Rotary Foundation officer invited to the District.

District Governor-Elect

As indicated in the Governor Manual {2018-2019), District budgets should include funds to support the Governor-Elect (in addition to the Governor's funding from Rotary International) as the Governor-Elect prepares for and performs the responsibilities of office.

The District budget will cover the expenses of the Governor-Elect and partner to attend the Zone 28/32 annual meeting and the Rotary International convention. All such sums are to include economy airfare for the Governor-Elect and companion.

Attendance at additional Zone or District events may be eligible for reimbursement with the approval of the District Governor.

District Governor-Nominee

The district budget will cover the expenses for the District Governor-Nominee to attend the Zone 24 annual meeting and the Rotary International convention. The Governor-Nominee is expected to attend District committee meetings as an observer. Expenses to attend committee meetings, training meetings, District assemblies will be reimbursed.

District Governor Nominee Designate

The District Governor Nominee Designate will be ratified at a General Meeting of the membership (usually the Spring Assembly) at which time the District Governor Nominee Designate will become the District Governor-Nominee.

Additional Guidelines

All expenses incurred and being claimed should be done promptly, preferably within 60 days of the date the expense was incurred.

Due to the end of the year accounting, all expenses incurred June 30 or before must be submitted no later than July 31 for reimbursement.

Appropriate receipts must be submitted with the Expense claim form to the district office.

Partner expenses are not reimbursed except as noted for the Governor team.

Participation in club fund raising activities is an individual choice and is not reimbursable.

Routine attendance at events of the district or individual Clubs is not normally reimbursed. When District Officers and/or Committee Chairs are official participants at a District event instead of the Governor, the expense may be reimbursed.

The District Governor in consultation with the District Governor-elect must approve attendance of Committee Chairs to attend Zone meetings.

All expenses claimed should be within the Budget submitted and approved by the respective Committee Chair, Governor or Governor-Elect.

Any District Expense claim matters not included in this policy need approval of the District Board on the recommendation of the District Finance Committee.

CRISIS MANAGEMENT PLAN

Rationale

- Though emergency situations are rare, District program participants are susceptible to a variety of natural and human-caused crises. A crisis can develop when least expected and demands an immediate response, so preparation is essential. Awareness of threats to participants is necessary to evaluating potential risks and developing crisis management procedures in advance.
- Emergencies are variable. A crisis may be widespread or may directly affect just one person. People may even be affected by a crisis far away or in a distant location connected to the individual. What is common to all crises is that they cause stress, disruption, and pain for those affected.

Crisis Situations and Impact Levels

- Crisis situations can vary depending on the programs or people involved. These situations could include accidents, health emergencies, violence, crimes, natural disasters, missing persons, or death. It is very important to assess the potential of crisis based on the type of activities and individuals involved.
- The severity level of a crisis is measured by its impact on people, programs, finances, operations, and reputation. In general, crises can be put into three impact levels: **minor, significant, and major**. The following are factors to assist in categorizing a crisis in one of the three levels.

- Number of people impacted
- Significance of programs and operations impacted
- Amount of assets lost or liabilities and litigations
- Disruptions or losses in services/ data
- Impact on internal or external reputation/ community satisfaction

Types of Crisis

1. Accidents
 - a. Transportation accidents, poisoning, house fires, falls, etc., that require serious medical attention.
2. Violence
 - a. Violent physical or verbal acts that may target individuals or groups based on their gender, ethnicity, background, or associations, or can be random.
3. Natural disasters
 - a. Different regions of the world are susceptible to various natural hazards, including wildfires, tsunamis, and earthquakes.
4. Political instability
 - a. Ongoing government instability, or a sudden rebellion or revolution, can lead to riots and other violence.
5. Outbreak of illness
 - a. An epidemic is an outbreak of a contractible disease that spreads at an abnormal rate. A pandemic is an epidemic whose spread is global.
6. Death
 - a. A death has occurred to a Rotarian, guest or customer at a Rotary event or on a Rotary approved project.
 - b. A death has occurred of an immediate family member.

Preparation

- The best mitigation strategy for crisis management is appropriate preparation and due diligence to avoid an escalation to a crisis. It is highly recommended that all clubs have a crisis-management plan, and this is especially relevant for youth programs, given the vulnerability of their participants. Preparation helps Rotarians effectively and efficiently respond to an event, minimize its impact, reassure all who are involved, and recover. Consider the range of crises that may occur at your club and develop procedures to address them.
- These monitoring systems and practices will be used to detect early warning signals of any potential crisis situation:
 - All committees shall have risk response plans.
 - Mandatory training for personal for risk identification.
 - Prudent restrictions on actions inherently risky.
 - A death rate is above 0.5% per confirmed illness in the area where District operations occur.
 - A declaration the health system in the location where the District has operations states they can no longer deliver normal delivery of health care.
 - A local authority in the area where District operations occur announces plans to restrict inter-area travel.

- If a circumstance or event is deemed a potential risk, it must be reported to the District Governor.

Management Team

- The District Governor, District Governor-elect, District Governor-nominee and the Immediate Past District Governor will constitute the District **Core Crisis Management Team (CCMT)**. The members of the Crisis Management standing committee provide technical support and advice to the CCMT during a crisis. Additional members could be added to the team based on skills, crisis situations or need. In the event of a vacancy, temporary leave of absence, or incapacitation of any member of the Core or Additional CCMT, the District Governor shall designate a trained replacement.
- The District Governor, or a designated Crisis Management Officer, is responsible for overseeing all aspects of crisis response, convenes meetings, and delegates tasks as necessary. They have ultimate decision-making authority when declaring, determining the level of a crisis (upon consultation with the CCMT) and actions to take in response to a crisis according to the response protocols. A trained alternate should also be available in case the DG is impacted by the crisis or otherwise unable to perform their crisis management duties.

Communication

- The district Board must be advised within 3 hours of a crisis being declared by the DG and regular updates to follow as necessary.
- Establish a procedure for disseminating and gathering information and status updates. Depending on the situation, it may also be necessary to immediately inform youth participants' parents or legal guardians, law enforcement, Rotary International, embassies, and insurance companies.

Media Communication

- The District Governor is the designated person to work with the media. Respond to requests promptly and provide only factual information. View interviews as an opportunity to communicate key points and convey a reassuring message. Make sure to notify RI to get assistance with any media inquiries.

Expenses

- Coping with an emergency can entail costly, immediate expenses. The District shall determine how crisis expenses will be paid.

Crisis Situations and Response Protocols

- A detailed crisis management plan will be developed to address possible crisis situations and develop response protocols. The plan will assign crisis levels to each situation. The CCMT and ultimately the District Governor decides the level of a crisis and when to escalate or de-escalate a crisis based on the detailed crisis management plan.
- Any situation that may potentially involve a criminal act or matter involving youth, or vulnerable sector shall be fully reported to the appropriate authorities at the earliest feasible time and Rotarians shall thereafter abide by any agency directive.

Crisis Response Plan

1. The Response Coordinator is the **District Governor**.
 - a. The Coordinator shall have final say for all crisis responses.
 - b. The District Governor may delegate this function.
2. The criteria that will be used to determine if a crisis has occurred:
 - a. A complaint is made.
 - b. An event has happened.
 - c. An injury or death has occurred.
 - d. A declaration is made by a jurisdiction where District operations are located.
 - e. The District Governor will determine the level of crisis, **minor, significant, or major**.
3. Spokesperson in the event of a crisis.
 - a. The Chief Spokesperson for the District is the District Governor.
4. Provide a list of key emergency contacts (CCMT).
5. Document who will need to be notified in the event of a crisis and how that notification will be made.
 - a. Each District Committee will establish this list and review it twice a year.
6. Identify a process to assess the incident, its potential severity and how it will impact the building and employees.
 - a. Each District Committee will conduct this assessment once per year.
7. A strategy for social media posting and response.
 - a. The District Governor, or designated Communications Officer, will execute key messages to relevant stakeholders.

Crisis Resolution

1. De-escalating a Crisis and Declaring a Crisis Resolved:
 - a. The District Governor shall be responsible for de-escalating a crisis (moving a crisis from a higher level to a lower level) and declaring a crisis resolved according to the following:
 - i. De-escalating: a crisis level will be moved from a higher level to a lower level, when all steps in the response protocols have been followed, but there is still a need to maintain a level of crisis awareness or response, and that response is more appropriate to the protocols described by a lower level. The District Governor will communicate with the CCMT in the event of a de-escalation of a crisis and activate the notification protocols as necessary.
 - ii. Declaring a crisis resolved: a crisis will be deemed resolved when all steps in the response protocols have been followed, there is no immediate risk to individuals, and there is no need to maintain a level of crisis awareness or response. The District Governor will communicate with the CCMT in the event of a resolution of a crisis and activate the notification protocols as necessary.

2. Debriefing:
 - a. Immediately following a resolved crisis, a crisis simulation, or a narrowly avoided crisis, the CCMT shall conduct a debriefing. Members in addition to the CCMT may also be included, as necessary. The purpose of the debriefing is to ensure the response protocols were followed, if there are any action steps needed as a result of a crisis resolution, including, but not limited to, making updates to the crisis management plan and conducting emergency trainings.
 - b. A copy of the debriefing questionnaire shall be included with any formal records and the District Governor shall be responsible for ensuring that any actions recommended as a result of the debriefing are implemented.
3. Board update
 - a. A final report of the crisis and response shall be submitted to the Board including debriefing results and recommendations and confirmation all internal RI reporting has been completed. This report must be submitted to the Board within 30 days of such crisis been declared resolved.
4. Updating the Crisis Management Plan and Emergency Training:
 - a. It is important to review the crisis management plan regularly. The plan shall be updated as follows:
 - i. Annually, within 60 days of the start of the Rotary year.
 - ii. Following any changes to leadership on the district board.
 - iii. As a result of recommendations from a debriefing following a resolved crisis, a crisis simulation, or a narrowly avoided crisis.

PROTECTION OF VULNERABLE PERSONS PROCEDURES

The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

Protection of Youth

To uphold the Statement of Conduct for Working with Youth all clubs and districts must ensure the abuse and harassment prevention and reporting requirements are followed as established by the general secretary:

1. RI has a ZERO-tolerance policy against abuse and harassment.
 2. All district governors-elect must complete youth protection training before the start of their term as governor, as determined by the general secretary.
- The District Governor-Elect cannot take on the office of District Governor until the training is completed.

3. Districts participating in any youth programs may develop and implement youth protection policies according to local customs. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in *Rotary Code of Policies* Article 41.070 Rotary Youth Exchange.
4. Districts participating in any youth program should appoint a youth protection officer. The youth protection officer should advise clubs and the district related to abuse and harassment prevention, assist districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.
5. All allegations of abuse or harassment shall be reported to Rotary International within 72 hours of learning of the incident.

Failure to report incidents to RI within 72 hours may result in suspension of the district's Youth Exchange certification. Upon learning that an individual, club, or district knowingly has failed to timely report an allegation, the RI Board may terminate the club.

6. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.
7. In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the club and district into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.
8. Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
9. A club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.

Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the club for failure to comply.

10. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but

later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that any individual will be reinstated to a former position.

11. Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.
12. Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally- appointed club or district role where there may be contact with youth.

Club Compliance is ensured each year through the following:

- Rotary clubs must apply to participate in the D5370 Long Term Youth Exchange Program each year,
- Rotary clubs are provided with a summary of expectations, policies, procedures, calendar of events and budget requirements,
- Rotary clubs sign a compliance contract that includes compliance expectations and are signed by the Club President, Inbound Counselor and Outbound Counselor. Should any of the persons change in regard to the roles and responsibilities as agreed upon, a revised compliance certificate must be submitted with date and names of those taking on the new roles

Rotary clubs, counselors and host families are provided with the Rotary International materials, guides and District 5370 Abuse Policy prior to the students' arrival and/or departure. Each year, the manuals for the students, counselors and parents provide necessary contact information for all aspects of the program. Materials are made available electronically.

ABUSE & HARASSMENT POLICIES & PROCEDURES

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

Rotary Clubs place great emphasis on their work with people in the community including young people, the elderly, people with disabilities and other vulnerable persons through Rotary's many programs including, but not limited to, RYLA, RYLE, RYPEN, mentoring programs and Rotary Youth Exchange.

This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this good work to continue, it is important that our Rotary clubs protect the interests of everyone involved and create and maintain a safe and respectful environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of every person at risk with whom they come into contact, including children, the elderly, people with disabilities and other vulnerable persons. Fulfilling this duty also

safeguard the interests of Rotary Clubs and Rotarians by minimizing their risk of liability, including legal liability, should a participant in a Rotary activity become a victim of abuse.

Children are defined as being anyone under the age of 18. Vulnerable persons are people who, because of their age, disability or other circumstance, are more vulnerable than others.

Position Statement on the Prevention of Abuse and Harassment District 5370 will, insofar as possible:

1. In accordance with its legal obligations, ensure that children, the elderly, and people with disabilities and other vulnerable persons who are involved in Rotary District 5370 programs, activities and events, are protected from abuse, harassment and neglect.
2. Inform all adults involved in Rotary programs for vulnerable persons to complete and return their Vulnerable Persons Record Check response to our District Abuse Prevention Coordinator before associating themselves with any aspect of these programs.
3. Ensure that Rotary District 5370 programs are provided to young people, the elderly and people with disabilities and other vulnerable persons in a safe and caring environment.
4. Prevent contact with persons who are either prohibited by law from working with children, the elderly or people with disabilities and other vulnerable persons or who are considered by Rotary District 5370 to be inappropriate persons to be working with children, the elderly or people with disabilities and other vulnerable persons.
5. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any vulnerable person with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in Rotary programs that include vulnerable persons. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
6. Encourage and facilitate the timely reporting of incidents where children, the elderly, people with disabilities and other vulnerable persons are at risk of harm.
7. Ensure the prompt notification of allegations of abuse, harassment or neglect by children, the elderly, people with disabilities and other vulnerable persons where allegations involve Rotarians or persons involved with Rotary programs.
8. Report any allegations of abuse in compliance with provincial and territorial legislation.

District 5370 will not insofar as possible

1. Permit a prohibited person to participate in any program related to children, the elderly, people with disabilities or other vulnerable persons.

2. Permit any person to become a counsellor or a mentor, or host a youth exchange student, whether as a host parent or as an adult living in the same home as the youth exchange student will live, without first determining the suitability of the person through the district's screening process.

Prohibited Person

For the purpose of this policy, a Prohibited Person is anyone who:

1. Has been convicted of an offense which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life;
2. Has been convicted of any offense which, in the opinion of the District Abuse Prevention Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual; or;
3. Is subject to a court order or decree prohibiting a person from being in contact with any other individual.

Scope

These policies and procedures apply to all District 5370 Rotarians and non-Rotarian volunteers who wish to assume the role of District Committee, Club counsellors, mentors, or host families in club-sponsored programs. It also applies to all District 5370 Rotarians and non-Rotarian volunteers who will be participating in ANY Rotary Program that involves interaction with vulnerable persons. In the case of Youth Exchange these policies also apply to all adults over the age of 18 years who reside in the home of a host family.

Screening

All adults as listed in the scope above must complete the District 5370 Volunteer Assessment Form. This form will then be scanned and emailed to the District Abuse Prevention Coordinator for review.

All adults as listed in the scope above must provide a Vulnerable Persons Record Check (VPRC) response that has been duly processed by the local police service.

All non-Rotarian adult volunteers who wish to be considered as host families will be required to complete an online application form, complete online training and other as required, provide 2 references and be willing to participate in an in-home interview by at least two Rotarians.

A Vulnerable Persons Record Check response is submitted directly to the District Abuse Prevention Coordinator for their assessment.

No Rotarian or other volunteer shall participate in the Youth Exchange Program until the online application and Vulnerable Persons Record Check (VPRC) response has been completed and accepted by the District Abuse Prevention Coordinator.

Volunteer Assessment Form:

The Volunteer Assessment Form will be provided by Club counsellors to all adult requiring screening in accordance with the screening criteria above. The assessment form application is found in Appendix A.

District Abuse Prevention Coordinator: Appointed by 5370 District Governor

1. The District Governor shall appoint a District Abuse Prevention Coordinator (DAPC) who is responsible for the implementation and enforcement of this policy. The DAPC shall have experience working with people at risk such as children, the elderly, people with disabilities and other vulnerable persons either in their professional capacity or as an experienced Rotary Volunteer.
2. The appointment of the DAPC will be made annually. It is expected that the DAPC will hold the office for two to three years.
3. The DAPC must be familiar with Rotary International Child Protection System, other relevant Rotary international policies, and the relevant federal, provincial and territorial legislature.
4. The DAPC, with the assistance of the District Office, will review and maintain a database listing person who have submitted this form and when they were approved to participate in accordance with the requirements of this policy.
5. The DAPC will maintain strict confidentiality of such forms in compliance with provincial, territorial and federal legislation and this policy.
6. In the event the DAPC determines that an individual is not acceptable as a Club counsellor, mentor or host family due to the results of the VPRC, he or she shall advise the applicant that he/she is not acceptable, but shall not disclose any details of the reason behind the decision in order to ensure the privacy of the applicant.
7. The District Governor shall be the first point of contact should any Club counsellor or other Rotarian receive a complaint of abuse or harassment, and is responsible for ensuring that such complaints are dealt with according to applicable law and the interests of the affected person are protected to the extent possible.
8. The DAPC will work with Clubs to inform all Rotarians of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available.

Sexual Abuse and Harassment Allegation Reporting Guidelines:

1. Receive the report
 - a. Listen attentively and stay calm.
 - b. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
 - c. Assure privacy but not confidentiality.
 - d. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
 - e. Get the facts, but don't interrogate.
 - f. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the vulnerable person's motives. Remember that your responsibility is to present the story to the proper authorities.
 - g. Be nonjudgmental and reassure.
 - h. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the vulnerable person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
2. Document the allegation.
 - a. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.
3. Protect the Vulnerable person
 - a. The District Governor will ensure the safety and well-being of the vulnerable person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser.
 - b. Reassure the Vulnerable Person that this is being done for his or her safety and is not a punishment.
 - c. If the police do not activate an investigation the District Governor upon consultation with the District's legal counsel will coordinate an independent review of the allegations.

- d. Immediate professional non-Rotarian counselling will be made available to the Vulnerable Person.
- e. After the authorities have completed their investigations should there be criminal charges sited against the accused legal counsel will be provided for the Vulnerable Person.
- f. Should the allegation investigation involve Youth Exchange host family member and/or be inconclusive the District Youth Exchange Chair and/or Youth Chair will make the necessary arrangements to move the youth exchange student to a new host club in a different community.
- g. The accused will be prevented from associating with all Vulnerable Persons involved in any Rotary Programs and shall be reported the allegations to appropriate authorities.

FOR YOUTH EXCHANGE STUDENTS:

FIRST

- Contact the student's parents or legal guardian. If the student is away from home, then the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
- Immediately report all cases of sexual abuse or harassment FIRST to the RCMP or City Police depending on the law enforcement jurisdiction you live in.

SECOND

- Contact the Club Youth Exchange Counselor will contact the District Youth Exchange Chair and/or Youth Chair who is responsible for seeking the advice of District legal counsel and appropriate agencies and interacting with them.
- The District Youth Exchange Chair and/or Youth Chair will also inform the District Governor of the allegations.
- The District Youth Exchange Chair and/or Youth Chair will also inform the District Chair of the country who sponsored/sent the exchange student.
- If the allegation involves the conduct of the Club Youth Exchange Counselor Rotarian, the District Youth Exchange Chair and/or Youth Chair is the FIRST Rotary contact.
- District 5370 will cooperate with police or legal investigations.

FOR OTHER VULNERABLE PERSONS:

- Contact parents or legal guardians if applicable
- Immediately report all cases of sexual abuse or harassment FIRST to the RCMP or City Police depending on the law enforcement jurisdiction you live in.
- The Chair of the organizing committee for this program will inform the District Governor of the allegations.
- District 5370 will cooperate with police or legal investigations

Confidentiality and Privacy

The rights of both the victim and the accused will be protected at all times which means they have a right to privacy. Only those individuals directly involved in the reporting and investigation will be briefed in confidence on the details of the allegations and investigation.

- a. Privacy and confidentiality are essential for creating an environment where those who have experienced abuse or harassment feel safe in disclosing their experience and seeking support. The privacy and confidentiality of those involved in a disclosure of abuse or harassment will be protected. However, it is important to note that there may be limits to the District's ability to do so, when:
 - i. There is a likely risk of harm to self or others, or
 - ii. Reporting or action is required or authorized by law.
- b. Whether or not the District can maintain the privacy and confidentiality of a disclosure will be determined on a case by case basis, in consultation with relevant Rotary and law enforcement officials.
- c. Whether in the context of a disclosure or a complaint, all parties will be informed of the limits of privacy and confidentiality. In cases where confidentiality cannot be maintained, those affected will be informed and supported throughout the process. In such cases, only necessary information will be disclosed, and only to those who need to know.

Position Statement on the Prevention of Harassment and Sexual Harassment

Rotary Clubs will, insofar as possible:

1. Ensure that individuals involved in Rotary District 5370 programs are not subject to harassment, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate or offensive gestures; and physical assault.

2. In accordance with its legal obligations, Rotary District 5370 will ensure that individuals who are involved in Rotary District 5370 activities are protected from sexual harassment. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions; requests for sexual favors; unwanted touching; verbal abuse or threats; and sexual assault.

Rotary Clubs will, insofar as possible:

Adopt a policy statement on the prevention of abuse and harassment by adapting the Rotary District 5370 Abuse and Harassment Policy

The Club Abuse and Harassment Policy is posted on the District 5370 website.

Every year the club president and Youth Exchange Officer will sign and return to our District 5370 office a Promise to Comply form which is the club's commitment to abide by this policy and ensure that the required training and orientation for counselor, students and host families is attended.

Delegate responsibility for the protection of persons at risk to a member of the club

Identify one member responsible for dealing with allegations or disclosure. Members and volunteers should know how to contact this individual quickly, including a named alternate. This person and his or her team is responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with the personal security of others.

3. Plan club activities so as to minimize situations where abuse may occur. Access to and from venues should be planned so that people at risk are not required to use a route to and from an event or venue that is unsupervised, lonely, dark or otherwise potentially open to danger.

Resources should be organized in such a way so that children have a supervisor that is gender appropriate. Avoid situations where one child is supervised by one adult.

4. Introduce a process where children can talk in confidence and safely with an independent person. It is known that adults who abuse may exploit their role or situation to gain the submission and/or silence of the child. This is particularly true in residential situations, such as hosting an exchange student. Clubs should identify someone suitable who has demonstrated trustworthiness to be available for children wanting to report abuse. This person should be given clear written guidelines explaining what action must be taken when abuse is disclosed.

In non-residential situations it may be more appropriate to ensure that children are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that children know who this person is and how to contact the individual.

5. Develop procedures for protecting all vulnerable persons and apply these to all Rotarians and volunteers

Club procedures will apply to everyone involved in the event or activity. This will include, for example, all Rotarians, any Rotarian's partner, all Rotaractors and Interactors, all volunteers and paid staff.

6. Ensure all Rotarians and other volunteers have clear roles
Depending on the nature of the event and the extent of involvement, Clubs should consider giving everyone involved a written description of their role and the tasks involved. While this may only be a simple document, preparing it will help to make clear the priorities, the risks, and how the risks might be minimized. A copy of the policy statement to prevent abuse, and instructions on what to do if abuse is discovered or suspected should be provided to each Rotarian and volunteer at each event.
7. Event supervision as a means of protecting vulnerable persons

Rotary event supervisors are responsible for protecting vulnerable persons and others from abuse and should receive and be expected to understand the material contained in this document. Supervisors should remain alert and monitor and assess a volunteer's relationships with vulnerable persons looking for signs that a particular vulnerable person is receiving exceptionally harsh or favourable treatment. Supervisors suspecting that abuse may be occurring are expected to intervene as required and report their concerns to the individual responsible for the overall conduct of the club and its members and volunteers.

8. Prepare Rotarians and volunteers to work effectively with all vulnerable persons

Clear club policies, effective procedures for various events and programs, and regular proactive education programs for all Rotarians and volunteers – all supported with written materials – will provide a healthy, prevention- oriented approach for this serious responsibility we all share.

It is the policy of District 5370 that all persons 18 or older coming into contact with vulnerable persons are required to have a Vulnerable Persons Record Check (VPRC) form processed by the local Police Service. Keep in mind these checks generally report convictions for criminal offences, and they do not include charges that did not result in a conviction, nor do they disclose personal behaviours that may put vulnerable persons at risk. A pro-active, prevention-oriented program is a superior approach for all clubs.

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

The following suggestions may help clubs develop suitable procedures:

- Rotarians and volunteers should know they have a responsibility to report anything that concerns them about the personal security of others.

- Rotarians should be trained to be sensitive to changes in behaviour or signs of physical injury that might indicate something is wrong.
- Clubs should promote an attitude that reporting suspicions and/or taking action is the right thing to do. It should be clear that anyone doing so will not be discriminated against in the future.
- Rotarians should not attempt to deal with a problem alone. All complaints, allegations or suspicions should be reported to the District Chair of the program within which the club is working who will notify the District Governor and the District Governor will be responsible for deciding at what stage and in what circumstances the authorities will be informed.
- Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements
- Rotarians and volunteers often are required to drive their personal vehicle in the delivery of service. Procedures should be established to ensure driver's licenses are valid and insurance adequate for the proposed activity.
- In some instances, it may be necessary for a Rotarian to lift a vulnerable person. Training in proper lifting techniques should be provided to all Rotarians and volunteers.
- Rotary clubs may find it useful to provide each Rotarian and volunteer with a wallet card outlining the Club's policy regarding the protection of children, the elderly, the disabled and other persons at risk. This card could also contain a check list detailing what to do if abuse is discovered or suspected.

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

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

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

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

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

District Abuse Prevention Coordinator/Committee:

Volunteer Selection and Screening

1. District Office will maintain in perpetuity an electronic database of all Rotarians/Volunteers who have submitted a Volunteer Police Record Check and been cleared to participate in all Rotary Programs that include Vulnerable Persons.
2. Youth Exchange Agreements will only be considered with RI certified Districts upon acceptance of one another's exchange requirements and expectations.
3. All volunteers interested in participating in the Rotary programs for Vulnerable Persons must meet the following requirements:
 - a. Submit their VPRC to the District Abuse Prevention coordinator
 - b. Be willing to have a personal interview.
 - c. Be willing to provide a list of references for the District and/or Rotary Clubs to check.
 - d. Understand and comply with RI and district guidelines for the Youth Exchange program, Youth Protection Policies and other vulnerable persons programs.
4. Youth Exchange Host families or volunteers billeting Youth for Rotary programs - must meet the following selection and screening requirements, in addition to those listed above:
 - a. Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students.
 - b. All hosting is strictly voluntary. Parents of outbound students and club members must not be required to host students
 - c. Host families must demonstrate commitment to the safety and security of the student
 - d. Have the financial ability to provide adequate accommodations for the student
 - e. Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
 - f. Host families must complete an online application and online training
 - g. Home visits must be conducted for each family, host visits must be both announced and unannounced (short notice)
 - h. Home visits must be conducted annually, even for repeat host families.
 - i. All adult residents of the host home must meet the selection and screening guidelines.
5. Rotarian counselors must meet the criteria for all volunteers, as well as the following:
 - a. Counselors must not be a member of the student's host family.

- i. Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

6. Student Selection and Screening

All students interested in participating in the Youth Exchange program must

- a. Complete an online application and be interviewed first by the club and then participate in a parent/student interview by the District Youth Exchange committee to determine suitability for participation in the program.
- b. Attend and participate in all district orientation and training sessions.
- c. All parents or legal guardians of students interested in participating in the Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

7. Training

- a. All Youth Services programs (youth exchange, RYLA, RYPEN, RYLE) will provide abuse and harassment prevention training to all participants
- b. Develop a training calendar that defines the participants, frequency of training required for each volunteer position.
- c. Conduct specialized training sessions for the following Youth Services program participants:
 - District governor
 - District Youth Services committee members
 - Club Youth Services committee members
 - Rotarian counselors
 - Youth Exchange students and Outbound students and their parents.
 - Host families
 - Establish guidelines to ensure all participants have received the requisite training

8. Youth Exchange Additional Responsibilities

- a. Ensure all Inbound Youth Exchange students arrive in Canada with adequate medical insurance.
- b. Prohibit direct placement of students outside of the district's Youth Exchange program structure (so-called backdoor exchanges)
- c. Each Inbound student as part of their Fall Orientation and contained in their The District come to Canada Handbook is provided with a list of local services in their community.
- d. Provide a 24-hour emergency contact phone number to Inbound students.
- e. Provide a listing to inbound students of names and phone numbers for the student's Rotarian counsellor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female)
- f. The District Youth Exchange Chair's and/or Youth Chair's cell phone is on and available 24/7

- g. Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- h. Report all criminal allegations to RI within 72 hours.
- i. Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- j. Evaluate and review this policy and accompanying procedures regularly.
- k. Each Inbound and Outbound student is required to submit a quarterly report that includes information on current hosts, feelings, concerns, ideas, and suggestions.
- l. Inbound students will be hosted by a minimum of three successive host families.

Prohibit volunteers from having contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued by District 5370 Abuse Prevention Officer.

MAINTAINING VULNERABLE PERSONS RECORDS

The District

As expressed in other operational policies, the District shall maintain a record of Rotarians and other people who have obtained a VPRC and the District has issued a certificate. The District shall maintain a process to issue a Rotary certificate with an expiry date to Rotarians who have obtained a suitable records check.

The district list and obligations to maintain an accurate record does not substitute a Club's responsibility to maintain a list of certificates.

A Rotarian

A Rotarian shall obtain the Rotary certificate when:

- The nature of their office and responsibilities will put the Rotarian in contact with vulnerable people.
- The nature of their Club activities will put the Rotarian in contact with vulnerable people.

The Rotarian is obligated to inform their Club they have obtained the certificate.

The Rotarian without a certificate shall not participate in any Club or District program or activity where a certificate is required.

A Club

The Club (Secretary or other officer) shall keep an accurate list of their Rotarians who have certificates and their expiry dates.

A Club shall not permit a Rotarian, including family members, to participate in a program or event where a certificate is required.

YOUTH EXCHANGE POLICIES & PROCEDURES

Youth Protection

District 5370 has adopted the Statement of Conduct for working with Youth (RCOP; Youth Protection).

District 5370 has adopted the RI's policy of ZERO tolerance against abuse and harassment. In the event an incident does occur, an official independent investigation is completed. Any allegation shall be reported to Rotary International by the Youth Chair and/or Youth Exchange Chair within 72 hours.

Procedure for contacting the student's parents and/or legal guardians are contacted regarding the allegation:

- The District Governor is informed immediately of the allegation by the Youth Chair and/or Youth Exchange Chair and is involved in all aspects of the investigation, communication and other as required.
- The Youth Chair and/or Youth Exchange Chair will work with the club counselor, Club President, the District Governor, the student and parents/legal guardians, D5370 risk management officer, sponsoring District and legal counselor to ensure the privacy of all stakeholders.

A student will be removed immediately from any situation and placed in a safe home.

Safeguards will be implemented to ensure the safety and well being of the student along with the protection of the privacy of all involved in any allegations brought forward.

District 5370 has mental health support legal guidance and other required supports for students, clubs and Rotarians as required.

Legal Entity

Rotary District 5370 has incorporated the Long-Term Youth Exchange Program as a District Program as required by Rotary International.

Liability Insurance

Rotary District 5370 has secured liability insurance for the District 5370 youth exchange program with coverage for the geographic regions as required.

Long Term Youth Exchange

Exchanges are for one academic year; dates of arrival and departure are determined each year in accordance with our reciprocal exchange partners as required for the start and end of the academic year, language camps and other as agreed upon.

Family visits are NOT allowed during the long term exchange year; family visits will be allowed at the end of the long term youth exchange year should the student have successfully completed the exchange year and approved by the District 5370 Youth Exchange Committee and host club.

Participating Rotary clubs are to provide a minimum of three host families with a maximum of four; one back up host family is required.

Outbound parents are NOT required to host.

Rebound families/parents are NOT allowed to host during the rebound year; reverse culture shock and reintegration is an important part of the exchange year. Rebound families are encouraged to host in future years.

Sponsor clubs in District 5370 are required to designate a Rotarian to be an Inbound Counselor and Outbound Counselor (roles and responsibilities are outlined in the District 5370 Long Term Youth Exchange Summary and Compliance Certificate required each year in the club application process).

Bi-monthly reports are required by both inbound and outbound students throughout their long-term youth exchange experience in District 5370; reports are reviewed by the Youth Chair and/or Youth exchange chair and shared with club counselors. Any concerns and/or issues are addressed in a timely fashion as required.

Student Selection and Placement

District 5370 ensures that our reciprocal exchange partners are certified with Rotary International to participate in the Youth Exchange program.

All individuals involved in the exchange, including the student and their parents and/or legal guardians, host family members, Rotarians counselors and sponsor/host clubs agree in writing to all the requirements of the program as determined by the sending and host clubs and/or districts each year.

- Club application and club compliance certificate
- Student code of conduct
- Reciprocal agreements with exchange partners
- Parent/student agreement

Student travel itineraries are agreed upon by the students' parents and/or legal guardians, host club and or District as required by contractual agreements.

Student Responsibilities

Rotary District 5370 is a ZERO tolerance district in regard to the 4 Ds plus another:

- No DRINKING
- No DRUGS
- No DATING
- No DRIVING
- No DEFAMATION (tattoos, piercings, or other body defamation).

When a student breaks any of the above listed requirements, their exchange is immediately terminated. Students will return home within 48 to 72 hours as required and outlined in District 5370 early return policy.

Travel outside the immediate community within the host club is not permitted without permission of host parents, counselor and/or host club.

Travel outside District 5370 is required in writing and approval by the District Youth Chair and/or Youth Exchange Chair as per Travel Permission Form (please see attached).

Travel outside of Canada requires permission from biological parents, host parents, host club, club counselor and District Youth Chair and/or Youth Exchange Chair in writing as per D5370 Travel Permission Form AND within parameters of student VISA and/or international travel documentation requirements.

Student Orientation and Debriefing

District 5370 provides a March Outbound Bootcamp each year that is mandatory for outbound parents, students and outbound counselors. Topics include the following (but not limited to):

- Being a Rotary Ambassador
- Expectations associated with the RI Youth Exchange Program
- Culture shock
- Communication protocol
- Incident protocol and procedure
- Insurance
- VISA requirements, process, protocol and procedure
- Outbound counselor training
- Early return policies and procedures
- Abuse and harassment protocol, policies and procedures
- Costs to parents
- And other as required.

Written and electronic support materials are provided to students, parents and counselors as required each year.

District 5370 provides a mandatory Fall Inbound Bootcamp for inbound students and counselors to cover the following topics (but not limited to):

- Being a Rotary Ambassador
- ZERO Tolerance
- Early return policies and procedures
- First night questions; host family expectations
- Travel policies and procedures
- Inbound counselor learning; VPRC, host family expectations, travel policies and procedure
- and other as required

- Communication
- Goal setting
- And other as required.

Written and electronic support materials are provided to students and counselors as required each year.

District 5370 provides a year end trip and learning for inbound students to address their return home; reverse culture, reintegration, and packing.

District 5370 provides a mandatory Rebound The District weekend in August upon the return of the outbound students for students, parents and counselors to address reverse culture shock, reintegration, communication and other as required.

Student Travel Insurance

Both inbound and outbound students shall have insurance as required by our reciprocal exchange agreements. This is submitted to respective Districts as required prior to VISA documentation provided to students.

Insurance provided is certified by Rotary International as one of their approved providers.

Early Return

Any student and/or participant who is not compliant with the requirements of the exchange program will be removed from the program.

District 5370 is a ZERO Tolerance District regarding the 4 Ds and the defamation as outlined in this policy. The student's exchange will be terminated immediately, and a return home will be arranged within 48 to 72 hours for the student's safety and well being.

Upon being notified of a breach of the outlined ZERO tolerance activities, the process will be as outlined:

- An immediate and formal investigation will be completed by the Youth Chair and/or Youth Exchange Chair in partnership with the counselor.
- The student will be offered the opportunity to submit a formal statement.
- The parents and/or legal guardians will be called with the student present to explain the situation and make formal travel arrangements within 48 to 72 hours.

The sponsor District will be notified immediately of the breach and return travel arrangements in writing.

- The host Rotary club President will be notified in writing in CONFIDENCE; club members will be notified upon direction of the Youth Chair and/or Youth Exchange Chair in a timely manner consistent with the situation regarding the student to ensure the well being and privacy of the student, protection of the Rotary International Youth Exchange Program, the brand of

Rotary and Rotary District 5370. The decision of the Rotary District 5370 Youth Exchange Committee and District Governor is final.

- The student will be immediately removed from their host family and taken to their counselor for 24/7 supervision for their safety and well being; this will be done in person by the inbound counselor and/or a member of the District Youth Exchange team in a compassionate manner.
- Should it be appropriate, students will be allowed to say goodbye to their friends and host families and host Rotary club. This will be determined at the discretion of the Rotary District Youth Exchange Committee and the District Governor.
- There will be no host families, Rotarians, exchange students or others permitted at the airport upon departure; this is for the safety and well being of the student.

Other concerns regarding exchange student behaviour could result in an early termination: illness, mistrust, mental and physical health or other. Every effort will be made to work with the student, host club, counselor, legal parents and/or guardians and sponsor club/district to ensure a successful exchange year.

Changes required to student behaviour and resulting consequences will be outlined and agreed upon in writing by all stakeholders as outlined above.

Should the student be successful, the early return policy as outlined will apply in regard to communication, 48 to 72-hour return and reports to Rotary International.

The decision of the District 5370 Youth Exchange Committee and District Governor is final.

Reporting to Rotary International

Rotary District 5370 submits annual survey to RI.

All incidents are reported to RI within 72 hours are required by program requirements by the Youth Chair and/or Youth Exchange Chair.

Records and Documents

District 5370 utilizes the YEAH Database with a back up in DropBox for all document management requirements.

Volunteer Selection and Screening

Volunteers for the youth exchange program apply through the YEAH database:

- Two references are required
- Valid Vulnerable Persons Record Check (VPRC) is required
- Online training includes Rotary Youth Protection, culture shock, reverse culture shock and other as required
- Counselors receive support training via ZOOM and Inbound and Outbound Bootcamp each year as required

Host families are required to apply through the YEAH database:

- Includes three references
- Valid Rotary approved VPRC for any member of the family over 18 or over
- Photos of the home
- Interviewed by Inbound counselor
- Home visit prior to student arriving and report submitted
- Online training required by each member who is over 18; certificates are issued to confirm learning is completed
 - Rotary Youth Protection
 - Culture Shock
 - Host Family Training
 - Other as required
- ZOOM training will be offered to host families
- Written and electronics are materials provided as required

Should host families have guests visit their home while a student is living with them, any visitor 18 or over MUST have a Rotary approved VPRC or the student should be temporarily moved until the guests depart.

Rotarians wishing to take students on trips, host them for weekends and/or other times throughout the year, they MUST have a valid Rotary approved VPRC.

Should a student stay overnight in a Rotarian home, any member living in the home 18 or over MUST have a Rotary approved VPRC.

A Rotary club meeting and/or public event does not require every Rotarian to have a valid, Rotary approved VPRC however there is to be proper supervision to ensure the student's safety and well being.

Any one-on-one activities require a Rotarian to have a valid, Rotary approved VPRC.

Protection of Youth

To uphold the Statement of Conduct for Working with Youth, all clubs must ensure the abuse and harassment prevention and reporting requirements are followed as established by the general secretary:

1. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in *Rotary Code of Policies* Article 41.070 Rotary Youth Exchange.
2. All District Governors-elect must complete youth protection training before the start of their term as governor, as determined by the general secretary. The District Governor-elect cannot take on the office of District Governor until the training is completed.

3. Districts participating in any youth program should appoint a youth protection officer. The youth protection officer should advise clubs and the district related to abuse and harassment prevention, assist districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.
4. RI has a zero-tolerance policy against abuse and harassment. Any and all allegations of abuse or harassment shall be reported to Rotary International within 72 hours of learning of the incident.
5. Failure to report incidents to RI within 72 hours may result in suspension of the district's Youth Exchange certification. Upon learning that an individual, club, or district knowingly has failed to timely report an allegation, the RI Board may terminate the club.
6. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.
7. In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the club and district into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.
8. Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
9. A club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of any youth. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with any youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.
10. Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the club for failure to comply.
11. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that any individual will be reinstated to a former position.

12. Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.
13. Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally- appointed club or district role where there may be contact with youth.

Travel and Overnight Stays by Youth

Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop youth, club and district programs or activities that involve minors undertaking travel outside their local community, or that include overnight stays, must develop, maintain, and comply with youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject to the policies outlined in the Rotary Code.

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

Clubs and districts:

1. Shall obtain written permission from the parents or guardians of all youth participants for travel outside the local community or involve overnight stays in advance.
2. Shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure.
3. Should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the minor's departure from home until the return home.
4. Shall have policies and procedures that include:
 - volunteer application and screening procedures;
 - outlines of volunteer job descriptions and responsibilities;
 - supervision standards for ratio of adults to minors
 - crisis management plan including:
 - handling medical and other emergencies and providing for adult support
 - procedures for communicating with parents and legal guardians;
 - written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy.

TELPAY

Telpay Payment Processing

1. Setup Telpay for Operations account
 - a. District Treasurer and the Administration Chair will be responsible for Administration of Telpay account
 - b. District Board Members who are authorized signing authorities on the bank accounts will also be authorized to approve Telpay payments (2 approvals required)
 - c. District Treasurer will prepare a letter for distribution by Office Manager to regular vendors and payees with details of option to receive payment by direct deposit.

2. Establish procedures for electronic retention of accounts payable documents
 - a. Office Manager will be responsible for set up of Dropbox folders:
 - i. File structure: Financial – Accounts Payable – Year End Jun XX (folder for each year) and separate folder for ‘To Be Paid’
 - ii. District Board Members who are authorized signing authorities will be granted read only access for these folders (any other board member who requests access will be granted the same access)
 - iii. PDF file created for each invoice to include cheque requisition or expense account, supporting documents and approval. File saved in ‘To Be Paid’ folder until paid, at which time it would be moved to the Year End Folder. Suggested naming convention: Vendor name (Last name, first name) date of invoice YY.MM.DD

3. Process payments
 - a. Office Manager in consultation with Admin Chair will establish an annual payment schedule with consideration to the Telpay processing schedule and planned organizational activities. Recommend adopting a bi-weekly schedule to coincide with Telpay processing and designating two signatories for each batch.
 - b. Invoices which exceed \$30,000 or for which the vendor is neither a Telpay biller or has provided banking information will be issued a cheque. Note that cheques will normally be signed by cheque signers at their availability and not on a regular payment schedule.
 - c. At least two days before the Telpay processing deadline, Office Manager will enter accounts payable into QuickBooks, create a Telpay batch and notify the two signatories that the batch is ready for review.
 - d. Each signatory will independently review the batch and approve all or some of the items for payment. Review will include the following:
 - i. Does the payee match the name on the invoice or requisition?
 - ii. Does the payment amount match the amount of the invoice or requisition?
 - iii. Is the invoice or requisition approved by the director responsible?

- e. On final approval, Office Manager will release the batch for payment and move the PDF invoices from 'To Be Paid' to the Year End folder.
- f. Urgent requests for payment can still be accommodated with a cheque. This would be discouraged for items which exceed the limit assigned to the Office Manager.

APPENDICES

APPENDIX A – District Governor Job Description

The District Governor is the Officer of Rotary International in the District, functioning under the general control and supervision of the Rotary International Board of Directors.

The District Governor shall consult with the District Officers and committees to the maximum extent practicable and shall abide by District 5370 Policy and Procedures except under extraordinary circumstances in which case the District Governor shall report the action taken to the next AGM.

The District Governor shall ensure continuity within the District by working with past, current and incoming District leaders in fostering effective Clubs, and shall be responsible for the listed activities in the District.

Working with District Leaders to:

1. Organize new Clubs (club extension);
2. Strengthening existing Clubs;
3. Promoting membership growth;
4. Promoting support for The Rotary Foundation with respect to program participation and financial contributions;
5. Promoting cordial relations among the Clubs and between Clubs and RI;
6. Planning for and presiding at the District Conference in collaboration with the District Conference Planning Committee and assisting the District Governor-elect in the planning and preparation for the Presidents-Elect Training;
7. Planning and conducting the District Assembly in conjunction with the District Learning and Development Chair;
8. Making an official visit to each Club individually or with groups of Clubs collectively throughout the Rotary year. Such meetings should be scheduled to maximize the District Governor's presence for the purpose of:
9. Focusing attention on important Rotary issues;
 - a. Providing special attention to Clubs requiring advice and assistance;
 - b. Motivating Rotarians to participate in service activities;
 - c. Personally recognizing outstanding contributions of Rotarians in the District;
10. Issuing regular communication to each Club in the District;
11. Reporting promptly to RI as may be required by the RI President or the RI Board;
12. Supplying the District Governor-elect with full information as to the condition of Clubs with recommended action for strengthening weak Clubs;
13. Assuring that nominations and elections are conducted in accordance with the RI constitution, the Bylaws of RI and the established policies of RI;
14. Transferring continuing paper and electronic files to the District Governor-elect and transferring important emails and documents to the Office Manager;
15. Performing such other duties as are inherent in being the Officer of RI in the District; and preparing a history of the year immediately upon the completion of the term in office. (cc: to Office Manager) This history shall consist of three parts:
 - a. A summary of the events of the year;

- b. A record of all motions passed at the AGM; and,
 - c. A copy of the financial statement(s) for the year.
- 16. Three (3) copies of the history shall be prepared and added to the history files in the custody of:
 - a. The District Governor;
 - b. The District Administrator;
 - c. The District Governor-elect;
- 17. Statement of District Finances – The governor must provide an annual statement of the district finances within six months of the completion of the governor’s year in office. This annual statement shall also be presented, discussed and reviewed at the following District Conference. *For the purpose of this DPM, the word “audit” shall mean a review engagement accountant’s review.*
- 18. The Rotary District Fellowship Groups do not fall under the governance purview of the District Governor.

Minimum Requirements of a District Governor

Unless specifically excused by the RI Board, a District Governor at the time of taking office:

- 1. Must have attended the International Assembly for its full duration;
- 2. Must have been a member of one or more Rotary Clubs for at least seven years; and
- 3. Must continue to possess the qualifications stipulated in section 15.070 of the Rotary International Constitution.

APPENDIX B – District Governor-elect Job Description

The District Governor-elect shall:

- 1. Attend the Zone 28 Institute District Governors-elect Training Seminar (GETS) – subject to available financing;
- 2. Appoint the Officers for the Executive Committee and other operational Committee Members as required to fill the district organization structure.
- 3. Attend the International Assembly;
- 4. Attend the Governor-elect Training Seminar
- 5. Plan and conduct a Leadership Training Seminar for Committee Chairs and training for the Assistant Governors subsequent to the International Assembly and prior to Spring Training;
- 6. Plan and conduct the Spring Training for Club officers in conjunction with the District Learning and Development Chair;
- 7. Select and appoint the Assistant Governors;
- 8. Plan and conduct an annual strategic planning process, and
- 9. Perform such other duties as may be prescribed by the District Governor.

APPENDIX C – District Governor-nominee Job Description

- 1. Attend the Rotary Zone 28-32 DGN training at the Zone Institute; and
- 2. Attend District 5370 Committee meetings as an observer.
- 3. Assist District Governor and District Governor-elect in the carrying out of their duties.

The minimum qualifications for a District Governor-nominee are:

1. The Rotarian is in good standing.
2. The Rotarian holds a recognized classification and maintains full qualifications of membership.
3. The Rotarian is a member of a functioning Club in good standing which has no outstanding indebtedness to RI or to the District as of the close of the year preceding that in which the person is proposed as a Nominee.
4. The Rotarian has served a full term as President of a Club.
5. The Rotarian has been a Rotarian for a minimum of 5 years at the time of the nomination.
6. The Rotarian demonstrates willingness, and commitment to fulfill the duties and responsibilities of the office of District Governor.
7. The Rotarian demonstrates knowledge of the qualifications, duties, and responsibilities of District Governor as prescribed in the RI Bylaws and submits to RI, through the General Secretary, a signed statement that the Nominee understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Nominee is qualified for the office of District Governor and willing to perform all required duties faithfully.

APPENDIX D – District Secretary Job Description

1. Schedule and coordinate regular Board meetings (typically every second month) and any special Board Meetings with the District Office Manager.
2. Request agenda items and Board reports from Board members.
3. Send out Board meeting agendas and supporting materials in advance of the Board meeting (an agenda template exists).
4. Run Board meetings in accordance with the agenda and direction of the Chair (District Governor) and prepare minutes of meetings and an Action List derived from the meeting minutes (a meeting minutes template exists).
5. Submit Board meeting minutes to the Chair (District Governor) for review and approval before sending out the draft Meeting Minutes and Action List to the Board for their reference.
6. Provide signed copies of meeting minutes, once approved by the Board at the following meeting, to the District Office Manager.
7. Schedule and coordinate the Annual General Meeting (AGM) and any required Special General Meetings (SGM) providing the District clubs' President and Secretary with a minimum of 21 days of notice of the AGM or SGM.
8. The AGM is held in the fall to approve the financial statements for the preceding Rotary year and other associated items. It traditionally has been held as part of in-person and more recently on-line leadership training.
9. A SGM is typically held in the Spring to approve the budget for the following Rotary year. It traditionally has been held as part of in-person leadership training.
10. Prepare the required agenda for the AGM and any needed SGMs (typical agendas exist)
11. Coordinate assembly of meeting materials with others as required. Typically, the District Treasurer provides most of the materials.
12. Send out the agenda and supporting materials in advance of the meeting.
13. Confirm with the District Office Manager meeting quorum requirements (50% of the clubs plus one need to be represented) and how clubs will register for the meeting.

14. Run the AGM and SGM in cooperation with the District Governor and prepare minutes of the meetings.
15. Submit Board meeting minutes to the Chair (District Governor) for review and approval.
16. Provide copies of the minutes of meeting to the District Office Manager for filing and submittal, if needed to Rotary International.
17. Be available as a signing authority for payments (most can now be done electronically).
18. The Secretary shall insure the attendance report for the District is completed and accurate.

APPENDIX E – District Treasurer Job Description

1. In conjunction with District Governor, the District Finance Committee will develop a budget. The budget is to be submitted to the clubs at least 21 days before the Annual General Meeting and presented at the Annual General meeting in the year before the District Governor takes office. A per capita levy (membership dues) approval is sought following the presentation of the budget. The amount of any per capita levy on clubs should be decided after approval by a majority of the electors present and voting at the Annual General Meeting.
2. Responsible for the safekeeping of the cash and cash equivalent assets of the District. Funds of the District are to be held in a bank account in the name of the Rotary International District 5370. All cheques are to be signed by at least two signatures. The authorized signatures shall include (but not be limited by) the District Governor, District Treasurer, District Office Manager and District Secretary.
3. The District may be in receipt of a large sum of money from sources other than the receipt of membership dues from the clubs or funds provided to the District from Rotary International. As these receipts are not in the normal course of operations for the District, they will be added to the District Reserve and dealt with in accordance with J4(c)(i). Funds received from The Rotary Foundation must be kept in a separate account entitled District 5370 Rotary Foundation.
4. In conjunction with the Office Manager shall invoice all Clubs on July 1 for District membership dues as determined by the budget presented at the previous Annual General Meeting. (District Levy to Clubs)
5. Collect District membership dues from Clubs. Payment of membership dues is mandatory for all clubs of the district. Following 90 days of non-payment of membership dues the District Treasurer shall report these clubs to the District Governor. Upon receipt from the District Governor the RI Board will suspend the services of RI to the club while the membership dues remain unpaid.
6. Invest excess funds to secure the highest rate of interest possible consistent with a conservative investment portfolio and approved by the District Executive Committee.
7. Responsible for maintaining accurate books of record with sufficient backup to support the numbers recorded in the financial statements.
8. In conjunction with the Office Manager, pays bills of the District within 30 days. Expenses of the District shall be paid by the District Treasurer, as approved in the District Budget, the District Governor upon presentation of itemized bills, with invoices where applicable. District funds are to be used to cover the incumbent Governor's expenses for visitation

trips within the District. District funds may be used to cover air travel by the lowest possible fare on a scheduled airline, meals and hotel costs.

9. Before paying District invoices, will ensure that the bill is authorized. Ensure that committee chair approvals of expenditures do not exceed the Committee's budget.
10. Coordinate with the Finance Committee to ensure that financial statements are reviewed on a timely basis. Financial statements are to be submitted to R.I. upon Board approval. A review engagement financial statements of income and expenditure are presented at the Annual General Meeting following the term of the District Governor.
11. The District Treasurer shall make available certain Board approved funds where required for the District Conference. After the District Conference has been held a detailed accounting for the Conference shall be the responsibility of the District Treasurer and reported on within 180 days of the end of the conference. All conference surpluses are the District's.
12. Will coordinate with all committees or individuals to ensure that expense accounts pertaining to the Rotary year (July 1 – June 30) will be submitted, for reimbursement, no later than July 31st immediately following the year that the expense was incurred.
13. Six months prior to retirement from office the treasurer shall mentor the incoming Treasurer. Upon retirement from office, the District Treasurer shall turn over to the incoming District Treasurer all funds, books of accounts or any other club property. This should be done as soon as practicable after July 1 and should occur before August 1.
14. At the end of the District Governor's term the Treasurer will work with the District Governor to complete any and all forms required by Rotary International to obtain all of the expense reimbursement the District and or the District Governor is entitled to receive. These reports shall be submitted on or before July 30th.

APPENDIX F – District Committee Chairs Job Description

In general, this position will secure the functionality and efficiency of a Committee for the District. Within the business unit, this position will in broad terms have the responsibility and accountability for:

- Lead the unit and implement the relevant portions of the strategic plan.
- Ensures the Committee operates within their approved budget.
- Contribute to the retained surpluses of the District.
- Commit to achieve outcomes and deliver programs in an efficient and effective manner.
- Manage and mitigate operational risks.
- Deliver a quality product and service worth paying for.
- Evaluate the success of the unit against metrics defined by District outcomes and ends.
- Maintain an awareness of both external and internal issues and seize opportunities for advantage and leverage.

In reviewing and recommending a Rotarian to a position of District Committee Chair, these factors should be considered:

- The person will have a highly developed commercial, strategic, leadership and communication skills including public speaking.
- This person should have a suitable experience in senior leadership positions.

- This person will have a demonstrated understanding of the business functions including fundraising.
- This person will have an aptitude in decision-making and problem-solving.
- This person will have a suitable experience in Rotary leadership positions.

WORKING RELATIONSHIPS

The Committee Chair in general shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics. This includes undue exposure to risk.

APPENDIX G – Assistant Governor Job Description

The Assistant Governor is responsible for assisting the District Governor in the execution of tasks and duties;

- Acting as a liaison between Clubs and the District Governor;
- Interacting with other Assistant Governors, committee members, and other leaders;
- Helping to promote Rotary International and Rotary Foundation activities and programs within the District.
- The Assistant Governor may act as a liaison between the District Chairs and their counterparts at the Club level.

The working relationships and specific duties are found in the **District Leadership Handbook**.

APPENDIX H – Volunteer Assessment Form

Policy Statement:

It is the duty of every Rotarian and Volunteer to safeguard to the best of their ability the welfare of and prevent the physical, sexual or emotional abuse of all children, elderly, disabled or otherwise vulnerable persons with whom they come into contact.

District 5370 Policy requires an online application in the YEAH database to be completed by Club Counselors, mentors, and all adults living in the same home as a family who will host a young person who is involved in a Rotary Youth Exchange program. Online application can be found in the **District Leadership Handbook**.

APPENDIX I – Interact Travel Waiver Forms

APPENDIX J – DRR Application Process

Interested Rotaractors are encouraged to apply for the DRR six months before the termination of the current DRR. A District Rotaract Council Application is provided.

DISTRICT ROTARACT COUNCIL APPLICATION

Please provide a completed application via email to the District Office at office@rotary5370.org by June 5th of each year.

FULL NAME:

DATE OF BIRTH:

ADDRESS:

CONTACT NUMBER AND EMAIL:

CURRENT CLUB:

LENGTH OF TIME INVOLVED IN ROTARACT:

WHAT ROLES HAVE YOU HELD, IF ANY, WITHIN DISTRICT 5370? (e.g. CLUB EXECUTIVE, RYLE, RYLA, RYPEN, ETC.) IF NONE, PLEASE NOTE N/A.

WHAT EVENTS HAVE YOU PARTICIPATED IN OUTSIDE CLUB EVENTS AND FUNDRAISERS (e.g. DISTRICT/INTERNATIONAL CONFERENCES, ROTARY ZONES, ROTARACT SUMMIT, ETC.):

WHAT SKILLS SET YOU APART AND HOW WOULD YOU APPLY THESE SKILLS TO THE ROLE OF DRR?

LIST 3 GOALS YOU WOULD LIKE TO ACHIEVE DURING YOUR TERM AS DRR:

PROVIDE ONE EXAMPLE OF A 'ROTARY MOMENT' (SPECIAL MOMENT/SUCCESS STORY):

APPENDIX K – Volunteer Assessment Form

Policy Statement:

It is the duty of every Rotarian and Volunteer to safeguard to the best of their ability the welfare of and prevent the physical, sexual or emotional abuse of all children, elderly, disabled or otherwise vulnerable persons with whom they come into contact.

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