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**SUCCESSION PLANNING INFORMATION**

District Positions become available when a position becomes vacant for one reason or another. Our plan is to compile a list of interested parties to fill these vacancies. We also want to show those interested in joining these committees to assist and learn.

It is an individual decision as to how involved you want to get in the Rotary world. District involvement may lead to Zone involvement and to Rotary International involvement. Basically, you can build the ladder you want to climb!

We want to know present and future thoughts of involvement so we can create a future database. If you have a person to recommend we contact; we want that as well. Normally position changes occur on July first . It is always good to work with the present position holder ahead of time to learn and have continuity.

**Please reply to:**

PDG Rick Hubbs ([rghubbs@gmail.com](mailto:rghubbs@gmail.com)) (204-624-5616)

DG (July 1, 2014) Pat Chernesky ([pchernesky@kthr.sk.ca](mailto:pchernesky@kthr.sk.ca)) (306-862-3222)

District Trainer Joanne Misner ([jmisner@carlsonwagonlit.net](mailto:jmisner@carlsonwagonlit.net)) (1 807-223-5374 )

We would appreciate it if you would use the following format to submit a letter for our file. We will confirm receipt and perhaps discuss an immediate plan for involvement.

1. Name and contact information
2. Availability date
3. Your Rotary involvement and history
4. Your vocation and hobbies
5. Your goals in Rotary
6. Willingness to travel
7. Public speaking interest and experience

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**DISTRICT 5550 POSITIONS**

Included is a list of job descriptions for positions which may become available available at the District level.

The DG and related positions are on a one year term basis.

The rest of the positions are considered as three year terms. A longer term may be considered.

The District Governor Elect will confirm involvement of these officers for the year of his/her term.

The present position holder (upon giving notice of retirement) may be asked for recommendations for replacement.

Some of these positions require travel within the District. The DG related positions require travel in North America. The DG position may require one trip out of North America.

Considerable travel has been saved with the advance of social media allowing meetings to take place over the internet.

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**DISTRICT GOVERNOR**

1. The Principal Officer of District 5550 shall be the duly selected District Governor functioning under the general control and supervision of the Rotary International Board.
2. The District Governor is the officer of Rotary International in District 5550, nominated by the clubs of District 5550 and elected by the convention of Rotary International. The results are to be advertised for 30 days to appeal for objections. After this time the nominee shall be indicated to Rotary International for final approval.
3. The District Governor’s term of office shall begin on July 1 and shall continue for one (1) year or until a successor shall have been nominated and selected.
4. The District Governor shall be charged with the duty of furthering the Objective of Rotary by providing leadership and supervision of clubs in the District 5550.
5. The District Governor shall work with the District Board and District clubs to encourage participation in the District’s Leadership and/or Strategic Plan.
6. The District Governor shall ensure continuity in the District by working with past, current and incoming District leaders in fostering effective clubs.
7. The District Governor shall be responsible for the efficient and effective operation of the District and for the accomplishment of District 5550 goals and objectives.
8. The District Governor is the Chair of the District Executive and Board.

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1. The District Governor shall follow the duties and responsibilities assigned by Rotary International (see the Rotary International Manual of Procedure) to include but not limited to:

* Abiding by the District Manual of Procedure
* Organizing new clubs
* Strengthening existing clubs
* Promoting positive relationships between clubs and also between the clubs and District Leadership
* Assisting clubs in establishing realistic goals
* Planning for and presiding at the District Conference
* Assisting the District Governor Elect in the planning and preparation for the President Elects Training Seminar. (PETS)
* Personally visiting each club once, preferably in the first six (6) months of taking office for the purpose of:
  + Focusing on important Rotary issues
  + Providing special attention to weak and struggling clubs
  + Encouraging Rotarians to participate in service activities
  + Personally recognizing the outstanding contributions of Rotarians in the District.
* Issuing a monthly newsletter to each Club President and Club Secretary in District 5550
* Reporting to Rotary International within the time frames set out by the Rotary International Board.
* Supplying the District Governor Elect information as to the condition of the clubs in the District with recommended actions for strengthening the clubs.
* Performing other duties inherent as the Officer of Rotary International.
* Closing out the year as per the Policy on ‘District Office and District Files Location’ and District Governor Conclusion of Term of Office’.

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* Performing such other duties as are inherent as the officer of Rotary International in the District.
* Is ex officio on all District Committees

10. The District Governor is also expected to:

* Read the Rotarian, Rotary World and all other bulletins & literature from Rotary International and the publications from the clubs in the District.
* Encourage clubs to participate in at least one inter-district or inter-city meeting during the year.
* Promote attendance at the Rotary International conference, District Assemblies, and District conference

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**DISTRICT GOVERNOR ELECT**

1. The District Governor Elect shall have been nominated by District 5550 and elected at the convention of Rotary International.
2. The District Governor Elect shall demonstrate knowledge of the qualifications, duties and responsibilities of a Governor as described in the Rotary International’s Manual of Procedure.

He/she shall be willing to assume the role of Governor and shall submit to Rotary International a signed statement of such understanding.

1. The District Governor Elect shall assume the position of District Governor July 1st of the Rotary year for which he/she has been elected.
2. The District Governor Elect shall promote the efficient administration of Rotary International at the District level. Attendance at the International Assembly is mandatory for the full duration of the Assembly. The International Assembly provides the necessary preparation for assuming the office of District Governor.

If, for any reason, the District Governor Elect cannot attend the International Assembly for the full duration he/she is expected to resign. In the event of a vacancy the following shall occur:

* A Past District Governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of Rotary International.
* A Past District Governor who has been selected to fill a vacancy in the office of District Governor which occurs between the International Assembly and September 1st shall receive, at Rotary

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International’s expense, one or two days of intensive training at the Rotary International Office serving District 5550.

1. The District Governor Elect shall attend a two-day mandatory training program or District Governors Elect at the Zone level that is held in conjunction with Rotary Institutes.

The following topics are covered include but not limited to:

* Roles and Responsibilities
* Developing and Managing a Functional Organizational Structure for the District in the support of effective clubs.
* Sustaining and growing Rotary’s membership base.
* Developing effective leaders
* The Rotary Foundation to include the SHARE system, programs and Fund Development.
* Administration requirements of Rotary International (The role of the Secretariat.)
* International Assembly preview.

1. The District Governor Elect shall be a member of District Council. (Board).
2. The main duties of the District Governor Elect are to prepare for the next Rotary year. This preparation shall require close coordination with the current District Governor and other District leaders.
3. The District Governor Elect shall organize and conduct the President Elect Training Seminar (PETS).
4. The District Governor Elect shall be responsible for a training program for Assistant District Governors.

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1. The District Governor Elect shall monitor the coordinated activities of the International Services Committee.

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**DISTRICT GOVERNOR NOMINEE**

1. The District Governor Nominee shall be a Rotarian nominated by District 5550 to Rotary International to be the District Governor following the District Governor Elect. (See Rotary International Manual of Procedure and District policy on Committee for Nominating and Appointing the District Governor Nominee).
2. The District Governor Nominee shall be a member in a functioning Rotary Club in good standing, which has no outstanding indebtedness to Rotary International or to the District 5550 as of the close of the preceding year.
3. The District Governor Nominee shall have served as President of the Rotary Club for a full term.
4. The District Governor Nominee shall demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties and responsibilities of the Office of District Governor.
5. The District Governor Nominee shall demonstrate knowledge of the qualifications, duties and responsibilities of District Governor as prescribed in the Bylaws of Rotary International and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the Office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.
6. The District Governor Nominee shall coordinate closely with the District Governor and the District Governor Elect in preparation for assuming the role of District Governor.
7. The District Governor Nominee shall monitor the coordinated activities of the District Services Committees.

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1. The District Governor Nominee shall be a member of the District Council (Board).

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**DISTRICT GOVERNOR NOMINEE DESIGNATE**

1. The District Governor Nominee Designate shall be a Rotarian nominated by District 5550 to Rotary International to be the District Governor following the District Governor Nominee. (See Rotary International Manual of Procedure and District policy on Committee for Nominating and Appointing the District Governor Nominee).
2. The District Governor Nominee Designate shall be a member in a functioning Rotary Club in good standing, which has no outstanding indebtedness to Rotary International or to the District 5550 as of the close of the preceding year.
3. The District Governor Nominee Designate shall have served as President of a Rotary Club for a full term.
4. The District Governor Nominee Designate shall demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties and responsibilities of the Office of District Governor.
5. The District Governor Nominee Designate shall demonstrate knowledge of the qualifications, duties and responsibilities of District Governor as prescribed in the Bylaws of Rotary.
6. International and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the Office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.
7. The District Governor Nominee Designate shall coordinate closely with the District Governor, the District Governor Elect , and the District Governor Nominee in preparation for assuming the role of District Governor.

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1. The District Governor Nominee Designate may attend the meetings of the District Board

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**DISTRICT EXPENSES**

1. District Governor expenses are jointly covered by Rotary International. The District basically covers what RI does not.
2. District Governor Elect expenses are partially covered by RI and the balance by the District.
3. District Governor Nominee and DGN Designate are covered by District.
4. Partners are encouraged to attend. Both RI and District allow their expenses to be included. There are some times when a partner is not involved and their expenses are not paid.
5. RI and District both ask that consideration be given to donate or forgive some of the expenses. This is totally dependent on the individual.

1. There may be some personal expense incurred as not all items are allowed to be claimed (such as alcohol).

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**DISTRICT VICE GOVERNOR**

1. The District Vice-Governor will be a Rotarian chosen by the District Nominating Committee.

* This position be activated operationally only on disability or death or other vacancy of the DG position
* This person should be invited and encouraged to attend Board and Executive meetings so as to be ready to assume office if need be
* The Vice-Governor should not be an Officer or Director as such, but only when that position becomes District Governor. At that time as DG that person will automatically by virtual of assuming that office be a Board Member and Executive Member
* The primary choice of the District Nominating Committee will be a Past District Governor. The secondary choice will be a Rotarian that meets the qualifications to become a District Governor
* This position shall be a minimum of one year with expectations of a longer period of time to have continuity in leadership

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**DISTRICT TREASURER**

1. The District Treasurer shall be a Rotarian competent in accounting practices; who should be knowledgeable in Rotary and familiar with District operations.
2. The District Treasurer is appointed annually and may be reappointed to serve normally not more than three (3) consecutive terms.
3. The District Treasurer shall administer and account for District funds and maintain the required financial records. The District Treasurer shall have the understanding of basic accounting principles and the capacity to communicate by telephone, fax, email, the internet or other electronic means as required by RI or D5550.
4. Duties of the District Treasurer include:

* Maintain all District financial records except those of committees authorized to maintain individual accounting.
* Receive and deposit all funds and make all authorized disbursements.
* Assume responsibility for books of accounts on all funds coming under the District Treasurer’s jurisdiction.
* Issue financial statements monthly to the District Governor, the District Governor Elect and the Finance Committee Chair and quarterly statements to the District Council.
* Pay, in a timely manner, requests for payments that have been approved by the appropriate Committee Chairs or District Officers.
* Assist in an annual independent review of the District’s financial records.
* File tax returns as required by the Canadian Government.
* Provide independent over sight and review for those committees maintaining individual accounting and receive copies of their accounting as required.
* Serves as an ex-officio non-voting member of the Finance Committee.
* Serves as a member of District Council. (Board)

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* On retirement from Office the District Treasurer shall deliver to the successor District Treasurer all books of accounts and any properties of the District in the possession of the District Treasurer.

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**DISTRICT SECRETARY**

1. The District Secretary shall be a Rotarian who should be knowledgeable in Rotary, familiar with District meetings and who can:

* Assist the District Governor by making arrangements for District meetings
* Handle correspondence
* Compile minutes of District meetings
* Collect and report membership statistics
* Maintain District records.

1. The District Secretary is appointed annually and may be reappointed to serve normally not more than three (3) consecutive terms.
2. The District Secretary shall have a working knowledge of communicating by telephone, fax, email, the internet and other electronic means as shall be required by RI or D5550.
3. Duties of the District Secretary shall include:
   * Ensures the retaining of all historical records of the District assisting the Chief Archivist of the District Records.
   * Assists the Communications Director in provision of an updated District Directory/Resource Guide.
   * Collects and organizes the monthly attendance records and forwards the required information to Rotary International, to the Editor of the District Newsletter and to the Chair of the District Web Site Committee.
   * Takes and maintains the minutes of District meetings and distributes minutes to members of District Council (Board).
   * Maintains an inventory of all District equipment including, but not limited to computers, computer software, fax machines and other office equipment. Each year an update on current custody shall be entered into District Records.

* Gathers, organizes resolutions and makes the presentation at the District Conference.

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* Assists District Governor as necessary but not as a personal secretary.
* Serves as a member of District Council (Board).

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**DISTRICT FOUNDATION CHAIR**

1. The Chair shall:

* Assist the District Governor by presenting a District Rotary Foundation Seminar for Club Presidents, Club Presidents-Elect, Club Foundation Committees, and other Rotarians in the District.
* Work with Sub-committee Chairs to plan, coordinate and evaluate District Rotary Foundation activities.
* Is responsible for:
  + SHARE, Annual Programs fund,
  + Permanent Fund
  + WCS Grants Committee,
  + Vocational training Team,
  + GSE,
  + Scholarships (Including Ambassador Scholar),
  + Polio Plus,
  + Alumnus,
  + Paul Harris society, and
  + Fundraising or Annual Giving
* Assists the District Governor Elect in obtaining input from Rotarians, prior to establishing District Foundation Goals for implementation during his/her term as District Governor, especially for the Annual Programs Fund contribution goal submitted during the Rotary International Assembly.
* Works with the District Governor, District Governor Elect, District Governor Nominee, and the WCS Grants committee to determine the distribution of the District Designated Funds
* Represents the District to sign the SHARE Decision Worksheet submitted to the Rotary Foundation
* Assumes responsibility for any sub-committee not appointed and/or functioning.
* Ensures satisfactory final reports on District sponsored humanitarian grants and educational program activities are submitted to The Rotary Foundation in a timely manner.

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* Encourages District Rotary Foundation Committee Members to conduct District Rotary Foundation Seminars for Club Foundation Committees.
* Uses Rotary Foundation Committee Members for support in carrying out District Rotary

**Committee Membership**

1. The Committee Chair shall be appointed by the incoming District Governor in consultation with the Immediate Past District Governor and the current District Governor.
2. The Chair shall serve as an ex-officio member of all Foundation sub-committees, maintain contact with all Foundation Sub-committees to keep informed of their progress; and at his/her discretion, directly support those sub-committees that relate to the District’s goals for that year.
3. Committee Members can be appointed to three (3) consecutive one-year terms. Members of District Rotary Foundation Committee shall serve as Chairs of the standing sub-committees of the District Rotary Foundation Committee which includes:
   * D5550 WCS Foundation Trust Indenture
   * Programs, Projects, Ripple Effect Program
   * D5550 WCS Grants Sub-Committee
   * Scholarships Sub-committee
   * Vocational Training Team Sub-committee
   * Project Travel Sub-Committee
   * Projects Sub-Committee

**Communication and Club Service**

1. The Committee Chair reports to District Board and/or the District Governor on committee activity, progress, concerns and successes.
2. The Chair and the Sub-committee Chairs report to the District Board twice a year (December & District Conference). Reports to the District Governor occur from time to time as necessary.

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1. The Committee shall strive to meet two (2) times each year to address some of the common matters such as the District Designated Fund distribution, committee membership and the like.
2. Other means of communication may include email, on-line chat groups and conference calls.
3. The Sub-Committee Chairs communicating directly with the clubs as required in carrying out their responsibilities.
4. Reporting to all clubs on a prescribed basis through the District Governor’s Newsletter.

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**DISTRICT WORLD COMMUNITY SERVICES CHAIR**

**1. Committee Mandate/Purpose**

An international service through which Rotarians conduct projects to improve lives and meet human needs and thus promote international understanding and goodwill by means of material, technical and professional assistance.

**2. Committee Membership**

The Committee Chair is appointed by the District Governor for a three-year term, which is reviewed annually. The Committee Chair serves on the District Board.

The Committee Chair, District Governor Elect and Committee Members recommend Rotarians that want to be involved in the World Community Service.

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**3. Organizational Structure**

The District World Community Service Committee will (in addition to its mandate) be responsible for:

* Liaising with the District Foundation Chair in regards to the distribution of the District Designated Funds (SHARE). These funds will be directed to the WCS Grants committee for distribution as per the District World Community Service Grants Committee Manual included below the Organizational Chart.
  + District 5550 WCS Trust Indenture
  + Ripple Effect Committee
  + Programs sub-committee
  + Projects sub-committee
  + District 5550 WCS Grants sub-committee

**4. Communication and Club Service**

* The Committee Chair reports to the District Foundation Chair on committee activity, progress, concerns and successes.
* The committee meets via internet meeting approximately every 3rd Wednesday of every second month.

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* Once yearly the committee meets as a group, for 2.5 days, at a central location, for a training, planning and information conference. (This may be required twice yearly).
* After each internet meeting, the World Community Service Secretary compiles minutes of the meeting and forwards them to the District Foundation Chair, all World Community Service members and to the District Governor, District Governor Elect and District Governor Nominee.
* Word Community Service information is shared with each Club by means of presentations on projects, that the particular Club has a financial commitment in, or as a service provider.
* Each club in the District is visited at least once per year by the World Community Service Committee Region Coordinator or World Community Service Committee member assigned to that Club. Communication also happens through media, telephone, email, fax, snail mail.
* The members of District 5550 World Community Service Committee take their responsibilities seriously and are very proud to share their commitments to help persons in 3rd world countries.
* World Community Service Seminars are conducted in conjunction with District Assemblies.
* Committee members that attend District Conferences also meet and provide information to Rotarians at the conferences via a World Community Service/International display booth.

**5. Budget and Financial Management**

* The Committee Chair shall prepare an Annual Budget for the next Rotary year to cover the costs of Committee functions to include travel and accommodation to Meetings and Seminars and submit it to the District Finance Committee for consideration by November 1st.

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* The Finance Committee shall review and in consultation with the Committee Chair; amend as required the budget prior to submission to District Council by January 15th.
* District Board amends if needed and approves the committee budget.
* The District Treasurer issues a confirmation of budgeted amounts to the Committee Chair by February 28th. (See Policy and Procedure on Budget Timeline Overview) ROTARY INTERNATIONAL DISTRICT 5550, MANUAL OF POLICY and PROCEDURE Revised: JANUARY 2013 25 | P a g e
* The Committee Chair shall return the signed acknowledgement document of the approved budget.

**6. Annual Reporting**

1. Submit an Annual Activity report to the District Secretary no later than April 1st.
2. Attach to the report a Financial Report to include:

* Statement of Income and Expenses
* Statement of Assets and Liabilities

**7.** **Consideration must be given to allow the additions of additional committees similar to the Ripple Effect Committee.**

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**DISTRICT COMMUNICATIONS DIRECTOR**

1. The Communication Director should be knowledgeable in Rotary International and District 5550 operations and in all facets of communication. This person is responsible to assure that there is a clear and concise flow of communication within the District. This person may serve as a clearing house for Club, District, and Rotary International communications.

* The Director can appoint Rotarians to assist the Director
* The District governor appoints this Director for a 3 year term which is reviewed annually. This term may be changed with mutual agreement.

1. The following sub-committees and or positions will be the responsibility of the Director of Communication:

* Public Relations
* Public relations grant funding
* Advertising
* Assist clubs with their Public Relation interests
* Promotion of International Conference
* District Governor Newsletter
* Website editor and facilitator

1. Other duties of the Communications Director shall be:

* Facilitate training for individuals or Chairs to look after their own website area
* Facilitate training for club executives to enter pertinent information on Rotary websites
* Facilitate training for social media
* Training may be done with the District Training team
* Develop and market advertising on District website
* Social media coordination
* Assist in the maintenance of the District Directory

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**DISTRICT MEMBERSHIP CHAIR**

1. The Membership Committee is composed of two sub-committees – Membership Development and Club Extension.
2. Its responsibility is to provide the clubs with the necessary training and materials to accomplish their carrying out of these functions at that level.

* The Committee Chair is appointed by the District Governor and is a member of and reports to the District Council. (Board).
* The Committee Chair may also serve as a Sub-Committee Chair.
* The Committee Chair and/or the District Governor appoint the Sub-Committee.
* The Committee is responsible for providing Membership Development to Club Officers and members at strategically located locations within the District. The Chair assures that these are confirmed, and all clubs and District Council (board) members are advised of the dates and locations.
* The Chair assures that appropriate and well versed Rotarians serve as presenters at the meetings
* To work directly with the club’s Membership Development Committee, particularly with those clubs that are showing a loss or little or no increase in members as well as clubs with less than twenty-five (25) members.
* To encourage clubs to provide for an active Membership Development Committee. This Committee shall encourage the involvement of all members to propose new members.
* To provide information about district membership development progress at all District meetings.
* To provide membership development seminars throughout the District.
* To speak to clubs, when invited, on membership growth.
* To provide information through the Governor’s Newsletter on membership issues.

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* To recognize clubs at the District Convention, through the Governor’s Newsletter and recognition certificates and other recognition for clubs showing the best effort in membership
* The Sub-Committee of Club Extension should explore potential communities for a Rotary Club and liaise with the respective Assistant District Governor to identify possible sponsoring club(s) and Special Club Representatives to work with new club(s).
* The Sub-Committee should conduct surveys of potential communities which have in them enough persons of good character who are engaged in the business and professional life of the community. The community should be able to support 40 Classifications to ensure a membership of 20 members.

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**DISTRICT PUBLIC RELATIONS CHAIR**

1. The Committee will work with the Communications committee and the District Governor to coordinate Public Relation activities in the District. He/she will also develop a use for any Rotary International grants available.
2. The Committee is responsible for developing and implementing a District Public Relations strategy and program for Rotarians in the District and for the general public. The Committee will also assist, when requested, the clubs in their own Public Relations efforts.
3. The Chair can appoint other Rotarian members from the District to assist the Chair
4. The District Governor appoints the Chair for a 3-year term, which is reviewed annually.
5. The Committee assures the flow of information to the appropriate Rotarians and other publics within the District.

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**DISTRICT TRAINER**

1. There shall be a District Training Team (DTT) for District 5550 consisting of a minimum of three members. Preferably these will be strategically located in different geographic locations to more effectively meet the training needs of Rotary Clubs throughout the District.
2. The DTT members shall be skilled and knowledgeable Rotarians in good standing in Rotary for at least three years who:

* Have been in one or more leadership positions including President, Assistant District Governor, District Governor or District Chair.
* Have experience in training and education as part of their vocation, profession, or volunteer activities.
* Have a willingness and ability to accept the responsibilities of a District Trainer as determined by District 5550.

1. DTT members shall be appointed annually and may be reappointed to serve for not more than three (3) consecutive one-year terms. The number of terms can be extended at the District Governor’s discretion. To ensure continuity it is recommended that no more than one member of the DTT be replaced within any one Rotary year.
2. Each DTT member shall have the understanding of and the capability to communicate by telephone, fax, email, the internet and any other electronic means required by RI or D5550.
3. The DTT shall assist District Leadership and Clubs in planning, conducting and evaluating training events as requested.
4. Working in support of the strategic direction set by District Leadership, and specifically in conjunction with the District Governor Elect, the DTT is responsible for annually developing, conducting and scheduling training as follows:

* Pre-President Elect Training (PETS) webinars
* PETS (President Elect Training Seminars)
* Assistant Governor Training

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* District Assemblies

1. Working in conjunction with the District Governor, the District Governor Elect, the District Board and District Committees, the DTT is responsible for annually developing, conducting and scheduling training as follows:

* Grants Management and Club Certification Seminar
* District Leadership/Board Training
* Rotary Leadership Institute (RLI) Training
* Other training events in the District as appropriate
* Program content development (in accordance with Rotary International Board recommended curricula)
* Conducting training sessions
* Identifying speakers and other volunteers for training sessions as approved by the District leadership
* Training facilitators by developing a training sequence and material for training leaders.
* Program evaluation and logistics on matters of meeting site and the registration process.
* Collecting approved fees for various training events and submitting these to the District Treasurer
* Keeping accurate records of all transactions
* On a rotational basis one DTT member shall serve as a member of the District Board.

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**DISTRICT ROTARY LEADERSHIP FACILITATORS**

**The Rotary Leadership Institute (RLI)** is a multi-district, grassroots leadership development program of member districts organized into regional divisions in various parts of the world. RLI seeks to have Rotary Clubs in its member districts identify those Rotarians who appear to have the potential for future club leadership (not necessarily as club presidents) and provide those so identified with a quality education in Rotary knowledge and leadership skills so important in voluntary organizations. RLI is currently not an official program of Rotary International and is not under its control.

In 2012, District 5550 joined the Prairie Division of RLI (Districts 5360 & 5370 in Alberta). In order to conduct RLI training in our district, a number of experienced Rotarians were identified and asked to attend a Facilitators workshop in November, 2012.

**Policy:**

1. The District Training Team will **initially** be responsible for establishing, promoting and conducting RLI training in District 5550.
2. Centralized training centers will initially be established in Winnipeg, Regina and Saskatoon to help reduce travel time and allow participants greater flexibility in progressing through the 3 modules. Depending upon the response to the program and the location/availability of the RLI facilitators, additional training centers may be considered.
3. Recommend that each learning center will attempt to schedule 2 rounds of modules (1, 2 and 3) in the Sept-Dec and Jan-May period respectively.
4. Recommend that RLI sessions not be conducted in June, July or August.
5. Recommend that where possible each learning center avoid convening a RLI session on the same date.

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1. The following ways to promote RLI could be, but not limited to; District RLI brochure, District website page, DG Monthly bulletin, PETS, Graduate and Facilitator testimonials, Club visits and Presidents, RLI graduate Facebook page.
2. Cost to be determined based on training center locations and cost to prepare materials. District 5360 charges $ 50.00 per person per module and includes training location, binder materials and lunch/coffee breaks.
3. Recommended that clubs pick up the cost for their members to attend RLI sessions

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**DISTRICT SERVICE, FELLOWSHIP, AND YOUTH CHAIR**

1. To oversee sub committees to ensure they are following their individual mandates.
2. Sub Committees include:

* Rotary Youth Leadership Awards
* One Year Youth Exchange
* Short Term Youth Exchange
* International Youth Camp
* Interact
* Rotaract
* MUNA
* Rotary Friendship Exchange
* Adventure packages

1. The Committee Chair shall be appointed by the District Governor.

* The Committee Chair, in consultation with the District Governor, shall select a Vice-chair to serve on the committee, with a view to continuity and succession.
* The Chair reports to the District Governor and the District Board as requested and/or as the Chair has information to share.

1. The Chair communicates with Sub Committee Chairs early in the Rotary year to ensure programs are in order, club communications are underway and mandated activities are being carried out.

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**DISTRICT ASSISTANT GOVERNORS**

1. Assistant Governors shall be appointed as necessary by the District Governor for that Rotary year.
2. Assistant Governors may be appointed by the serving District Governor to subsequent Rotary years but may not serve for more than three (3) consecutive one-year terms unless by mutual agreement.
3. The Assistant Governor shall be proactive in the support of the assigned clubs and shall take a personal interest/responsibility in the success of every club in his/her assigned area.
4. Requirements for an Assistant Governor are:

* Membership, other than honorary, in good standing in a Rotary Club within District 5550 for a period of at least three (3) years.
* Shall have served as a Club President for a full term
* Willingness and ability to accept the responsibilities of Assistant Governor.

1. Duties of the Assistant Governor:

* Attends the District’s Assistant Governor’s training session.
* Assists the District Governor Elect at the Presidents Elect Training Seminar and the District Leadership Training Assembly.
* Works with the District Governor and District Governor Elect to develop goals for the District and to advise on District committee selections.
* Meets with and assists the Presidents Elect in his/her assigned area before the Rotary year to discuss the club goals and to review the summary of Club Plans and Objectives.
* Visits each club in his/her assigned area regularly with a minimum of one visit each quarter of the Rotary year. It is recommended that he/she attend at least one board meeting per club.

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* Keeps the District Governor up to date on progress within the assigned clubs, suggesting ways to enhance Rotary development and address problems.
* Holds regularly scheduled joint meetings (preferably monthly but no less than quarterly) with club Presidents to discuss the business of the clubs including resources available to them; programs; goals and objectives of the District and Rotary International.
* Schedules and plans for the visit of the District Governor to the clubs in the area. This will include scheduling a Club Board meeting in conjunction to the regular club meeting. A recommendation for accommodation for the Governor and partner during the official visit will be welcomed. Advises of any special requirements for club visits.
* Encourages clubs to follow through on requests and recommendations of the District Governor, monitors each club’s performance with respect to service projects, encourages a
* Public Relations effort at the local club level and ensures that Clubs submit required reports in a timely manner.
* Attends and actively promotes attendance at the District Conference and other District meetings.
* Participates in Rotary Foundation Programs, annual and special giving events and other special assignments as necessary.
* Encourages development of future District leaders.
* Represents the District Governor if the District Governor is unable to attend any special function and makes special visits as requested. Helps organize intercity/area meetings and assists club executives in serving as a speaker and in other useful ways.

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**DISTRICT FRIENDSHIP EXCHANGE CHAIR**

1. To further international friendship, fellowship and service among Rotarians who share a common interest in worthwhile recreational activities, or who are within the same business, professional or vocational field, or who share an interest in various health and medical issues.
2. The District Governor Elect prior to taking office as District Governor and in consultation with the International Service Committee Chair shall appoint a Chair to a District Rotary Friendship Exchange Committee.
3. The District Rotary Friendship Exchange Committee Chair has responsibilities for:

* Selecting an exchange location with another District with the assistance of the District Governor Nominee.
* The Chairs of each location will agree upon the dates of the exchanges and the number of participants.
* The Chair’s will then advertise the exchange through the District Governor’s News Letter.
* Once a team has been established (based on a first applied basis and preference to those that have not participated in an exchange before) a meeting should be held of the team members to cover various aspects of the exchange and their responsibilities.
* Each District is responsible to arrange hosting and an appropriate agenda for the two (2) or three (3) week exchange.

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**DISTRICT VOCATIONAL TRAINING TEAM COMMITTEE CHAIR**

1. The Committee is responsible for assuring the program is provided in the District; is the selection committee for outbound teams and responsible for the inbound teams when they are in the District; arranges for club visits and activities for inbound teams and is the link between its counterpart District GSE Committee.
2. The District Governor Elect appoints the Committee Chair preferably for a three-year term.
3. The Committee assures the flow of information to appropriate Rotarians in the District as well as to the “in-bound” District GSE Committee.