

**D7080 MANUAL OF DISTRICT
POLICIES,
PROCEDURES AND PRACTICES**



**ROTARY
INTERNATIONAL
District 7080**

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**ROTARY INTERNATIONAL DISTRICT 7080
MANUAL OF DISTRICT POLICIES, PROCEDURES AND PRACTICES**

(Policies, Procedures and Practices set forth in this Manual shall not in any way
contravene the Constitution or Bylaws of Rotary International)

DEFINITIONS

Abbreviations employed in this District Manual of Policy, Procedures and Practices shall have the meanings set out below:

AG	Assistant Governor
COL	Council on Legislation
D7080	Rotary District 7080
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
DRFC	District Rotary Foundation Committee, or, Chair
FQT	Foundation Qualification Training
GETS	Governors Elect Training Session
GG	Global Grant
GoC	Government of Canada
G-Team	Governors Team (present and future)
IPDG	Immediate Past District Governor
Manual/MOPP	Manual of District Policies, Procedures, and Practices
PDG	Past District Governor
PE	President Elect (Club)
PETS	Presidents Elect Training Session (PETS I and PETS II)
PR	Public Relations
RI	Rotary International
RLI	Rotary Leadership Institute
RYLA	Rotary Youth Leadership Awards

SME	Subject Matter Expertise
TRF	The Rotary Foundation
TRFC	The Rotary Foundation Canada
WCS	World Community Service

SECTION I: ARTICLES

Article I – PREAMBLE

1.01 - HISTORY

- (a) District 708 was formed on July 1, 1989, with 39 clubs from two neighbouring Districts, 707 and 709. 20 clubs came from 707, including the areas of Mississauga, Brampton, north through Bolton and Palgrave and west through Orangeville and Shelburne to include the clubs of Guelph and Fergus-Elora. 19 clubs from District 709 included the Burlington, Oakville areas, and northwest through Milton, Cambridge and Kitchener Waterloo and west to Woodstock, Tillsonburg, Ingersoll and Tavistock.
- (b) On July 1, 1991, all Districts in the world changed their numbers, by adding a zero to the end and so District 708 became District 7080.
- (c) Since July 1, 1989 the following clubs have been chartered: Brampton Heart-Lake, Burlington North, Cambridge Sunrise, Erin, Guelph Trillium, Ingersoll, Mississauga City Centre, Mississauga Credit Valley A.M., Mississauga Dixie, Oakville Centennial, Oakville North, Orangeville Highlands. (Mississauga City Centre, Oakville Centennial and Oakville North have since relinquished their charters.)
- (d) The District was incorporated by Letters Patent on July 1, 2007. A copy of the Letters Patent can be found on the District Website.

1.02 - BOUNDARIES

- (a) District 7080 includes the County of Oxford, Regions of Halton, Peel and Waterloo and the County of Wellington east of 80°30' and the County of Dufferin south of 44°10'.
- (b) The neighbouring Districts are 7010, 7070, 7090 and 6330.

Article II – PURPOSE

- (a) 2.01 - This Policy Manual shall provide a guideline for the orderly management of the affairs of District 7080 and provide for a system of maintaining records of District actions and resolutions. The Manual shall be used as a guide for District Governors (DG), District Governors Elect (DGE), District Governors Nominee (DGN), District Governors Nominee Designate (DGND), District Officers, District Committees and Clubs within District 7080. It is intended that this Manual conform to the Rotary International Manual of Procedure and any subsequent revisions or directives. The purpose of these District Policies and Procedures is to further the Objects of Rotary by establishing practices in the District designed to aid:
- I. The DG with routine administrative procedures necessary for the smooth functioning of the District, thus freeing the Clubs to concentrate their efforts on inspiring clubs to greater service through their leadership;
 - II. The DG to act in the best interests of Rotary and harness the best efforts of all clubs and ROTARIANS to greater Rotary service; and
 - III. The clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.

Article III – AMENDMENTS AND MODIFICATIONS

3.01 - This Manual shall be reviewed by the Policy & Procedures Committee every third year following each Rotary International Council on Legislation, and revised for conformity with the Rotary International Manual of Procedure.

3.02 - Modifications or additions to the District Policies contained in this Manual shall be by resolution adopted at the Annual District Assembly and Club Leadership Training Session or District Conference.

3.03 - Resolutions proposing a new District policy or District policy amendment may be initiated as follows:

- (a) On or before the date fixed by the DG for the District Conference or by the DGE for the District Assembly and Club Leadership Training Session, and being a date not less than ninety (90) days before the said meeting, those mentioned in Item (b) below may file with the DG a resolution proposing a new District Policy or District Policy amendment.
- (b) A club through the President, the DG, the DGE, any Past DG, any District Officer or a District Committee by its Chair, may propose a policy or amendment in accordance with paragraph (a) above.
- (c) Members of District 7080 other than those mentioned above shall submit their resolutions proposing policies through their individual clubs. Such resolutions shall have been adopted at a meeting of the Club and shall be filed by the Club President in the manner prescribed herein.

3.04 - The District Governor will forward all resolutions proposing changes in District policy and submitted in accordance with the above procedure to the District Policy and Procedure Committee, no less than 75 days prior to the District Assembly and Club Leadership Training or the District Conference whichever comes first, for its review and recommendation.

3.05 - The District Policy and Procedure Committee shall study the proposed resolution(s) and prepare its recommendations for action at the District Assembly and Club Leadership Training Session (District Assembly) or District Conference.

3.06 - At least 45 days prior to the District Assembly and Club Leadership Training Session or the District Conference respectively, the District Policy and Procedure Committee will distribute copies of all resolutions which will be presented for approval to:

- (a) The President-Elect of each club if the vote is to be at the District Assembly and Club Leadership Training Session, or
- (b) The President of each club if the vote is to be at the District Conference.
- (c) All the members of District Council.

3.07 - During the District Assembly and Club Leadership Training Session or District Conference, at a time designated by the DG, each resolution shall be presented by the District Policy and Procedures Committee along with the Committee recommendations.

3.08 - Resolutions proposing an amendment to District policies may be received from the floor at the District Assembly and Club Leadership Training Session or District Conference with the concurrence of 3/4ths of Clubs present.

3.09 - Adoption shall be by approval of at least three-quarters of the eligible votes cast. Votes on all resolutions shall be in accordance with the Bylaws of Rotary International. See addendum X (Voting)

3.10 - Adopted policies and amendments to policies once passed shall be circulated by the DG or District Secretary in a timely manner, to all Clubs.

Article IV – MANUAL DISTRIBUTION

4.01 - The District Manual of Policy and Procedure shall be posted on the District Website for all members of the District to access.

Article V – DISTRICT ORGANIZATION AND MANAGEMENT

5.01 - The District office shall be at such location(s) as the DG shall determine. All official files and records of the District shall be kept securely at said location(s).

5.02 - On or before assuming office, the DG, subject to section 5.08 and 5.09, may appoint the Standing Committees and shall appoint District Officers required by the current Rotary International Manual of Procedure.

5.03 - The District organization is made up of the District Executive, Assistant District Governors, District Directors, Standing and Ad-hoc Committees, and the District Council as further detailed below:

(a) The District Executive is comprised of the following persons:

- I. Immediate Past District Governor
- II. District Governor
- III. District Governor Elect
- IV. District Governor Nominee
- V. District Governor Nominee Designate
- VI. Secretary/Administrator
- VII. Treasurer

(b) Assistant District Governors

(c) District Directors

- I. Community Services
- II. Finance
- III. Foundation
- IV. International Service
- V. Membership
- VI. Peace
- VII. Public Relations
- VIII. Training
- IX. Vocational Services
- X. Youth Services

(d) Standing Committees

- I. Advisory Council of Governors

- II. District Awards
- III. District Conference
- IV. District Governor Nominating Committee
- V. International Convention
- VI. Policy & Procedures
- VII. Strategic Planning

5.04 - District Council is comprised of those individuals designated in Section 5.03 a), b) and c).

5.05 - The incoming DG shall cause to have published on the District Website, a District Directory listing all District Executives, Assistant District Governors, District Directors, Standing Committee Chairs, and Club Officers.

5.06 - With the exception of the DG Nominating Committee, the DG, the DGE, the DGN and the DGND shall be ex-officio members of all District Committees.

5.07 - The DG shall make appointments to District Committee Chairs that extend beyond their term of office with the concurrence of the appropriate DGE, DGN and/or DGND.

5.08 - The DGE, in preparation for their year and in consultation with the DG, Immediate Past Governor, DGN and DGND, shall determine the upcoming Chair of each Standing Committee.

5.09 – DG shall fill vacant positions for Committee Chairs, Executives, Directors, and Assistant Governors in consultation with the DGE, DGN and DGND, and such appointments for the remainder of the term of the vacated Committee or office.

5.10 - The DG may establish any Non-standing or Ad hoc Committee(s), or make such additional appointments deemed necessary, or recommended by Rotary International, to ensure the good functioning of the District.

5.11 - All Chair persons and Assistant Governors, except in exceptional circumstances, should not remain in their respective positions for more than three (3) years.

5.12 - The DG is responsible for management and administration of the District affairs in accordance with the Manual of Procedure as published by Rotary International.

5.13 - The DG may, during the term of office, call meetings of any of the established Committees.

5.14 - The DG shall, not later than sixty (60) days after the close of the term of office, deliver or cause to be delivered to the successor DG, the official files and records of the District and shall complete the following:

- (a) bring up-to-date all records of their administration;
- (b) screen the year's correspondence and remove all non-essential material;
- (c) turn over to the successor DG their own files and those confidential files of their predecessor;
- (d) designate all materials to be placed in the archives of the District;
- (e) place in the files, copies of the following:
 - I. a copy of each semi-annual report submitted to Rotary International
 - II. the District Conference report
 - III. the District Club Leadership Training report
 - IV. the year's Financial report
 - V. the District Directory; and
 - VI. activity reports from each Committee.

Article VI – DISTRICT GOVERNOR DUTIES AND FUNCTIONS

6.01 - The duties and functions of the DG and DGE shall be as defined in the Manual of Procedure as published and amended by Rotary International.

6.02 - Additional duties and functions of the DG, the DGE and other officers of the District are set out in the Appendices to this Manual.

6.03 - The DG shall determine the duties and functions of special Non-standing and Ad hoc Committees.

Article VII – DISTRICT FINANCES AND BUDGETING

7.01 DISTRICT BUDGET and CLUB DUES

(a) The draft District Budget shall be prepared for the following year by the Finance Committee. It shall be distributed to the Presidents-Elect by PETS I where it will be presented for consideration with a final draft presented at PETS II and then voted for adoption at District Assembly and Club Leadership Training session.

(b) Financing of the District shall be provided by all Clubs in the District paying dues determined by way of per capita levies on the members of those Clubs and/or per club levies. The amount of the levy shall be decided at District Assembly and Club Leadership Training Session, only after the approval of 3/4ths of the incoming Club Presidents present.

(c) The District Treasurer shall invoice all Clubs July 1 and January 1 of each year. The January invoice shall be a prorated dues assessment against any membership net increases reported to December 31 of the previous year.

(d) The dues shall be used as follows:

- I. assist the DG in meeting expenses not covered in the allocation from Rotary International;
- II. the budgeted expenses of Committees and other administrative expenses;
- III. reasonable expenses of the DG, the DGE, the DGN and partner(s), one District Committee Chair (if training is offered for them), to attend ; designated Zone Institute, provided such expenses have been included and adopted in the current budget
- IV. reasonable expenses of the DG and DGE to attend The Rotary International Convention with their partners, provided such expenses have been included and adopted in the current budget.

7.02 Special per capita contributions may be levied by the District as a reserve fund with the approval of 3/4ths of the incoming Club Presidents present at the District Assembly and Club Leadership Training Session or 3/4ths of the Club Presidents present at the District Conference.

7.03 When a Club is dissolved, the DG shall terminate the membership of the Club in Rotary International in accordance with the Bylaws of Rotary International. All materials and equipment (property of the Club) shall become the property of the District. Any unallocated funds in charitable accounts of the Club shall be paid over to the District who in turn shall forward the funds to Rotary Foundation (Canada).

7.04 No Club including any Club whose membership in Rotary International is terminated shall have any rights to a share of District funds.

7.05 - All Committee or individual expense reimbursement claims pertaining to a Rotary Year (July 1 - June 30) must be submitted to the District Treasurer no later than August 15th immediately following the year that the expense was incurred. Late submissions shall not be reimbursed.

7.06 - The District Treasurer shall use good judgment in the expenditure of District Funds by following the guidelines of the District Budget. If a disbursement exceeds budget by more than 10% and is less than \$1000 the District Governor must pre-approve the disbursement. If the disbursement exceeds budget by more than 10% and is \$1000 or more the District Council and District Governor must pre-approve the disbursement.

7.07 - The District Treasurer may not revise or make adjustments to budget amounts between accounts, without the advance approval of District Council.

7.08 - The District Treasurer must supply an annual financial statement of the District finances to each Club in the District within three months of the completion of the Rotary year. This statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference. Should time not permit to prepare and distribute the document at least thirty (30) days prior to the Conference, statements shall then be presented at the following District Assembly and Club Leadership Training Session.

7.09 DISTRICT CONFERENCE BUDGETING

(a)- The District Treasurer shall advance to the District Conference Committee amounts necessary to cover essential expenses incurred prior to the realization of any income. After the District Conference has been held, the accounts for Conference having been completed, a detailed accounting shall be forwarded to the District Treasurer no later than 90 days following said Conference. All proceeds derived from any given Conference are to be returned to the District Treasurer. Should a Conference have returns in excess of the total of the advances from District funds, the difference shall be provided in its entirety to the District Treasurer.

(b)- Itemized bills are to be presented to the District Treasurer for payment. The District Treasurer shall pay reasonable expenses incurred with the approval of the DG, by any member of District 7080, upon presentation of an itemized bill with supporting invoices when available.

Article VIII – PROCEDURES

8.01 - All District meetings shall be conducted in accordance with Robert’s Rules of Order, except as otherwise noted in the District Bylaws.

8.02 - The DG shall administer the affairs of the District in accordance with the Rotary International Manual of Procedure and this Manual.

8.03 - The DG Nominee Designate (DGND) shall be elected in accordance with the Rotary International Bylaws (Article 13) and Appendix XIV.

Article IX – PRACTICES

9.01 Any practices which have an historical significance to District 7080 may be used by the DG, the DGE, the DGN, the District Officers and the Committee Chairs in making administrative decisions, provided such practices do not contravene any Bylaws enacted by the District.

Article X – CONFIDENTIALITY, PRIVACY, AND SECURITY

District 7080 respects the confidentiality of the clubs and the privacy of its members. Through the administration of the District business, members of the District Council may come into contact with confidential information including personal information of club members. In all cases, the District will protect the confidential information and personal data in its possession using a reasonable standard of care.

In addition, all clubs are expected to develop policies and procedures related to the privacy and security of individual members and the safety of all individuals with whom the club has interactions (members and non-members), especially those considered part of the vulnerable sector. Such policies and procedures shall be consistent with the Rules and Regulations of Rotary International and all applicable municipal, provincial or federal laws or regulations. Items to be covered shall include but are not limited to:

- Collection, storage and use of personal information of members;
- Distribution of newsletters and all-member electronic mailings;
- Vetting of new members (letters of recommendation, reference checks, etc.); and
- Requirements for working with youth and other members of the vulnerable sector (police record checks and annual declarations, reference checks, number of members to be present, etc.).

SECTION II: APPENDICES

APPENDIX I: DISTRICT GOVERNOR

Purpose: The District Governor is an officer of Rotary International who has been nominated by the clubs in the District and elected by the Convention of Rotary International as the Governor for District 7080.

Tenure: The term as DG begins on July 1 following the term as DGE and continues for one year. The District Governor is a member ex officio of all District Committees.

Qualifications: In accordance with Article 16, Section 16.070 of the Bylaws of Rotary International, the DG must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least seven years at the time of taking office as DG. They must have served as President of a Rotary club for a full term and must have attended for its full duration, the International Assembly during the term as District Governor Elect.

Duties: The DG is responsible for the planning, coordination and operation of the District in the best interest of Rotary International. Duties are listed in Article 16, Section 16.090 of the Bylaws of Rotary International. The DG is responsible at all times for the administration of District funds in accordance with the budget as approved at the District Club Leadership Training Session. In addition to the responsibilities outlined by Rotary International the DG shall:

- Appoint capable and willing Rotarians to the various District offices.
- Receive reports from District officers as to which clubs have problems and direct their attention to these clubs.
- Develop a system of communications so that District Officers, Committee Chairs and Assistant District Governors have an opportunity to recommend a plan of action to the DG where problems are evident within Clubs or at the District level.
- Chair meetings of the District Council.
- Chair Presidents' Meetings of which there should be 4 during the Rotary Year.
- Attend, as time permits, Rotary business and social functions.
- Visit each club within the District during year as DG
- Arrange a District Conference during year as DG
- Make every effort to attend Zone Institute during year as DG
- Make every effort to attend the Rotary International Convention in year of being DG

APPENDIX II: IMMEDIATE PAST DISTRICT GOVERNOR

Purpose: To serve as the DG's guide and counsellor. If the DG who immediately preceded the current DG cannot serve, the Past District Governor who most recently served as DG will serve as PDG.

Qualifications: Immediate Past District Governor of D7080.

Duties: The Immediate Past District Governor shall serve as Past Chair of the District Council to provide continuity and offer guidance and advice to the District Governor. They shall also Chair the Advisory Council of Past District Governors (Appendix X). In addition, the Immediate Past District Governor shall:

- Serve as a member of the District Governor Nominating Committee (Appendix XIV).

APPENDIX III: DISTRICT GOVERNOR ELECT

Purpose: To gain a clearer insight into the District operations and to assist and accompany the DG when asked to do so by DG. As a future officer of Rotary International it is the DGE's responsibility to become acquainted with the District operations and to visit District clubs.

Qualifications: In accordance with Article 16, Section 16.070 of the Bylaws of Rotary International, the DGE must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least six years at the time of taking office as DGE. They must have served as President of a Rotary club for a full term, and must be prepared to attend for its full duration the International Assembly immediately preceding their year as DG.

Clarification of Terms: The future DG is nominated by the clubs in the District, and serves for one year as DGN. At the International Convention at the end of that Rotary year, the nominee is elected by the International Convention and serves one year as DGE.

Duties: In addition to the responsibilities outlined by Rotary International, the DGE shall:

- Preside at District Council meetings in the absence of the District Governor.
- Represent the DG when requested to do so by the DG.
- Attend GETS training, usually two days prior to Zone Conference, during DGE year.
- Attend RI International Assembly DGE Training as required by RI
- Develop, plan and conduct, with the cooperation of the DG and Training Committee, the District Club Leadership Training Session, and the Presidents Elect Training Sessions (PETS 1 and 2), during year as DGE.
- Serve on the District Finance Committee to assist in the preparation of the District budget for the ensuing Rotary year.
- Chair the Strategic Planning Committee.

As ex-officio member of all District Committees, the DGE is encouraged to attend:

- Foundation Committee meetings
- Other important committee meetings.

The DGE should make every effort to attend the Rotary International Convention during year as DGE, subject to budget.

APPENDIX IV: DISTRICT GOVERNOR NOMINEE

Purpose: To gain a clearer insight into the District operations and to prepare for the eventual role of DG and assist and accompany the DG when asked to do so by DG.

Tenure: The District Governor Nominee Designate becomes the District Governor Nominee at the start of the Rotary year following his or her selection as DGND.

Qualifications: The DGN must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least five years at the time of taking office as DGN. They must have served as President of a Rotary club for a full term.

Duties: The DGN shall become acquainted with the District and its operations, visiting clubs and serving as:

- Member of the Finance Committee.
- Chair of the District Conference Planning Committee.

As an ex-officio member of all District Committees, the DGN is encouraged to attend:

- Foundation Committee meetings.
- Training Committee meetings.
- Other important committee meetings.

The DGN shall make every effort to attend the Zone Training and Zone Institute in the year prior to being the DGE.

APPENDIX V: DISTRICT GOVERNOR NOMINEE DESIGNATE

Purpose: To gain a clearer insight into the District operations and to prepare for the eventual role of DG.

Tenure: The District Governor Nominee Designate is selected approximately 30 months in advance of the year of being the District Governor. The selection process is as outlined in Appendix XIV and the Bylaws of Rotary International (Article 14).

Selection Process: The DGND shall be selected in accordance with Article 14 Section 14.020 of the Bylaws of Rotary International.

Qualifications: The DGND must be a member, other than honorary member, in good standing of a club in the District (as outlined in Section 16.070 of the Bylaws of Rotary International) and have been a Rotarian for at least four years at the time of taking office as DGND. They must have served as President of a Rotary club for a full term. It is also recommended that the DGND selected would have served as an Assistant Governor of the District, a District Executive or as a District Director within the past 3 years.

The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of Governor as provided in section 16.090, in accordance with the Bylaws of Rotary International.

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

Duties: The DGND shall become acquainted with the District and its operations by serving as an ex-officio member of all committees, with special attention to attending:

- Foundation Committee meetings.
- Training Committee meetings.
- Other important committee meetings.

APPENDIX VI: GOVERNOR’S TEAM (G TEAM)

Purpose: To provide a sounding board to plan and advise the DG on matters related to the affairs of the District

Qualifications: The G Team is comprised of the DG, IPDG, DGE, DGN and DGND (once appointed).

Duties: Provide input and counsel to the DG in the administration of the District.

APPENDIX VII: ASSISTANT GOVERNORS

Purpose: Assist the DG in carrying out District duties and reporting responsibilities at the cluster level. Appointed by the DG in consultation with the G-Team.

Tenure: Appointed for a 3-year term, and reviewed annually. The maximum term is 3 years. Appointments should be staggered and selected from a variety of clubs. The number of Assistant District Governors (AG) in a year is determined by the DG, but will be at least 6.

Qualifications:

- Membership, other than honorary, in good standing in a Rotary Club, not necessarily a 7080 Club, for at least three years.
- Service as a Rotary Club President for a full term prior to appointment as an Assistant Governor.
- Demonstrated leadership qualities.
- Potential candidate for future leadership at the District level.

Duties:

- Work with the DG to ensure that area programs are functioning.
- Understand, promote and comply with District Strategic Plan, Vision & Mission.
- Foster and promote communication and cooperation between cluster clubs, neighboring clusters and District Committees to promote and execute District programs.
- Ensure that information and resources from District Committees and the DG is transmitted to the assigned clubs and that successful club ideas or projects are shared and reported to the DG for promotion and sharing of best practices throughout the District.
- Collaborate with area Clubs in planning the DG's Official Visit. Conduct the administrative portion of the DG's official club visit and report, as requested, to the DG.
- Assist in the promotion of and participate in the District Conference, District Club Leadership Training Session, AG Training Sessions, Presidents' Elect Training Sessions and other District events.
- Collaborate with the DG and DGE to develop District goals.
- Advise the DG and DGE on potential appointments to District Committees.

- Meet with and assist incoming Presidents in the assigned area prior to the start of the Rotary year to discuss Club goals and to review the Summary of Club Plans and Objectives.
- Visit each club in the assigned area a minimum of four times during the Rotary year and reports any insightful information to DG.
- Conduct meetings (minimum quarterly) with area Club Presidents to discuss the business of the Clubs and resources available to them, along with goals, programs, and objectives of the District and RI.
- Update the DG on progress within the assigned area Clubs and suggests ways to enhance Rotary development and raise awareness of issues.
- Encourage Clubs to follow through on requests and recommendations of the DG.
- Participate in and promote Rotary Foundation programs, annual and special giving events and other special assignments in cooperation with any applicable District Rotary Foundation representatives.
- Monitor each Club's performance with respect to service projects.
- Assist in the development of future District leaders and a succession plan for a replacement AG when their term ends.
- Encourage clubs to enter and maintain progress of their annual goals, and maintain currency of the Club Officer list on the District website.
- Perform such duties as assigned by the DG.

APPENDIX VIII: DISTRICT ASSISTANT

Purpose: To provide support to the District Governor, Council Executive, Committees, and Clubs. Part-time, working approximately 500 hours per year, based on District schedule and actual requirements, averaging plus or minus 10 hours per week.

Reports to: District Governor

Qualifications / Preferred Skills:

- Strong teamwork, interpersonal, social, and communication skills.
- Planning, marketing, and research skills.
- Organizational and administrative effectiveness.
- Understands financial statements and budgets.
- High level of computer and social media competency.
- Driver's licence, capable to travel across District.
- Flexible, able to telecommute and work independently from home or office environment.
- Creative.
- Able to connect and communicate to attract a younger demographic to Rotary.

Duties: Responsibilities may include, but not be limited to:

Administrative including:

- Assist with managing correspondence and District records.
- Control inventory and archive information.
- Update District and RI contact lists.
- Support secretarial, accounting, budgeting, and reporting functions.
- Assist with creating and analyzing surveys.
- Support visioning and strategic plan priorities, and assist to update Resolutions, Manual of Procedure, et cetera.
- Assist with events, training sessions, and awards.
- Liaise with committees as directed by the Governor.
- Help maintain continuity upon succession.
- Provide other assistance as may be requested by the Governor.

Website and Social Media including:

- Research, develop, and assist with District website, social media, and opportunities that improve public image.
- Assist clubs in using Club Central and ClubRunner, and provide support as required to submit information as requested by RI, et cetera.

APPENDIX IX: DISTRICT COUNCIL

Purpose: The District Council is the administrative body for District affairs to assist the DG in the performance of their responsibilities to the clubs of the District as provided by Rotary International. It is also a forum for the District where matters of importance to the clubs may be discussed and decisions made.

Members: The District Council is composed of the following:

- District Executive.
- Assistant District Governors.
- District Directors.
- Such other appointments as the DG may make from time to time.

Duties:

- Review all District activities.
- Develop new ideas for District initiatives.
- Formulate ways to educate club members.
- Provide suggestions for programs at the District Conference, PETS and the District Club Leadership Training Session.
- Discuss and recommend upon District finances.
- Assist the DG, the DGE, the DGN and the DGND when requested.

Meetings: The District Council should meet at least five times in the Rotary year, scheduled with notice well in advance by the DG. Meetings shall take place at locations selected by the DG, or electronically. All meetings shall be Chaired by the DG or, in their absence, by the DGE. The quorum for a meeting is set at 50 % plus 1 members of the Council. Any Rotarian in good standing within the District may attend Council meetings as an observer.

Reports: Written reports from all members of Council must be provided to the Secretary/Administrator at least 1 week prior to a Council meeting for compilation and distribution to all members of the Council for review prior to the meeting.

When necessary, written reports or attendance at a District Council Meeting may be requested of all District Directors and all District Standing Committee Chairs.

Agenda: The agenda of each District Council meeting shall be prepared by the meeting Chair or Secretary and include:

- Minutes of the previous meeting.
- Matters arising from previous meeting.
- Key Points from written reports of:
 - District Executive.
 - Assistant District Governors.
 - District Directors.
 - District Standing Committee Chairs.
- Business arising from the reports.
- New Business.
- Other matters proposed by the DG or Council members.

The District Secretary shall post the agenda on the District website and shall e-mail the agenda to members of the District Council along with the notice of meeting and copies of reports as available at least seven days prior to the meeting.

Minutes: The District Secretary shall cause to have prepared and distributed to each member of the District Council, minutes of each Council meeting within 1 week of the adjournment of the meeting. These minutes shall include any action items agreed to at the meeting.

Such minutes should be available on the website for benefit of interested Rotarians.

APPENDIX X: ADVISORY COUNCIL OF PAST DISTRICT GOVERNORS

Purpose: To advise and counsel the District Governor on matters related to the affairs of the District and to promote fellowship amongst all past, present and future District Governors.

Chair: Chaired by the immediate Past District Governor or most recent willing PDG if the immediate is not able to serve.

Members: Members are all Past District Governors and DG. The Chair may, at their discretion, invite the DGE, DGN and DGND to attend meetings.

Duties: To meet and review the affairs of the District at such times as the DG may request or the Chair of the Committee might decide.

- Advise the District Governor on District business or concerns.
- Make recommendations as may be required to ensure that the object of Rotary is being implemented throughout the District.
- Review the District organization and suggest appropriate changes where needed. Have input into District Strategy Planning, if any.
- Upon request, provide a resource group if the DG needs assistance to deal with a serious issue or situation in the District.
- Organize an annual fellowship dinner of District PDGs, DG, DGE, DGN, DGND and their spouses/partners.

APPENDIX XI: DISTRICT AWARDS COMMITTEE

Purpose: To ensure that Rotary International and District 7080 Awards are promoted within the District and to ensure that all awards have relevance within the current context of Rotary.

Chair: The Chair, appointed by the DG, should value the heritage and culture of the District.

Members: The Committee should consist of the Chair and at least one other active member of a Rotary club with the District.

Duties:

- Ensure that all Rotary International and District Awards are relevant and known within the District.
- Recommend suspending or updating of any awards which are no longer relevant.
- Recommend the introduction of new District awards.
- Maintain a record of award winners each year.

Rotary International Awards: as promoted and documented by RI.

District Awards: (As of January 2018)

- **District Service Award**
 - Recognizes an individual Rotarian's efforts to serve humanity and work toward world understanding and peace through Rotary Foundation programs.
- **Club Builder Award**
 - Recognizes Rotarians who have made a significant impact in supporting and strengthening their home Rotary club. Selection criteria include the candidate's achievements in recruiting new members, participating in Rotary training, involvement in vocational service projects, and attendance at District events.
- **Rotary Partner Award**
 - Recognizes the outstanding contribution of a District Rotary Spouse/Partner in supporting Rotary causes, projects and/or the Rotary Foundation locally, at the District level or internationally.

- **District Polio Service Award**
 - Recognizes the outstanding active personal service of a District Rotarian in advocacy and hands-on support of End Polio Now both within the District and internationally.
- **Communications and Marketing Award**
 - Recognizes a club, individual or committee for outstanding communications and marketing of club news and projects to club members and supporters and/or to the public, through any and all media channels.
- **Membership Growth Award**
 - Presented to the District club with the largest percentage membership increase during the Rotary year.
- **New Member Retention Award**
 - Presented to the District club with the highest member retention percentage over the past three years. (Nomination not required.)

APPENDIX XII: DISTRICT CONFERENCE ADVISORY COMMITTEE

Purpose: To provide guidance and assistance to the District Conference Planning Committee* each year to ensure an effective and financially viable District Conference in each Rotary year.

Chair: The most senior member (i.e. longest-serving) of the committee shall serve as the chair. The DGN shall appoint a District Conference Planning Committee Chairperson who will be responsible for the overall planning and running of the District Conference but will work collaboratively with the District Conference Advisory Committee.

Members: The Committee should consist of three members, each serving for three years, but staggered such that one member should leave the committee and a new member replace him or her each year.

Qualifications: Members of the committee should:

- Have experience in event planning or similar activities.
- Have experience with past District Conferences.
- Be well organized with good communication skills.

Duties: Maintain records of District Conferences including key items such as venue, budget, financial report, registration fees, registration numbers, theme, major presenters and program items.

- The Committee chair, or designate from the committee, shall serve as a general member of the District Conference Planning Committee.
- Provide advice and support to the District Conference Planning Committee in areas such as, but not limited to:
 - RI Guidelines regarding District Conferences.
 - Conference Planning Committee structure and key roles.
 - Conference budgeting and financing.
 - Guidance in approaching businesses for financial assistance/sponsorships.
 - Contract negotiation with potential venues.
 - Guidance and assistance with marketing of the event to ensure maximum participation by Rotarians.
 - Conference development and implementation of best practices.

APPENDIX XIII: DISTRICT CONFERENCE PLANNING COMMITTEE

Purpose: To plan and implement an inspiring District Conference in each Rotary year.

Chair: The Chair of a District Conference is appointed by the DGN two years in advance of the conference. When appointed, it is preferable to have this person participate on the prior conference Committee for experience and continuity.

Members: The Committee must include:

- A member responsible for budget and finances (See addendum III District Conference).
- A member responsible for registration.
- It is recommended that other members come from across the District and not be just members of the DG's cluster of clubs.
- The Chair or designate of the District Conference Advisory Committee.
- Sufficient members to ensure all subcommittees are sufficiently staffed.

Subcommittees: Conference subcommittees should include but not be limited to:

- Program
- Youth Services
- Venue and logistics
- Promotion
- Sergeants at Arms
- Registration
- Finance

Duties:

- To work collaboratively with the DGN to determine a conference theme and program to support it
- To accept advice and support from the District Conference Advisory Committee in areas such as, but not limited to:
 - RI Guidelines regarding District Conferences.
 - Conference Planning Committee structure and key roles.
 - Conference budgeting and financing.
 - Guidance in approaching businesses for financial assistance/sponsorships.

- Contract negotiation with potential venues.
- Guidance and assistance with marketing of the event to ensure maximum participation by Rotarians.
- Conference development and implementation of best practices.
- To prepare a budget in advance of the planned District Conference and submit it to District Council at least 12 months in advance of the conference.
- To ensure that the conference stays within the budget as presented to Council.
- To follow the applicable Rotary International guidelines and policies.
- To select an appropriate venue for the conference.
- To effectively promote the conference.
- To administer and run the conference.

APPENDIX XIV: DISTRICT GOVERNOR NOMINATING COMMITTEE

Purpose: To promote, recruit and interview prospective candidates for the office of District Governor. The Committee shall interview and select the best candidate in accordance with the Bylaws and Manual of Procedure of Rotary International and shall submit one name to the District Governor.

Chair: The Chair is the longest serving PDG on the Committee.

Members: The committee is comprised of three most recent available PDGs and 2 Club Past Presidents appointed by the current DG in consultation with the Chair of the District Governor Nominating Committee, all of whom are in good standing with a Club within District 7080. In the event that a nominee for DG is a member of the same Club as one of the members of the Committee or if a member of the Committee has strong personal or business ties with a nominee then that Committee member shall declare a potential conflict of interest and if deemed necessary by the Committee Chair, shall be replaced by the next available PDG or a replacement Past President appointed by the DG in consultation with the Chair.

Scheduling: To be done in accordance with RI Bylaws (Article 14 Section 14.020) as outlined in the 2016 Manual of Procedure with the objective of having a DG nomination completed and confirmed well in advance of PETS I. (e.g. currently 2 months' notice on DG call for nomination suggestions to Nominating Committee, an estimated 30 days review and interview period, then 14 days for challenge notice with confirmation on the 15th day if no challenge received).

APPENDIX XV: DISTRICT SECRETARY / ADMINISTRATOR

Purpose: Assists the DG in carrying out the business of the District. Acts as Recording Secretary to the District Council.

Qualifications: The District Secretary/Administrator shall be a Rotarian in good standing of a club in the District, appointed by the DG, normally for a three-year term, subject to annual review by the incoming DG.

Tenure: Appointed for a three-year term, and reviewed annually.

Duties:

- Manage general correspondence on Rotary matters for the DG to and from Rotary Clubs, other Rotary Districts and Rotary International.
- Manage the publication and distribution of the DG's newsletter.
- Maintain mailing lists of Rotarians to whom mailings are regularly addressed.
- Issue agendas for meetings of the District Council at least seven days before such meetings are scheduled.
- Update District records and place them in a repository at the end of year
- Record minutes of District Meetings and circulates said minutes within 15 days of the meeting date.
- Manage correspondence relating to District affairs.
- Prepare District reports for approval and signature of the DG.
- Manage arrangements for District meetings.
- Distribute information received from Rotary International and others to the Club Secretaries as required.
- Coordinate District Council objectives and advises upcoming milestones to assure completion in a timely manner.
- Follow up on action points from meetings to ensure completion or adherence.
- Ensure that D7080 adheres to the rules and regulations / legislative requirements for an incorporated organization.
- Other duties as may be assigned by the DG.

Committees:

- Administration
 - Work with a team of at least three Rotarians who will assist in the arrangements, registration and other duties required for District meetings such as AG Meetings, Presidents Meetings and Council Meetings.
- Website
 - Co-ordinate the District Website through a Communications sub-Committee in conjunction with the Public Image Committee.
 - The Communications Subcommittee will consist of the District Web Master and other members as required.

APPENDIX XVI: DISTRICT TREASURER

Purpose: Oversee and perform the financial duties of the District.

Status: The District Treasurer shall be a Rotarian and must be a member, other than honorary member, in good standing of a club in the District appointed by the DG, normally for a three-year term, subject to annual review by the incoming DG.

Qualifications: Experienced in banking or business accounting procedures and the handling of funds. Preferable to have accounting designation of some type.

Duties: The handling of District funds, as follows:

- On June 30 of each year, the current District Treasurer shall transfer access to the District bank accounts to the incoming Treasurer. With electronic and multi-branch banking now available, it is preferred that one set of bank account(s) be used from year to year rather than each new Treasurer setting up new accounts at a different location. This will maintain continuity and consistency of banking records and relationships.

If it is necessary for the incoming District Treasurer to establish new accounts, the majority of the District funds that are on hand should be transferred by the outgoing Treasurer. The only funds being retained shall be those which might reasonably be required to meet any outstanding year end invoices or commitments.
- On July 1 of each year, or as soon as possible thereafter, the District Treasurer shall forward a statement to each club in accordance with provisions of Section 7.01 of this Manual.
- All monies received from clubs or individuals pertaining to District affairs shall be deposited in the District bank account(s).
- All disbursements to District officers and Committees shall be made by the District Treasurer allocated against items in the approved District Budget and supported by properly documented invoices. Expenses related to future years (e.g. PETS, District Assembly and Club Leadership Training) are to be accounted for on an accrual basis.
- Report to every Council Meeting the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- Any disbursements exceeding budget require pre-approval prior to being made as outlined in section 7.04. A District cash book, journal and General Ledger in which the year by year receipts and disbursements

shall be recorded, must be maintained by the District Treasurer and passed along to the successor. Electronic format is preferable.

- The District Treasurer shall provide to the DG as soon after July 1 as possible and not later than September 30, a reviewed financial report with approved budget comparisons for the previous Rotary year.
- The District Treasurer shall keep as supporting evidence, all deposit slips, bank statements, cancelled cheques and paid invoices, and expense reports together with any correspondence relative to District finances, until the completion and approval of the annual financial statements.
- These documents shall be properly identified and placed in the District records repository by the District Treasurer.
- The District Treasurer will compile a financial statement as of the end of the financial quarter prior to the District Club Leadership Training Session for presentation to the Session by the Chairperson of the District Finance Committee.
- No documents or records shall be removed or destroyed without a motion proposed by District Council and approved at the District Assembly and Club Leadership Training Session.
- The repository may be with a District club that agrees to accept responsibility; duties and expenses shall then be drawn between the club and the District.
- The District Treasurer has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than thirty days past the end of the Rotary year.
- Keep an accurate account of District expenses.
- Pay all bills for legitimate expenses related to District business.
- Have custody of all District funds, and deposit said funds in the designated bank account.
- Receive and bank all monies received from Rotary International and Clubs for special international service projects in the designated bank account.
- Perform such other duties normally associated with the office of Treasurer.

- Retain records as prescribed by Federal and Provincial requirements and any additional records as may be requested by the District Council but at a minimum, as follows:
 - Bank deposit records – 7 years
 - Club billings – 3 years
 - Liability insurance policies – 7 years
 - Invoices (accounts payable) and expense reports – 7 years
 - Bank statements & canceled cheques & cheque stubs – 7 years
 - Computerized financial data – 7 years
 - Annual audited/reviewed financial statement – 7 years

APPENDIX XVII: FINANCE COMMITTEE

Purpose: To ensure all District finances are handled in a proper manner taking into account the stewardship and fiduciary responsibility placed on the District by its members and Rotary International.

Director: The Director is appointed by the DG and shall be an experienced District leader, an active member of a Rotary Club within the District, must be a member, other than honorary member, in good standing of a club in the District and have a good knowledge of the inner workings of the District and Committees. The Director shall not be the District Treasurer.

Members: In addition to the Chair the Committee will include the District Treasurer in an advisory non-voting capacity, the incoming District Treasurer when the District Treasurer is about to change at the end of a Rotary Year, the Immediate Past District Governor, and the District Governor Elect. The Committee should also include an active member of a club within the District who has a professional accounting designation.

Duties:

- To oversee and coordinate the preparation of the annual District budget.
- To present the preliminary budget to the Presidents Elect at PETS I.
- To garner feedback on the preliminary budget through consultation with clusters of clubs between PETS I and PETS II.
- To distribute a final draft budget to the Presidents Elect at PETS II.
- To present the Budget for approval by the incoming club Presidents at the District Assembly and Club Leadership Training session.
- Report to Council (at every Council Meeting) the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- To ensure the District Conference Planning Committee develops a District Council approved budget and has a qualified person acting as treasurer for the event to monitor and control expenditures similar to District Treasurer.
- To review, on a periodic basis, the monthly bank reconciliations, bank statements and cancelled cheques, making enquiries and clarifying unusual items with the treasurer.

APPENDIX XVIII: FOUNDATION COMMITTEE

Purpose: To build awareness and support for The Rotary Foundation and implement policies and procedures as set out by TRF in order to motivate and enable District 7080 Clubs and Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Director: Preferably a PDG of District 7080 who is an active member of a Rotary club in the District. The DGE will confer with the DGN and if named the DGND to select the DRFC Candidate. Each DG that serves during the 3-year term of the DRFC must agree to the selection of the DRFC by submitting the appointment of the DRFC to Rotary International. The DGE is certifying that:

- The DGN, and the DGND (if named) are in agreement on the selection of the DRFC candidate.
- The DGN, and the DGND (if named) have provided their written confirmation.
- Written confirmation of the DRFC candidate selection is on file at the District and will be made available to Rotary upon request.

Members: The Director plus heads of each of the subcommittees, DG, DGE, DGN, DGND and recording secretary. There may also be Foundation Area Coordinators appointed by the Director. The Director may combine two or more of the roles under one subcommittee Chair. The International Service Director and the Community Service Director will be ex-officio members of the Foundation Committee.

- PolioPlus (until eradicated)
- Annual Fund / Permanent Fund
- Paul Harris Society
- District Grants
- Global Grants
- Scholarships
- Qualification and Stewardship
- International Services
- Community Services
- Grants Chair
- Foundation Secretary

Duties:

- Establish an annual Plan and Budget for the District Foundation Committee
- Ensure that all grants are made in strict adherence to RI and TRF policies and procedures.
- Ensure that all clubs participating in foundation activities are properly accredited in accordance to RI and TRF policies and procedures.
- Develop and deliver the annual Foundation Qualification Training.
- Foster a culture of encouraging, enabling and assisting clubs to apply for District grants for their projects.
- Foster a culture of giving to the foundation throughout the District clubs by offering to attend club meetings to explain the Foundation and how it works.
- Promote TRF programs and PR initiatives as appropriate and available.

Procedures: For a detailed explanation of the Foundation Committee procedures, please consult and reference documents found on the District website.

APPENDIX XIX: PEACE COMMITTEE

Purpose: To raise awareness of Rotary International's history of peace-building and expand the understanding by Rotarians in our District of the process of peace-building.

Director: The Director is an active member of a Rotary Club in the District and will serve a three-year term.

Members: The Committee consists of the Director and Rotarians in the District committed to building peace.

Duties:

- Promote awareness of and encourage participation in clubs becoming peace-building clubs in the District.
- Promote the establishment of a Rotary Peace Centre at the University of Waterloo.
- Promote attendance at Rotary Presidential Peace Conferences each year.
- Promote Rotary's peace-building in the District and the broader community.
- Establish an annual Plan and Budget for the District Peace Committee.

APPENDIX XX: INTERNATIONAL CONVENTION COMMITTEE

Purpose: Promote attendance at the annual RI Convention to Rotarians throughout the District.

Chair: Appointed by the DG and acts as the District's International Convention Coordinator and Promoter.

Duties:

- Attend club and District meetings including District Conference & Club Leadership Training to promote convention participation.
- Serve as a resource for RI Convention materials and information.
- Work with the Communications Subcommittee and Public Image Committee to expand the District web site with information on the convention and links to the RI web site's section on the convention.
- Identify and inform the DG and DGE of those Rotarians who intend to attend the convention.
- Work with the DG and registered convention-goers to plan, coordinate and communicate a D7080 Convention event during the RI Convention.

APPENDIX XXI: INTERNATIONAL SERVICE COMMITTEE

Purpose: Encourage all clubs to participate in international projects and service opportunities. Educate, encourage involvement and teamwork, and promote the use of global grants (GGs), District grants and other funding programs available from the Rotary Foundation (TRF), Government of Canada (GoC), and other sources.

Work with clubs and Districts to identify resources to develop international projects and design global grants of higher quality and greater scale by leveraging local Rotarian and Rotary alumni expertise, establishing connections between clubs in the District and a host or international partner, and creating a network of local experts to help with planning projects and grants.

Director:

- The Director of the Committee shall be an active member of a Rotary Club within the District who has experience in international development and/or global and District grants, and international club-funded projects.
- The Director shall liaise with the The Rotary Foundation Canada (TRFC) Grants Committee as necessary regarding the Canadian Government (GoC) Partnership agreement's funding model, and become familiar with the information at trfcandora.org under the GoC Program heading, <https://portal.clubrunner.ca/100984>
- The Director (or their designate) shall serve on the District Rotary Foundation Grants Subcommittee to ensure communication between the two Committees.

Members: The International Service Committee should consist of a minimum of three members in addition to the Director. All members of the Committee shall be active members of Rotary clubs within the District.

Duties: The duties of the International Service Committee are to:

- Create a D7080 Resource Network and a database of local experts experienced in project planning, the areas of focus, and Rotary grants; connect members to experts for assistance with projects and grants.
- Collaborate with District Rotary Foundation Chair (DRFC), Community Service Chair, Vocational Service Chair, Rotaract Representatives, Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisers, and other experts, including peace fellows and alumni, interested in assisting with projects and global grant applications.

- Publicize and maintain a current database of club international service initiatives and service opportunities on the District website.
- Establish an annual Plan and Budget.
- Promote and encourage project fairs.
- Provide information to clubs as required.

APPENDIX XXII: MEMBERSHIP COMMITTEE

Purpose: To motivate and be a resource for clubs in the District to enable membership growth through better retention and recruitment practices. To aid clubs in identifying, marketing and implementing membership development strategies as well as share successful practices between clubs.

Director: The Director of the Committee must be a member, other than honorary member, in good standing of a club in the District at the time of taking of appointment. The Director will serve as a link between the District Governor, the Zone Regional Rotary International Membership Coordinator, and the clubs in the District regarding membership development issues.

Members: The Committee should be active members of Rotary Clubs within the District and consist of:

- Director
- Membership Retention Subcommittee Chair
- Membership Development Subcommittee Chair
- Club Development Subcommittee Chair
- New Members Orientation Subcommittee Chair

Duties: The duties of the Membership Committee are to:

- Establish an annual Plan and Budget for the Committee.
- Assist club membership Chairs to carry out their responsibilities.
- Working with Presidents Elect and their Membership Directors to establish club membership goals for the coming Rotary year.
- Visit clubs and/or clusters to speak about successful membership initiatives.
- Request regular reports from clubs on successful membership recruitment efforts for promotion through the District Web site or other means as may be appropriate.
- Assist clubs to develop mentorship, retention and new member development programs.
- Identify communities without Rotary Clubs that have a population capable of meeting the requirements of chartering a new Club.
- Identify communities where additional Rotary Clubs could be established without detracting from provided service to the community by existing Clubs.
- Follow up and act upon member prospects that are received from Rotary International through website enquiries or other referral sources.
- The Director will serve as the Chair of the Annual Membership Summit and serve as a member of the District Training Committee

APPENDIX XXIII: YOUTH COMMITTEE

Purpose: To be a strong resource that will aid clubs in the District to be engaged in youth programs as one of their Rotary Avenues of Service.

Director: A Rotarian in District 7080, other than honorary member, in good standing of a club in the District who has been a member of the Youth Committee or one of its subcommittees.

Members: The Youth Committee consists of the Director along with the Chairs of each of the subcommittees and any other Rotarians from the District that the Committee wishes to have as members.

Subcommittees: Approved Rotary Youth Programs undertaken or planned to be undertaken by clubs within the District form the subcommittees within the Youth Committee.

These include but are not limited to:

- Interact
- Rotaract
- RYLA
- Youth Exchange

In turn each subcommittee may establish their own specific subcommittees as required to manage their activities.

Duties: The duties of the Youth Committee and all of its subcommittees are to:

- Establish an annual Plan and Budget
- Inform clubs of the availability and benefits of the specific youth programs
- Provide resources to aid clubs in establishing Interact or Rotaract clubs or to participate in RYLA or Youth Exchange
- Ensure that all programs are in compliance with Rotary International regulations or guidelines, including those that pertain to safety and security
- Ensure that all clubs are aware of best practices to aid in each program's success

APPENDIX XXIV: POLICY & PROCEDURES COMMITTEE

Purpose: To ensure that District 7080's Policies & Procedures are up-to-date in terms of best practices and are in compliance with the Rotary International Bylaws and operating procedures.

Chair: The District 7080 Representative to the Rotary Council on Legislation who is selected by the District in accordance with procedures set out by Rotary International. Alternate COL Representative to serve as Vice-Chair.

Members: In addition to the Chair and Vice-Chair, a third member of the committee will be chosen to serve. This Rotarian will be a PDG and is appointed by the District Governor.

Council on Legislation

The District Council on Legislation (DCOL) will be a standing one. After serving his/her term the District Representative to the Council on Legislation (RCOL) will step down, and the Alternate Representative (AR) will step up to become the new RCOL for the District. The third committee member will step up to the role of AR, and a new committee member will be chosen to serve. The term of service is expected to be 6 years, and this will provide the District with the consistent leadership sought in this important role.

Duties: To review proposed changes to the District 7080 Manual of Policies, Procedures and Practices arising from the COL (per Section 3.01), Clubs, Committees or District Council's requests. To present and recommend changes along with those required to remain in compliance with Rotary International in accordance with Article III of the District 7080 Manual of District Policies, Procedures and Practices.

APPENDIX XXV: PUBLIC IMAGE COMMITTEE

Purpose: To be a strong resource assisting clubs in District 7080 (and the District itself) to promote club projects and initiatives, whenever possible. Provide the support needed to enable Rotary clubs within the District to promote the image and ideals of Rotary. To ensure clubs are aware of and make use of RI PI resources

Director: A Rotarian in District 7080 who has been a member in good standing of their club's Public Image Committee and/or has experience in the field of public relations.

Members: At least two Public Image Chairs of clubs in District 7080, and additional members as needed.

Duties: The duties of the Public Image Committee are to:

- Establish an annual Plan and Budget.
- Inform clubs of the availability of resource materials available through Rotary International and District 7080.
- Coordinate District 7080 public image initiatives, and announce the results to clubs in the District and to local media.
- Ensure that all clubs are aware of best practices to aid in promoting their club success stories.
- Work with the Communications Subcommittee to ensure the District website portrays a good public image and attractive source of Rotary PI information.
- Establish, implement, and maintain a social media public image plan.
- At least one member of this Committee shall serve on the District Conference Advisory Committee.

APPENDIX XXVI: STRATEGIC PLANNING COMMITTEE

Purpose: To ensure that District 7080 has an up-to-date Strategic Plan and that each Committee establishes goals and action plans in light of this plan.

Chair: The District Governor Elect or Designate is the Chair of this Committee.

Members: The DG, DGE, DGN and DGND along with a planning Committee composed of not fewer than six Rotarians from across the District.

Duties: The duties of the Strategic Planning Committee are to:

- Review and assess the Strategic Plan on an annual basis to ensure its ongoing relevance and propose changes to the Strategic Plan to District Council when appropriate.
- Disseminate the Strategic Plan to all Committees as aid for them to develop relevant operating plans.
- Promote and explain the District Strategic Plan to all clubs and Rotarians within the District.
- Monitor and communicate progress in the implementation of the Strategic Plan and ensure necessary steps are being taken to accomplish the established goals.

APPENDIX XXVII: TRAINING & CLUB VISIONING COMMITTEE

Purpose: To provide the DG, DGE, DGN and DGND with functional assistance, and a forum for development, implementation and maintenance of an effective, on-going training and long range club planning process. The function of the Training and Visioning Committee, and all of its subcommittees, is to provide the support needed to allow Rotary clubs within the District to participate in visioning and training programs in keeping with the established guidelines of Rotary International and District 7080.

Director: The Director of Training must be a Rotarian in District 7080, in good standing with a club, who has been a member of the Training and Visioning Committee or one of its subcommittees.

Members: The Committee shall consist of the following:

- Director of Training
- DGE, DGN, DGND
- The District Registrar, Chairs of each of the subcommittees and the RLI Coordinator / Advisor
- Other members as appropriate

Duties: The duties of the District Training Committee are to:

- Work with the DGE to develop the training program for Assistant Governors, club Presidents Elect and other personnel. e.g. Club Secretaries, etc.
- Assist the DGE to plan and implement the PETS Training sessions which comply with the requirements of Rotary International.
- Assist the DGE to plan and implement the District Assembly and Club Leadership Training session.
- Assist the DGE to plan and implement the District Team Training session.
- Plan and implement all parts of the Rotary Leadership Institute locally with the RLI Subcommittee, ensuring no conflict in timing or resource requirements.
- Provide leadership and support to District clubs wishing to engage in Club Visioning and/or Strategic Planning processes.
- Develop an evaluation instrument to be completed by participants that provides feedback on the training process.

- Ensure that all other District Committees consistently work towards providing well-coordinated, well-integrated, high-quality support, both to the DG and the District, as a whole, and to each of its member clubs.
- Establish an annual District Training Plan and Budget.
- Evaluate the previous year's training events.
- Investigate, review and evaluate alternative training methods, tools and opportunities, and implement such new programs or events as deemed appropriate for District 7080 Rotarians.

Subcommittees: These include, but are not limited to:

- PETS I
- PETS II / Multi-District PETS
- Foundation Qualification Training
- District Assembly and Club Leadership Annual Training session
- Visioning Team
- District Registrar
- Annual Membership Summit

In turn, each subcommittee may have their own specific subcommittees as may be required to carry out their activities.

APPENDIX XXVIII: VOCATIONAL SERVICES COMMITTEE

Purpose: The Vocational Services Committee helps clubs exchange information and develop successful vocational service programs that allow members to use their business and professional skills in the advancement of The Four Way Test and The Declaration of Rotarians in Business and Professions.

Director: The Director will act as a liaison between the clubs and the DG, DGE, DGN and DGND in regards to vocational service matters.

Members: The Committee should consist of at least two members in addition to the Director. They should be active members in good standing of Rotary Clubs within the District.

Duties: The duties of the Vocational Services Committee are to:

- Establish an annual Plan and Budget for the Committee.
- Assist club Vocational Service Chairs to carry out their responsibilities and promote appropriate Rotary International resources and programs.
- Visit clubs and/or clusters to speak about successful vocational service programs and provide information on Rotary programs such as Rotary Volunteers, Rotary Fellowships, Rotary Action Groups & Rotary Friendship Exchanges, to help strengthen their club programs.
- Promote inter-club or District wide vocational service initiatives.
- Request regular reports on successful vocational service programs from club Chairs for promotion through the District website or other means as may be appropriate.

APPENDIX XXIX: COMMUNITY SERVICES COMMITTEE

Purpose: The Community Services Committee works with clubs to help identify resources and develop local service projects that address specific community needs. This help might include finding online volunteers, innovative fundraising, creating corporate partnerships, leveraging government and District grants and focus on new forms of cooperation, especially those that work towards a sustainable society.

Director: The Director of the Committee shall be an active member of a Rotary Club within the District, other than honorary member, in good standing of a club in the District who has experience in successful project development and/or District and government grants, and local club-funded projects.

Members: The Community Service Committee should consist of a minimum of three members in addition to the Director. All members of the Committee shall be active members of Rotary clubs within the District.

Duties: The duties of the Community Services Committee are to:

- Establish an annual plan and budget for the Committee
- The Director, or designate, shall serve on the District Rotary Foundation Committee to ensure communication between the two Committees.
- Publicize and maintain a current database of club local service initiatives and projects on the District website.
- Encourage clubs to visit the District website and Rotary Ideas (www.Rotary.ideas.org) to find project partners and browse Rotary Showcase for ideas.
- Research innovative strategies, concepts and ideas for strengthening the quality and (if possible) sustainability of local Rotary projects and make these available to Clubs.
- Develop corporate partnerships to enhance fund raising.
- Work with clubs by communicating information and ideas on ways and means to find and carry out projects.
- Assist clubs to develop community assessment prior to embarking project.
- Encourage clubs to follow the lifecycle of a project and use Rotary's online tools for planning, implementing and evaluating.
- Promote and encourage participation in project fairs.

APPENDIX XXX: DISTRICT REGISTRAR

Purpose: The District Registrar will manage the registration process for District Training events to provide continuity and consistency in registration procedures and support to both event organizers and District members.

Registrar: A Rotarian in District 7080, other than honorary member, in good standing of a club in the District, who has excellent organizational and planning skills.

Duties: The duty of the District Registrar is to ensure that all regular, district-wide training events will be looked after including:

- Foundation Qualification Training
- Presidents-Elect Training Parts 1 and 2
- District Assembly / Club Leadership Training
- Membership Summit
- Rotary Leadership Institute

In addition, the District Registrar and members of his or her team will:

- Set up events on the district website and serve as the designated contact.
- Manage the registration process and respond to queries and requests for assistance.
- Follow up with any payment issues.
- Provide attendance and related lists for organizers as required including a list of dietary restrictions / allergies if appropriate.
- Look after the preparation of Name Badges and other registration related materials as required.
- Manage the onsite registration process.

At the request of the DG, the Registrar may support other events.

SECTION III: ADDENDA

ADDENDUM I: DISTRICT GOVERNOR'S OFFICIAL VISIT

Part of the required duties as District Governor is to provide for an official visit meeting, either individually or multi-club, with each Rotary Club within the District during their term of office.

The District Governor should establish a proposed schedule of visits for advance review by the Club Presidents and then jointly confirm convenient dates with each of them with assistance of the AG.

The Governor's visit is considered as a regular but special meeting of a Rotary Club. There should be no other presenter or speaker at that meeting except regular club business, which should be kept at a minimum.

Meal costs for the Governor, their partner and the AG are to be covered by the club being visited. This same guideline also applies whenever the DG or AG visits a club for the purpose of performing a function or conducting Rotary business.

The Governor or AG should not be asked to participate in any of the club's fundraising draws or activities but should be welcome to do so if they desire.

Clubs that wish to have a board meeting with the Governor should arrange this in advance with the Governor.

Generally the AG will also attend the club meeting and introduce the DG to the club during the program.

ADDENDUM II: DISTRICT CHANGEOVER

The purpose of a District Changeover is to ensure continuity of the District and build a healthy and vibrant culture within the District. It provides a celebration event for what has been accomplished in the past year and also a kick-off for the new team.

Prior to or immediately following the end of each Rotary Year, the District will hold a District Changeover Function.

The DG and DGE will collaboratively organize and coordinate this event, with assistance of Awards Committee.

The following is not meant to serve as the agenda for a District Changeover but to indicate elements that should be included each year:

- Remarks by the outgoing DG.
- Acknowledgments of all out going AG's, District Officers and Committee Chairs.
- Presentation of any awards, as appropriate
- Presentation of PINS
- PDG pin to outgoing DG by IPDG
- DG pin to incoming DG by outgoing DG
- DGE pin to DGN by outgoing DGE
- DGN pin to DGND by outgoing DGN
- Token of District's appreciation to the outgoing DG presented by IPDG
- Presentation of 'Home Club of District Governor' Banner to President of incoming DG Club by outgoing DG's Club President.
- Remarks by incoming DG.

ADDENDUM III: DISTRICT CONFERENCE

Part of the required duties as District Governor is to hold a District Conference for all Rotarians and Clubs in the District during the Governor's year in office.

The District Governor is free to determine the location and timing of the conference within their year as District Governor with the provision that it be held in the months of September, October or November.

The location and timing should be decided upon 2 years in advance and pre-approved by a majority of club Presidents at the first possible District Assembly and Club Leadership Training session or District President's meeting.

The District Conference Committee should work with the DG to develop a District Council approved budget, within the District budget, and have a qualified treasurer to monitor and control expenditures similar to the District Treasurer guidelines.

The DG and Committee shall conduct and hold the conference within the parameters and guidelines set forth by Rotary International.

ADDENDUM IV: PRESIDENTS ELECT TRAINING (PETS I & PETS II/ MULTI-DISTRICT PETS)

The District Governor Elect shall hold 2 President Elect Training sessions during his or her year as DGE.

The timing and location of the sessions are at the discretion of the DGE.

These sessions known as PETS I and PETS II/Multi-District PETS must be attended by all President's Elect prior to them becoming Presidents at the start of a new Rotary Year.

Any PE who is unable to attend PETS I and/or PETS II/Multi-District PETS hosted by District 7080 must attend an equivalent session(s) put on by another Rotary District.

Should a PE not attend or make other satisfactory alternate arrangements in advance with the DGE, then the DGE and/or DG will contact the current club President regarding the qualifications of the President Elect.

A preliminary draft District budget for the upcoming Rotary Year will be presented at PETS I.

Following consultation with the clusters of clubs within the District a final draft budget will be distributed at PETS II/Multi-District PETS for review by the PEs prior to voting on it at the District Assembly and Club Leadership Training session.

ADDENDUM V: DISTRICT ASSEMBLY and CLUB LEADERSHIP TRAINING (CLT) SESSION

The District Governor Elect shall hold a District Assembly and Club Leadership Training session during his or her year as DGE.

All incoming club officers and new Rotarians are to be encouraged to attend. Best practices, information and available resources for clubs will be presented.

The final draft District Budget for the upcoming Rotary Year will be presented and voted upon by the Presidents Elect.

ADDENDUM VI: ROTARY LEADERSHIP INSTITUTE (RLI)

District 7080 is a member of the Shining Waters Division.

Each District in this multi-District initiative shares resources and coordinates a series of RLI training events during the year. Members from one District are welcome to participate in the sessions of a neighboring District and vice versa.

Other than the annual division membership fee or special circumstances, it is expected that the RLI expenses will be self-funded through registration costs from the participants and that no additional costs will be incurred by the District.

The District 7080 Training and Visioning Committee will include a RLI.

Coordinator/Advisor to ensure a good working relationship between RLI and District training.

RLI activities within the District are to be coordinated with the District Training and Visioning Committee to avoid conflicts in dates and training resources.

ADDENDUM VII: COMMUNICATIONS POLICY

In order to keep communication relevant and to have the attention of recipients it is important to not overload club Presidents with e-mail correspondence. Therefore the following policy has been established.

Clubs may communicate freely with all clubs and Presidents within their cluster on any and all Rotary or Club matters, including fundraising events.

Any desired communication regarding club events and fundraising activities to clubs beyond a club's cluster (including clubs outside of District 7080) must be approved by DG in advance. This does not mean that clubs or Rotarians cannot communicate with other clubs with whom they have already established a rapport. It is meant to avoid mass mailings and mass solicitation.

The DG can and should solicit the assistance of the District Secretary/Administrator to assist with any District wide communication programs.

All clubs, Committees and members should adhere to the published communications policy of Rotary International.

Should any Club or Member become involved in a situation which gains negative attention of the press or other media, the Club President should inform their Assistant Governor at once who will then advise the District Governor. The DG will, in conjunction with the affected club's President, the AG and the District Public Image Committee Chair, develop and implement an immediate communications plan.

In the event any club or member observes inaccurate reporting in the media they should refer this to the Public Image Committee and District Governor for appropriate corrective action.

ADDENDUM VIII: COMMITTEE PROCEDURES

All District Committees should meet frequently enough to be able to operate effectively and fulfill their goals and objectives.

The Directors of all District Committees shall, upon calling meetings of their respective Committees, give such notice of meetings to the DG, DGE, DGN and DGND.

Committees of Council should meet at least every 2 months in order to be in a position to keep District Council fully up to date of activities and situations arising within their areas of service.

Committees of Council and Standing Committees are expected to keep their Committee rosters up to date within the District 7080 Club Runner system under the Committee management.

Minutes of meetings and reports (except in camera reports) of all Committees are to be posted on the District 7080 Club Runner system under the Committee management by the individual Committees.

The cost of personal meals at any Committee (or District Council) meeting shall not be reimbursed by Rotary District 7080 or be part of the budget of any Committee.

Committees are encouraged to consider use of conference calls or electronic internet technology where appropriate.

ADDENDUM IX: MAILING LISTS

Membership lists and mailing lists of all Rotarians in the District are maintained on collaborative sites such as Club Runner and rotary.org.

Use of such lists may only be made for proper Rotary business. In no event should Rotarians be solicited by anyone for non-Rotary reasons. This includes club members using their own club lists to promote non-Rotary activities to fellow club members.

Mailing lists and e-mail capabilities must only be used in accordance with the Rotary International guidelines and District communication policy outlined in Addendum VII.

ADDENDUM X: VOTING

In voting matters for District decisions, a quorum will be considered as representation by 2/3 of the District clubs.

Where votes are conducted at a District Assembly or District Conference, and a quorum has been reached, a majority of the electors in attendance shall determine the results of a vote. A majority vote represents 50% plus one.

In the event of other voting procedures, each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members.

Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual payment proceeding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting.

Generally, it is expected that the incumbent President or their designate will cast the vote on behalf of their club, except for the incoming budget vote at the District Assembly and Club Leadership Training session which is done by the incoming President.

The above procedure is meant to agree with the voting guidelines documented in the RI Bylaws and Manual of Procedure. In the event of a discrepancy the RI procedure will take priority in all instances.