

Approved by Presidents Elect at Club Leadership Training on May 6, 2017 with recommendation to Finance Committee to review the dollar value identified on page 61 (DG Committees, section E-3, last paragraph) requiring that all contracts signed on behalf of the district in excess of \$30,000 USD be approved by the District Finance Committee and modify the amount to \$10,000 USD.



# MANUAL OF PROCEDURES AND POLICIES DISTRICT 7090

Approved at District Training Assembly, May 2017

Revised by the District Legislative Committee, April, 2017

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# ROTARY INTERNATIONAL DISTRICT 7090 MANUAL OF PROCEDURES AND POLICIES

## **FOREWORD**

This manual sets out policies and procedures for the use of District Officers and District Rotarians to ensure continuity from year to year and constitutes all elements of the District Leadership Plan

## **GENERAL STATEMENT**

It is intended that the manual be revised as frequently as necessary but no less than every third year to incorporate new ideas and activities that contribute to the Rotary ideal of “Service Above Self”.

The purpose of these policies and procedures is to further the Objects of Rotary by establishing practices in the District designed to aid:

- the District Governor with routine administrative procedures necessary for the smooth functioning of the clubs in the District, thus freeing the Governor to concentrate efforts on inspiring clubs to greater service through the Governor's leadership;
- the District Governor in harnessing the best efforts of all clubs and all Rotarians to greater Rotary service;
- the clubs and individual Rotarians to better understand and utilize the assistance that is available through the District Organization and Leadership Plan.

It is intended that this Manual conforms to the Rotary International 2016 Manual of Procedure and should not, in any way, interfere with the District Governor's administration of the District as provided by Rotary International's Constitution and By-laws. In fact, it should assist the District Governor by providing a framework that has been approved by the District which, under the Governor's leadership, will itself harness the ideas, talents and energies of many outstanding Rotarians. Where there is conflict between this MOPP and Rotary International's constitution and by-laws, the constitution and by-laws of Rotary International will take precedence.

## **MANUAL REVISION**

1. The District Legislative Committee shall completely review this document no less than every third year. Proposed additions and revisions to this manual shall be presented to and discussed by the District Council before a tri-ennial circulation to the presidents of clubs and submission for approval at the annual Club Leadership Training.
2. Resolutions proposing a new District procedure or policy or a revision or addition to a present procedure or policy may also be initiated as follows:
  - by any club in writing during the Rotary year;
  - by the officers-elect and present at the annual Club Leadership Training by a two-thirds majority of those eligible to vote;
  - by the District Council at any regular meeting of the council.
3. All submissions for the triennial review must be in the hands of the District Governor at a date to be fixed by the Governor, but not later than 30 days prior to the annual Club Leadership Training.
4. At least 21 days prior to the annual Club Leadership Training, the District Legislative committee will distribute copies of all resolutions that will be presented for approval at the District Training Assembly to the presidents-elect of each club and to all members of the District Council.
5. At the annual Club Leadership Training, all resolutions concerning a District policy received by the Legislative Committee shall be presented by the committee's chair along with the committee's recommendations for action.
6. Votes shall be cast at the annual Club Leadership Training by presidents-elect from each club. Adoption shall be by approval by a two-thirds majority of the presidents-elect present and voting.
7. Where practicable all changes will become effective immediately, but no later than July 1 following the annual Club Leadership Training. The District Legislative Committee shall oversee the implementation of all changes.
8. In order to maintain currency and transparency of this document, interim changes in procedures or policies may be presented to and passed at District Council by a two-thirds majority of members present and voting, provided that the proposed change(s) have been circulated to members 14 days in advance of the District Council meeting.

## **SECTION ONE - DISTRICT COUNCIL**

### **PURPOSE**

The District Council is an advisory body for District affairs to assist the District Governor in his/her responsibilities to the clubs of District 7090 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. Club Presidents and Presidents-elect are invited to attend as observers. Items brought to District Council for consideration shall be subject to sanction by a majority of those District Council Members, as noted above, present who have the authority to bind District Council.

It is the function of the Council to:

- Review all District activities via a Forum of open two-way discussion;
- Develop new ideas for District activities and provide approval when applicable;
- Formulate ways of educating club members in new positions;
- Provide suggestions for programs at the District Conference and the annual Club Leadership Training;
- Discuss and control District finances;
- Review this Manual and propose additions and amendments;
- Assist in any way possible the District Governor and the District Governor-Elect.
- Serve as a platform to receive input from the clubs of the District through the Assistant Governor Team.

### **COMPOSITION**

The District Council is composed of the following:

- District Governor who is chair of the Council;
- District Governor-Elect who is vice-chair of the Council;
- District Governor Nominee;
- District Governor Nominee Designate
- Immediate Past District Governor;
- District Executive Secretary;
- District Treasurer;
- Assistant Governors;
- District Directors and Committee Chairs
- Past District Governors
- Such other appointments as the District Governor may make from time to time.

## **ATTENDANCE**

All Rotarians are welcome to attend any District Council meeting and will be recognized as guests without voting privileges.

- The District Council shall meet five times in the Rotary year at the call of the District Governor.
- Meetings shall take place at locations selected by the District Governor - 2 in US and 2 in Ontario with the January meeting being an electronic meeting.
- All meetings shall be chaired by the District Governor or, in the Governor's absence, by the District Governor-Elect.

## **AGENDA**

The District Executive Secretary shall forward the agenda to members of the council along with the notice of meeting and copies of reports as available at least FIVE days prior to the meeting.

The agenda of each council meeting should address questions or concerns that arise from the previously circulated reports as well as invite constructive input from the members of District Council:

- Reports by the District Directors, Assistant Governors, Governor's Council, and Committee Chairs, District Executive Secretary and the Treasurer or Chair of the District Finance Committee; Reports are not read at the District Council.
- Materials to be included in the District Council packet must be received by the District Executive Secretary seven days prior to District Council.
- Materials to be included in the District Council packet must be received by the District Executive Secretary seven days prior to District Council.
- For items to be added to the District Council the request must reach the District Governor seven days prior to the meeting to be included in the agenda.
- District Council uses a Consent Agenda to keep the meeting efficient.
- Additional items are only handled in the Other Business, as time allows to keep to the posted meeting times.
- New programs and/or legislation;
- Other matters proposed by the District Governor as well as an Open Forum for pre-identified topics of the Governor's choice

## **SECTION TWO - DISTRICT OFFICERS**

### ***DISTRICT GOVERNOR***

#### **1. STATUS**

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. The District Governor's term begins on July 1 following election and continues for one year or until a successor is elected and qualified. (RIB<sup>a</sup> 6.060.1.)

#### **Vacancy in the Office of District Governor: Vice-Governor.**

The nominating committee for governor may select one available past governor, proposed by the governor-elect, to be named vice-governor who shall serve during the year following selection. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties. If no selection is made by the nominating committee, the governor-elect may select a past governor as vice-governor. (RIB 6.120.1.)

#### **2. QUALIFICATIONS**

At the time of selection, the Nominee will be called District Governor-Nominee-Designate and will assume the title of District Governor-Nominee on 1 July two years before serving as District Governor. The District Governor-Nominee must have the following credentials:

16.070.1. Rotarian in Good Standing.

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

16.070.2. Rotarian Maintaining Full Qualifications of Membership.

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

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

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

16.070.4. Rotarian's Ability to Fulfill Duties of District Governor.

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.

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<sup>a</sup> Rotary International Bylaws



#### 16.070.5. Rotarian's Certification of Qualifications.

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

In addition to the qualifications of District Governor-Nominee, a District Governor, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the Governors-Elect training seminar and International Assembly. (RIB 16.080.)

### **3. DUTIES AND RESPONSIBILITIES**

The District Governor is the officer of RI in the District, functioning under the general control and supervision of the RI Board:

- Charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District.
- Working with the District and Club leaders to encourage participation in the Vibrant Club Leadership Plan.
- Ensuring continuity within the District by working with past, current, and incoming District Leaders in fostering effective clubs.

The District Governor is responsible for the following activities in the District:

- Organizing new clubs;
- Strengthening existing clubs;
- Promoting membership growth by working with District leaders and Club Presidents to establish realistic membership goals for each club in the District;
- Supporting The Rotary Foundation with respect to program participation and financial contributions;
- Promoting cordial relations among clubs and the District and between the clubs and Rotary International;
- Planning for and presiding at the District Conference and assisting the District Governor-Elect in the planning and preparation for the Presidents-Elect Training Seminar and the annual Club Leadership Training

- Providing for an official meeting, Official Club Visit, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the District Governor's presence for the purpose of:
  1. Focusing attention on important Rotary issues;
  2. Providing special attention to weak and struggling clubs;
  3. Motivating Rotarians to participate in service activities; and
  4. Personally recognizing the outstanding contributions of Rotarians in the district;
- Issuing a monthly letter to each Club President and secretary in the district; which may take the form of a District monthly newsletter;
- Reporting promptly to Rotary International as may be required by the President or the RI Board;
- Supplying the District Governor-Elect, before the International Assembly, full information on the conditions of clubs in the District with recommended action for strengthening clubs;
- Ensuring that District nominations and elections are unbiased and conducted in accordance with the RI Constitution, RI Bylaws, and established RI practices;
- Utilize every mode of communication to include the District Governor Elect in club correspondence
- Performing such other duties as are inherent as the officer of Rotary International in the District.

In addition to the responsibilities outlined by Rotary International, it is desirable that the District Governor:

- Appoint capable and willing Rotarians to the various District offices;
- Receive reports from Assistant Governors as to which clubs have problems and direct the District Governor's time to these areas;
- Manage expectations to advance communication in line with Rotary International direction
- Chair meetings of the District Council;
- Attend, as time permits, business and social functions of an area nature;
- Encourage each club to participate in AREA meetings during the year;
- Read The Rotarian, the RI News, and all other bulletins and literature from RI and the clubs in the District;
- Promote attendance at the Rotary International Convention;
- Arrange, when circumstances require, for special conferences of Club Presidents and/or secretaries.

## CODE OF ETHICS

- District Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, District Governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.
- District Governors will adhere to the provisions of the RI Constitution and Bylaws. These documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of membership and ensures that actions are taken consistent with members' expectations.
- District Governors will adhere to the provisions established by the RI Board as documented in the Rotary Code of Policies. Over the years, the Board has established policies and procedures to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adherence to these policies demonstrates a commitment to these ideals while protecting the association.
- District Governors will serve for the benefit of Rotarians and the purposes of RI. District Governors should put the interests of the District first and avoid even the appearance of any impropriety in their conduct.
- District Governors will not use their office for personal prestige and/or benefit or for benefit for the members of their family. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
- District Governors will exercise due care in the performance of their obligations to their District. District Governors should perform their responsibilities with such care, including reasonable inquiry, as ordinary prudent persons in like positions would use under similar circumstances. Before making a business decision, governors should gather all material information reasonably available to them in order to select the best course of action for all concerned.
- District Governors will take action based on an essential fairness to all concerned. District Governors are often faced with decisions that will significantly affect various Rotary clubs and individuals. Governors, in a manner consistent with the Four –Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
- District Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management. District Governors are stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have the right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- District Governors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- District Governors will comply with expense reimbursement policies The RI board has adopted procedures for reimbursement of Rotary related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.

## ***DISTRICT GOVERNOR-ELECT***

### **1. STATUS**

As a future officer of Rotary International, it is the District Governor-Elect's responsibility to be acquainted with District operations and, if possible, visit a number of clubs to gain a clearer insight into these operations and to assist and accompany the District Governor whenever possible.

It is recommended that District Governor-Elect attend as many Area meetings as possible to gain insight into the relative club succession.

### **2. QUALIFICATIONS**

The District Governor Elect will have met the required qualifications at the time of selection as District Governor Nominee as outlined in RIB 15.070, and fully recited on page 13 under District Governor Nominee.

#### **15.080. Qualifications of a District Governor.**

Unless specifically excused by the board, a District Governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess the qualifications in section 15.070.

### **3. ELECTION PROCEDURE**

District Governor-Elect shall have been selected by the nominating committee procedure in accordance with RIB 13.020.

### **4. DUTIES AND RESPONSIBILITIES**

In addition to the responsibilities outlined by Rotary International, the District Governor-Elect shall:

- Assist the District Governor in any way;
- Represent the District Governor in the District Governor's absence when authorized to do so;
- Prepare and conduct President-Elect Training Seminar (PETS), District Team Training Seminar (DTTS), and the Club Leadership Training for incoming club officers;
- Develop operating knowledge of all District Committees;
- Attend all meetings required by Rotary International including attendance at the Governor-elect Training Seminars (GETS) and the International Assembly for its entirety;
- Serve as vice-chair of the District Council and preside at Council meetings in the absence of the District Governor;
- Read the District Governor's Training Manual and complete all worksheets;
- Develop a District plan of operation for his/her year as District Governor;
- Develop a plan for the District Conference to be held during his/her year as District Governor;

- For his/her year as District Governor appoints District Directors, Officers, and District Committees in a manner that ensures continuity of leadership consistent with the succeeding District Governor team;
- Orchestrate in conjunction with sitting District Governor a suitable celebration of the changeover of District Governor.

## ***DISTRICT GOVERNOR NOMINEE***

### **1. STATUS**

The District Governor Nominee shall be selected by the nominating committee procedure in accordance with RIB 13.010.

### **QUALIFICATIONS**

Unless specifically excused by the board, no person shall be selected as Nominee for District Governor unless the Rotarian has the following qualifications at the time of selection:

#### 16.070.1. Rotarian in Good Standing.

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

#### 16.070.2. Rotarian Maintaining Full Qualifications of Membership.

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

#### 16.070.3. Rotarian's Qualification as Past President of Club.

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

#### 16.070.4. Rotarian's Ability to Fulfill Duties of District Governor.

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

#### 16.070.5. Rotarian's Certification of Qualifications.

The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of District 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 District Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully

## **DUTIES AND RESPONSIBILITIES**

As an incoming officer of RI, the District Governor-Nominee should:

- Begin to prepare for the role of District Governor;
- Review the District Governor Nominee Manual;
- Foster continuity by working with past, current, and incoming District Leaders to support effective clubs;
- Begin analyzing the District's strengths and weaknesses with background material provided by the Immediate Past District Governor, District Governor, and District Governor-Elect;
- Review the District organization (District Leadership Plan) and club administrative framework (Club Leadership Plan);
- Attend District meetings and area meetings;
- Participate in District Committees or other activities;
- Attend District Governor-Nominee training if offered, or seek other training if available;
- Attend training in leadership skills;
- Act as Master of Ceremonies for the District Governor Changeover;
- Serve as Co-Coordinator of the Assistant Governor Team to realize the goals of the sitting District Governor.

## ***IMMEDIATE PAST DISTRICT GOVERNOR***

The IPDG (Immediate Past District Governor) serves as a member of the District Council to provide continuity and to offer guidance and advice to the District Governor. In the year as IPDG, and in subsequent years, a number of offices and ways for serving the District will be offered by the District Governor and as set out in this manual.

## ***ASSISTANT GOVERNORS***

### **1. STATUS**

Appointed by the District Governor and are voting members of the District Council. Each Assistant Governor (AG) is assigned a group of normally 3 to 6 clubs in a geographical area. The District Governor may also appoint a Rotarian to aid the Assistant Governor.

### **2. QUALIFICATIONS**

Normally, Past Club Presidents or District Committee Chairpersons who have been outstandingly successful in the leadership and administration of their own clubs or committees

### **3. TENURE**

Appointed annually by the sitting Governor, but may be asked to serve for a maximum of three years to provide for area and District continuity. The incoming District Governor appoints annually for their year. Each incoming District Governor interviews and appoints those new Assistant Governor-elects who will serve that year. Assistant Governors may serve up to three consecutive years, though interviewed by each incoming District Governor.

### **4. DUTIES AND RESPONSIBILITIES**

- Meeting with and assisting Club Presidents in the preparation of their Planning Guide for Effective Rotary Clubs prior to the beginning of the Rotary year to review the Vibrant Club Leadership Plan, discuss club goals, and to ensure the club is functioning properly according to the RI definition of a Functioning Club;
- Visiting each club regularly, with a minimum of one visit each quarter of the Rotary year, and meeting with the Club President and other club leadership to discuss the business of the club and resources available to them, including the handling of club funds in a businesslike manner;
- Attending each club assembly associated with the District Governor's official visit;
- Assisting club leaders in scheduling and planning the District Governor's official visit;
- Keeping the District Governor informed on the progress of the clubs and suggesting ways to enhance Rotary development and address problems;
- Encouraging club follow-through on requests and recommendations of the District Governor;
- Coordinating club-level training with the appropriate District committee;
- Promoting the District's Leadership Plan and the Vibrant Club Leadership Plan;
- Advising the incoming District Governor on District Committee appointments;
- Attending and promoting attendance at the District Conference and other District meetings;
- Participating in District events where possible;
- Attending club meetings, assemblies, or events, as invited;
- Participating in the District Training Team seminar;
- Attending the Presidents-Elect Training Seminar (PETS) and the District Training Assembly;
- Organizing and chairing area council meetings of assigned clubs and arranging for the reports from these meetings to be distributed to the District Governor and members of the District Governor's Council;
- Preparing reports for the District Governor as requested;
- Utilizing Rotary Club Central to complete the reporting of Memo of Club Visit of assigned clubs to the District Governor within the required timelines;

- Participating in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary;
- Assisting clubs with special ceremonies such as Paul Harris Fellowships, induction of new members and the induction of club officers;
- Assisting a Club President, upon request, with the resolution of an internal problem.

## ***DISTRICT EXECUTIVE SECRETARY***

### **1. STATUS**

Appointed by the District Governor and is a member of the District Council.

### **2. QUALIFICATIONS**

Should be capable of handling correspondence for the District Governor, Officers, and Directors, have the technical expertise to maintain its District 7090 website, and have a firm understanding of Rotary International and District 7090.

### **3. DUTIES AND RESPONSIBILITIES**

- Assist with the distribution of the District Governor's monthly letter;
- Issue agendas for meetings of District Council at least FIVE days before such meetings are scheduled;
- Record and promptly file on District 7090 Website minutes of meetings of the District Council;
- Provide a repository for safekeeping of District 7090 records. Such repository to include official minutes of District 7090 meetings of its District Council and Audited Financial Statements as delivered by Treasurer;
- Maintain the District 7090 Merchant Accounts (US and CA) for online credit card payments on the District 7090 website.

## ***DISTRICT TREASURER***

### **1. STATUS**

Appointed by the District Governor and is a member of the District Council. The Treasurer will serve a minimum of one year and a maximum of three consecutive years.

### **2. QUALIFICATIONS**

Treasurer should be experienced in banking or business accounting procedures and the handling of funds. The Treasurer must also be bonded.



### 3. DUTIES AND RESPONSIBILITIES

- Shall maintain complete financial records for the District;
- Prepare and send to the District Governor monthly aging reports of outstanding District dues.
- Shall forward, as soon as possible after assuming office, a statement to each Club for a *per capita* levy calculated on the District assessment of the budget approved at the previous District Club Leadership Training, previously known as District Training Assembly. The *per capita* levy shall be based on the reported membership of each Club as of July 1<sup>st</sup> of that year;
- Shall undertake to notify the District Governor and the District Finance Chair of all outstanding per capita levies/dues 45 days after the initial request for payment to the clubs, then again at 60 days and monthly thereafter until payment in full has been received.
- Shall be responsible for the collection of District levies and the handling of District funds;
- Shall deposit in the District bank accounts all monies received from Clubs or individuals pertaining to District affairs;
- Shall allocate all disbursements to District Officers and Committees against items in the approved District budget and supported by properly documented invoices; (See cheque/check request form under Finance Committee.)
- Shall act as a signing officer for monetary transactions including disbursement of funds;
- Shall maintain a District cash book, a journal and general ledger in which all receipts and disbursements year by year shall be recorded and passed along to the Treasurer's successor;
- Shall serve on the District Finance Committee- -see Finance Committee responsibilities listed in District Governor's Committees (page 60)
- Shall keep as supporting evidence all deposit slips, bank statements, cancelled checks and paid invoices together with any correspondence relative to District finances until the completion of the audit. Upon completion of the audit, these documents shall be properly identified and placed in the District archives by the District Treasurer;
- Shall report on District finances periodically to the District Governor and the same to District Council at each of their meetings;
- Shall provide to the District Governor, as soon after July 1st as possible, and not later than the Annual Business Meeting, an audited financial report with approved budget comparisons for the previous Rotary year;
- Shall compile a financial statement as of the end of the month prior to the Club Leadership Training for presentation to the Presidents-elect;
- Shall work in close conjunction with the Treasurer-Elect to assist him/her in preparation for the coming year;
- Shall transfer on June 30<sup>th</sup> of each year to the bank accounts established by the incoming District Treasurer all, or at least a substantial portion, of the District funds that are on hand. The only funds retained shall be those that might reasonably be required to meet any outstanding invoices or commitment

## ***DISTRICT DIRECTORS***

### **1. STATUS**

Expected to serve for a Three-year term, subject to annual review and re-appointment by the District Governor and are voting members of the District Council. The number of directors appointed is at the discretion of the District Governor but will be at least three and no more than ten.

### **2. QUALIFICATIONS**

Should have experience as chair of a District committee or Assistant Governor and should preferably be a past Club President.

### **3. DUTIES AND RESPONSIBILITIES**

- Attend meetings called by the District Governor to plan and implement Committee programs for the year and to report on Committee progress;
- Consult with committee chairs on the appointment of committee members;
- Secure material available from R. I. for the use of the Committee Chair who will report to the Director;
- Ensure that each Chair knows the responsibilities and holds meetings as appropriate;
- Supervise and monitor the activities of the Committee under the Director's care and attend Committee meetings as an ex-officio member;
- As necessary, assist Committee Chairs in the preparation of their budgets and present them to the Chair of the District Finance Committee;
- Assess the potential of Committee Chairs and members and recommend to the District Governor-Elect those who are ready for increased responsibility;
- Maintain communication with other District Directors and Committees to coordinate activities within the District.
- Committees are encouraged to have at least two additional committee members in addition to the Chair with one being mentored to assume the Chair's role, in keeping with the District's succession plan.

## ***COLLEGE OF PAST DISTRICT GOVERNORS***

### **1. PURPOSE**

Organized to provide advice to the District Governor, District Governor-Elect and District Governor-Nominee, and to the Vice-Governor, and to receive information about RI organization and functions.

### **2. MEMBERS**

Composed of all Past District Governors who are members of Rotary clubs in the District

### **3. DUTIES AND RESPONSIBILITIES:**

#### **DEAN**

The Dean shall be the Senior Past District Governor and shall serve as Chair of meetings. The Dean shall call meetings in cooperation with the District Governor.

#### **COLLEGE MEMBERS**

Members should attend a meeting called at least once a year within the month following the end of the International Assembly to allow the District Governor-Elect to inform the current and past Governors about the issues debated and presented at the International Assembly.

### ***AREA MEETINGS***

#### **1. PURPOSE**

The purpose is to promote the exchange of ideas among the Five Avenues of Service; discussion of Club and area problems; consideration of plans for Club extension; hearing reports from the District Council; discussion of plans for area conferences; consideration of proposals for presentation to the District Council, District Conference, and the Club Leadership Training.

#### **2. MEMBERS**

Composed of Club Presidents, Presidents-Elect and other Club Officers along with the Assistant Governor, who will call and chair the meetings. The meetings shall be held at least quarterly throughout the Rotary year.

### **SECTION THREE - DISTRICT COMMITTEES**

#### ***DISTRICT COMMITTEES - General***

#### **1. PURPOSE**

District committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the members of District Council in keeping with the District's Strategic Plan and Vision.

#### **2. QUALIFICATIONS OF MEMBERS**

- The District Governor -Elect is responsible for appointing committee members to fill vacancies, appointing Committee Chairs, and conducting planning meetings prior to the start of the year in office.
- Notwithstanding the appointment by the District Governor-Elect, it is the responsibility of all Committee Chairpersons, in concert with the relative Director, to consider and address Succession Planning with a consistent awareness to ensure continued visibility and growth of the mandate of the relative Committee program .

- The minimum qualification for appointment to a District Committee is membership, other than honorary, in good standing in a club in the District.
- Where committees continue from year to year, the normal tenure of a committee member will be three years in one position, subject to annual appointment, to a maximum of five years' service on one committee. Under normal circumstances, one third of the membership on a committee should change each year.
- It is recommended that the Chair selected be a Past District Governor, a past Assistant Governor, or an effective past District committee member, with previous experience as a member of the District Committee.
- Committee members are encouraged to work towards finishing the three courses of Rotary Leadership Institute.
- It is recommended that District Committee Chairs attend the District Training Team Seminar prior to serving as Chair, and annually attend the Club Leadership Training. Committee members should participate in District training meetings.
- It is recognized that the number of committees appointed by the District Governor will vary from year to year. *Ad hoc* District Committees may be appointed to serve specific purposes requested or suggested by Rotary International, to implement specific plans of the District Governor, or to meet specific needs within the District.
- The District Governor, the District Governor-Elect, the District Governor Nominee, the Vice-Governor, the Assistant Governors and the Director responsible are *ex-officio* members of all committees. They shall be notified of all Committee meetings and sent copies of minutes.
- Removal of the Chairperson for just cause shall be at the discretion of the District Governor.

### 3. BUDGETS

Committee chairs are required to submit detailed budget requirements to their District Director, who will submit it to the District Governor-Elect and Chair of the Finance Committee no later than the end of November for the ensuing Rotary year.

In as much as District funds are subscribed by the clubs of the District, committees should exercise great care in the stewardship of budgeted funds. Rental of meeting places, meals, transportation, and other personal expenses of committee members shall not be charged against District funds unless specifically authorized by the appropriate District Director well in advance of the meeting.

#### 4. REPORTING

District Committees report to the District Director who will be the liaison between these committees and the District Governor and District Council

Some committees will report directly to the District Governor.

The Chair of each committee is responsible for calling meetings, setting agendas, and arranging for the recording and distribution of minutes.

District Council reports need to be submitted to the Director no later than 14 days prior to the District Council to allow the District Director time to compile report and forwarded to the District Executive Secretary no later than 7 days before District Council.

#### ***CHART OF DISTRICT COMMITTEES***

Committees shall be assigned to work under the direction of a District Director in one of the Directorships or under the direct supervision of the District Governor as follows:

<b>The District Training Committee</b>	<b>The District Membership Committees</b>
District Training Team Seminar(s) Presidents-Elect Training Seminar (PETS) District Training Assembly New Member Orientation Club-level training Club Visioning Facilitation Rotary Leadership Institute	Membership Development District Extension Membership Retention

<b>The District Public Relations Committees</b>	<b>The District Rotary Foundation Committees</b>
<p>Convention Promotion Committee Public Relations Committee</p>	<p>District Rotary Foundation Committee</p> <ul style="list-style-type: none"> <li>• District Grant Spending Plan Subcommittee</li> <li>• Global Grant Subcommittee</li> <li>• Stewardship Subcommittee</li> <li>• PolioPlus Subcommittee</li> <li>• Fundraising Subcommittee</li> <li>• Annual Fund Subcommittee</li> <li>• Endowment Fund Subcommittee</li> <li>• Paul Harris Society Subcommittee</li> <li>• Foundation Alumni Subcommittee</li> <li>• Scholarships Subcommittee</li> <li>• Vocational Training Team Subcommittee</li> </ul>
<b>The District Service Projects Committees</b>	<b>The District Youth Services Committees</b>
<ul style="list-style-type: none"> <li>• Community Service Committee</li> <li>• The Gift of Life Committee</li> <li>• Literacy Committee</li> <li>• International Service Committee</li> <li>• Vocational Service Committee</li> </ul>	<ul style="list-style-type: none"> <li>• EarlyAct</li> <li>• Interact</li> <li>• Rotaract</li> <li>• Rotary Youth Leadership Award</li> <li>• Slapshot</li> <li>• Rotary Youth Exchange</li> </ul>
<b>The District Governor’s Committees</b>	<b>The District Governor’s Committees (cont’d)</b>
<p>District Abuse Prevention Committee District Advisory Committee The District Conference Committee District Finance Committee District Legislative Committee</p>	<p>District Nominating Committee Friendship Exchange Committee Significant Awards Committee Strategic Planning Committee</p>

## **COMMITTEE DESCRIPTIONS**

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for District Directors, Committee Chairs and committees noted above.

### ***DISTRICT TRAINING COMMITTEE***

#### **1. PURPOSE**

To provide training for current and incoming Officers, Directors, Committee chairs, Club Presidents and other Club leaders. It shall be under the direction of the District Training Director.

#### **2. STATUS**

The District Training Director is appointed by the District Governor on an annual basis on the advice of the District Governor-Elect and is responsible to the District Governor and the District Governor-Elect.

The committee shall be composed of the District Training Director and Committee Chairs.

#### **3. QUALIFICATIONS**

The District Training Director shall be a member in good standing in a Club for at least three years and should be a Past District Governor, a skilled Past Assistant Governor, or a Past District Chair person. Preference should be given to Rotarians with training, education, or facilitation experience.

#### **4. DUTIES AND RESPONSIBILITIES**

##### **TRAINING DIRECTOR**

The District Training Director serves as Chair of the Training committee and assigns responsibility for training meetings and functions as necessary.

Responsible to the District Governor-Elect for training needs for the District for the current Rotary year related to:

- PETS;
- The Club Leadership Training;
- The District Team Training Seminar (which includes Assistant Governor training).

Responsible to the District Governor on an annual basis for developing and conducting training for the:

- District Leadership seminar;
- New Member Orientation;
- Club-level training;
- Club Visioning Facilitation
- Rotary Leadership Institute
- Other training events in the District as appropriate.

## COMMITTEE MEMBERS

- Need to clearly understand that they are responsible to the Convenor of each meeting.
- Shall work with the District Training Director and the Governor-Elect on training needs in the District for the current Rotary year related to;
  1. PETS;
  2. The District Training Assembly;
  3. The District Team Training Seminar(s) (which includes Assistant Governor training);
  4. Assistant Governor Development
- Shall work with the District Training Director and District Governor on training needs in the District for the current Rotary year related to:
  1. District Leadership seminar;
  2. Club-level training;
  3. Rotary Leadership Institute;
  4. Club Visioning facilitation;
  5. Other training events in the District as appropriate.
- The committee may also have a secondary responsibility for the District Rotary Foundation seminar and the District Membership seminar. These meetings are the primary responsibility of the other District committees. The training committee may consult on the training related issues.
- Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
  1. Program content (in accordance with board recommended curricula);
  2. Conducting sessions;
  3. Identification of speakers and other volunteers;
  4. Preparing training leaders;
  5. Program evaluation;
  6. Logistics.



## ***DISTRICT MEMBERSHIP COMMITTEES***

### **1. PURPOSE**

To identify, market and implement Membership strategies within the District in three areas, namely, Development, Extension, and Retention. It shall be under the direction of the District Membership Director.

### **2. STATUS**

The District Membership Director is appointed by the District Governor on an annual basis, on the advice of the District Governor-Elect and is responsible to the District Governor and the District Governor-Elect.

The District Membership Committee shall be composed of the District Membership Director, Committee Chairs, the District Governor Nominee and at least six at-large committee members appointed by the District Membership Director. These at-large members should represent clubs from both the US and Canada and a variety of geographic areas around the district. The primary purpose of the District Membership Committee is to advise the District Membership Director on policies, strategies and practices related to membership development, club extension, and retention.

### **3. QUALIFICATIONS**

- Shall attend a training session conducted by the Rotary International Rotary Co-coordinator which may be the Zone Pre-Institute session.
- Shall be a member in good standing in a Club for at least three years and should be either a Past District Governor, a skilled Past Assistant Governor or a Past District Chair person, with overall final selection based on the most qualified candidate who has demonstrated successful Membership initiatives, while a member of District Membership Committee

### **4. DUTIES AND RESPONSIBILITIES**

#### **DIRECTOR:**

- Assume responsibility for all Membership functions and meetings, and serve as a link between her/his committee chairs, the District Governor, the regional Rotary International Rotary Coordinator and the clubs in the District with respect to all membership issues.
- Appoint Committee Chairs in accordance with Section 3, part 2 Qualifications of Members, page 19.

## **A. MEMBERSHIP DEVELOPMENT COMMITTEE**

### **1. PURPOSE**

Identify, market, and implement appropriate membership development strategies within the District that result in membership growth. Committee Director will serve as a link between the District Governor, the Regional Rotary International Rotary Coordinator and through the Assistant Governor network with the clubs in the District with respect to membership development issues.

### **2. MEMBERS**

Preference should be given to Rotarians who have demonstrated a strong interest in membership development and have planned or participated in successful membership initiatives at the club level or at the AG Area level.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

In addition to the duties and responsibilities listed below, the Chair shall attend a training session conducted by the Rotary International Rotary Co-coordinator, when possible.

#### **COMMITTEE;**

- In addition to the Director, as many committee members as possible should attend a training session conducted by the Rotary International Rotary Coordinator;
- Plan, market, and conduct a District Membership Development Seminar in consultation with the Director and District Governor,
- Work with the Director, District Governor and club leaders to ensure that the District achieves its membership goal;
- Coordinate District-wide membership development activities;
- Assist club Membership Development Committee chairs to carry out their responsibilities;
- Encourage clubs to participate in RI or Presidential membership development recognition programs;
- Maintain communication with other District committees - such as the District Rotary Foundation Alumni Subcommittee and the District Public Relations Committee - to coordinate activities that will aid membership development efforts;
- Identify committee members to all clubs and indicate that members of the committee are available to them;
- Encourage clubs to develop and implement an effective membership recruitment plan;
- Visit clubs to speak about effective membership development activities and share information on successful activities;

## **B. DISTRICT EXTENSION COMMITTEE**

### **1. PURPOSE**

Under the direction of the District Governor, the District Extension committee shall develop and implement a plan to organize new Rotary Clubs within the District.

### **2. MEMBERS**

Preference should be given to Past District Governors, Past Assistant Governors and any other Rotarian who has relevant experience in chartering a new Rotary club.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S)**

In addition to the duties and responsibilities listed below, the Chair shall attend a training session conducted by the Rotary International Rotary Coordinator, when possible.

#### **COMMITTEE**

- In addition to the Chair, as many committee members as possible should attend a training session conducted by the Rotary International Rotary Coordinator;
- 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 service provided to the community by existing Clubs;
- Assist in organizing and establishing new Clubs.

## **C. MEMBERSHIP RETENTION COMMITTEE**

### **1. PURPOSE**

Retention Committee shall develop and implement plans to address membership loss within the District.

### **2. MEMBERS**

Preference should be given to past club and District Officers who have demonstrated a capacity for retention of individual club members in earlier roles of leadership. Consideration should be given to those who have served as chairs of club committee(s) with a history of strong membership retention.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S)**

In addition to the duties and responsibilities listed below, the chair shall attend a training session conducted by the Rotary International Rotary Coordinator, when possible.

## **COMMITTEE**

In addition to the Chair, as many committee members as possible should attend a training session conducted by the Rotary International Rotary Coordinator;

Identify members who have left District clubs and determine the reasons behind their decisions (individual contact, survey, etc.);

Identify clubs and leaders who have a high retention rate and determine what techniques they use which can be utilized by other clubs in the District;

Identify committee members to all clubs and indicate that members of the committee are available to them;

Encourage clubs to develop and implement an effective membership retention plan;

Visit clubs to speak about effective membership retention activities and share information on successful programs.

## ***DISTRICT PUBLIC RELATIONS COMMITTEES***

### **1. PURPOSE**

To facilitate the communications of the various message(s) of Rotary to both internal and external audiences, under the direction of the District Public Relations Director.

### **2. STATUS**

The District Public Relations Director is appointed by the District Governor on an annual basis on the advice of the District Governor-Elect and is responsible to the District Governor and the District Governor-Elect.

The committee shall be composed of the District Public Relations Director and Committee Chairs.

### **3. QUALIFICATIONS**

Shall attend a training session conducted by the Rotary International Rotary Public Image Co-coordinator.

Shall be a member in good standing in a Club for at least three years with overall final selection based on the most qualified candidate who has current knowledge of District communication needs and practices.

Shall possess and demonstrate proven ability to utilize technology with ease and skill

### **4. DUTIES AND RESPONSIBILITIES**

#### **DIRECTOR:**

Assume responsibility for all Public Relations functions and meetings, and serve as a link between her/his committee chairs, the District Governor, the regional Rotary International Rotary Public Image Coordinator and the clubs in the District with respect to all Public Relations issues.

Appoint Committee Chairs in accordance with Section 3, part 2 Qualifications of Members, page 15

## **A. CONVENTION PROMOTION COMMITTEE**

### **1. PURPOSE**

To promote attendance at the annual RI Convention to Rotarians throughout the District and shall be chaired by appointment through the District Governor.

### **QUALIFICATIONS OF MEMBERS:**

Preference given to Rotarians who have attended a minimum of one previous RI Convention;  
Preference given to Rotarians with Travel/Marketing skills as a component of their vocation or profession.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR AND MEMBERS:**

Attend club and District meetings to promote the convention;  
Serve as a resource for convention materials and information;  
Expand the District web site with information on the convention and links to the RI web site's section on the convention;  
Identify and target potential registrants by e-mail, letters, and other methods of communication.

## **B. PUBLIC RELATIONS COMMITTEE**

### **1. PURPOSE**

The District Public Relations Committee should promote Rotary to both internal and external audiences to foster understanding, appreciation, and support for the programs of Rotary.

The committee should also promote awareness among Rotarians that effective external publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.

#### **MEMBERS**

Preference should be given to those who have experience as a club public relations chair and those who have media, public relations or marketing skills as part of their vocation or profession.

## **DUTIES AND RESPONSIBILITIES**

### **CHAIR(S):**

- Communicate with the District Public Relations Director, District Governor and the chairs of District committees to stay informed about District projects and activities;
- Encourage Rotary clubs within the District to make public relations a priority;
- Promote Rotary to external audiences, such as the Media, community leaders, and beneficiaries of Rotary's programs.
- If available apply for RI Public Relations Grants in a timely manner to ensure District maximizes options to support District PR campaigns with RI funds.
- Prepare reports as required for P.R. grants received.
- Upon request, develop and coordinate workshop(s) at Club Leadership Training regarding Public Relations for clubs

### **COMMITTEE:**

- Provide training sessions to Rotary Club Public Relations Chairs and other club members who are interested;
- Contact the Media with newsworthy stories of District projects and events;
- Share RI public relations materials with clubs;
- Seek opportunities to speak to individual clubs about the importance of Club public relations;
- Assist Clubs in developing techniques to enhance the reputation and profile of Rotary;
- Act as a resource for Club Bulletin editors;
- Encourage Clubs to create and maintain a regular program of Rotary information;
- Promote the appropriate use of social media (e.g., LinkedIn, Face book, Twitter) by the District and Clubs to maximize awareness of Rotary and activities of the District and clubs

## **DISTRICT ROTARY FOUNDATION COMMITTEE**

### **PURPOSE:**

The District Rotary Foundation Committee assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee chairs are members of this committee.

### **MEMBERS:**

Preference should be given to those experienced and dedicated Rotarians who have evidenced support to The Rotary Foundation programs. The District Governor is an ex officio member.

**Title of Position: District Rotary Foundation Committee Chair/District 7090 District Director**

**Reports to:** District Governor and District Council.

**Duration of Appointment:** To be effective, the district Rotary Foundation committee requires continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause.

**Overall Scope of Position:** Overall responsibility for all aspects of the District Rotary Foundation Committee with final accountability for all reporting of the various subcommittees. The Rotary Foundation works directly with the district Rotary Foundation Committee Chair.

**Qualifications:** The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Strong analytical skills, proven ability to manage multiple commitments and respect time lines are critical to success in this role.

**Duties and Responsibilities:**

- Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.
- Oversee and serve as a member of all subcommittees, maintain contact with them to stay informed of their progress and directly support them as needed.
- Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
- Serve as the primary contact for district grants.
- Oversee the district qualification process and compliance with the requirements of qualifying; including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.
- Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees.
- Work with the district training committee to customize and provide Foundation sessions at the president-elect training seminar and district training assembly each year.
- Provide support to club Foundation committees.
- Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards.
- Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.
- Qualify the district and its clubs to use Rotary Foundation grants.
- Ensure that all clubs are able to qualify for Rotary Foundation grants and attend grant management seminar.
- Confirm that clubs that apply for global grants are qualified.
- Encourage clubs to find current Foundation information at [www.rotary.org](http://www.rotary.org).

## **District Rotary Foundation Subcommittees**

Under the Future Vision Plan, the District Rotary Foundation subcommittees were simplified to reflect activities related to implementation of the Foundation's new grants. Depending on the interests of the District, other subcommittees can be added.

The FOUR Subcommittees recommended by Rotary International, include the following:

Grants Sub-Committee, Stewardship Subcommittee, PolioPlus Subcommittee, Fundraising Subcommittee. In addition to these four subcommittee, D7090 has incorporated additional Subcommittees as outlined in the following sub sections to improve the workload responsibilities and capture the experience of our many seasoned Rotarians to effectively further the work of The Rotary Foundation here in D7090.

### **District Rotary Foundation Subcommittees**

It is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians.

**It is recognized that time commitments for all the various subcommittees will vary with demand and will need to be managed by the relative Chair to address the requests in a reasonable time frame.**

## **A. GRANTS SUBCOMMITTEES**

### **Title of Position: Grants Subcommittee Chair**

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Manage, promote and encourage implementation of Rotary Foundation grants in strict accordance with all current guidelines and policies. Assist clubs in participating in educational, vocational and humanitarian activities

**Qualifications:** The district grant subcommittee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

### **Duties and Responsibilities:**

- Serve as a district expert and resource on all Rotary Foundation grants.
- Follow and enforce terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.
- Work with the District Rotary Foundation Committee Chair to disburse grant funds and to ensure proper records of grant activity are maintained for reporting purposes. .
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored grants, including reporting to The Rotary Foundation on all grants
- Establish and maintain appropriate grant management record keeping systems.
- Provide input on District Designated Fund distribution.



**Committee members:** Preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.

**Duties and Responsibilities:**

- Attend the annual District 7090 Grant Management Seminar to develop knowledge and awareness of current Rotary Foundation programs, and qualification requirements.
- Evidence familiarity with every grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- Acting through the chair, the committee is responsible for reviewing all district grant applications that are submitted by qualified clubs in accordance with Rotary International and District 7090 requirements to develop the District Grant Spending Plan for the respective Rotary year.
- Assist as assigned by the subcommittee chair by working with clubs to develop sustainable humanitarian projects with direct involvement of the benefitting community and the active personal participation of Rotarians.
- Encourage throughout the district the highest level of stewardship and transparency for the accounting of all Foundation funds, as well as working to encourage and support the timely and accurate submission of reports to the Foundation from all sponsors of approved grants.
- Encourage club and district officers to ensure the full utilization of all district designated funds, DDF.

**Title of Position:** Global Grant Subcommittee Chair

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Manage, promote and encourage implementation of Rotary Foundation global grants. Assist clubs in participating in educational, vocational and humanitarian activities

**Qualifications:** The district Rotary Foundation global grant chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

**Duties and Responsibilities:**

- Serve as a district expert and resource on all Rotary Foundation global grants.
- Work with the district Rotary Foundation Committee Chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored global grants, including timely reporting to The Rotary Foundation on all grants.
- Establish and maintain appropriate grant management recordkeeping systems.
- Act as primary previewer of all global grants, to provide unqualified recommendations to DRFC Chair to support circulation of global grant application to full committee for district designated fund consideration.
- Provide input on district designated fund distribution.

**District Designated Fund Committee members:** District Governor, District Governor Elect, District Governor Nominee, District Rotary Foundation Committee Chair and all Foundation Subcommittee chair persons, excepting Stewardship chair person, and others as appointed by the District Governor for the year. These appointments should be based on the respective chair person's commitment to The Rotary Foundation as demonstrated through program participation and financial contribution. .

**Duties and Responsibilities:**

- Attend the annual District 7090 Grant Management Seminar to develop knowledge and awareness of current Rotary Foundation programs, and qualification requirements.
- Evidence familiarity with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- Responsible for reviewing all global grant applications that are submitted by qualified clubs in accordance with Rotary International and District 7090 requirements for global grants for the respective Rotary year with an intent to support the request for district designated funds, subject to availability within the previously agreed upon guidelines. .
- Assist as assigned by the subcommittee chair by working with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefitting community and the active personal participation of Rotarians.
- Encourage throughout the district the highest level of stewardship and transparency for the accounting of all Foundation funds, as well as working to encourage and support the timely and accurate submission of reports to the Foundation from all sponsors of approved grants.
- Assist the subcommittee chair by working closely with district 7090 International Service and Vocational Service committees to recognize when a project may qualify for a Foundation grant.
- Encourage club and district officers to ensure the full utilization of all district designated funds.

## B. STEWARDSHIP SUBCOMMITTEE

**Purpose:** The District Stewardship Subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

**Title of Position:** Stewardship Subcommittee Chair

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Monitor and manage proper stewardship of club and district sponsored Rotary Foundation grants on an ongoing basis.

**Structure:** Chairperson with option to engage additional Rotarians as committee members.

**Qualifications:** In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants as a member of a grant project committee or recipient of a Rotary Foundation Grant and must meet the requirements found in the RI Bylaws, including:

1. Have at least three members being all Active Rotarians in good standing.
2. Have at least one member who is a past governor or a person with audit experience
3. Ensure that the following do not serve on the audit committee for the year in which they serve in these positions:

District Governor, District Rotary Foundation Committee Chair, District Treasurer, signatories of district bank accounts, and members of the District Finance Committee, District Rotary Foundation Grants Subcommittee, District Rotary Foundation Stewardship Subcommittee.

**Duties and Responsibilities:**

- Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
- Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
- Provide support in the qualification of clubs, including assisting with grant management seminars.
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all club and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.
- Approve the annual financial assessment of the financial management plan and ensure that it is properly distributed to the clubs in the district.

## C. FUNDRAISING SUBCOMMITTEES

**Purpose:** The fundraising subcommittees, **Annual Fund, Endowment Fund, Paul Harris Society and Polio Plus**, are responsible for overseeing the fundraising strategy of the district as well as helping club set and achieve their Rotary Foundation contribution goals.

**Title of Position:** Annual Fund Subcommittee Chair

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Monitor and manage Foundation Annual Fund giving and recognition efforts in the district.

**Structure:** Chairperson with option to engage additional Rotarians as committee members if considered to be in the best interests of the district.

**Qualifications:** In appointing members of the district Annual fund subcommittee, preference should be given to Rotarians with professional expertise in fundraising, sales, marketing, public relations or financial field.

**Duties and Responsibilities:**

- Assist and advise clubs on setting fundraising goals and strategies to achieve them.
- Publicize club and district monthly goal accomplishments.
- Encourage contributions in support of club goals.
- Encourage participation in fundraising events.
- Promote special giving opportunities as the Paul Harris Society, Sustaining Members gifts, challenge/leverage gifts, corporate matching gifts as well as corporate and/or community Foundation support. .
- Coordinate donor appreciation events within the district to ensure that donors receive appropriate recognition.
- Strive to coordinate efforts with all other district Fundraising Subcommittee chairs.
- Provide input on district designated fund distribution.

**Title of Position:** Endowment Fund Subcommittee Chair

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Monitor and manage Foundation Endowment Fund giving and recognition efforts in the district.

**Structure:** Chairperson with option to engage additional Rotarians as committee members if considered to be in the best interests of the district

**Qualifications:** In appointing members of the district Endowment fund subcommittee, preference should be given to Rotarians with professional experience in fundraising, legacy giving, estate planning, or financial field.

**Duties and Responsibilities:**

- Engage clubs to establish Benefactor, Bequest Society and Major Gift goals.
- Inform Rotarians and supporters of The Rotary Foundation of the available planned giving options.
- Work with club Presidents to recognize Benefactors and Bequest Society members.
- Coordinate the identification, cultivation and solicitation of potential donors in support of the Endowment Fund; involve district leadership, Regional Rotary Foundation Coordinators, Trustees and Directors, Alumni and Major Donors in planning and soliciting major gifts prospects, as appropriate.
- Thank Benefactors, Bequest Society members and Major Donors while continuing to nurture further relationships.
- Strive to coordinate efforts with all other district Fundraising Subcommittee chairs.
- Provide input on district designated fund distribution.

**Title of Position: Paul Harris Society Coordinator****Reports to:** District Rotary Foundation Committee Chair**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.**Overall Scope of Position:** The Paul Harris Society recognizes Rotarians and friends of The Rotary Foundation (TRF) who personally contribute US \$1,000 or more to the Annual Fund, PolioPlus or an approved Foundation grant each Rotary year. The role of this position is to promote the Paul Harris Society and oversee appropriate recognition of the members of the Society.**Structure:** Chairperson with option to engage additional Rotarians as committee members if considered to be in the best interests of the district.**Qualifications:** In appointing members of this district fundraising subcommittee, preference should be given to Rotarians with a strong passion for The Rotary Foundation with an ability to inspire others to consider an ongoing financial contribution.**Duties and Responsibilities:**

- In collaboration with Zone and district leaders, the coordinator works to identify Rotarians and friends of Rotary who have the commitment and financial capacity to support TRF at the US \$1,000 level or greater annually.
- Evidences the ability to facilitate meaningful and culturally appropriate recognition opportunities for new and existing Paul Harris Society members. .
- Strive to coordinate efforts with all other district Fundraising Subcommittee chairs.
- Provide input on district designated fund distribution.

**Title of Position: PolioPlus Subcommittee Chair**

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** PolioPlus subcommittee is responsible to support Rotary's commitment to polio eradication and to encourage participation in PolioPlus activities by all Rotarians.

**Structure:** Chairperson with option to engage additional Rotarians as committee members if considered to be in the best interests of the district.

**Qualifications:** In appointing members of the district PolioPlus subcommittee, preference should be given to Rotarians with club level experience with the PolioPlus program. As well, professional experience in a relevant field, such as public health, marketing, or transportation would be of value.

**Duties and Responsibilities:**

- Responsible to encourage PolioPlus donations from Rotarians, clubs, the district and donations of District Designated Fund, DDF.
- Encourage all clubs in the district to participate in at least one activity in support of the eradication of Polio.
- Work with the DRFC chair, district public relations committee and the governor to ensure appropriate recognition of exemplary polio eradication efforts by Rotarians and clubs in the district.
- Coordinate with national and/or regional PolioPlus committees as well as government and other agencies in the implementation of polio eradication efforts.
- Strive to coordinate efforts with all other district Fundraising Subcommittee chairs.
- Provide input on district designated fund distribution.

## **D. ALUMNI SUBCOMMITTEE**

### **Definition of Rotary Alumni**

Rotary alumni are valued members of the Rotary family. They are distinguished by their shared Rotary values and past participation in Rotary programs. Rotary alumni are individuals who have experienced Rotary through various programs, including, but not limited to:

Interact

Rotaract

Rotary Youth Exchange (ROTEX)

Rotary Youth Leadership Awards (RYLA)

Rotary Peace Fellowships

Global Grant Scholarships

Vocational training teams (members and leaders)

District Grant scholarships

New Generations Service Exchange

Rotary Foundation awards to individuals in former TRF programs, such as:

Ambassadorial Scholarships

Grants for University Teachers

Group Study Exchange

Rotary Volunteers

**Purpose:** The district alumni subcommittee is responsible for managing an ongoing relationship with alumni in the district and to connect clubs with their alumni.

### **Title of Position: Alumni Subcommittee Chair**

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Monitor/ manage an effective relationship with district alumni.

**Structure:** Chairperson with option to engage additional Rotarians as committee members.

**Qualifications:** In appointing members of the district Alumni subcommittee, preference should be given to Rotarians with proven capacity to promote the opportunities of Rotary to build interest in becoming a Rotarian as well as the benefits of supporting The Rotary Foundation and participating in service programs.

### **Duties and Responsibilities of the CHAIR:**

- Create awareness of how to work with alumni to maintain their relationship with Rotary.
- Encourage alumni to create a My Rotary account on Rotary's website so they can share their information with RI
- Work with fellow district chairs to ensure RI receives data for program participants.
- Abide by Rotary's privacy and youth protection policies and local law.
- Support and coordinate alumni events and associations, where appropriate.
- Work with other district committees as Youth, Membership and Public Relations to identify district Alumni.
- Ensure alumni receive encouragement to make presentations in the district.
- Coordinate district wide Rotary Foundation alumni activities.
- Work with fellow district chairs to ensure RI receives data for program participants
- Provide input on district designated fund distribution.

As well, working with district clubs to help them to:

- Build strong relationships with current program participants
- Develop an action plan for keeping alumni involved in Rotary activities and for inviting them to become Rotarians
- Promote alumni to their members
- Use alumni to start new clubs
- Maintain contact with younger alumni until they're qualified for membership
- Involve alumni in other programs
- Involve alumni in club and district activities

## **E. SCHOLARSHIP SUBCOMMITTEES**

### **Scholarship, including Rotary Peace Fellowships, Subcommittee**

**Purpose:** The district Scholarship subcommittee is responsible for engaging clubs to source out qualified candidates for consideration of Rotary Foundation Scholarships, as well as Rotary Peace Fellowships.

**Title of Position:** **Scholarship & Rotary Peace Fellowships Subcommittee Chair**

**Reports to:** District Rotary Foundation Chair Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Promote, through building awareness of clubs and district Rotarians, the submission of qualified candidates for Rotary Foundation scholarships as well as Rotary Peace Fellowships.

**Structure:** Chairperson with selection committee.

**Qualifications:** In appointing members of the district Scholarship subcommittee, preference should be given to Rotarians with proven capacity to promote the educational programs of The Rotary Foundation.



**Duties and Responsibilities of the CHAIR:  
SCHOLARSHIP SUBCOMMITTEE**

- Distribute application materials to clubs.
- Establish a selection committee. \* Please note Impartiality requirements.
- Select qualified candidates.
- Conduct orientation for recipients.
- Maintain contact with scholarship recipients during the study year.
- Serve as a resource for any potential inbound global grant scholar applicants who would like to study at institutions with the district.
- Receives and maintain complete files copies (hard and electronic) of all scholarship applications and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Connect district grant scholarship recipients with the district alumni chair.
- Provides input on district designated fund distribution.

**ROTARY PEACE FELLOWSHIPS SUBCOMMITTEE**

- Distribute application materials to clubs.
- Establish a selection committee.
- Select qualified candidates.
- Conduct orientation for fellowship recipients.
- Provide training and guidance to sponsors and host counselors.
- Receives and maintain complete files copies (hard and electronic) of all fellowship applications and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Connect fellows with the district alumni chair.

**E. VOCATIONAL TRAINING TEAM SUBCOMMITTEE**

**Purpose:** The district Vocational Training Team subcommittee is responsible for engaging clubs to source out qualified Vocational Training Team opportunities that adhere to all the of the VTT program policies.

**Title of Position:** Vocational Training Team (VTT) Subcommittee Chair

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Manage, promote and encourage club to develop viable and impactful Vocational Training Teams opportunities for District 7090 to consider.

**Structure:** Chairperson with option to engage additional Rotarians as committee members.

**Qualifications:** In appointing members of the district Vocational Training Team subcommittee, preference should be given to Rotarians with proven capacity to manage deadlines and recognize both opportunities and obstacles to implementing a project involving another district

### **Duties and Responsibilities of the CHAIR:**

- Oversees distribution of VTT materials and resources.
- Ensures the wide publication of the program to clubs within our district.
- Provides advice and support materials for planning a VTT.
- Maintains information on previous exchanges within the district.
- Acts as liaison with District 7090 clubs and VTT staff at The Rotary Foundation.
- Responsible to identify important district VTT.
- In concert with DRFC chair reviews all proposed inbound and/or outbound VTT proposals for district Grant Funding and makes the final selection, subject to input from the DGE.
- Coordinates VTT program schedule with partner district VTT chair and representatives.
- Receives and maintain complete files copies (hard and electronic) of the team leader and team members VTT application and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Establishes the schedule for selection interview of both team leader and team members.
- Establish a selection committee. \* Please note Impartiality requirements.
- Attends as an active participant in the selection of both team leader and team member.
- Acts as point person for communication with candidates, team leader and team members, regarding the selection committee final decision.
- Primary contact person with the partner district.
- Reviews the proposed VTT budget for completeness and with a view to ensuring appropriate stewardship of approved allotment of funds, subject to agreement from the DRFC chair.
- Prepares team prior to departure by facilitating an orientation program.
- Provides oversight of all travel arrangements with RITS or other Travel Agencies in accordance with Terms and Conditions of Rotary Foundation Global Grants and District Grants.
- Receives for review and provide appropriate pre-authorizations all pre-departure documents and reimbursement requests.
- Work with Alumni chair to ensure RI receives data for program participants.
- Monitors to ensure appropriate and complete host itinerary and logistics in hand with adequate support from clubs within the district.
- Address any concerns of any form of inappropriate behavior during the official exchange in a professional manner as determined through consultation with the appropriate District leadership, i.e. DRFC chair and/or DG.
- Prepares and submits the final report, with all required documentation, including financial accounting to the District Grant Subcommittee Chair, in accordance with the pre-determined deadline for submission.
- Organizes post- exchange follow- up.
- Exercises good judgment with diligent oversight in engaging member of the selection committee to assist with other duties/tasks in the Vocation Training Team venture.
- Provide input on district designated fund distribution.

**\*As a selection committee will be utilized in this process, Terms and Conditions for Rotary Foundation District Grants and Global Grants, as outlined below, must prevail.**

### **Impartiality of Selection Committees**

Rotarians who serve on a club or district-level selection committee for a TRF program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a TRF program award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc.

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the club board or the DRFC chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

### ***DISTRICT SERVICE PROJECTS COMMITTEES***

The District Service Projects Director is appointed by the District Governor on an annual basis on the advice of the District Governor-Elect and is responsible to the District Governor and the District Governor-Elect.

#### **A. COMMUNITY SERVICE COMMITTEE**

##### **1. PURPOSE.**

To enhance the level of service clubs through their community service projects.

##### **2. COMMITTEE MEMBERS:**

Members will be appointed by the Chair in consultation with the District Governor, and Service Projects Director. Preference should be given to those who have served as community service chairs in their clubs or who have been effective in one or more community service projects.

## **DUTIES AND RESPONSIBILITIES**

### **CHAIR(S):**

- Help identify new trends, issues, or problems within the District that clubs may want to address.
- Visit clubs in the District to speak about and share successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects.
- Encourage and assist club Community Service chairs in carrying out their responsibilities.
- Maintain inter-committee communication with other District committees.
- Organize District-level club Community Service chair meetings, in connection with the District conference, Club Leadership Training and other meetings, to exchange ideas and promote projects.
- Identify areas for cooperation between Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
- Request regular reports on successful Community Service projects from club Community Service chairs for promotion through the governor's monthly newsletter and report to RI for possible publication.
- Organize exhibits of outstanding Community Service projects at District and Zone meetings.
- Organize district-wide Community Service activities.

### **MEMBERS**

- Assist the Chair in his/her responsibilities.
- Provide liaison with District clubs.

## **B. THE GIFT OF LIFE, INC.**

### **1. PURPOSE:**

This committee, which is incorporated as a "Charitable Organization by Revenue Canada" and a "501 (c) (3) by the Internal Revenue Service of the United States" shall be responsible to the District Council through the Service Projects Director for any activities undertaken within the District. The Gift of Life program is a Charter Member of Gift of Life International consisting of 67 Gift of Life programs from around the world saving over ten thousand children suffering from congenital heart disease.

### **2. MEMBERS:**

- Members of the committee shall be appointed by the Gift of Life President in consultation with Gift of Life Directors and the District Governor.
- Preference should be given to those who have served as Gift of Life Chairs in their clubs or have some knowledge which would be beneficial to the committee.

### **3. DUTIES AND RESPONSIBILITIES of:**

#### **PRESIDENT AND VICE PRESIDENTS OF CANADA AND USA:**

- Work with director members to:
- Identify children in need of heart surgery working with Gift of Life International.
- Identify sources of funds to provide related services.
- Coordinate the delivery of services and any needed transportation.
- Promote the program with District Rotary clubs and outside organizations.
- Provide summary information for District Council and District newsletter.

#### **DIRECTOR MEMBERS:**

- Assist the president and vice presidents in his/her responsibilities.
- Provide liaison with District 7090 Rotary clubs.
- Be responsible for all fund raising activities (no money from district, self-supportive).
- Treasurers prepare required Revenue Canada and Internal Revenue Service's yearly filings.
- Attend the four scheduled Gift of Life Directors meetings per year or have their alternate attend and be available if additional meetings are required.
- Assume chair responsibilities for internal and external committees.

### **C. LITERACY COMMITTEE**

#### **1. PURPOSE:**

Assist clubs within the District to identify and promote literacy development projects within the District and in the world community. The committee will also share literacy ideas from within Rotary International.

#### **2. MEMBERS:**

Members shall be appointed by the Committee Chair subject to consultation with the Service Director and District Governor.

Preference should be given to those who have served as literacy chairs of their clubs or have some interest or experience in literacy development.

### **3. DUTIES AND RESPONSIBILITIES:**

#### **CHAIR**

- Raise awareness of literacy issues;
- Encourage clubs to become involved in literacy projects, either locally or internationally.
- Encourage District clubs to partner with other organizations to promote literacy projects.
- Promote Literacy month activities.
- Promote Club or District Literacy projects being undertaken. Promote club or District literacy projects being undertaken.
- Share Literacy ideas from Rotary International.

#### **COMMITTEE MEMBERS:**

- Assist the Chair in the performance of his/her responsibilities.
- Provide liaison with District clubs.

### **D. VOCATIONAL SERVICE COMMITTEE**

#### **1. PURPOSE**

Provides assistance to clubs on career counseling for young people and disadvantaged/challenged people; employer-employee relations and application of the four-way test in a vocational setting. The committee will also share vocational service ideas from within Rotary International.

#### **2. MEMBERS**

Members shall be appointed by the Committee Chair in consultation with the Service Director and District Governor.

Preference should be given to those who have served as vocational service chairs in their clubs or who have been effective in one or more vocational service projects.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

- Assist clubs to develop projects to help young people find jobs.
- Assist clubs to develop projects to help physically and mentally challenged individuals to find suitable jobs.
- Assist Clubs to organize career-planning programs in schools to help students make informed choices about their future.
- Support activities that promote knowledge and application of the 4-Way Test throughout the community.
- Increase awareness of “The Declaration of Rotarians in Businesses and Professions” and encourage Rotarians to practice and promote high ethical standards throughout the business community.
- Develop programs that increase members’ awareness, appreciation and knowledge of all occupations.
- Assist Clubs to develop ways to recognize those who have achieved vocational excellence.

#### **MEMBERS:**

- Assist the Chair in the performance of his/her responsibilities,
- Provide liaison with District clubs.
- Act as champions for specific District programs (e.g. Rotary at Work) as needed.

### **E. INTERNATIONAL SERVICE COMMITTEE**

#### **1. PURPOSE**

Stimulate and assist Clubs or groups of Clubs to undertake International Service projects to improve lives and meet human needs, and thus advance world understanding, goodwill and peace.

**Reports to:** District Governor

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

#### **2. MEMBERS**

Membership is by invitation or application, based on a strong interest in World Community Service at the club level (chairs) and/or effective involvement in one or more WCS projects

### 3. DUTIES AND RESPONSIBILITIES

#### CHAIR(S):

- Screen club projects or programs referred by the District Governor to determine that they meet the committee's criteria for International Service and recommend to District Council that those projects or programs that meet the criteria be given permission by the District Governor to raise funds for the project or program from other clubs in the District;
- Provide an effective framework to showcase projects undertaken by individual clubs with the opportunity for constructive review and development of said projects in a safe, friendly meeting environment;
- Educate Rotarians about funding opportunities for their WCS projects through The Rotary Foundation and other sources;
- Engage The Rotary Foundation District Committee expertise to further assist clubs through their active participation and attendance at ISC meetings;
- Develop a list of projects available to Clubs and circulate it to all Clubs;
- Provide communication between the Clubs on useful ideas and initiatives that emerge;
- Communicate successful ISC experiences to other Rotarians
- Provide speakers on International Service to individual Clubs;
- In cooperation with the District Rotary Foundation Committee provide assistance to Clubs in applying for Grants, Global and Packaged Grants, from The Rotary Foundation;
- Publicize information about grants received by Clubs and individuals in the district;
- Develop a list of Rotarians who travel extensively and ask their assistance in assessing some programs;
- Maintain a registry of projects that the District has been involved with in other countries;
- Encourage individual Club members to volunteer their services in other countries;

#### MEMBERS:

- Assist Chair in fulfilling her/his responsibilities;
- Provide liaison to District clubs;
- Act as supportive advisors to projects.

### *The DISTRICT YOUTH SERVICES Committees*

#### 1. PURPOSE

To identify, market and implement Youth engagement strategies within the District. It shall be under the direction of the District Youth Services Director.

**Reports to:** District Governor

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.



## **2. STATUS**

The District Youth Services Director is appointed by the District Governor on an annual basis, on the advice of the District Governor-Elect and is responsible to the District Governor and the District Governor-Elect.

The committee shall be composed of the District Youth Services Director and Committee Chairs.

### **A. EARLYACT COMMITTEE**

#### **1. PURPOSE:**

To promote the development of EarlyAct clubs in grades 1 to 8 in community schools.

#### **2. MEMBERS:**

Preference should be given to Rotarians interested in developing the program in clubs within the District and who have experience in working with youth students in elementary schools including teachers, primary education administrators and members of clubs who have EarlyAct clubs connected with their Rotary clubs.

#### **3. QUALIFICATIONS**

##### **CHAIR(S):**

Actual experience in starting EarlyAct clubs and/or elementary education teacher or administrator

#### **4. DUTIES AND RESPONSIBILITIES**

##### **CHAIR(S):**

- Develop a District EarlyAct Committee;
- Promote the concept of EarlyAct Clubs throughout the District;
- Assist clubs in the establishment of new EarlyAct Clubs in their community;
- Set agendas and arrange meetings.

##### **COMMITTEE MEMBERS**

- Promote the concept of EarlyAct Clubs throughout the District;
- Assist Clubs in the establishment of new EarlyAct Clubs in their community.

### **B. INTERACT COMMITTEE**

#### **1. PURPOSE**

To Assist Clubs in establishing and maintaining Interact Clubs in high schools and/or communities for youth in the 11-18 age groups.

## **2. MEMBERS**

Preference should be given to Rotarians with experience in dealing with teenagers through teaching or coaching.

## **3. DUTIES AND RESPONSIBILITIES**

### **CHAIR(S):**

- To promote the concept of Interact Clubs throughout the District;
- To assist clubs in the establishment of new Interact clubs in their community;
- To develop a District Interact Committee with one member from each Interact Club selected to serve on the District committee. The function of this committee is to hold District events to promote fellowship among Interact Club members.
- To set agendas and arrange meetings.

### **MEMBERS:**

- Assist the chair in fulfilling his/her responsibilities;
- Liaise with District Clubs.

## **C. ROTARACT COMMITTEE**

### **1. PURPOSE**

Assist Clubs to establish and maintain Rotaract Clubs in their community for young adults in the 19- 29 age group.

### **2. MEMBERS**

Preference should be given to Rotarians with experience in dealing with young adults through teaching, coaching, or in business.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

- To promote the concept of Rotaract Clubs throughout the District, especially in communities with colleges and universities;
- To assist clubs in the establishment and maintenance of Rotaract clubs in their community;
- To develop a District Rotaract Committee with one member from each Rotaract Club selected to serve on the District committee. The function of this committee is to hold District events to promote fellowship among Rotaract Club members;
- To provide Rotaract clubs with speakers who can assist young adults with the concept of service as an avocation and with career information that will allow their members to make more informed choices about future careers;
- To set agendas and arrange meetings.

**MEMBERS:**

- Assist the chair in fulfilling his/her responsibilities;
- Liaise with District Clubs.

**D. RYLA - ROTARY YOUTH LEADERSHIP AWARDS COMMITTEE**

**1. PURPOSE**

Operate a leadership training program for youth in the 19-25 age groups, promote involvement in Rotaract clubs and to promote an awareness of the purposes and scope of Rotary International.

**2. MEMBERS**

Preference should be given to Rotarians with experience in working with this age group.

**3. DUTIES AND RESPONSIBILITIES**

**CHAIR(S):**

- Conduct the annual RYLA one-week program(s) to train award winners in the 19-25 year old age group in leadership skills;
- Encourage the selection of suitable candidates by Clubs on the basis of character, general education, leadership qualities, service to the community, and maturity with particular emphasis on potential for wise leadership of youth in the future;
- Set budget and fees for participants so that the program will operate on a self-financing basis;
- Arrange for sponsoring Clubs to provide for transportation to the training site;
- Publicize the program to Clubs to encourage early registration for participants;
- Engage and evaluate a suitable Program Director to conduct the program;
- Arrange for Rotarians to act as hosts/supervisors for each one-week session subject to Requirement to “Make sure all adult participants comply with District Abuse, Neglect and Harassment;
- Qualifications: on committee for at least 2 years and have participated on sight in at least 1 RYLA

**COMMITTEE:**

- Assist the chair in fulfilling his/her responsibilities
- Liaise with District Clubs.

## **E. SLAPSHOT COMMITTEE**

### **Student Leadership Award Program for Students High On Training**

#### **1. PURPOSE**

To operate leadership training program(s) for youth in the 15-18 year old age group and promote the development of Interact clubs for youth.

#### **2. MEMBERS**

Preference should be given to Rotarians with experience in working with this age group.

#### **3. DUTIES AND RESPONSIBILITIES**

##### **CHAIR(S):**

- Set agendas and budget, arrange meetings, and report to the Director of Youth Services;
- Promote Rotary awareness in local high schools by encouraging student participation in week-end Slapshot programs;
- Set fees for participants so that the program will operate on a self-financing basis;
- Arrange for sponsoring clubs to provide for transportation to the training site;
- Promote early registration through the use of incentives and distribution of brochures to all clubs;
- Engage appropriate Rotary leaders and youth professionals to conduct the program;
- Arrange for Rotarians to act as cabin supervisors for each group of ten leaders.
- Show evidence of Apprenticeship in Youth oriented programs.

##### **COMMITTEE MEMBERS:**

- Assist the chair in fulfilling his/her responsibilities;
- Liaise with District Clubs.

## **F. YOUTH EXCHANGE COMMITTEE**

RI program that is highly regarded by Rotarians and community members implemented through a Separate Corporation as Rotary District 7090 Youth Exchange Corporation Program, Inc.

## ***THE DISTRICT GOVERNOR'S COMMITTEES***

### **A. THE DISTRICT ADVISORY COMMITTEE**

#### **1. PURPOSE**

- Provide advice of an ongoing nature to the District Governor (DG), the District Governor-Elect (DGE), the District Governor Nominee (DGN), and the District Governor Nominee Designate (DGND) with respect to the operations and planning of District business;
- Review and provide input to the DGE on his/her year's goals and plan of action;
- Promote continued active involvement of PDGs in the District and in Rotary;
- Assist with major concerns in the District;
- Promote Fellowship amongst the PDGS, DG, DGE, DGN, DGND and their spouses.

#### **2. MEMBERSHIP:**

The members will be all PDGs resident in D7090, DG, DGE, DGN, and DGND with a Quorum required from the Current DG team (IPDG, DG, DGE, DGN, DGND and Vice Governor) with a majority of 4 to ratify any motions.

The chair would be the IPDG Immediate Past District Governor.

#### **3. DUTIES AND RESPONSIBILITIES**

- Meet at the call of the District Governor and/or the Chair;
- The chair would be the IPDG;
- Consider all topics for the effective good governance of the District on both short and long term bases, including the consideration of an Annual DGE Plan presentation;

#### **4. MEETINGS**

- Two fellowship meetings per year would be held (six months apart), one with only the Committee, and one which would include spouses.
- Other meetings would be held using GTM at the call of the DG or chair.
- There would be no budget item for this committee.

## **B. DISTRICT CONFERENCE COMMITTEE**

### **1. PURPOSE**

Under the direction of the appropriate District Governor for the year of the conference:

- Shall plan and promote the District Conference and carry out the necessary arrangements to ensure maximum attendance.
- Further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the District and RI generally.
- Showcase Rotary programs and successful District and club activities and encourage interaction and dialogue among clubs,
- Recognize opportunity to sustain and increase the membership base within the District.
- All information should be presented inspirationally and in an atmosphere of fellowship.
- Presentations should be inspirational and undertaken in an atmosphere of fellowship.
- Consider any special matters submitted by the RI Board or matters originating within the District.

### **2. MEMBERS**

- District Rotarians as appointed by the appropriate District Governor;
- Preference should be given to those who have experience in the meeting coordination and/or hospitality industry;
- Preference should be given to media, public relations or marketing skills as a component of their vocation or profession;
- It is advisable to have a core of members who serve over a period of years to provide direction to the committee from their experiences;
- The District Conference Committee Chair should be someone who has been a Rotarian for several years and has a good understanding of major Rotary programs; preferably someone who has experience in organizing events for large group of people.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

Under the direction of the appropriate District Governor:

- Promote conference attendance with particular emphasis on:
  - new Rotarians;
  - all members of newly organized clubs in the District;
  - Representation from every Club in the District.
- Select the District Conference venue and coordinate all related logistical arrangements;
- Oversee the planning, organization, and implementation of the conference;
- Work with the District conference committee to develop a comprehensive and well-balanced program;
- Appoint District conference subcommittees, and delegate responsibilities as appropriate;
- Implement an effective system of follow up with subcommittee chairs;
- Hold regular meeting of the conference committee made up of the District Governor Elect/District Governor and all subcommittee chairs;
- Work with the District Governor to maintain the necessary communication with the RI President's representative and ensure that all the RI protocols are followed during the conference;
- Coordinate the finances of the Conference to ensure maximum attendance;
- Insure all requirements of RI are accomplished with time requirements and legal notices in regards to Legislative procedures;
- Promote the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
- Meet with the District Governor and the Rotary International President's Representative at the end of the conference to determine whether the RI requirements were met and discuss strategies for improvement;
- Take direction from the District Governor on themes and content;
- Understand and meet budgetary requirements;
- Promote attendance, and participant of all YOUTH programs, as Youth Exchange students, Rotaract members, Interact members, and RYLA alumni in collaboration with the District Director of Youth Services;
- With the District Governor prepare the Final Conference Report as per the specifications required by RI;

- With help of the District Governor and the conference subcommittee chairs, evaluate the conference and prepare a written evaluation for the District Governor & future conference committee;
- Oversee the preparation of a financial report of the conference.

**MEMBERS:**

- Assist Chair in fulfilling her/his responsibilities
- Provide liaison to District clubs
- Serve as a chair or member of one of subcommittees such as:
  - Secretarial Functions
  - Awards & Recognitions
  - Conference Program – Rotary & other
  - Banquets & Coffee Breaks
  - Promotion External and Internal
  - Credentials, Resolutions & Voting
  - Decorations
  - Registration
  - Entertainment
  - Sergeants-at-Arms
  - Exhibits
  - Transportation
  - Finance
  - Housing
  - Gift Basket Promotion and coordination
  - Club Hospitality Rooms Promotion and coordination
  - Protocol Officer



## **C. FRIENDSHIP EXCHANGE COMMITTEE**

### **1. PURPOSE**

Provide Rotarians and their families the opportunity to experience other cultures by participating in reciprocal visits with Rotarians from other countries and their families.

The goal of the Rotary Friendship Exchange program is to advance international understanding, goodwill and peace through person-to-person contacts across national boundaries.

**Reports to:** District Governor

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

### **2. MEMBERS**

- For the Chair, preference should be given to a former leader of a Friendship Exchange who has District Experience beyond the club level
- For members, preference should be given to Rotarian participants of ongoing and previous District Friendship Exchanges.
- Consideration should be given to Rotarians who represent a variety of areas in the District.

### **3. DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

- Be responsible for all Friendship Exchange activities within the District;
- Promote the program;
- Monitor the planning of inbound and outbound Friendship Exchanges;
- Maintain records on exchange participants and potential hosts for future exchanges;
- Ensure that all exchanges are at no cost to the District.

#### **COMMITTEE:**

- Work with the Chair to seek out, promote and arrange for exchanges with other Districts;
- Assist the Chair and the Friendship Exchange leaders in organizing a Friendship Exchange.

## **D. DISTRICT LEGISLATIVE COMMITTEE**

### **1. PURPOSE**

To act as the legislative body of the District, presenting legislative proposals to the District Governor, District Council, and the District Conference as well as working with Council on Legislation representative for immediate past Council on Legislation as to memoranda to be submitted to RI Board and any objections or matters pertaining to recently passed proposals; also, to work with the Council on Resolutions and the Council on Legislation representative as to new proposals to be submitted at upcoming Council on Resolutions and Council on Legislation. It shall also advise and assist the District Governor on nominations and elections and other matters involving RI's constitutional documents.

### **2. MEMBERS**

Composed of two immediate PDG's still residing in the District, the District Governor, the District Governor-elect, the District Governor Nominee, the immediate past delegate to the Council on Legislation, the incoming delegate and the alternative delegate to the Council on Resolutions and the Council on Legislation. The senior PDG shall be Chair; however, if the senior PDG is a future or current COL rep then the next senior PDG shall be chair.

#### **ENACTMENT 16-113.**

**Provided for creation of a Council on Resolutions to propose resolutions to the RI Board as a separate governing body that will meet online annually.**

At the 2016 Council on Legislation in April 2016, a new annual Council on Resolutions was approved. The first one will meet later in 2017. This new Council on Resolutions will review resolutions being proposed by clubs, districts etc. This leaves the next triennial Council on Legislation in April 2019 to deal solely with proposed enactments going forward.

### **3. REPRESENTATIVE TO THE COUNCILS ON RESOLUTIONS AND THE COUNCIL OF LEGISLATION**

The Representative to the Council on Legislation shall be one of the most knowledgeable and best-qualified Rotarians available for service that is well informed about current Rotary policies, procedures, and programs, from within the Clubs in the District and must be a past officer of Rotary International or qualified in accordance with the bylaws of Rotary International Article 9.

The delegate and alternative delegate will be selected according to the nomination committee procedure outlined in Article 9.060, copied below, of the RI bylaws, and in this Manual of Procedures and Policies.

#### **9.060.1 Selection.**

The representative and the alternate representative should be selected by a nominating committee procedure. The nominating committee procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council on legislation. The nominating committee procedure shall be based on the nominating committee procedure for district governors set forth in section 14.020 to the extent it is not in conflict with this section. A candidate for representative shall not be eligible to serve on the committee.

Every district selects a representative to serve at the Councils on Resolutions and the Council on Legislation that take place during their Council term from 1 July 2017 through 30 June 2020.

The Council representatives will represent their district at the:

- 2017, 2018, and 2019 Councils on Resolutions
- 2019 Council on Legislation

### **DUTIES AND RESPONSIBILITIES**

Duties of a Council Representative are as follows:

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

Representatives are also required to complete an online representative course and Council training at their 2018 Rotary Institute in preparation for the 2019 Council on Legislation. Their participation at the Institute is not funded by Rotary International.

## **E. DISTRICT FINANCE COMMITTEE**

### **1. PURPOSE**

Safeguard the assets of the District funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration, and prepare an annual report on the status of the District's finances.

### **2. MEMBERS**

This committee will be composed of three Immediate Past District Governors still residing in the District, the District Governor, the District Governor-elect, the District Governor Nominee, the District Governor Nominee Designate, the immediate Past Chair of the Finance Committee; the District Treasurer, the Past District Treasurer, the District Treasurer-elect if named and two Rotarians knowledgeable in District work appointed by the District Governor from each of the Canadian and the U.S. portions of the District. Preference for members should be given to those with accounting/finance as a component of their vocation or profession.

Two Rotarians knowledgeable in Insurance matters shall be appointed by the District Governor from each of the Canadian and the U.S. portions of the District to act as Liaison resources between the District and the Insurance Broker/Carrier.

The senior of the three Immediate Past District Governors shall be appointed by the District Governor as the Chair.

### **3. DUTIES AND RESPONSIBILITIES**

- Prepare a budget of District Expenditures for the upcoming Rotary year in cooperation with the relative District Governor (District Governor Elect) to be submitted to the clubs at least 4 weeks prior to the District Club Leadership Training and approved at a meeting of incoming presidents at said Club Leadership Training.
- Review and recommend the amount of the per capita levy to be approved in accordance with RI Bylaws sections 16.060.2 and 16.060.3.
- Assure that proper records of incoming receipts and expenditures are kept.
- Prepare a yearly financial report to be presented to the membership during the Annual Business Meeting (Annual General Meeting) with copies of Audited Financial Statements posted on the District Website in a timely manner. A prudent review and approval of the Audited financial Statements by the Finance Committee, or their designees, shall be undertaken prior to the presentation at the Annual Business Meeting.

- A member of the committee, preferably the District Treasurer, shall, together with the District Governor, be a signatory on the bank account(s) of the District fund. All checks shall be signed by two of the following: the District Treasurer, the District Governor and a Past District Governor possessing recognized financial accounting/finance experience as a component of their vocation or profession. Where distance between residences of any of the above three officers would create unwarranted delays in obtaining signature, the Finance Committee may appoint another suitable District officer to sign checks.
- A cheque and approval form shall be completed for all disbursements, with the signature, electronic preferred whenever possible to expedite completion, of the Finance Committee chair and the District Governor required for amounts exceeding the limit determined by the Finance Committee.
- Commitments for venues with a financial commitment via contract or other forms of implied commitment in excess of \$30,000 shall require pre-approval from the Finance Committee, and shall be submitted to the Chair of the Finance Committee a minimum of 30 days prior to the required confirmation of commitment. Said financial commitments shall be executed in accordance with the existing bank account requirements, i.e. minimum of two authorized signatures to bind the District.

#### **4. BANKING PROCEDURES**

District bank accounts shall be maintained in a Canadian charter bank and in a bank in New York State.

The bank accounts will be held in the name of the District. Account balances shall be maintained so as to minimize transfers of funds across the border as far as possible, but taking into account expected receipts and disbursements on each side of the border in each Rotary year.

For accounting purposes, all budgets, financial statements and bookkeeping shall be in U.S. dollars. Rates of exchange shall be calculated and applied on July 1<sup>st</sup> and January 1<sup>st</sup> for each half Rotary year.

#### **DISTRICT BUDGET**

The District Governor will be responsible at all times for the administration of District funds in accordance with the budget as approved at the Club Leadership Training.

The District Finance Committee shall meet with the District Governor Elect to prepare a budget for the ensuing Rotary year. Copies of the proposed budget shall be made available to the Presidents-Elect of the Clubs 30 days prior to the Club Leadership Training.

The District budget will reflect anticipated District expenses including the cost of the District Conference with anticipated receipts and expenses.

Input to the District budget will be received and included by the District Finance Committee from the District Directors and the Assistant Governors and Club Presidents through the Chair of the District Finance Committee.

Other budget items shall include the following:

- Reserves as later noted;
- A budget amount to administer the District insurance policies;
- Expenses of the District Governor-Elect and partner to attend the International Convention at which the District Governor is officially elected;
- Expenses of the District Governor and partner to attend the International Convention;
- Expenses of the District Governor and the District Governor-Elect for the ensuing Rotary year and their partners to attend the Rotary Zone Institute and position-related training seminars;
- A budgeted amount for the District Governor-Elect for the ensuing Rotary year, recognizing the expenses in organizing committees and travel responsibilities prior to becoming District Governor;
- A budgeted amount for the District Governor Nominee to attend training at the Zone Institute and DGN training seminars;
- A budgeted amount for the District Trainer to attend a Zone training seminar;
- A budgeted amount for the Director of The District Rotary Foundation Committee to attend a Zone training seminar;
- A budgeted amount for the Director of Membership to attend a Zone training seminar;
- A budgeted amount for a gift and Past District Governor's pin for the outgoing District Governor;
- Budgeted amounts for District Administration, Directors and Committees, Standing Committees, and Training;
- In the event of a disagreement as to whether an item submitted from within or without the District Finance Committee is included or modified in its amount, the final ruling shall rest with the District Governor-elect;
- The District budget for the ensuing Rotary year shall be presented by the Chair of the District Finance Committee to the Presidents-Elect at the District Club Leadership for approval;
- A current District financial statement shall be prepared and made available to the Club Presidents-Elect to assist in their assessment of the proposed budget, at least 30 days prior to the Club Leadership Training;
- The budget shall be adopted by the approval of not less than three quarters of the incoming Presidents present and voting at Club Leadership Training. For this purpose, each Club will have one vote. In the absence of its incoming President, a Club may delegate its vote to any elected incoming officer from that Club. The Chair of The District Finance Committee shall establish a physical sign in process for the respective attendees to evidence Approval within the aforementioned guidelines and said sign in records shall be retained with the District Treasurer as part of the financial records of the year.

## **RESERVES FOR SPECIFIC ACTIVITIES**

- Shall maintain Reserves in the District budget for such specific purposes as the District Financial Committee and the District Governor-Elect deem appropriate.
- The reserve fund should equal the annual operating amount for the District.
- The District in an ever vigilant effort of fiscal responsibility strives to maintain a minimum in Reserves of at least two years of budgeted expenses.

## **DISTRICT *PER CAPITA* LEVY**

The District Finance Committee shall recommend the amount of the District per capita levy to be included in the District budget taking into account the following:

- The District budget, anticipated receipts and disbursements;
- Reserves for specific activities;
- Amounts held in general reserve in District accounts or investments;
- District per capita levy shall be in U.S. funds or their equivalent.

The per capita levy is mandatory on all clubs of a District. The District Governor shall certify to the board the name of any club that has failed for more than six months to pay such levy. The board shall suspend the services of RI to the delinquent club while the levy remains unpaid. (RI Bylaws 16.060.3).

## **ANNUAL STATEMENTS AND REPORT OF DISTRICT FINANCES**

The District Finance Committee carries out preliminary audits of all District expenses including those of the District Governor and the District Governor-elect and District committees whose expenditures are significant.

Prior to the end of each Rotary year, the District Council shall appoint a licensed public accountant as auditor who is not a member of the District Finance Committee or the District Council.

The review and approval of the audited financial statements by the Finance committee or their designees' shall be undertaken in a timely manner to allow presentation of said Financial Statements at Annual Business Meeting.

The Audit undertakings shall be administered within the RI Bylaws 16.060.4.

## **DUTIES AND RESPONSIBILITIES OF THE DISTRICT TREASURER**

### **a. RECEIPTS**

On June 30<sup>th</sup> of each year, the current District Treasurer shall transfer to the bank accounts established by the incoming District Treasurer all, or at least a substantial portion, of the District funds that are on hand. The only funds being retained shall be those that might reasonably be required to meet any outstanding invoices or commitments.

All outstanding expense claims for the Rotary year must be submitted by July 31<sup>st</sup> of the immediately following year. Any outstanding claims after that date will be returned with a note of thanks for the contribution to the District.

The Finance Committee has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than 90 days past the end of the Rotary year.

The Finance Committee has the authority to arrange for general liability insurance and officers and directors insurance for all Clubs in the District except in cases where Rotary International has arranged for such coverage.

### **b. DISBURSEMENTS**

All disbursements by 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.

Any disbursement in excess of US\$1,000 requires the approval of the District Governor and the Chair of the Finance Committee prior to disbursement.

No disbursement in excess of a budgeted amount may be made without the express approval of the District Governor following a recommendation from the District Finance Committee.

### **c. DISTRICT FINANCIAL RECORDS**

A central repository shall be established by the District Executive Secretary for the safekeeping of District records. No documents or records shall be destroyed without a motion of approval of the Presidents-Elect at the District Training Assembly.

This repository shall be with the District Secretary or other District Officer residing in the United States.

### **d. REPORTING**

Periodic reporting on District Finances to the District Governor and to District Council is the responsibility of the District Treasurer.

Budget presentation to the Club Leadership Training is the responsibility of the Chair of the District Finance Committee.



The reporting of all District Administered funds shall be governed by the principle of Transparency. The dollars of the budget belong to the Rotarians in the District and it is their right and our fiduciary responsibility to provide the information of how the funds are used.

## **F. DISTRICT NOMINATING COMMITTEE**

### **1. PURPOSE**

Responsible for seeking out and proposing the best available candidate for District Governor Nominee Designate.

As well, this committee will select a Vice-Governor to replace a Governor in a case of temporary or permanent inability to complete their term. This selection will be done at the same time as DG nominations. The person has to be a PDG since they have attended a previous International Assembly which is mandatory for a DG to take office.

The committee is also responsible for selecting one of the most knowledgeable Rotarians from within the District to serve as the District's Representative to the Council on Legislation as well as an Alternative Representative.

This committee reports directly to the District Governor.

### **MEMBERS**

Composed of three immediate Past District Governors still residing in the District and two Club past presidents, one from the USA and one from Canada, as an introduction to District-level participation ensuring diverse representation from the breadth of our District. No peer shall interview a peer. \* Please note Impartiality requirements. Anytime there is the potential of conflict of interest it must be declared in writing to the Nominating Chair. If one of the three immediate Past District Governors is unable to serve, the District Governor may appoint another Past District Governor.

The senior of the three immediate past District Governors on this committee shall be Chair.

### **DUTIES AND RESPONSIBILITIES**

The selection and proposal of a candidate for District Governor Nominee Designate, Vice-Governor, and Council on Legislation Representative and alternate Representative shall conform to the By-laws of Rotary International and of this Manual. Refer to Sections below on election procedure;

In the selection procedure, this committee is not limited to candidates proposed by Clubs.

## **NOMINATIONS AND ELECTIONS**

The following procedure conforms to Article XIII of the By-laws of Rotary International.

### **Selection of District Governor-Nominee-Designate.**

The District shall select a nominee for District Governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of District Governor-Nominee-Designate upon selection and shall assume the title of District Governor-Nominee on 1 July two years prior to assuming office as District Governor. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as District Governor-Elect and assume office on 1 July in the calendar year following election. The District Governor shall invite the clubs to submit their suggestions for nominations for District Governor. Where the Nominating Committee procedure is to be utilized, such suggestions shall be considered by the Nominating Committee so long as they reach the committee by the date established and announced by the District Governor. Such announcement shall be made to the clubs in the District at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary, naming such candidate and certifying that the candidate meets the qualifications as provided in the By-laws of Rotary International and in this Manual of Procedures and Policies.

A club may suggest only one of its own members as a candidate for District Governor - Nominee-Designate. Nominating Committee for District Governor shall not be limited in its selection to those names submitted by clubs in the District. The committee shall nominate the best qualified Rotarian who is available to serve as District Governor.

The District Governor shall issue or cause to be issued in the name of the Nominating Committee an invitation to each club to submit its suggestion for nomination of the Representative to the Council on Legislation in the year two years preceding the Council on Legislation.

The Chair of the Nominating Committee shall notify the Governor by telephone of the candidate selected within 24 hours of the adjournment of the nominating committee. Until the District Governor has been notified and makes the notification to the District Leadership and Nominating Chair no member of the nominating committee shall break the confidence of committee's selection.

The Governor shall then publish to the clubs of the District the name and club of the nominee within 72 hours from receipt of the notice from the chair of the Nominating Committee. Publication of the announcement consists of a written notice by the Governor by letter, e-mail or facsimile to the clubs in the District. A ten day challenge period begins upon notification. Challenges to the named candidacy shall be addressed in strict accordance with Article XIII of the By-laws of Rotary International. A named candidacy is not the District Governor Nominee Designate until the challenge period (ten (10) days) in accordance with Article XIII is concluded and the District Governor makes the announcement

A similar time line and process shall be followed for the Representative and Alternative Representative to the Council on Legislation.

#### **Impartiality of Selection Committees**

**Rotarians who serve on a club or District-level selection committee for the District or a program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the Area sponsoring an application, familial relationship, etc.**

**The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the District Governor, as appropriate, will decide how and if such chair should participate in the election process for that one or all candidates with whom there is an actual or perceived conflict of interest.**

## **G. SIGNIFICANT AWARDS COMMITTEE**

### **1. PURPOSE**

In a tasteful celebration, recognize excellence in Clubs and individual Rotarians through the various AWARD options (partial listing below) with a keen observance of the required Standard inherent in the accomplishment.

#### **CLUB AWARDS**

- **Presidential Citation** – RI President’s award with specific objectives, set annually by the RI President.
- **Lighthouse Award** – District award to recognize the top Clubs in the District, objectives set annually by the District Governor.
- **GOVERNOR’S TROPHY** – award for the Outstanding Club of the Year, objectives set annually by the District Governor, selection by the Awards Committee.
- **Foundation Awards** – as determined by The Rotary Foundation Trustees.
- **Membership Growth Awards** – as determined by The Membership Committee in consultation with the District Governor.

#### **INDIVIDUAL ROTARIAN AWARDS**

**DG’s Award** – presented by the District Governor for outstanding individual Rotarians contribution to the District.

### **MEMBERS**

The District Governor shall chair a committee composed of two Past District Governors, the District Governor-elect and District Governor Nominee, and the Directors to determine significant awards for Clubs and individual Rotarians who have excelled in the performance of their duties.

### **DUTIES AND RESPONSIBILITIES**

- Advise the Governor and District Rotary Foundation Committee Chair about nominations of outstanding District Rotarians for specific RI awards and citations.
- Judge projects submitted and select the best to be forwarded to Rotary International according to the rules established by RI
- Assess Club functions and projects that may be eligible for District awards and make recommendations to the District Governor.
- Maintain a list of present District awards and recommend the establishment of others where the need exists.
- At the call of the District Governor, organize an Annual Awards Banquet/Celebration.

## **H. STRATEGIC PLANNING COMMITTEE**

### **1. PURPOSE**

Charged with the responsibility of assisting the current District Governor and future District Councils in making long range plans for the organization and administration of the District.

### **MEMBERS**

The Committee is comprised of the Immediate Past District Governor who is the Chair, the Governor, District Governor Elect, District Governor Nominee, Past District Governors, District Directors and Chairs, Assistant Governors, President Elect Training Advisory Committee Members and others that the District Governor might want to include from time to time.

### **DUTIES AND RESPONSIBILITIES**

- To consider a strategic planning session which could include 10 Club President's (5 US & 5 CA), in addition to the Committee, to determine what's working, what's not working, and what we can do better!
- To review and revise the current District Strategic Plan, for approval by District Council.
- To assess the implementation of the current District Strategic Plan and offer suggestions for improving its implementation, if required.
- To review and revise the District Vision Statement, if required, for approval by District Council.
- To review, revise, and prioritize the annual Desired Outcomes, for approval by District Council.
- To propose actions plans for future long term objectives, for approval by District Council.
- To make suggestions to District Council for improvements or changes to its operation.
- To promote the approved District Strategic Plan, Vision Statement, and Desired Outcomes throughout the District.

## **I. DISTRICT ABUSE PREVENTION COMMITTEE (DAPC)**

### **1. PURPOSE:**

The District Governor shall appoint a District Abuse Prevention Committee to be responsible for the implementation and enforcement of the District Abuse, Neglect and Harassment protocol, and for the investigation of complaints.

### **MEMBERS**

The DAPC will consist of five members, with at least two from each side of the border, and each of whom should have experience in at least one of the following areas:

- Working with people at risk (such as children, the elderly and people with disabilities) either in a professional capacity or as an experienced Rotary volunteer;
- Legal human rights;
- Human resources.

The appointment of the DAPC will be made annually by the District Governor. It is expected that the DAPC members will hold the office for 3 years, (or until replacements are appointed) with staggered terms.

The DAPC members must be familiar with both the Rotary International Child Protection System, the relevant Rotary International policies and the relevant federal, provincial/state and local legislation requirements.

### **DUTIES AND RESPONSIBILITIES**

#### **CHAIR(S):**

#### **COMMITTEE MEMBERS:**

- The DAPC will maintain strict confidentiality in compliance with provincial/state and federal legislation and this protocol.
- The DAPC shall be the first point of contact should any Rotary Club representative or program volunteer receive a complaint of abuse or harassment, and is responsible for ensuring that such complaints are dealt with in accordance with applicable law and in accordance with this District protocol, and that the interests of the affected person(s) are protected to the extent possible.
- The detailed procedure for handling complaints will be developed by the DAPC to ensure prompt and complete investigation with appropriate options for resolution of the complaint in various ways, depending on the specific facts of the situation.
- The DAPC will work with Rotary Clubs to inform all Rotarians in District 7090 of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available as required.

## **SECTION 4 - POLICIES OF DISTRICT 7090**

### **1. DISTRICT FUND-RAISING**

It is the policy of the District that the District Council shall not engage itself directly in fund-raising activities.

#### **SOLICITING FUNDS FROM OTHER CLUBS**

It is the policy of the District that Clubs wishing to solicit funds from other Clubs must first obtain permission from the District Council annually.

#### **CLUB EVENTS CONFLICTING WITH DISTRICT-WIDE EVENTS**

It is the policy of the District that no Club shall hold a special event in conflict with any District-wide event, including, and, for example, The District Training Assembly, District Conference, The Rotary Foundation Annual Dinner, etc.

#### **ABUSE, NEGLECT AND HARASSMENT PREVENTION POLICY**

See Appendix 1 for the District policy and protocol and recommendation for a club protocol.

#### **THE CLUB LEADERSHIP PLAN**

It is recommended that each club adopt a Club Leadership Plan. See appendix 2 for RI's recommendation for the plan.

#### **THE CRITERIA FOR INTERNATIONAL SERVICE PROJECTS**

It is the policy of the District that the International Service Committee will review all proposed International Service projects whose sponsoring club(s) wish to solicit funds from other District 7090 clubs.

The International Service Committee will recommend to the District Council all projects that meet the District Council approved Criteria for International Service Projects which are attached as appendix 3.

## **SECTION 5 - APPENDICES**

### ***APPENDIX 1: ROTARY INTERNATIONAL DISTRICT 7090 ABUSE, NEGLECT AND HARASSMENT PROTOCOL***

#### **Introduction**

As representatives of Rotary District 7090 and of individual Rotary Clubs, Rotarians are actively involved with members of the community including young people, the elderly, and people with disabilities. District programs including RYLA, Vocational Training Teams, and SLAPSHOT are examples. As an organization, Rotary District 7090 is committed to protecting the interests of participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to protect vulnerable individuals with whom they come in contact through Rotary activities and to prevent any physical, sexual or emotional abuse, or harassment, and neglect. Fulfilling this duty protects the individuals and enhances the interests of Rotary Clubs and Rotarians in their volunteer efforts to improve the quality of life in our communities. Further, Rotary's reputation is maintained and the risk of liability, including legal liability is minimized.

#### **Policy Statement**

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

This policy is in keeping with the laws of the State of New York, the Province of Ontario, the United States of America, and Canada.

#### **Guidelines on prevention of abuse, harassment, and neglect:**

1. In accordance with their legal obligations, representatives of District 7090 will ensure to the extent possible that individuals who are involved in District programs, activities, and events are protected from abuse, harassment, bullying, and neglect.

District 7090 programs will be delivered in an environment of reasonable safety.

Appropriate screening will occur to prevent contact by vulnerable participants in District programs with such participants.

Where allegations of abuse, harassment, bullying or neglect or other risks of harm are made, prompt notification and reporting to the appropriate individuals and authorities will occur.



## **Guidelines on prevention of harassment and sexual harassment:**

The District will ensure, to the extent possible, that individuals involved in Rotary District 7090 programs including Rotarians themselves are not subject to harassment, which includes conduct that erodes the dignity of the individual, particularly based on the individual's colour, race, national origin, ethnic origin, age, gender, physical characteristics, sexual orientation or physical or mental disability. Types of behavior that constitute harassment include remarks and jokes that are unwelcome or reasonably could be expected to be unwelcome; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate or offensive gestures; and physical assault.

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

### **1. Scope**

These guidelines apply to all District 7090 Rotarians and volunteers who are or wish to become involved in District programs and apply to all adults over the age of 18 years who reside in the home of a host family.

## **Volunteer Assessment Form**

Prior to participation in District sponsored programs where screening is required, Rotarians, non-Rotarian volunteers and paid staff must complete the District 7090 Volunteer Assessment Form (available on District 7090 website) as well as any other reference documents in accordance with local requirements.

Screening will be required in every situation where Rotarians, non-Rotarian volunteers or paid staff intend to participate in District programs involving vulnerable individuals including children and youth, the elderly, or anyone under a physical or mental disability.

In situations where Rotarians' spouses, partners or adult children (over 18 years of age) participate in a host family setting, the spouses, partners and adult children must also submit the Volunteer Assessment Form.

The Volunteer Assessment Form must be received and indefinitely maintained on file in strict confidence. Where the screening is for Club activities, the Form will be maintained by the designated Rotary Club official, such as the Club Secretary. Where the Form is required for District activities (such as RYLA or Youth Exchange), it must be received and maintained by the applicable District Committee person or his/her designate. The recipient of the completed Form must confirm its execution and filing when requested by the DAPC or by the applicable District Program Chair.

Each club's Board of Directors should appoint an individual to keep these forms, in confidence.

### **District Abuse Prevention Committee:**

The District Governor shall appoint a District Abuse Prevention Committee to be responsible for the implementation and enforcement of this protocol, and for the investigation of complaints. The DAPC will consist of five members, with at least two from each side of the border, and each of whom should have experience in at least one of the following areas:

- working with people at risk (such as children, the elderly and people with disabilities) either in a professional capacity or as an experienced Rotary volunteer;
- Legal human rights;
- Human resources.

The appointment of the DAPC will be made annually. It is expected that the DAPC members will hold the office for 3 years, (or until replacements are appointed) with staggered terms.

The DAPC members must be familiar with both the Rotary International Child Protection System, other relevant Rotary International policies and the relevant federal, provincial/state and local legislation requirements.

The DAPC will maintain strict confidentiality in compliance with provincial/state and federal legislation and this protocol.

The DAPC shall be the first point of contact should any Rotary Club representative or program volunteer receive a complaint of abuse or harassment, and is responsible for ensuring that such complaints are dealt with in accordance with applicable law and in accordance with this District protocol, and that the interests of the affected person(s) are protected to the extent possible. The detailed procedure for handling complaints will be developed by the DAPC to ensure prompt and complete investigation with appropriate options for resolution of the complaint in various ways, depending on the specific facts of the situation.

The DAPC will work with Rotary Clubs to inform all Rotarians in District 7090 of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available as required.

## **SCHEDULE A**

### **RECOMMENDATIONS FOR ROTARY CLUBS IN DISTRICT 7090**

**1. Adopt a policy statement on the prevention of abuse, neglect, and harassment by adapting the Rotary District 7090 Abuse, Neglect, and Harassment Protocol to the specific requirements of the local Rotary Club.**

- Note: Scope Clause could be adapted as follows: “These guidelines apply to all Rotary Club of \_\_\_\_\_ members and volunteers who are or wish to become involved in Rotary Club programs or activities and apply to all adults over the age of 18 years who reside in the home of a host family”.

**Recognize the potential negative effect on the Club of comments or actions that are gender-based, even if meant in a joking or non-serious manner, and discourage such comments and actions accordingly.**

**Delegate responsibility for the protection of vulnerable people including children, youth, the elderly and persons under a disability to a designated member of the Rotary Club (“Club Counselor”) and provide access to such person (or an alternate) for confidential and safe contact.**

- Note: The Club Counselor position should be publicized so that members, volunteers, and participants in Rotary programs will know how to contact the Club Counselor quickly. The Club Counselor is responsible for raising awareness and training Club members in required procedures.
- Note: Adults who abuse may exploit their role or situation to gain the submission and/or silence of the vulnerable individual. This is particularly true in residential settings. The Club Counselor or some other trustworthy person should be available to be contacted by the vulnerable person.

**Plan Club activities so as to minimize situations where abuse, neglect and harassment may occur.**

- Note: This includes providing safe conduct from place to place and minimizing situations where Rotarians and other volunteers are alone in the company of vulnerable individuals. Risk assessments should be done in relation to activities including such factors as age and level of vulnerability, group size, location and visibility, type of activity, supervision and monitoring, nature of relationship, physical safety etc. (See Risk Assessment Chart posted on District 7090 website). Note: Consider everyone involved in the activity or event. This will include, for example, all Rotarians, partners of Rotarians, Rotaractors and Interactors, and all volunteers and paid staff.

**Ensure that all Rotarians and other volunteers have clear roles.**

- Note: Depending on the nature of the event and the extent of involvement, Clubs should consider giving everyone involved a written description of their role and the tasks involved when dealing with vulnerable individuals. Such a description could identify the risks and opportunities to minimize risks. A copy of the abuse, neglect, and harassment protocol could also be provided.

**Use event supervision as a means of protecting vulnerable individuals.**

- Note: Rotary event supervisors should help ensure the protection of vulnerable individuals and should receive and understand the abuse, neglect and harassment policy. Intervention should occur on the part of the supervisor in the event of suspected problems followed by appropriate reporting.

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

- Note: Establish clear club policies and procedures for events and programs where vulnerable participants are involved including assuring that the Volunteer Assessment Form and any additional required documentation has been completed and submitted in accordance with the Guidelines as outlined in District Abuse, Neglect and Harassment Protocol located on District 7090 website.
- **Issue guidelines on how to deal with the disclosure or discovery of abuse.**
- Note: the following suggestions may help clubs develop suitable procedures:
  - Rotarians and volunteers should know that they have a responsibility to report anything that concerns them about the personal security of others and especially vulnerable individuals involved in Rotary programs
  - Rotarians should be trained to be sensitive to changes in behavior or signs of physical injury that might indicate something is wrong
  - Clubs should promote an attitude that reporting suspicions and/or taking action is the right thing to do and that no reprisal will occur
  - Rotarians should not attempt to deal with a problem alone but rather should report complaints, allegations or suspicions to the Club Counselor who will determine further steps including reporting to authorities

### **Ensure the validity of driver's license and adequacy of insurance prior to transporting Rotary program participants, to the extent possible.**

### **Reinforce our moral and legal responsibilities in everything we do.**

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

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

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

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

## ***APPENDIX 2: BE A VIBRANT CLUB - YOUR CLUB LEADERSHIP PLAN***

### **1. PURPOSE**

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to:

- Sustain and/or increase its membership base;
- Implement successful projects that address the needs of its community and communities in other countries;
- Support The Rotary Foundation through both financial contributions and program participation;
- Develop Leaders capable of serving in Rotary beyond the club level.

### **IMPLEMENTATION**

To implement a Club Leadership Plan, current, incoming, and past club leaders should consider these tips to make their club stronger:

- Developing long-range goals that address the elements of an effective club
- Setting annual goals that support long-range goals
- Keeping all members involved and informed
- Communicating effectively with club members and District leaders
- Ensuring continuity in leadership from year to year
- Customizing the bylaws to reflect club operations
- Providing regular fellowship opportunities
- Actively involving all club members
- Offering regular, consistent training
- Assigning committees that support your club's operational needs, including administration, membership, public relations, service projects, and The Rotary Foundation

Club leaders should implement the Club Leadership Plan in consultation with District leaders as described in the District 7090 Manual of Procedures and Policies.

The Club Leadership Plan should be reviewed annually.

### **CLUB COMMITTEES**

As outlined in the Club Presidents Manual (222en)

Club Committees

Your club's committees should plan, promote, and implement activities and projects to carry out your club's annual and long-range goals.

As President-Elect, you have these club committee responsibilities:

- Determining how well the current club committee structure supports the goals for the coming year
- Appointing committees no later than 31 March
- Preparing your club's committee chairs for their roles
- Ensuring continuity on club committees and filling any openings
- Amending the club bylaws to accurately reflect the club's organizational needs, if necessary.

### **Club Committee Structure**

Your club committee structure should support your club's goals and objectives for the year. The recommended club committee structure includes the following club committees, each of which have a chapter devoted to their areas:

- Club administration (chapter 3)
- Membership (chapter 5)
- Public relations (chapter 6)
- The Rotary Foundation (chapter 7)
- Service projects (chapter 8)
- Appoint additional committees and subcommittees as needed.

### **Training Requirements**

Club committee chairs should attend the District Training Assembly prior to serving as chair.

### **Relation to the District Leadership Team**

Club committees should work with assistant governors and relevant District committees.

### **Reporting Requirements**

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.

## ***APPENDIX 3: THE CRITERIA FOR INTERNATIONAL SERVICE PROJECTS***

### **GUIDELINES FOR INTERNATIONAL PROJECTS:**

For a project to be approved by the International Service Committee for recommendation to District Council that the sponsoring club or clubs is allowed to solicit from other District clubs, the project should meet the following criteria:

- Benefit a large number of people
- Be of a self-help nature
- Concentrate on one or more of the Rotary Foundation's areas of focus:
  1. Peace and conflict prevention/resolution
  2. Disease prevention and treatment
  3. Water and sanitation
  4. Maternal and child health
  5. Basic education and literacy
  6. Economic and community development
- Be identified as a Rotary sponsored project
- Be initiated, controlled and implemented by Rotarians
- Become self-sustaining after initial funding has ended