District Committee name

# PURPOSE

In a brief statement, explain why your committee exists. You may be able to reference https://my.rotary.org/en/learning-reference/learn-role/district-committees

## Committee Structure and Membership:

* Committees should not be one person. Who else will be part of the committee? You can include direct names or you can include Ex-Officio titles.

### Succession Planning:

District Committees should have a plan in place to recruit new members and train upcoming leaders. How will your committee approach this?

### qualifications:

Do your committee leadership and/or members need certain requirements or previous leadership position? How long will each chair serve? Is there additional training at District, Zone or International that the committee will participate in?

# Responsibilities of committee

Each committee has its own role in the district team, but all share these responsibilities:

* Work with the governor, governor elect, governor-nominee, and assistant governors to achieve district goals.
* Promote and attend district training meetings and the district conference
* Strengthen clubs by providing support and guidance to club leaders
* What are additional specific responsibilities for your committee? You may be able to reference https://my.rotary.org/en/learning-reference/learn-role/district-committees

# SMART Goals

To make sure your goals are clear and reachable, each one should be: Specific, Measurable, Achievable, Relevant, and Time-bound (see https://www.mindtools.com/pages/article/smart-goals.htm)

Align your goals with the Rotary International Priorities and embrace our Inclusion Imperative.

* Increase Our Impact
* Expand Our Reach
* Enhance Participant Engagement
* Increase Our Ability to Adapt

# District Administrative Staff

Will you or your committee members need support from the District Administrative Staff? Estimate how many hours and specific requests. This will need to be reviewed as a budget item for approval.

# COMMUNICATION PLAN

Communication to other Rotarians are key for committees – but we don’t want to overwhelm people with separate messages. How often do you see communicating with other Rotarians? (Example: Monthly, Weekly, Quarterly, specific times of year.) What methods to you want to employ? (Example: Email, newsletter, website page within Club Runner, mailed pieces (requires budget approval)] The District Leadership Team will work with you on how to implement your plan.