

# 2016-2017

Rotary International District 9700

Governor: Michael Milston



## GOVERNOR, BOARD AND ASSISTANT GOVERNOR

Responsibilities (Mandates)  
and Honorariums

## District Governor

### Responsibilities:

#### Reports to: District Board and Rotary international

- Strengthen existing clubs and organise new clubs
- Promote membership growth
- Support The Rotary Foundation with respect to program participation and financial contributions
- Promote cordial relations among the clubs and between the clubs and RI
- Develop a safe environment for youth participants
- Plan for and preside at the District Conference.
- Support the Governor Elect by providing any requested assistance in the planning and preparation for the President Elect Training Seminar
- Conduct an official visit-- meeting individually or in multi-club venue. The official visit will focus on important Rotary issues, motivate club members to participate in service projects, recognize the outstanding contributions of Rotarians in the District and in the club. Weak and struggling clubs will receive special attention during the year—not just at the official visit.
- Issue a monthly newsletter to all in the District via the Internet.
- Serve as a spokesperson for the district.
- Assure that district nominations and elections are conducted in accordance with the Rotary International constitution, bylaws, and established policies of RI.
- Report promptly to Rotary International, as may be requested by the President or the Board.
- Support and assist in training of the District Governor Nominee
- Supervise and support the District Treasurer
- Supervise and support the District Secretary
- Conduct Presidents Forum

**Finances and Audit Requirements:** Honorarium paid half yearly through the District Treasurer as approved by the District Board. At the conclusion of the incumbent's Governor year she/he will provide the Board with a reconciliation of expenses over the three (3) years, refunding any surplus to the District.

**Honorarium: \$12,500 + \$4,500 (travel)**

## **District Governor Elect**

### **Responsibilities:**

#### **Reports to: District Board**

- Prepare to serve as an officer of Rotary International for next Rotary year.  
Attend Governors-Elect Training Seminar  
Attend the International Assembly  
And attendance at the International Convention is recommended
- Provide support to the District Governor as requested
- Participate as an active member of the District Leadership Team
- Attend District Training Seminars as scheduled
- Attend District Conference and Assemblies
- Encourage attendance at the International Rotary International Convention
- Plan, prepare and select leadership trainers as needed for PETS and Training Seminars
- Develop District Plan and Budget for year of service
- Present Budget to Board and Club Presidents for approval
- With the District Governor, appoint Assistant Governors for the year of service
- With the District Governor, appoint District Board members
- Train Assistant Governors or organize training for Assistant Governors who will be serving when the DGE is District Governor
- Conduct PETS & Assembly, Conference, District Changeover
- Start to plan District Conference for following year

**Finances and Audit Requirements:**      Honorarium paid half yearly through the District Treasurer as approved by the District Board. At the conclusion of the incumbent's Governor year she/he will provide the Board with a reconciliation of expenses over the three (3) years, refunding any surplus to the District.

**Honorarium: \$6,000**

## **District Governor Nominee**

### **Responsibilities:**

#### **Reports to: District Board**

Provide support for the District Governor

- Serve as a member of the District Leadership Team
- Serve as a member of the Budget and Finance committee
- Undertake coordination responsibilities of the District Centurion Program
- Prepare self for position of leadership as an officer of Rotary International two years hence.
- Attend Governor Nominee Training Seminar
- Attend other training for upcoming District Governors at the invitation of the sitting District Governor
- Attend President-Elects Training Seminar
- Attend District Training Seminars
- Attend District Assembly
- Attend District Conference
- Commence planning of PETS, AG Training & Assembly, including booking venues for next year

**Finances and Audit Requirements:**            Honorarium paid half yearly through the District Treasurer as approved by the District Board. At the conclusion of the incumbent's Governor year she/he will provide the Board with a reconciliation of expenses over the three (3) years, refunding any surplus to the District.

**Honorarium: \$2,000**

**Immediate Past District Governor**

**Responsibilities:**

**Reports to: District Board**

- Provide insight/advice to the District Governor
- Undertake problem solving or project responsibility, at the request of the District Governor
- Assume Zone or other Rotary responsibilities
- Assume District Committee responsibilities

**Finances and Audit Requirements:**           Honarium paid through the District Treasurer  
as approved by the District Board

**Honarium: \$450**

## Vice Governor (VG)

**Status:** Appointed for each year by the District Board from nominations

### The Role of Vice-Governor:

The role of the Vice-Governor will be to replace the District Governor in the event of his or her inability to continue in the performance of the District Governor’s duties.

The Vice - Governor shall be appointed by vote of the District Board

The Vice Governor, if appointed, will understand clearly the qualifications, duties, and responsibilities of the office of District Governor as set forth in the RI Bylaws and will be fully qualified for said office and willing and able, physically and otherwise, to assume and fulfil the duties and responsibilities of that office and to perform them faithfully.

**Reporting:** Reports to the District Board.

**Finances and Audit Requirements:** expenses paid to total of honorarium on presentation of claim to the District Treasurer as approved by the District Board

**Selection of the Vice - Governor** shall be based on the following:

1. Shall have served as District Governor of District 9700 within the past five (5) Rotary years.
2. If none of the Past District Governors in the above five-year pool is available to serve, the District Governor - Elect will attempt to seek nominations from a pool of Past District Governors of District 9700 who have served in the five (5) years prior to the first pool.
3. Written nominations will be called for prior to the District Assembly each year with the voting taking place at the next available Board Meeting. **[Application Form in Appendix 1 below]**

**Honorarium: up to \$500**

## District Secretary

### Responsibilities:

#### Reports to: District Governor

- Keep Membership Records
- Record attendance at meetings
- Assist in the preparation of the District Directory
- Send out notices of District Board Meetings and Annual General Meeting
- Record and preserve the minutes of such meeting
- Report as required to Rotary International
- Report changes in membership
- Send out and collect necessary Delegate Appointee forms from each club at time of District meetings/Special meetings
- Ensure that required reports to the Dept of Fair Trading are prepared by the Public officer and sent as required
- To undertake other duties that usually pertain to the office of secretary, including
  - to update District Committee and Officer Mandates prior to the commencement of the Rotary Year in conjunction with the incoming District Secretary and the DGE
  - The revised and updated Mandates be forwarded to the incoming chairs at any appropriate training (such as Assembly) or by email around the time of, or prior to, the District Changeover.
- Attend Board Meetings, AGM & Special Meetings
- Train Incoming Secretaries

**Finances and Audit Requirements:**            Honorarium paid through the District Treasurer  
as approved by the District Board

**Honorarium: \$520**

## **District Treasurer**

### **Responsibilities:**

#### **Reports to: District Governor**

- Maintain custody of District financial records
- Have responsibility for management of all District funds
- Maintain inventory of District equipment
- Disburse funds and pay accounts upon approval of the District Governor
- Bill the clubs for District Dues
- Take follow-up action with clubs delinquent on District Dues
- To be a member of the District Board
- Provide reconciled accounts to each Board meeting
- Have the accounts audited annually and presented to the AGM
- Advise the District Governor on District financial matters, including preparation of the District Budget
- Train incoming club treasurers at the District Assembly
- Upon retirement from office, turn over to the incoming Treasurer or the District Governor all funds, books of accounts and other club property in the Treasurer's possession
- Undertake other duties that usually pertain to the office of Treasurer

**Finances and Audit Requirements:**      Honorarium paid through the District Treasurer  
as approved by the District Board

**Honorarium: \$520**



## District Directors

### Responsibilities:

#### Reports to: District Board through the District Governor

- Work with the District Governor, District Governor Elect and District Governor Nominee to develop strategies for achieving District Goals
- Regularly provide the DG with progress reports on actions and outcomes in regards to District Goals
- Provide a written report at each Board meeting
- Promote, attend and actively participate in District Training events and District Conference
- Promptly relay information between Rotary International, the District and clubs
- Work closely with club Directors to provide support and guidance, and to develop ways the District can support the Clubs
- Propose and undertake projects as agreed to improve Club/Group effectiveness in the Directorate's area of responsibility
- Effective management and operations of Directorate committees
- Report to Board on all committee activities and present annual financial accounts , where applicable, of each committee which does not have its accounts with the District Treasurer

Directorate and areas covered	Honorarium	Travel Hon
<b>Administration</b> – Administration and Finances, Insurance, Youth Protection, Resolutions, Legal issues, Archives and Property, Data management, Critical Incident Response Team – (Workshops=2)	<b>\$520</b>	<b>\$100</b>
<b>Communication</b> – Public relations, District Newsletter, Social Media, Web services, District Awards, District Conference, Learning and Development – (Workshops=2)	<b>\$520</b>	<b>\$100</b>
<b>Membership-Club Sustainability</b> – Club Visioning, RI Convention Promotion, Friendship Exchanges, Fellowships, Merchandise – (Workshops=2)	<b>\$520</b>	<b>\$100</b>
<b>The Rotary Foundation</b> – Grants, Scholarships, Peace Fellowships, Polio Plus, Centurion, Paul Harris Society, Alumni – (Workshops=2)	<b>\$520</b>	<b>\$100</b>
<b>Service Projects</b> – Service (RAWCS, Vocational Service, Awards), Health (ARH, Bowelscan, Interplast, ROMAC), Community development (Action Groups – RFFA, RAGES, Food Plant Solutions), Peace and disaster aid (Peace Communities, Shelter box, Daid) Probus (Workshops=2)	<b>\$520</b>	<b>\$100</b>
<b>Youth</b> – Youth Exchange, RYLA, RYPEN, Youth Science programs, RYDA, Rotaract, Interact, Dream Cricket – (Workshops=3)	<b>\$520</b>	<b>\$150</b>
<b>Total Honorariums</b>	<b>\$3,120</b>	<b>\$650</b>

Refer to Mandates for more information on each area covered.

## Assistant Governor

### Responsibilities:

**Reports to:** District Board through the District Governor

**Objectives:** The AG role is to assist the Governor in the all areas of administration and providing support for Clubs in their Group. By:

#### Supporting the Club President

- Improve meeting skills
- Meetings with Presidents
- Encouraging cooperation between clubs
- Assisting with club planning and goal setting, encouraging presidents to attend PETS, and presidents to encourage Rotarians to attend District Assembly, District Conference, Youth activities etc
- Using/demonstrating Clubrunner and My Rotary
- Encourage proper backing up of club files – secretary and financial

#### Informing and Using District Support

- Promoting Rotary Knowledge and involvement in district activities
- Promote and assist with the submission of the RI Presidential Citation &/or any Annual RI President's nominated Award
- Coordinate and participate in the District Governor's Official visit to each Club
- Improve knowledge of clubs about dues payments to RI and District

#### Reporting to the D9700 Board

- Contribute to District Board meetings as non-voting participants and report to each Board meeting on progress, activities and health of clubs against the District Goals/Outcomes
- Provide recognition of notable club activities and promotion of articles in the newsletter

#### Participating in D9700 governance

- Conduct at least 4 group meetings with presidents and, where required, with Presidents-Elect to keep them up to date about District level activities, and to report on the needs and activities of their assigned clubs
- Inform presidents of district activities
- Keep the Governor and directors aware of emerging issues at local and Group level
- Do Club Rating, encourage clubs to input members date of birth,

**Reporting:** To the District Governor

**Finances and Audit Requirements:** Allowance paid in advance, half yearly, through the District Treasurer, on evidence of club visits and group meetings in the previous half year

### Honorarium:

Variation between Assistant Governors is due to kilometres travelled allocation\* and this will vary each time there is a new AG. In brackets is an honorarium for attending 3 board meetings, with additional honorarium when attending District Training up to \$280 each.

Group 1: \$750	(\$285)	Group 4: \$890	(\$285)
Group 2: \$325	(\$285)	Group 5: \$875	(\$285)
Group 3: \$680	(\$285)	Group 6: \$480	(\$285)

\* The formula is shown in the model titled: AG Honorarium.xls

**Honorariums: \$4,000;**



# Vice-Governor-nominee Form District 9700

## Appendix 1

### District vice-governor candidate:

Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

**Vice-Governor** Rotary year of service \_\_\_\_\_ District \_\_\_\_\_ Zone \_\_\_\_\_ RI membership ID number \_\_\_\_\_

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Name as it should appear on your badge \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_ Classification \_\_\_\_\_

E-mail \_\_\_\_\_ Mobile \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

### Rotary Curriculum Vitae

### Spouse/Partner Information (if applicable)

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Name as it should appear on your badge \_\_\_\_\_ Rotarian? Club: \_\_\_\_\_

E-mail \_\_\_\_\_ Gender  Male  Female

### Summary of Attributes & Strengths for the role of Vice-Governor



# Vice-Governor-nominee Form District 9700

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*All signatures on this page must be handwritten (electronic signatures are not acceptable).*

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Selection of the Vice - Governor shall be based on the following:

1. Shall have served as District Governor of District 9700 within the past five (5) Rotary years.
2. If none of the Past District Governors in the above five -year pool is available to serve, the District Governor - Elect will attempt to seek nominations from a pool of Past District Governors of District 9700 who have served in the five (5) years prior to the first pool.

## **CANDIDATE'S STATEMENT**

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of District Governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the District Governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the District Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature