



# **Rotary International District 5840 Leadership Plan**

**May 7, 2017**

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## **I. DISTRICT LEADERSHIP PLAN OVERVIEW**

### **A. Overview and Purpose**

1. All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with Sections 17.030.1.-17.030.3 of the Rotary Code of Policies. The required components of the DLP are as follows:
  - a. Common terminology such as “assistant governor,” “district trainer,” “district committees,” and “club leadership plan”
  - b. Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership
  - c. District committees that ensure continuity of leadership within the district
  - d. A clear statement of the duties and responsibilities that the governor cannot delegate
  - e. A defined plan for assisting clubs in the implementation of a corresponding club leadership plan
2. The District Leadership Plan is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Rotary Foundation and district-level RI activities, and a more challenging role for the governor as an innovative leader. The District Leadership Plan shall be reviewed annually or as determined by the District Governor.
3. The District Leadership Plan provides for the appointment by the governor of assistant governors to carry out much of the administrative work associated with club operations, thereby giving the governor more time to:
  - a. Emphasize the importance of membership attraction and engagement,
  - b. Motivate Rotarians to participate in club and district activities and projects through attendance at specific events,
  - c. Encourage participation in The Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of The Rotary Foundation through The Rotary Foundation recognition programs,
  - d. Recognize the work of individual Rotarians, through personal recognition,
  - e. Plan for the future of the district,
  - f. Address the long-term development of the clubs in the district through the Club Leadership Plan, and
  - g. Undertake the duties set forth in section 16.090 of the RI Bylaws.

## **II. ASSISTANT GOVERNOR**

### **A. Procedures to Appoint Assistant Governor**

1. Assistant governors are appointed by the governor-elect to serve during the year the governor takes office, and are responsible for assisting that governor with respect to administration of designated clubs. It is recommended that the District should have at least ten (10) Assistant Governors.
2. Minimum criteria in selecting assistant governors include:
  - a. Membership, other than honorary, in good standing in a club in the district for at least three years
  - b. Service as president of a club for a full term, or as 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
  - c. Willingness and ability to accept the responsibilities of assistant governor
  - d. Demonstrated outstanding performance at the club- and/or district-level
  - e. Potential for future leadership in the district

3. Assistant governors are to be appointed on an annual basis. Assistant governors may serve for a period of three one-year terms. Assistant governors may serve an additional period of three one-year terms two years after their last one-year term. It is recommended that no past governor serve as an assistant governor. Any financial support provided to assistant governors in performing their duties and responsibilities is determined by the annual district budget process. It is recommended that the DG, DGE, DGN and DGD meet together to discuss the selection of new assistant governors with the intent of developing a team of assistant governors who provide continuity in the services provided to support the clubs to which each assistant governor is assigned.

**B. Duties and Training of Assistant Governor**

1. Duties for assistant governors include the following in order to support the clubs to which they have been assigned:
  - a. Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and review section 2.010.1 "Failure to Function" of the Rotary International Code of Policy
  - b. Encourage clubs to enter and monitor their goals in Rotary Club Central
  - c. Visit each club regularly, with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the club activities, resources, and opportunities
  - d. Assist club leaders in scheduling and planning for the governor's official visit and attend each club assembly associated with the governor's official visit
  - e. Assist in the development of district goals
  - f. Keep the governor informed on progress of the clubs
  - g. Ensure that clubs update their membership regularly and pay their dues on time
  - h. Coordinate training at the club level with the appropriate district committee
  - i. Promote the District Leadership Plan, the Club Leadership Plan and all applicable RI online tools and resources
  - j. Advise the incoming governor on district committee selections
  - k. Attend and promote attendance at the district conference and other district and international meetings
  - l. Participate in district activities and attend all training seminars
  - m. Provide recommendations on future assistant governor and committee members
2. It is important that assistant governors assist in the development of the district goals prior to the appointment of committees. The objective is to reach a consensus for what the district wants to achieve, and to appoint committees only as necessary to achieve the district goals.
3. The following are recommended topics to be used in training sessions for Assistant Governors:
  - a. Duties and responsibilities
  - b. Joint development of district goals
  - c. Develop relationship between the governor and assistant governor
  - d. Establish procedure to insure attendance of the PEs at PETS
  - e. Club administration and conducting club assemblies
  - f. District finances
  - g. RI programs
  - h. Foundation programs
  - i. System for official visits by governor
  - j. RI theme and Presidential Citation

- k. District committees and task forces
  - l. The use of Rotary Club Central, My Rotary, and/or equivalent Rotary International and district tools.
4. The following is a recommended calendar for Assistant Governors:
- a. January: Governor-elect holds meeting with AGs to discuss the year, establish joint goals and define the duties of both governor and assistant governor. Establish procedure to insure attendance of the PEs at PETS
  - b. February: District AG training
  - c. February/March: Attend PETS as required
  - d. April/May: Attend District Training Assembly and District Conference
  - e. June: Meet with Governor-elect and AGs to finalize club visit plans. Discuss with current District Governor and AG club's strengths and weaknesses

### **III. COMMITTEES IN THE DISTRICT**

#### **A. Committee Procedures**

1. District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and reporting them to RI no later than 31 December in the year prior to service, and conducting planning meetings prior to the start of the year in office. Committees shall be appointed to address on-going administrative functions, as follows:
  - a. Membership Attraction and Engagement
  - b. New Club Development
  - c. Finance
  - d. District Programs (including: Interact, Rotaract, Rotary Youth Exchange, Rotary Community Corps, Rotary Fellowships, Rotary Friendship Exchange, Rotary Youth Leadership Awards (RYLA), etc.)
  - e. Public Image
  - f. District Conference
  - g. The Rotary Foundation
  - h. RI Convention Promotion
  - i. District Training
  - j. Service (including Club Service, Community Service, International Service, New Generations (Youth) Service, and Vocational Service)
  - m. Alumni
  - n. Member Benefit
2. Additional district committees are appointed when they serve a specific function as identified by the governor and the district leadership team.
3. Committee Qualifications: The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair selected be a past governor, governor-nominees, a past assistant governor, or an effective past district committee member. The current district governor cannot serve as a district committee chair.
4. Training Requirements: District committee chairs shall attend the district team training seminar prior to serving as chair. District committee chairs shall attend the district training

assembly. Committee members should participate in district training meetings as outlined in the Rotary Code of Policies sections 20.060 through 20.090.

5. District committees should work with regional leaders (RCs, RPICs, RRFs, E/MGAs) as well as Rotarians appointed by the RI president.
6. Attendance or Participation in Regional Seminars: Seminars may be conducted on a regional or multi-district basis for various Rotary related topics. District committee members should attend or participate in these seminars as appropriate for their role and area of responsibility.
7. Reporting Requirements: District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website

## **B. Committee Descriptions**

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

1. Membership Attraction and Engagement Committee:
  - a. Purpose: The committee will identify, promote and implement membership development strategies within the district that will result in membership growth
  - b. The chair:
    - i. Must have significant knowledge of, commitment to, and experience with membership development and retention activities; and
    - ii. Shall attend training sessions that may be conducted by the Rotary coordinator as appropriate.
  - c. Appointment of Chair:
    - i. To be effective, the district membership attraction and engagement committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to annual review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service.
    - ii. The district governor (if selected) for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.
    - iii. Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term.
  - d. Additional Qualifications of Members:
    - i. Preference should be given to Rotarians who have been successful in inviting new members to join Rotary, implementing membership programs and who are members of clubs that have diversified membership
    - ii. Consideration should be given to those who have served as chairs of club committee(s) related to membership attraction and engagement.
  - e. Duties and Responsibilities:
    - i. Plan, promote and conduct a district membership seminar in consultation with the governor and district trainer.
    - ii. Work with the governor and club leaders to ensure that each club achieves its membership goal.
    - iii. Be familiar with Rotary Club Central and other membership development resources
    - iv. Utilize Rotary Coordinators as resources.

- v. Coordinate district-wide membership development activities.
  - vi. Encourage clubs to participate in RI or presidential membership recognition programs.
  - vii. Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.
  - viii. Identify committee members to all clubs and indicate that members of the committee are available to help them.
  - ix. Encourage clubs to develop and implement an effective membership attraction plan.
  - x. Assist club membership development chairs in carrying out their responsibilities.
  - xi. Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
  - xii. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
  - xiii. Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
  - xiv. Assist in organizing and establishing new clubs.
- f. Additional Training Requirements: In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.
2. New Club Development Committee
- a. Purpose: Under the direction of the governor, the new club development committee shall develop and implement a plan to organize new Rotary clubs within the district. Preference for the position of chair should be given to past district governors or district governors nominee.
  - b. Additional Qualifications of Members: Preference should be given to past district governors who have been active and successful in establishing new clubs.
  - c. Duties and Responsibilities:
    - i. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
    - ii. Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
    - iii. Assist in organizing and establishing new clubs.
  - d. Additional Training Requirements: In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.
  - e. Appointment of Chair:
    - i. To be effective, the district new club development committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to annual review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service.
    - ii. The district governor (if selected) for each of the years of the three-year term of the new club development committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year. iii. Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term.
3. District Finance Committee

- a. Purpose: The district finance committee shall safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and shall prepare a budget and an annual report on the status of the district's finances.
  - b. Structure: The district finance committee shall consist of A total of five (5) members including three Past Governors and two (2) Rotarians. The District Officers defined in section 5.010. of the bylaws of District 5840 will select the members of the committee. The district treasurer shall serve as ex-officio member of the committee. The senior past district governor on the committee serves as chair and presides over the meetings.
  - c. Additional Qualifications of Members: Preference should be given to those with previous service as club treasurer and/or Rotarians with accounting/finance experience.
  - d. Duties and Responsibilities:
    - i. Prepare a budget of district expenditures in cooperation with the district governor-elect to be submitted to the clubs at least four weeks prior to the district training assembly and approved at a meeting of incoming club presidents at said assembly.
    - ii. Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section 16.060.2.
    - iii. Assure that proper records of income and expenditures are kept.
    - iv. Prepare a yearly financial report to be presented by the immediate past district governor according to RI Bylaws section 16.060.4.
    - v. All checks, drafts, and other instruments, including electronic banking transactions for the payment of money drawn from the Accounts shall be signed on behalf of the district by any two of the following officers of the district: the district governor, district treasurer, or chair of the district finance committee. However, it is not necessary for banks to require two signatures on each check. Bank accounts shall be held in the name of the district.
4. District Program Committees
- a. Purpose: District program committees are responsible for promotion and administration of programs at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including:
    - i. Interact
    - ii. Rotaract
    - iii. Rotary Community Corps
    - iv. Rotary Friendship Exchange
    - v. Rotary Fellowships
    - vi. Rotary Youth Leadership Awards (RYLA)
    - vii. Rotary Youth Exchange
  - b. Additional Qualifications of Members: Preference should be given to those with club-level experience with the particular program.
  - c. Duties and Responsibilities:
    - i. Promote an understanding of and effective participation in the programs through regular contacts with each club in the district and through district and intercity meetings.
    - ii. Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district.
    - iii. Visit clubs within the district to speak about effective examples of the use of the particular program and ensure that the clubs are aware of any reporting requirements to RI
    - iv. Encourage and assist club program chairs in carrying out their responsibilities.

- v. Encourage clubs in the district to determine local needs that could benefit from the program.
  - vi. Identify areas for cooperation between club program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
  - vii. Administer district-wide efforts related to the program.
  - viii. Promote publication of program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.
5. Public Image Committee
- a. Purpose: The district public image committee should promote Rotary and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.
  - b. Additional Qualifications of Members: Preference should be given to those who have experience as a club public image chair or Rotarians with media, public image or marketing.
  - c. Duties and Responsibilities:
    - i. Encourage Rotary clubs within a district to make public image a priority.
    - ii. Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
    - iii. Promote Rotary's visual identity and voice.
    - iv. Communicate with the governor and the chairs of key committees to stay informed about district projects and activities.
    - v. Liaise and collaborate with the Rotary Public Image Coordinator.
    - vi. Share RI public image materials with clubs.
    - vii. Seek opportunities to speak to individual clubs about the importance of club public image.
    - viii. Additional Training Requirements: In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Public Image Coordinator as appropriate.
6. District Conference Committee
- a. Purpose: Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the district conference.
  - b. Additional Qualifications of Members: Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and/or to Rotarians who have media, public image or marketing skills.
  - c. Duties and Responsibilities: Under the direction of the governor:
    - i. Select the district conference venue and coordinate all related logistical arrangements.
    - ii. Coordinate the finances of the conference to ensure maximum attendance.
    - iii. Promote conference attendance with particular emphasis on:
      - 1. New Rotarians;
      - 2. All members of newly-organized clubs in the district; and
      - 3. Representation from every club in the district and the family of Rotary.
    - iv. Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
    - iv. Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.
    - v. Provide relevant, motivational, and informative programs

7. Rotary Foundation Committee:
- a. Purpose: The district Rotary Foundation committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor 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.
  - b. Appointing Members of the Committee: The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. The district governor is an ex-officio member of the committee and provides one of two authorizing signatures for the use of the District Designated Fund (DDF) to reflect the decisions of the district Rotary Foundation committee.
  - c. The current governor cannot serve as the DRFC chair.
  - d. Committee Qualifications: It is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians. Committee members should be appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. It is recommended that the District Rotary Foundation Committee Chair be involved in the governor-elect's process for appointing committee members.
  - e. Training Requirements: All members of the district Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC). In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings. Committee members should participate in district training meetings as outlined in Article 23 of the Rotary Code of Policies.
  - f. Appointment and Term of District Rotary Foundation Committee Chair (DRFC chair). To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause. The district governor (if selected) scheduled for each of the years of the three-year term for the DRFC chair will participate in the selection of the DRFC chair. This selection should take place and be reported to TRF no later than 31 December before taking office on 1 July of the same calendar year. The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to district designated funds until the DRFCC is appointed.
  - g. If the governor, governor-elect, and governor-nominee all agree, the district Rotary Foundation committee chair may be removed for cause when there are significant issues that cannot be resolved.
  - h. Duties and Responsibilities of the District Rotary Foundation Committee Chair:
    - i. Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.
    - ii. Oversee and serve as an ex-officio member of all subcommittees.
    - iii. 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.
    - iv. Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
    - v. Serve as the primary contact for district grants.

- vi. 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.
  - vii. Work with the governor and other district committee chairs to ensure Rotary
  - viii. Foundation activities are properly included in such committees.
  - ix. Serve as the primary contact for district grants.
  - x. Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the District Rotary Foundation Seminar, the district training assembly, presidents-elect training seminar, and grant management seminars, focusing on agenda and content
  - xi. Provide support to club Foundation committees.
  - xii. Assist the governor-elect in obtaining input from Rotarians before, establishing district
  - xiii. Foundation goals for implementation during his/her term as governor. xii. Assist the governor in nominating qualified recipients for district Rotary Foundation awards.
  - xiv. 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.
8. District Rotary Foundation Committee Subcommittees
- a. Subcommittees shall be appointed to manage the following Rotary Foundation operations:
    - i. Grants
    - ii. Fundraising
    - iii. Polio Plus
    - iv. Stewardship
    - v. Optional reported subcommittees
  - b. The governor-elect shall appoint members for the open positions of the district Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.
  - c. PolioPlus Subcommittee
    - i. Purpose: The district PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians. The focus of this committee is to encourage fundraising and financial support for PolioPlus.
    - ii. Additional Qualifications of Members: In appointing members of the district PolioPlus subcommittee, preference should be given to Rotarians with club-level experience with the PolioPlus program. A Rotarian who has participated in an immunization event in the field may be given preference as well. At least one member of the committee should be a professional in a relevant field, such as public health, marketing or transportation.
    - iii. Duties and Responsibilities: The PolioPlus Subcommittee shall:
      - 1. Encourage donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus.
      - 2. Organize at least one PolioPlus district activity during the year.
      - 3. Work with the Foundation chair, district public image committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities.

4. Assist the governor and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.
- d. Grants Subcommittee
- i. Purpose: The grants subcommittee is responsible for promoting and encouraging implementation of district grants, global grants, and participation in the Rotary Peace Centers program.
  - ii. Additional Qualifications of Members: In appointing members of the district grants subcommittee, 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.
  - iii. Duties and Responsibilities: The Grants Subcommittee shall:
    1. Serve as a district expert and resource on all Rotary Foundation grants.
    2. Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district.
    3. Provide input on DDF distribution.
    4. Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants.
    5. 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.
    6. Establish and maintain appropriate grant management recordkeeping systems.
    7. Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholar, and vocational training team recipients before their departure or upon their arrival.
    8. Distribute applications to potential Rotary Peace Fellows and select qualified applicants.
- e. Fundraising Subcommittee
- i. Purpose: The fundraising subcommittee is responsible for the district's fundraising strategy and helping clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund.
  - ii. Additional Qualifications of Members: In appointing members of the district fundraising subcommittee, preference should be given to Rotarians with professional expertise in fundraising, sales, marketing, public image, or a financial field.
  - iii. Duties and Responsibilities: The Fundraising Subcommittee shall:
    1. Assist and advise clubs on setting fundraising goals and strategies for achieving them.
    2. Organize club and district fundraising activities.
    3. Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.
    4. Coordinate donor appreciation events within the district to ensure that donors are given appropriate recognition.
    5. Provide input on DDF distribution.
- f. Stewardship Subcommittee
- i. 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.

- ii. Additional Qualifications of Members: In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional expertise in auditing or accounting and those with experience with a Rotary Foundation grant.
  - iii. Duties and Responsibilities: The Stewardship Subcommittee shall:
    - 1. Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
    - 2. 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.
    - 3. Oversee the qualification of clubs, including assisting with grant management seminars.
    - 4. 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.
    - 5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
    - 6. 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.
9. Convention Promotion Committee:
- a. Purpose: The committee shall promote attendance at the annual Convention to Rotarians throughout the district.
  - b. Additional Qualifications of Members: Preference should be given to Rotarians who have attended a minimum of one previous RI Convention and/or with marketing skills.
  - c. Duties and Responsibilities:
    - i. Attend club and district meetings to promote the convention;
    - ii. Serve as a local resource for convention materials and information;
    - iii. Create or expand a district website with links to RI's website;
    - iv. Identify and target potential registrants by e-mail, letters, and other methods of communication.
10. District Training Committee
- a. Purpose: The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district.
  - b. Committee Chair: The district trainer serves as the chair of the training committee and assigns responsibility for training meetings and functions as necessary.
  - c. Additional Qualifications of Members: Preference should be given to Rotarians with training, education or facilitation experience.
  - d. Duties and Responsibilities:
    - i. The committee must have a clear understanding that it is responsible to the convener of each meeting.
    - ii. The committee should work with the governor-elect on training needs in the district for the current Rotary year related to:
      - 1. PETS
      - 2. District training assembly
      - 3. District team training seminar
      - 4. Assistant governor training

- iii. The committee should work with the governor on training needs in the district for the current Rotary year related to:
    - 1. District leadership seminar
    - 2. Rotaract leadership training
    - 3. Club-level training
    - 4. Other training events in the district, as appropriate
  - iv. The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training related issues.
  - v. 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 the Rotary International board recommended curricula)
    - 2. Conducting sessions
    - 3. Identification of speakers and other volunteers
    - 4. Preparing training leaders
    - 5. Program evaluation
    - 6. Logistics
    - 7. Marketing to target audiences
  - vi. As District 5840 is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of Lone Star P.E.T.S., will select an individual to develop and conduct district-level training at PETS. This individual should be a member of this committee.
11. District Alumni Committee
- a. Purpose: To develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni
  - b. Additional Qualifications: Preference should be given to those who are alumni or have professional experience working with alumni
  - c. Duties and Responsibilities
    - i. Work in conjunction with other district committees, particularly membership, Foundation, and New Generations, to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary program, etc.) and connect those individuals to clubs and district activities.
    - ii. Create awareness of how to work with alumni to maintain their relationship with Rotary
    - iii. Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI
    - iv. Abide by privacy and youth protection policies and local law.
    - v. Support and coordinate alumni events and associations, where appropriate.
12. Member Benefit Committee
- a. Purpose: The committee will market and promote Rotary Global Rewards to clubs.
13. Additional Committees
- a. District Rules and Procedures Committee
    - i. To advise and assist governors on nominations and elections and other matters involving RI's constitutional documents. The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment. Appointments to the committee are made by the governor at the

conclusion of his or her year in office. Members should be knowledgeable about RI's constitutional documents and election procedures.

- ii. Governors with questions concerning RI election policies and procedures that they cannot resolve within their districts with the assistance of their Rules and Procedures committee should contact their Club and District Support representative or the RI director from their area for assistance.
- b. International Service Committee
- i. To help enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants. The district international service committee chair shall be concerned with promoting greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service, with a special emphasis on improving global grant applications and the development of partnerships between international Rotary clubs and districts. The district international service committee chair will confer and cooperate with other leaders from across the district including but not limited to the district Rotary Foundation, grants subcommittee, community service, vocational service and alumni committees, to identify and promote resources for improved projects and grants. The district international service committee will also collaborate with district Rotaract representatives, Rotarian Action Groups, the The Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with global grant applications.
  - ii. To be effective, the district international service committee chair must have continuity of leadership and success planning. A district's governor-elect, in consultation with the immediate past district governor and district governor-nominee, is encouraged to appoint a past district governor, past regional Rotary Foundation coordinator, or a past assistant regional Rotary Foundation coordinator to chair this committee, serving a recommended term of three years without reappointment limits.
- c. District Youth Exchange Committee
- i. To promote Youth Exchange as an opportunity for the development of international understanding. Governors are encouraged to appoint Youth Exchange committees and officers. Governors are encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. Recognizing that the special technical knowledge and experience required by the Youth Exchange program encourages a multi-year tenure of the district Youth Exchange chair and may sometimes necessitate the continuation of the chair's length of service for a longer period than three years in order to provide for an adequately trained successor.
  - ii. To be effective, the district Youth Exchange committee must have continuity of leadership and succession planning. If a change in the district Youth Exchange chair is desired, the governor-elect is highly encouraged to consider candidates with a general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange programs. Attendance at a Youth Exchange conference beyond the district level should be regarded as positive attributes. Consultation with the current district governor, the district Youth Exchange chair, and district Youth

Exchange committee members as well as the governor-nominee can provide valuable insight into the selection process by the governor-elect. Such cooperative efforts are instrumental in ensuring success given the recommended district Youth Exchange committee experience of the person selected as well as the desired multi-year tenure of that position subject to the recommended three-year limitation on consecutive length of service. Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

- iii. The district Youth Exchange officers or committees are under the supervision of their respective governors. Each governor is urged to do everything possible to foster Youth Exchange activities in the district, while retaining authority and ensuring that no personal financial profit is being made from such activities.
- d. District Community Service Committee
  - i. The role and responsibilities of this committee are to:
    1. help identify new trends, issues or problems within the district that clubs may want to address
    2. visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects
    3. encourage and assist club Community Service chairs in carrying out their responsibilities
    4. encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas
    5. maintain intercommittee communication with other district committees
    6. organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects
    7. identify areas for cooperation between club Community Service projects and local nonRotary service organizations, by sharing information and helping clubs to set goals
    8. request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly letter, and report to RI for possible publication
    9. organize exhibits of outstanding Community Service projects at district and zone meetings
    10. organize district-wide Community Service activities.
- e. District Rotary Fellowships Committee
  - i. It is recommended that governors appoint a district Rotary Fellowships committee with a chair and at least three members to be responsible for encouraging participation in Rotary Fellowships among the clubs of the district. District governors should appoint a Rotarian who is a member of a Rotary Fellowship to serve as the district Rotary Fellowships chair to coordinate the following activities within the district:
    1. Schedule club visits to present information on Rotary Fellowships
    2. Invite current fellowship members within the district to attend presentations
    3. Communicate with individual fellowship officers listed in the Official Directory and the Global Networking Groups Directory to gather information on



5. District Training Assembly,
  6. District Leadership Seminar (recommended), and
  7. District Public Image Seminar (recommended).
- B. District Team Training Seminar**
1. Purpose: The purpose of the district team training seminar is to
    - a. Prepare incoming assistant governors and incoming district committee members and chairs for their year in office
    - b. Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs.
  2. District Team Training Seminar Participants
    - a. Participants in the District Team Training Seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members in the next Rotary year.
  3. District Team Training Seminar Components
    - a. To achieve the stated purpose of the program, the following components will be included in the district team training seminar:
      - i. RI theme
      - ii. District administration
      - iii. Role and responsibilities
      - iv. Working with your clubs under the Club Leadership Plan and District Leadership Plan Understanding Rotary Club Central
      - v. Resources
      - vi. Annual and long-range planning
      - vii. Communication
    - b. District Team Training Seminar Time Frame
      - i. One full-day District Team Training Seminar should be held following the International Assembly and before PETS
    - c. District Team Training Seminar Leaders
      - i. The governor-elect is responsible for the overall program of the District Team Training Seminar. The district trainer is responsible for planning and conducting the Seminar.
      - ii. The Seminar leadership team shall include qualified past governors.
- C. Presidents-elect Training Seminars (PETS)**
1. Purpose of PETS: The purpose of the presidents-elect training seminar (PETS) is to:
    - a. Prepare incoming club presidents for their year as president
    - b. Give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build their working relationship
  2. Participants
    - a. All club presidents-elect in the district shall attend the PETS as required by Article 13 Section 5 of the Standard Rotary Club Constitution.
    - b. Other participants should include the governor-elect, assistant governors, and the district trainer.
    - c. Assistant governors shall assist the governor-elect with team building among the presidents-elect to whose clubs they are assigned, the governor-elect, and themselves.
    - d. The district trainer shall work with the governor-elect in developing training materials and conducting the training session for the PETS Seminar Leadership Team
  3. Lone Star P.E.T.S.

- a. District 5840 is a member district of the multi-district PETS organization named “Lone Star P.E.T.S.” and the governor-elect works with the operating chair and committee of Lone Star P.E.T.S. to ensure the program meets the requirements and purpose of PETS.

**D. District Training Assemblies**

1. Purpose of the District Training Assembly: The purpose of the district training assembly is to:
  - a. Prepare incoming club leaders for their year in office and build their leadership team
  - b. Give the district governor-elect, and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship.
2. District Training Assembly Participants: The participants in the district training assembly shall be club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year.
3. District Training Assembly Components: The following components will be included in the district training assembly for each functional group participating in the training:
  - a. RI theme
  - b. Roles and responsibilities
  - c. Policies and procedures
  - d. Selecting and training your team
  - e. Developing annual and long-range plans
  - f. Resources
  - g. Case study exercise
  - h. Team building exercise: finalizing club goals
  - i. Problem solving exercise
4. The functional groups participating in the training include
  - a. Club administration
  - b. Club public image
  - c. Membership
  - d. Service projects
  - e. The Rotary Foundation
  - f. Secretary
  - g. Treasurer
  - h. President-elect (Note: Presidents-elect will focus on public speaking and motivating Rotarians so as not to repeat the training they receive at PETS.)
5. District Training Assembly Time Frame
6. The district training assembly should consist of a one full-day seminar preferably to be held during the month of March, April or May, but after PETS.
7. District Training Assembly Leaders
  - a. The governor-elect is responsible for the overall program of the district training assembly. The district trainer is responsible for planning and conducting the assembly. The district chairs related to the functional areas are responsible for leading the related breakout sessions. For the presidents-elect sessions, past governors and assistant governors should be used as appropriate
8. Attendance at District Training Assembly
  - a. Members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year, before accepting office, should be required by their respective clubs to pledge themselves to attend the district training assembly.

- b. Each club shall adopt a policy of paying the expenses of the president-elect to the district training assembly without diminishing the importance of other designated participants in the district training assembly.
  - 9. Scheduling of District Training Assembly
    - a. Where circumstances require, if the district conference is held during April, consideration may be given to holding the district training assembly and the district conference as consecutive meetings, provided that, in any such scheduling of the meetings the district conference is held as the second such meeting. Such consecutive meetings should be scheduled without reducing the time required for each such meeting and with due regard for the essential features of each.
- E. **District Leadership Seminar**
  - 1. Purpose of the District Leadership Seminar: The purpose of the district leadership seminar is to motivate Rotarians in the district to serve Rotary beyond the club level.
  - 2. Participants in the District Leadership Seminar: Interested Rotarians who have served as club president, or have served for three or more years in a leadership role or who are interested in further leadership roles in the club or district may participate in the District Leadership Seminar.
  - 3. District Leadership Seminar Components: To achieve the stated purpose of the program, the following components will be included in the district leadership seminar:
    - a. Leadership and motivational skills
    - b. International service projects
    - c. District meetings
    - d. Program electives
    - e. Leadership opportunities
  - 4. District Leadership Seminar Time Frame: One full day District Leadership Seminar should be held immediately prior to or after the district conference.
  - 5. District Leadership Seminar Leaders: The governor is responsible for the overall program of the District Leadership Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors and assistant governors appointed by the governor.

## VI. CLUB LEADERSHIP PLAN

- A. The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club.
- B. The elements of an effective club are to:
  - 1. Sustain and/or increase its membership base
  - 2. Implement successful projects that address the needs of its community and communities in other countries
  - 3. Support the Rotary Foundation through both financial contributions and program participation
  - 4. Develop leaders capable of serving in Rotary beyond the club level
  - 5. To implement a Club Leadership Plan, current, incoming and past club leaders should:
    - a. Develop a long-range plan that addresses the elements of an effective club
    - b. Set annual goals and enter them in Rotary Club Central
    - c. Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary
    - d. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees

- e. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders
- f. Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders
- g. Provide opportunities to increase fellowship among members of the club
- h. Ensure that every member is active in a club project or function
- 6. Develop and implement a comprehensive training plan that ensures:
  - a. Club leaders attend district training meetings as appropriate
  - b. Orientation is consistently and regularly provided for new members
  - c. Ongoing educational opportunities are available for current members
  - d. A leadership skills development program is available for all members
- C. Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The club should review their Club Leadership Plan on an annual basis.
- D. Club Committees: Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president- elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-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. It is recommended that the chairs have previous experience as a member of the committee.
- E. Standing committees should be appointed as follows:
  1. Membership - this committee should develop and implement a comprehensive plan for the recruitment and retention of members.
  2. Club Public Image - this committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
  3. Club Administration - this committee should conduct activities associated with the effective operation of the club.
  4. Service Projects - this committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
  5. The Rotary Foundation - this committee should develop and implement plans to support The
  6. Rotary Foundation through both financial contributions and program participation. Additional ad hoc committees may be appointed as needed.
  7. Training Requirements: Club committee chairs should attend the district assembly prior to serving as chair.
  8. Relation to the District Leadership Team: Club committees should work with assistant governors and relevant district committees.
  9. 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.

**Exhibit A**  
**Rotary International District 5840**  
**Disaster Plan**

**I. MISSION**

The mission of District 5840 Disaster Relief is to encourage disaster preparedness on the part of individual Rotarians, to form partnerships at the local, regional and state levels to mitigation, response and recovery efforts under the direction of and when requested by the appropriate emergency operations center, and to provide funds, supplies and recovery operations to alleviate human suffering caused by disasters that may impact people locally, primarily, but also regionally or worldwide.

**II. PURPOSE**

The purpose of the District Relief Plan is to provide general guidance for disaster activities and an overview of our methods of preparedness, response and recovery as is applicable to District 5840. The plan describes our disaster relief operation and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. District 5840 wishes to be an integral part of disaster relief within our District and whenever possible assist in disaster relief for events that occur outside the boundaries of our District. The plan also outlines guidance for district participation in relief efforts during disasters occurring outside of the district. Finally, this plan outlines steps that individual Rotarians and clubs should take to prepare for and respond to disasters.

**III. DUTIES AND RESPONSIBILITIES**

- A. The committee shall meet at least twice each year and shall be responsible for planning and coordinating the district's response to disasters in District 5840 and elsewhere.
- B. Developing a comprehensive disaster preparedness plan and revising as needed in order to be responsive to future disasters.
- C. Considering disaster relief assistance in the form of funds, supplies, equipment, volunteers or any other resource available to the District. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation or it may choose to withhold disaster relief for any disaster.
- D. Oversight, along with the District Treasurer, of all funds to be used for disaster relief.
- E. Writing grants so as to ensure that district funds are applied for within a specified time. Rotary grant applications must be completed within five days of a disaster.
- F. Solicitations to individual clubs within the district for specific materials, monies or services needed to assist with the District's disaster relief efforts.
- G. The District DRC will designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names, addresses, and telephone numbers will be provided to all clubs in the district. Likewise each club with a DRC committee should provide appropriate contact information to the District DRC.
- H. The District DRC will encourage each club in the District to appoint a Club Disaster Coordinator.
- I. The District DRC will provide training to club coordinators and other interested members.
- J. The District DRC will provide a Club Disaster Plan template to be utilized by each club.
- K. Members of the District DRC will be trained in the National Incident Management System (NIMS) to a minimum of the ICS 200 level.

#### **IV. HANDLING OF FUNDS**

All funds will be sent directly to the District 5840 treasurer and earmarked for disaster response. These funds will be kept in and disbursed through a special sub account within the District 5840 501(c)(3) in accordance with IRS regulations and RI and District policies. It is important that proper procedures be followed. In the event that more funds are received than are needed for a particular event, the District Disaster Committee may keep those funds in the disaster account, authorize their use for another disaster, or contribute them to an RI recognized partner like Shelter Box. Should that happen, clubs will be recognized for their contribution on a pro rata basis.