



## District 9800 Service Program Policy

### 1. Background

The purpose of this District Policy is to assist the District, Avenue of Service chairs and Clubs to appropriately manage the application and governance of Service Programs accepted by District 9800 as Rotary International programs, Multi District programs and District Recognised programs. The Policy seeks to specify the advantages in obtaining acceptance as a District program as well as the respective responsibilities for such programs and the clubs that sponsor them.

#### 1.1 Types of programs:

1. **Rotary International (RI) programs** are run in multiple countries including Australia, and are administered under established RI policies. This section includes projects that are:
  - a) RI programs that are managed locally by a committee under the auspices of the District (e.g., Youth Exchange, RYLA, Interact).
  - b) Supportive RI programs (e.g., RLI, Visioning).
  - c) RI programs not managed within the District but with a District Coordinator to represent and promote the RI program (e.g. Fellowships and friendship exchanges).
2. **Multi District (MD) programs** are RI, Australian or state wide programs that are generally accepted by Rotary Districts in Victoria or Australia. They have a district representative or coordinator to promote and support the program within the district (e.g. Shine- On awards, DIK, ARH, ROMAC, PROBUS, NYSF, RYPEN).
3. **District Recognised (DR) programs** are established programs proposed by a sponsor Club in D9800, have been endorsed via an application process, and approved for DR status by the D9800 Board. **These programs remain under the management of the sponsoring club with a coordinator and committee.**

All previously used terminology (Endorsed or Managed programs) ceased to be used many years ago and are no longer relevant. Any existing program under a previously used title will be invited to reapply under the most appropriate program type applicable.

**Appendix A of the District 9800 District Service Program Policy contains a list of current District Service Programs, their sponsor club and category.**

### 2. Advantages

The advantages of having a program accepted in one of these categories include the following:

- Invitation to participate at District events including the District Conference, Rotary Marketplace/Showcase events, and District Assembly.
- Promotion on the District website, in the District Directory, through District communication platforms such as Networker and Newsletters to Rotary club Presidents and Secretaries.



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- Insurance is provided to all Rotarians under the general Rotary Insurance available in Australia. It is the responsibility of the sponsor club or District program coordinator to ensure the terms and conditions of the insurance policy are met. Where extra insurance is required, it is up to the program coordinator or sponsor club to ensure this is acquired and funded. Non-Rotarians participating in programs are also covered under certain circumstances (i.e., recorded as a volunteer).

This support will encourage further collaboration of clubs and highlight best practice service projects to other clubs in the District. The program can be scaled through the support of other clubs or replicated by clubs both from within and outside of the District.

### 3. Program Management

For some RI programs the DG and program chair are responsible for the management of the Service Program.

For MD programs, the Program Coordinator/Chairs are responsible for the overall management and operations of their Service Program.

**For DR programs, Sponsor Club/s and the Program coordinator are responsible to the Board of the sponsor Club(s).**

**The Board of the program sponsor Club(s); or autonomous organisations are responsible for management and governance of the program, and ensuring requirements of DR programs are followed.**

**The requirements of Service Programs include:**

- Send monthly updates to the AOS chair on the program activities. This would be appreciated and assist with AOS reporting to the District monthly meeting.
- **Must** send quarterly reports to the AOS chair to update on programs activities.
- **Must** submit an annual report to the AOS and DRP committee by 31 March each year. This may incorporate part of the renewal application.

At any time, Clubs and Program Coordinators may be requested to provide additional information or clarification related to the operation or management of the DRP.

Any issues arising in the operation or management of the program needs to be brought to the attention of the District Governance Director and the District Avenue of Service Chair. This should occur within 48 hours of the incident being identified.



### 4. District Recognised Programs

#### 4.1 Characteristics of a District Recognised program

District Recognised Programs will incorporate many of the following characteristics which will be assessed as part of the application and renewal process:

- 1) Programs with a proven track record of success with measurable impact beyond the Club or District, or has the potential to grow to this scope.
- 2) Programs should be scalable and reproducible -e.g., a program that can be reproduced in more than one Club in the District.
- 3) Offers hands-on volunteering opportunities enabling Rotarians, friends of Rotary and potential members to get involved .
- 4) Is sustainable especially in respect to management, funding and resourcing.
- 5) Addresses one or more of the Foundation's seven areas of focus being – peace and conflict prevention, disease prevention and treatment, water, sanitation and hygiene, maternal and child health, basic education and literacy, community economic development and supporting the environment.
- 6) Programs must have an established governance structure. This will include a committee to manage the program that is endorsed by the sponsoring Rotary club. The committee must consist of members from the sponsoring club and include other members of that club or other clubs involved in the program from within D9800. The committee can also include Rotarians from other districts or organisations directly involved in the program. A chairperson must be identified and responsible for reporting to the sponsor club and the District.
- 7) An established process of reporting regular financial statements to the sponsor club. This will be required to be sent to the District AOS chair if the program is accepted as a DRP.

#### 4.2 Application Process

##### 4.2.1 Clubs

Applications can be made by District 9800 clubs at any time during the year. All applications should be sent to the relevant Avenue of Service Chair for assessment with a copy to the District Governance Director at [governance@rotarydistrict9800.org](mailto:governance@rotarydistrict9800.org).

Applications for new programs or renewing programs must:

- **Be made on the D9800 District Recognised Program application/renewal form (Appendix B).**
- Have many of the characteristics listed in the section above.
- Have been operational for at least 2 years and achieving their existing goals
- Address all elements of the application
  - Executive summary
  - Funding needs and how they are realised
  - Operational and Financial performance since inception
  - Existing and planned management structure
  - Business plan
  - How OH&S and WWC issues are addressed where relevant
  - Be signed by the sponsor club President and Program committee chair.



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### 4.2.2 Avenue of Service Chair

On receipt of applications/renewals the relevant Avenue of Service Chair is responsible for the following actions:

- Review paperwork to ensure the application meets the criteria contained in this policy.
- Engage with the applicant to confirm elements of the application as necessary.
- Advise sponsor club and program committee chair on required changes or additions to the application (no obligation on applicant to accept).
- May bring other similar activities to attention of the applicant to build capacity and avoid unnecessary duplication of effort.
- The AOS chair must inform the District Governance chair of their progress and actions at regular intervals.
- **The AOS chair must complete the review within one month** of receipt and either:
  - Respond to the applicants with suggestions to improve the application
  - Send a recommendation to the District Secretary and District Governance Chair for review at the next available District Board Meeting.
- Recommendations should include the Club name, program name, a 2-line summary of recommendation and the actual application.

**AOS chairs are able to consult with the District Recognised Programs committee, the District Governance Director or DG for advice and support with the application.**

### 4.2.3 District

The District Secretary shall acknowledge receipt of recommended DRP applications to the AOS chair and add to agenda of next board meeting.

The District Board will review each application at the meeting and decide to endorse or not -endorse each application.

The District Board decision will be communicated to the AOS chair within 1 week of the Board meeting. Feedback will be included for applications that are not endorsed.

The District Governor /Secretary will communicate with the Club President and Program Committee chair for successful applications to announce the result and send congratulations.

### 4.2.4 Renewal Process

All DR programs will be accepted for a period of one year and aligned in April each year for another 12 months based on the performance of the program, provision of required reporting and recommendation by the relevant AOS chair. The required reporting is outlined in part 3, the Program Management section of this policy.

All DR programs must submit an application for renewal by 31 March each year. Programs in their first 6 months of endorsement will not need to reapply but will in subsequent years. DR Program chairs and sponsor clubs will be contacted by the AOS chair at least 6 weeks prior to the renewal date (31 March) as a reminder to submit the renewal application. As previously mentioned, all renewal applications must be made using the D9800 District Recognised Program application/renewal form.



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If programs do not provide required information in a timely manner, they may be reviewed by the District (refer to the review process below). This may lead to not being endorsed for the following year.

All other Service Programs (RI and Multi District) will be automatically renewed each year on the advice of the AOS chair and Governance director. Service Program coordinators will be appointed by the AOS chair and reported to the District Governance director and District Board each year.

### 5. Review process

#### 5.1 Club

Sponsor Clubs and Service Program coordinators are responsible for immediately notifying the District via the AOS chair and Governance director of any issues associated with the program. This should occur within 48 hours of the issue being identified.

Sponsor clubs and Service Program coordinators should review the issue and provide a timely report to the AOS and District Governance director on the issue and any actions taken to resolve the issue.

A review may include but is not limited to the following reasons:

- Failure to provide necessary reports as outlined in the Program Management section of this policy
- Report of misconduct in the management of the program
- Report of failure to adhere to District Policies (e.g., Youth protection, Code of conduct, Abuse and Harassment, Sexual harassment, Privacy, Social Media, Mutual respect)
- A serious breach of the approved Rules and Bylaws of the sponsor Club or District
- A serious occurrence resulting in risk to the sponsor Club or District that may involve an Insurance claim

#### 5.2 District

Based on the items above and the response of the Club or Service Program coordinator the District reserves the right to review any Service Project.

The District review process may incorporate escalating actions on behalf of the District and the process may ultimately lead to the Service Program being de-endorsed by the District Board. This includes failure to comply with the requirements for reporting outlined in part 3 of this policy.

A District review process will be led by the AOS Chair with support as required by the District Governance director, members of the District Service Program (DSP) Committee or others approved by the District Governor or District Board.

Sponsor Club Presidents and DR Program coordinators are required to fully support the review process. Other people involved in Service Programs may also be relied upon to support the review.

Failure of a Club or Service Program coordinator to comply with requests for information related to a District review of a Service Program will lead to the following actions.

**A First Notice reminder** – a reminder will be issued when an agreed due date for a report has elapsed. The expectation is that the Club President or DR Program committee Chair will respond within 14 days and provide the report or negotiate a date for the report to be submitted within 28 days of the initial due date.



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**A Second Notice reminder** – a Second Notice reminder will be issued when an agreed due date for a report has elapsed. The expectation is that the Club President or DR Program committee Chair will respond within 14 days to provide the report.

**A Final Notice** – failure to comply with the Second Notice reminder within the 14-day timeframe will result in the AOS chair notifying the DR Program that they are sending a recommendation to the District Board to de-endorse the program.

Where a dispute arises in relation to the District actions or decision on a DRP the sponsoring club may refer the dispute as per the District Constitution section 35, Disputes and Mediation (Grievance Procedures).

### 6. District Service Program (DSP) Committee

The DSP committee reports to the District Governance Director and is responsible for:

- Regular review and updating of this policy (minimum every 2 years)
- Liaising with and supporting the Avenue of Service Chairs review of applications for endorsement of programs against the characteristics required for programs.
- Providing advice to the District Governance Director, District Governor and Board related to the policy and application process
- Maintain a record of all Endorsed Programs including:
  - Name of Program
  - Name of Sponsoring D9800 Club
  - Name of contact person (chair) for the DR program committee
  - Date of endorsement

The DSP Committee Membership shall include 3 people and the District Governance director.

The Committee Chair and members shall be appointed by the DGEN and Governance director.

Committee members will serve a term of 2-3 years and they can be reappointed for another period of time not exceeding an additional 2-3 years.

Ideally there will be rolling committee membership of 1-2 years with a member to retire at the end of each 1-2 years unless reappointed for another period of time.