



District 7030

Southern Caribbean Islands and the
Guyanas

Manual of Procedure

Version 1.02 – May 2020

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1. Introduction

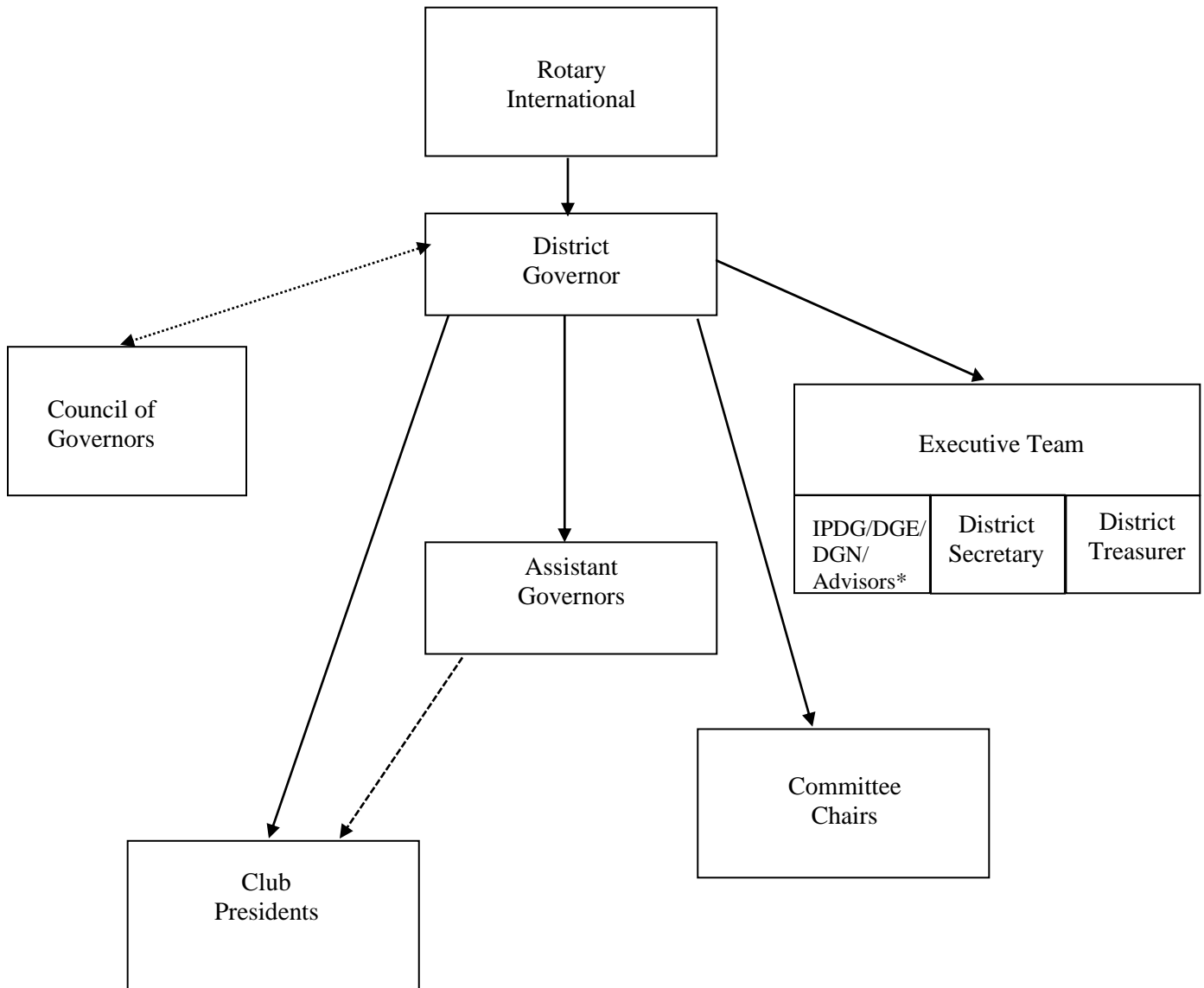
District 7030 is unique as a District within Rotary International and needs to set certain guidelines in place to assist the incoming and current leadership in their administration of the District. This Manual of Procedure is intended to be a guide to the procedures that have worked over the years.

In no way, should any recommendation in this Manual of Procedure contradict or supersede the RI Manual of Procedure or Code of Policies. The rules of Rotary International must always apply and are adhered to by the leadership.

Therefore, this Manual of Procedure is consistent with the RI Manual of Procedure but provides more detail in some cases and applies the rules to the unique aspects of the District.

District 7030 comprises seventy-two (72) clubs in seventeen (17) countries/territories, with over two thousand two hundred (2,200) Rotarians.

2. Organization Chart



3. The District Governor

The District Governor:

1. Shall meet all the qualifications for the position as outlined in the RI Manual of Procedure. It is recommended that he/she has served as Assistant Governor or District Secretary prior to taking office.
2. Is recommended by the Nominating Committee of the Council of Governors and then approved by the clubs of the District at the District Conference.
3. Shall begin his/her term of office on July 1st of the year for which he/she was elected.
4. Shall participate in all training designed for incoming Governors by the District, Zone and Rotary International.
5. Shall be prepared to administer the District in an organized and efficient manner.
6. Shall assist in training future District Governors.
7. Shall involve the incoming Governors in all District meetings and keep them informed of activities within the District.
8. Shall be knowledgeable of the rules outlined in the RI Manual of Procedure and the District Manual of Procedure.
9. Shall, prior to taking office, arrange to obtain the appropriate regalia from the soon to be Immediate Past District Governor.
10. Must ensure that a report is made to the District Conference on the current finances, the last audit and the budget for the upcoming year.
11. Shall follow up with clubs to ensure that the club responsible is supporting any global grants from The Rotary Foundation or district grants from the District. He/she shall also seek to ensure that the documentation process is completed in a timely manner and any outstanding projects are brought to completion.
12. May organize a hand-over event in order to turn the District officially over to the incoming Governor. However, this is at the discretion of both District Governors who will take into consideration the cost of the event as well as the need to support club handovers at the end of the year.
13. The District Governor may also design a District logo for the year if he/she so chooses, but this shall not detract from Rotary International's logo.
14. Shall administer the District from the funding received from Rotary International and the District Dues disbursed by the District Finance Committee from the District's account maintained by the Committee.

4. Election of District Governors

(a) Nominating Committee

The Nominating Committee for District Governor shall be made up of the five (5) most recent Past District Governors, who are available and willing to serve and are still ordinarily resident in the District.

The Immediate Past District Governor, (or if he/she is unavailable or unwilling to serve or is not ordinarily resident in the District, the next most recent Past District Governor) shall serve as Chair of the Nominating Committee.

The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best-qualified candidate for District Governor. The District Governor will inform the clubs of the name and club of the nominee. The District Governor will put forward that nomination to the District Conference.

The selection and nomination procedure will follow the Rotary International Bylaws.

The Governor shall declare the candidate of the District nominating committee to be the Governor-nominee where no challenging nomination has been received by the established date. This declaration shall be made to all clubs in the District within fifteen (15) days of the deadline.

(b) Notification to Clubs

The current District Governor shall notify all clubs by October 15th that nominations are solicited from the Clubs for the future District Governor. Those nominations should be sent to the Nominating Committee for consideration no later than November 15th of each year.

(c) Selection Process

The candidate must prepare a one-page résumé giving particulars of his/her personal, business and Rotary life and a vision statement for the District. This résumé should be provided to the Nominating Committee along with the completed form H. At the District Conference where the delegates nominate the candidate, he/she should introduce himself/herself to the Conference providing a brief acceptance speech.

The Nominating Committee will interview the candidates nominated for the position of District Governor in order to better assess the suitability of the candidates for the role, as provided for in the DG Nomination Interview Process set out in Appendix III.

(d) Approval of Nominee

The District must approve its District Governor during the District Conference held two (2) years prior to his/her term, and the nominee will attend the Zone Institute first as DGN and again as DGE. Essentially, this provides two (2) years for the Rotarian to prepare for his/her year as District Governor.

(e) Challenge to Nomination

Any club which has been in existence for at least one year as at the beginning of that Rotary year may propose a challenging candidate for governor-nominee, provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor within fourteen (14) days of the announcement of the selection for governor-nominee.

The Governor will inform the clubs of the name of any challenging candidate. The Governor will inquire whether any

club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with the challenge. Such resolutions must be filed with the Governor by the date determined by the Governor. Only challenges that have been concurred to by at least five (5) other clubs which have been in existence for at least one (1) year as of the beginning of that year or 10% of the total number of clubs as at the beginning of that year in the District which have been in existence for more than one (1) year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club's bylaws as determined by the Governor shall be considered valid.

The Governor shall notify, within seven (7) days following the deadline, all clubs in the District where a valid challenging nomination has been received by the deadline. Such notice shall include the name of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon at the District conference if the challenge remains effective up to the date set by the Governor.

(f) Voting

The ballot at the District conference shall follow Rotary International Bylaws. All clubs with more than one (1) vote shall be cast for the same candidate, failing which, the votes from such club will be declared to be spoiled ballots.

5. Council of Governors

(a) Composition

Past District Governors provide a reservoir of talent and experience. Therefore, all Past District Governors, the District Governor Elect, the District Governor Nominee and the District Governor Nominee Designate, shall constitute a Council of Governors, to assist the District Governor at his/her request and under whose direction and supervision the Council shall function.

(b) Chair and Secretary

A Chair shall be selected by the Council. The DGN will act as Secretary.

The Council Secretary (DGN):

1. Shall serve as recording secretary for all / any meetings during the year.
2. Shall assist the District Governor in organizing the agenda for meetings.
3. Shall assist the Council in ensuring that the District is following the rules of Rotary.

(c) Meetings

The Council shall attempt to meet at least twice each year, at times and locations convenient, including during the District Conference.

(d) Role

The Council of Governors serves in an advisory capacity and is expected to assist the District Governor wherever possible. The Council will use some of its meeting time to “brainstorm” and consider creative and innovative ways to resolve difficult situations in the District, establish structures and protocols and align with changes in RI and Zone where necessary.

The District Governor will provide an update on the District at each Council meeting, including information about the clubs (strong and weak), the financial position, Rotary Foundation and any other pertinent situations about which the Council needs to be aware or with which it may be able to assist.

(e) Audit Committee

The Audit Committee shall be made up of three (3) members of the Council of Governors, appointed by the Governor on the recommendation of the Council and should rotate on an annual basis. The Audit Committee should ensure that annual District audits are conducted as required by the RI Manual of Procedure.

6. District Appointments

The District Governor must announce his/her appointments to the District as early as possible, but no later than the District Conference prior to taking office. The following positions must be appointed at a minimum, along with any additional requirements made by Rotary International:

District Secretary

- i. This Rotarian should be a Past President/Assistant Governor who has a good understanding of the RI Manual of Procedure and the workings of the District.
- ii. He/she must be readily accessible to the District Governor.
- iii. The District Secretary will assist the District Governor with all secretarial aspects of the administration of the District, including correspondence and reporting requirements.
- iv. He/she will also follow up with clubs to ensure timely and accurate reporting on Club Central.
- v. This position is appointed on an annual basis, by the District Governor.

District Treasurer

- i. This Rotarian should also be a Past President/Assistant Governor who has a good understanding of the rules of Rotary and the workings of the District.
- ii. He/she must ensure that the financial position of the District Governor is properly recorded and all reporting is provided on a timely basis.
- iii. He/she also must ensure that all clubs remit dues to the District and to Rotary International by the deadlines provided.
- iv. All records need to be submitted for an external audit at the completion of the year.
- v. He/she will report to the District Conference prior to their year of office the budget of the District and will report to the District Conference after their year of office the audited statements of the District.
- vi. The District Treasurer will ensure that proper financial procedures are followed.
- vii. He/she will also see that the distribution of funds is in accordance with the District rules and the rules of Rotary International.
- viii. This position is appointed on an annual basis.
- ix. It is important that the District Treasurer notify his/her successor prior to June 30th, at the end of the year, of any unpaid district dues. This information will allow the new Treasurer to follow up on outstanding dues.
- x. All accounts payable should be settled within sixty (60) days of the Rotary year-end.

District Trainer

- i. This Rotarian should be a Past President or PDG who is well versed on the rules of Rotary as well as the District.
- ii. He/she must be able to train and motivate Rotarians as well as teach them how to use the materials of Rotary International to organize successful clubs.
- iii. The District Trainer must be available to the Clubs to assist them with training, but primarily organizing in collaboration with the Conference Committee the annual District training (Assistant Governors, including other District Leadership; PETS, including Presidents and Secretaries; and the District Assembly, for all other club leaders).

- iv. His/her training, planning and organization are done in conjunction with the District Governor who has the ultimate responsibility.
- v. This position is appointed on an annual basis.

Committee Chairs

- i. The District Governor will appoint a number of individuals to chair certain District Committees to oversee and develop specific areas of Club or District administration.
- ii. These Chairs are responsible for the specific area appointed by the District Governor and report to the District Governor with their activities and projects. Examples would be Conference, Alumni, Publications, Website, aspects of the five (5) avenues of service and The Rotary Foundation.
- iii. These positions are appointed on an annual basis. However, the Chairs of the Rotary Foundation, Finance and Membership Committees are appointed for a three (3) year term in order to provide for continuity.
- iv. Committee Chairs must strive to appoint Rotarians who will form strong and functional working committees by allowing for the involvement of as many Rotarians as possible in the affairs of the District.
- v. The DG should provide each Committee with the aims and objectives for that Rotary year no later than the District Conference.
- vi. The District Governor may appoint other committees from time to time in order to achieve the goals and objectives of the District and Rotary International. Every effort will be made to make these functional and effective committees for a specific purpose.

7. Assistant Governors

The Assistant Governors (AGs) of the District are crucial to the efficient administration of the District and are appointed by the District Governor. Each AG is responsible for a number of clubs in a particular geographic area, with which he/she works to support club development, report on a timely basis and provide programs as required by Rotary International and the District.

The AG is responsible for assisting the DG in the execution of his/her tasks and duties, in particular - coordination of the official DG visit; acting as a liaison between clubs and the DG; interacting with other AGs, committee members, and other District leaders; and helping to promote Rotary International and Rotary Foundation activities and programs within the District.

Club Presidents should receive the AG with the dignity deserved as the District Officer responsible for that Club and representing the DG.

Minimum requirements for an AG are:

1. Service as a Club President for a full term of office and performed in an effective manner.
2. Membership in good standing in a club in the District for at least three (3) years.
3. Willingness and ability to accept the responsibilities of AG.
4. Demonstrated outstanding performance at the Club and/or District level, and
5. Potential for future leadership in the District

The Assistant Governor:

1. Shall meet with and assist the incoming club Presidents before the beginning of the Rotary year and before PETS to discuss club goals. They should encourage their clubs to set challenging goals, record them in Rotary Club Central, monitor their progress in Rotary Club Central and offer support to help clubs achieve their goals.
2. Shall encourage the Clubs to complete the goals and objectives as recorded in Rotary Club Central.
3. Reports to the District Governor immediately after each club visit through Rotary Club Central.
4. Schedules and plans for the official visit of the DG, whose primary purpose should be to advance Rotary in the District. The DG issues final schedule approval.
5. Should monitor club activities as an important part of the job, which should include:
 - Review and support the implementation of club budgets, focusing on timely budget preparation, separation of charitable and club expenditures, and specific allocations for proposed service projects.
 - Ensure all reporting requirements to Rotary International and the District are met.
 - Ensure timely payment of dues to Rotary International and the District.
 - Review and report on each club's performance with respect to service projects.
 - Updates the DG on progress within the assigned clubs, including attendance at local and District meetings, local net membership growth, and financial status.
6. Assists the DG in organizing and strengthening new clubs; overseeing the extension survey; making recommendations for special representatives and "sponsor clubs"; ensuring that clubs adopt and adhere to the Standard Rotary Club Constitution and recommended Rotary Club Bylaws.
7. Participates in meetings with District leaders.
8. Encourages clubs to follow through on requests by, and recommendations of, the DG.
9. Must attend and participate in
 - The Assistant Governor and District Leadership training session.
 - The President Elect Training Seminar
 - The District Assembly, and
 - The District Conference.

10. Must visit each assigned club in his/her area regularly with a minimum of one (1) visit each quarter of the

Rotary year.

11. Holds regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the District and Rotary International.
12. Promotes cordial relationships among the clubs, between the clubs and the District, and between the clubs and Rotary International.
13. Apprises (formally and informally) the DG and other District leaders of clubs' progress and concerns.
14. Identifies outstanding Rotarians and/or club projects to be recognized by the DG.
15. Works with the DG and other District leaders to develop District goals.
16. Advises the incoming DG (when asked) on selections for District committees.
17. Suggests ways to advance Rotary and to address organizational concerns.
18. Promotes attendance at PETS, the District Assembly, the District Conference and other District meetings.
19. Identifies potential District officers and encourages them to participate in District activities.
20. Supports decisions made by consensus among District leaders.
21. Participates in Rotary Foundation programs, annual and special giving events and other assignments related to The Rotary Foundation as necessary.
22. Attends and participates in club meetings as requested by the DG for a specific purpose. This involvement may be in addition to the routine meetings attended by the Assistant Governor.
23. Attends and participates in club assemblies, if invited by the club President.
24. Assists in the maintenance of all Rotary standards and values, as well as in the motivation, inspiration, and education of all Rotarians in the District. Also assists in the promotion of all Rotary activities and programs and in the explanation of the Rotary International theme for the year.

The DG appoints AGs because of their reputation as good motivators, organizers and leaders. They are expected to do an excellent job for the District and Rotary International. If, for some reason, the AG is not effective in his/her role, the DG is obligated to replace him/her.

The AGs shall be appointed annually, but it is recommended that they hold office for a maximum of three (3) consecutive terms once they are effective in the role.

8. District Finance

The District must follow all the recommended rules of Rotary International as spelled out in the RI Manual of Procedure. The District Treasurer must ensure accountability and efficiency.

District Finance Committee

A District Finance Committee shall be set up to i) oversee the finances of the District; and ii) safeguard the assets of the District.

The Committee shall comprise the Chair who shall be appointed for a three (3) year term, the District Treasurer, the Incoming District Treasurer and two (2) other members chosen by the District Governor, in consultation with the Committee Chair.

The Committee shall establish and maintain a permanent District Fund.

All incoming funds to the District, including the RI funding for the District Governor and District Dues, shall be received into the District Fund by the Committee and all District expenditures shall be paid out of the fund by the Committee. However, any existing separate fund(s) for specific purposes (eg Disaster Fund), may continue to operate as established. The Committee may also establish any separate fund for a specified purpose, as may be approved by resolution of the District in conference.

The assets of the District Fund(s) shall be held in one or more District Account(s) maintained in US dollar funds in commercial bank(s) in a jurisdiction within the District. In selecting the bank(s) in which the District's account(s) will be maintained, the Committee shall take into consideration the ease of cross-border operability, in terms of exchange control regimes, online/electronic banking functionalities, and branch network.

The Committee shall be responsible for the maintenance and operations of All District funds and accounts, subject to the special exception of the District Disaster Fund (see below).

Functions of the District Finance Committee

1. Budget – The Committee will ensure that the Incoming District Treasurer, in consultation with the District Governor Elect, prepares a budget for the ensuing Rotary year, for approval at the District Conference immediately preceding the year to which it relates.
2. Current Finances – The Committee will ensure that the District Treasurer reports on the status of current finances of the District at the District Conference during his year in office.
3. Audit – The Committee will ensure that the District Treasurer represents the audited financial statements to the District Conference immediately after his year of office. The financial statements should conform to all international accounting standards. Audits should be done by an independent accounting firm or the District Audit Committee.
4. District dues – The Committee shall review the District dues at least once in every three (3) years and recommend any changes to the annual per capita levy that it may deem necessary. The District Treasurer must ensure that every club pays their District dues on time. If not, recommendation should be made to the District Governor to suspend the club because of lack of payment of District dues. The District Treasurer must work with the AGs in respect of the collection of dues.
5. Accounts - The Committee must ensure that complete and accurate accounts are kept as related to all District Dues and monies received by the District for use by the District Governor.
6. Funding from Rotary International – The Committee should ensure, in collaboration with the DG Elect, that accurate forecasting is made for Rotary International to determine the best allocation for the District Governor's expenses for the ensuing year.

The Committee shall reconcile the funding received with actual expenses to ensure the District receives complete reimbursement, or to determine the quantum of unused funds to be refunded to RI, whichever may be applicable. The Committee shall submit the DG funding report form to RI by 31 July and refund any unused funds to RI by 30 September.

7. Donations in kind – The District Treasurer should ensure that donations in kind are accounted for on a cost basis to ensure that the true cost of the activities of the DG is documented.
8. Accounts Payable – The Committee will ensure that the accounts payable should be paid within sixty (60) days of the year-end. Refunds to RI, however, shall be made by 30th September.
9. District Governor Funding – The Committee shall disburse funds from the District account to the DG to cover all eligible expenses, preferably on a reimbursement basis. However, the Committee may agree to disburse in advance.
 - In case of reimbursement, disbursement will be made on the submission of the DG of a statement of actual expenditure incurred, together with the supporting receipts and other proof of expenditure, preferably on a monthly basis.
 - In the case of disbursement in advance, the Committee shall disburse to the DG an agreed percentage of the expenditure to be incurred in a specified period. The DG will submit receipts and other proof of expenditure for the funds advanced, prior to receiving any further advances.

Some agreed rules on the appropriate use of funds for the DG:

1. Travel and accommodations to visit all the Rotary clubs in the District.
2. Cost to attend meetings related to the position. These would include the Rotary Institute and the International Convention in the year in office. The Rotary Institute in the Zone should be attended for training purposes from nomination through the year as DG.
3. Reimbursement shall be for economy travel and reasonable accommodation only.
4. As Rotary International and the District encourage the spouse to travel with the DG around the District, his/her travel cost is reimbursable at the economy rate.
5. If a club or individual provides the DG with “free” accommodations or any other assistance that the DG would normally pay for, the DG must account for the approximate cost as a donation in kind and equivalent expense for accounting purposes. This process ensures that Rotary International and the District understand the true cost of administering this District.
6. Although all the above and those specified in the RI Manual of Procedure are costs that may be reimbursed, the DG should be cautious to not overspend the budget that is allocated. The budget does not necessarily cover all costs of the DG. Any expenditure over the allocated budget is the responsibility of the DG.

District Dues

District Dues are determined and agreed at the annual District Conference and currently are US\$ 27 per member per year. The calculation is based on the number of active members on July 1st and payable in full on July 1st.

The present breakdown is as follows:

District Administration	US\$ 25
Disaster Fund	US\$ 2
Total	US\$ 27

Dues collected from members joining after July 1st are to be remitted to the District in full.

District Disaster Fund

As District 7030 is prone to natural disasters this fund was established to enable the District to quickly provide support to clubs whose communities have been hit by disaster.

1. The District Disaster Fund was established for the purpose of providing financial relief in cases of natural disasters within the District. It shall be maintained in US dollars in a territory where it is lawful so to do and shall be administered by and under the control of a committee comprised of the DG, who shall be the Chair, District Finance Chair, District Treasurer, District Disaster Relief Chair and two (2) other members who have worked at District level before.
2. Disbursements from the fund shall require the approval of a simple majority of members of the committee either at a regular meeting or by electronic or other contact. However, to expedite response time to assist in a Disaster, the District Governor may disburse up to US\$2,500 for each disaster and report to the committee at the next regular meeting. The committee shall send a statement of account to the District Finance Committee of any receipts and disbursements for inclusion in the accounts.
3. The Fund shall be financed by contributions allocated and approved as part of the annual District dues as were proposed in the resolution, and approved by a simple majority, at the 2012 District Conference.

9. District Meetings

District 7030 is spread out over a large geographical area and it is, therefore, only practical for the District to come together once per year. For this reason all training sessions and the District Conference are usually organized during the same time period. This tradition allows the District, clubs and Rotarians to minimize costs and maximize attendance and participation. However, virtual District meetings and training events using electronic media, such as Zoom, are encouraged to overcome the geographic limitations and provide enhanced flexibility in scheduling.

As the meetings mostly are plenary sessions, District trainers shall strive to minimize duplication in the presentations in order to allow for an overall interesting and diverse program.

These meetings are generally held in the country of the District Governor in order to ensure his/her ability to be closely involved with the organization of the event. However, the DG can choose to hold the Conference in another country if he/she so chooses.

The week of meetings must take place between the International Assembly where the District Governor Elect receives training, and seven (7) days before the Rotary International Convention. This allows for the incoming District Governor to be prepared and trained and avoids interfering with the Convention.

Each of the sessions must abide by all the rules for that session as spelled out by the RI Manual of Procedure and Rotary International.

It is recommended that the organizers utilize the Past District Governors, Incoming District Governors, Assistant Governors and District Chairs as presenters wherever possible. There should also be some external speakers who can bring new and different perspectives on current issues. All speakers should be able to present in an informative and motivational manner.

Leadership Team Training

1. This training seminar is aimed at incoming Assistant Governors, Committee Chairs and other District Officers to ensure that they are well prepared.
2. Roles will also be discussed in order to ensure that the entire team has a good understanding of the District organization as well as the plans for the year.
3. The goal is to provide each Leader with motivation, inspiration and training to allow an excellent job to be done for the District and Rotary International.
4. The Leadership Team Training will take place as soon after the International Assembly as is practicable.
5. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

President Elect Training Seminar (PETS)

1. All Presidents Elect and Secretaries Elect must attend PETS. If a President Elect is unable to attend the PETS, the appropriate AG must organize a special training session prior to the President Elect taking office, in agreement with the DG.
2. All Club Treasurers are strongly encouraged to attend PETS.
3. The PETS program will be arranged either as in person, virtual or a combination of both, in a format as agreed by the DG and DGE according to circumstances..
4. PETS is designed to provide training, motivation and inspiration to Presidents Elect and Secretaries Elect as they must be prepared to administer their clubs in the best possible manner following the guidelines of Rotary International.

5. Other District Officers are welcome to attend as well as other club officers.
6. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

District Assembly

1. All Presidents Elect, Secretaries Elect, Club Committee Chairs and other interested Rotarians are invited to attend the District Assembly.
2. The District Assembly will usually take place during the week of meetings.
3. The District Assembly is designed to provide training, motivation and inspiration to all club leaders to allow them a complete understanding of how to organize and administer a Rotary Club based on the intentions of Rotary International.
4. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

District Conference

1. All Rotarians are invited to the District Conference.
2. The District Conference will usually take place on the Friday and Saturday of the week of meetings. The official opening may take place on the Thursday evening or Friday morning.
3. The District Conference should update the District on the status and programs of the District and of Rotary International. The meeting should be motivational and inspirational as well as informative.
4. The current District Governor organizes the District Conference with assistance from the District Conference Committee and the Council of Governors as required.
5. Past District Governors should be recognized at the Conference and a moment of silence should be held for those Past District Governors who are deceased.
6. There will be a business section of the District Conference to allow for District business. The financial reports, nomination process, and any resolutions may be brought forward at that time. The delegates must submit any substantive resolutions to the District Secretary twenty-one (21) days prior to the Saturday of the meeting in order to ensure appropriate time for review and consideration. Voting will be according to the rules outlined in the RI Manual of Procedure therefore it is important to be financially current as a club and to bring to the District Conference the appropriate voting credentials.

District Conference Committee

1. This Committee is responsible for organizing all the events for the entire week of meetings. They must arrange for the hotel, travel to and from venues, registration, funding, entertainment, organization of the rooms appropriate for the sessions, translation, training material and any other facilities normally afforded at conferences of this nature.
2. The Chair and the Committee should be appointed as soon as possible in order to ensure sufficient planning time. It is recommended that he/she has worked at District level.
3. The Committee shall organize an evening of Home Hospitality.
4. The Committee will ensure that professional translators provide excellent English-French translation for all sessions. All speakers who provide handouts should be asked to provide them in both English and French.
5. All supplies owned by the District should be handed over at the end of the District Conference to the incoming District Conference Chair or incoming District Governor in order that he/she can take them back to prepare for the next year's meetings.
6. The Committee covers the cost of accommodation for the Representative of the President of Rotary International and his / her spouse if in attendance.

10. Rotary International Nominations

There are opportunities for District representatives to be nominated for involvement in Rotary International activities. District 7030 strongly encourages Past District Governors to agree to any appointments or nominations and to do an exemplary job. This involvement will assist District 7030 to develop its reputation as an effective District in the Rotary world. There are some specific positions that need to go through a selection process as outlined by Rotary International.

The Director of Rotary International representing Zone 34 will appoint an Advisory Committee with whom he/she meets once during each year at the Rotary Institute within the Zone. The current District Governor will appoint a Past District Governor to serve on that Committee when requested by the RI Director to do so.

Council on Legislation (COL)

- i. Every three (3) years the Council on Legislation meets and has one representative from each District around the world.
- ii. The qualifications for this representative are spelled out in the RI Manual of Procedure and he/she must be a Past District Governor.
- iii. The DG, after consultation with the Council of Governors, selects an individual and an alternate in case the representative cannot attend for some reason.
- iv. These individuals are thought by the DG, in consultation with the Council of Governors, to be able to best represent the interests of the District at the Council on Legislation.
- v. The DG recommends these individuals to the District Conference for ratification.
- vi. This information is then forwarded to Rotary International.
- vii. The representative should consult with the DG and any interested Rotarians in order to get input on the issues to be addressed at the Council on Legislation.
- viii. The representative should share in writing a summary of the information from the Council on Legislation with the District at the first possible opportunity.
- ix. He/she should also present it at the District Conference immediately following the Council on Legislation.
- x. It is recommended that the representative attend at least two (2) consecutive COL meetings in order to bring the experience from the first one to future meetings. It is a complex process that needs individuals with experience to assist the process in being efficient and effective.

Nominating Committee for Director of Rotary International

- i. Every fourth year, Zone 34, of which District 7030 is a member, has the opportunity to nominate a Director and alternate to the Board of Rotary International.
- ii. One Past District Governor from District 7030 needs to be appointed to the Nominating Committee for the Zone to select the nominee and alternate.
- iii. The same process for the selection of the Council on Legislation representative is followed by the District to select the representative for the Nominating Committee.
- iv. Any club in the District may suggest an individual to be nominated as a Director of Rotary International.
- v. The Nominating Committee of the Zone will select the best candidate and alternate for the position.

11. District Awards

- i. It is recommended that the DG reward productive and successful clubs and Rotarians during the District Conference through an awards process.
- ii. There are awards available from Rotary International and The Rotary Foundation that can be given to deserving individuals in the District.
- iii. The DG should be familiar with these awards and ensure that they are presented to the appropriate individuals or clubs. All awards should be budgeted for in advance.
- iv. The District may also have an awards program that recognizes both the clubs and individuals for outstanding work.
- v. These awards should be related to the goals and objectives as set by the DG prior to the start of his/her year in order that everyone clearly understands what the goals and objectives of the District are and what a club or Rotarian needs to do to be recognized for accomplishment.
- vi. These awards can include attendance, vocational service, community service, international service and donations to the Rotary Foundation.
- vii. The DG should make every attempt to align the awards with the goals of Rotary International and the District in order that the entire District is working in the right direction.

12. Amendments

- i. This manual may only be amended at a District Conference by a poll.
- ii. All amendments shall require an affirmative vote of at least seventy-five per cent (75%) of the electors present.
- iii. Voting in person or by permitted proxy shall be allowed.
- iv. A majority of clubs in the District shall constitute a quorum at a District Conference.
- v. All clubs will be notified of the amendments approved, in writing.

13. Resolutions

- i. Resolutions of a substantial nature may be brought to the District Conference for a vote.
- ii. They shall be presented in writing to the District Secretary or the Council Secretary at least twenty-one (21) days prior to the District Conference.
- iii. Resolutions may be presented by a Rotary Club in the District or by an individual Rotarian or the Council of Governors.
- iv. Approval of resolutions requires an affirmative vote of seventy-five percent (75%) of the electors present.
- v. Voting in person or by permitted proxy shall be accepted.
- vi. A majority of clubs in the District shall constitute a quorum at a District Conference.

14. Statement of Conduct for Working with Youth

- i. Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities.
- ii. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

15. District 7030 Strategic Plan for 2020 - 2023

INTRODUCTION

This Rotary District Strategic Plan is intended to guide leaders of both Rotary District 7030, as well as those of Rotary clubs within District 7030 during the period 2020 – 2023.

The guidelines and goals herein are synchronous with the vision, values, and strategic plan of Rotary International and do not diminish Rotary club autonomy nor impact established Rotary club projects and goals.

The guidelines and goals herein are subject to review and revision each year during the 2020 – 2023 period so as to better accommodate and adapt to the needs of Rotary District 7030 and the Rotary clubs under its purview.

ROTARY INTERNATIONAL VISION STATEMENT

Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.

ROTARY INTERNATIONAL CORE VALUES

1. Fellowship
2. Integrity
3. Diversity
4. Service
5. Leadership

ROTARY INTERNATIONAL STRATEGIC PRIORITIES AND GOALS

1. Increase Our Impact

Rotary strives to change the lives of others for the better. Whether investing in relationships, making decisions grounded in evidence or mobilizing networks to create solutions that last, Rotary and its members are always learning from experiences in projects, clubs, and careers. Rotary has shown what it can do when it draws on its collective strengths and creates solutions that match the people it serves and evaluates the results to learn from both successes and setbacks.

Rotary members aim to be people of action who are effective problem-solvers. Members have always invested significant man-hours and financial resources into a broad range of service activities and shall now better measure and report the results and impact of such work and activities. Rotary shall also focus its array of service projects and activities centered on its six areas of focus, as well as, its variety of programs such as peace fellowships, scholarships, youth exchange and grants, which are all designed to develop the next generation of leaders and make the world a better place. Together with translating member expertise into making a difference in communities and across the globe, Rotary shall actively produce evidence of its sustainable impact so as to continue to attract members, partners and donors and prove that its impact on the world has only just begun.

Priority Objectives:

- Eradicate polio and leverage the legacy (to expand to other initiatives)
- Focus our programs and offerings
- Improve our ability to achieve sustainability and measure impact

2. **Expand Our Reach**

People are always seeking ways to make a difference in the world and connect with others. Rotary members are meant to be people of action who activate and inspire one another, as well as, increase the capacity to make a difference by uniting persons whether members of Rotary or not. By creating unique opportunities for more people and organizations to get involved, Rotary and its members help them find the conduits they are seeking. Told widely and emphatically, Rotary stories give people hope that the world can change for the better, inviting listeners to imagine themselves as part of that change, too.

While Rotary clubs will always be important, to better extend Rotary’s global reach, the current structure shall be expanded to include innovative models that welcome more (non-rotary) participants into Rotary and give them meaningful ways to unite and take collective action and thus build connections and opportunities that will allow people who share our drive to do the same.

Priority Objectives

- Grow and diversify our membership and participation
- Create new channels into Rotary
- Increase Rotary’s openness and appeal
- Build awareness of our impact and brand

3. Enhance Participant Engagement

Rotary aims to understand the needs of others. Just like the people and communities serves, Rotary’s participants need to feel seen and heard. Rotary members are seeking experiences that feel personally and professionally relevant and fulfilling. When they see Rotary’s dedication to investing in them at every stage of their professional life, participants are eager to go the distance – even at a time when there are many other options for networking and humanitarian service.

Because the challenges clubs face in today’s changing world are recognized, Rotary will support clubs’ efforts to deliver an experience that engages and retains members. When the needs, expectations, and growth of our participants are placed at the center of Rotary’s efforts and clubs are helped to focus on the experience and value they give their members, Rotarians and other participants are given the opportunity to serve together, connect with one another, and have a more satisfying experience with Rotary.

Priority Objectives:

- Support clubs to better engage their members
- Develop a participant-centered approach to deliver value
- Offer new opportunities for personal and professional connections
- Provide leadership development and skills training

4. Increase Our Ability To Adapt

To achieve our vision and keep pace with ever-changing global trends, Rotary’s structure and culture must evolve. Rotary and its members must be ready to seek out fresh opportunities, create more paths to leadership, open up our conversations to diverse voices, and simplify operations where necessary. To lead such an evolution, Rotary shall ensure that its operating and governance structures are efficient, flexible, and effective in delivering services to all of our members.

Priority Objectives:

- Build a culture of research, innovation, and willingness to take risks
- Streamline governance, structures and processes
- Review governance to foster more diverse perspectives in decision-making

ROTARY DISTRICT 7030 PROFILE

District 7030 includes seventeen (17) countries and territories with seventy-two (72) Rotary clubs across the Southern Caribbean, spanning from St. Kitts and Nevis in the North, to Suriname, Guyana and French Guiana in the South, and the islands of Aruba, Bonaire and Curacao to the West.

ROTARY DISTRICT 7030 MISSION STATEMENT

The Mission of District 7030 is to be a dynamic, fully integrated and united Rotary District, channeling the energies and innovation of our Caribbean people into coordinated activities to make lasting and positive changes to humanity.

ROTARY DISTRICT 7030 OBJECTIVES

To strengthen the administration of District 7030 with transparent, cohesive and sustainable management plans and systems which produce measurable and reportable results that may be tracked and monitored so as to best inform District personnel and provide corrective feedback where necessary.

- **Administration and Finances**

- Review and update of the District Manual of Procedure and align with current RI Manual of Procedure
- Centralize District banking operations.
- Establish clear and transparent guidelines for management of District funds and District financial statements.
- Audit District financial statements on a pre-determined regular basis
- Archive District financial statements and other District records (e.g. budgets, committee plans, strategic plan, manual of procedure, etc.)
- Establish and maintain a sustainable plan for District communication inclusive of adaptive mechanisms and guidelines
- Establish and maintain best practices for District Secretariat
- Improve our District Structure to build more robust interconnections with Zone 34 and Rotary International

- **Training and Development**

- Create a District training team and sustainable District training plan to implement district-wide training in areas such as: Foundation, Membership, Public Image, Public Relations and Communications, Rotary Leadership Institute, Club Administration, Leadership and Grants.

- Provide financial support for District Training Team
 - Ensure preparation of future District leaders and effective succession planning
 - Encourage Rotarians to explore various training opportunities including Rotary Leadership Institute and Rotary Learning Center
- **District Disaster Management, Relief and Risk Reduction Plan**
 - Create a District Disaster Management, Relief & Risk Reduction Plan that focuses on annual preparedness and mitigation and that can also serve as a template for club’s disaster plans
 - Establish a District-wide disaster response strategy which aligns with existing disaster response mechanisms of the region and that ensures prompt, appropriate and effective response
 - Have effective rules and regulations in place for management and sustainability of District disaster funds
 - **District Governor Citation, Club Awards and Recognition**
 - To implement a sustainable and transparent District Governor Citation program which recognizes and awards excellence among Rotary clubs based on criteria which are supportive of and synchronous with the annual Rotary International Presidential Citation and other relevant Rotary International or Rotary Zone awards

ROTARY DISTRICT 7030 CLUB OBJECTIVES

1. Club Administration

To support and strengthen the governance, operations and procedures of Rotary clubs within District 7030

Each club should:

- Create, implement and maintain an effective club strategic plan for the next three (3) years
- Train club leaders on Rotary Grants
- Develop club leaders with transition, training and development plans
- Include Disaster Management, Relief and Risk Reduction awareness in club program of activities designed to mitigate risk and improve recovery
- Implement the Club Leadership Plan as recommended by Rotary International
- Undertake a Rotary club Health Check annually
- Develop, implement and maintain appropriate financial best practices and responsibility

- Determine and maintain a sustainable club communication plan and related activities to accommodate both internal and external parties
- Add, update and maintain club and member information on My Rotary
- Add, update and maintain club goals, objectives and projects on Rotary Club Central

2. Club Membership

To expand the reach of Rotary within District 7030 by growing and diversifying club membership and enhance member engagement within clubs

Each club should:

- Appoint an active membership committee
- Develop, update and maintain an appropriate and adaptive club membership plan which incorporates active club membership growth, retention, education and engagement
- Conduct a membership satisfaction survey to determine what motivates and/or discourages member participation and engagement
- Review and, where necessary, amend club bylaws to relax prohibitive and/or restrictive membership and attendance requirements
- Review the time and format of club meetings to ensure the flexibility necessary to attract and retain members
- Achieve a net gain in club membership each year (with specific targets as outlined by Rotary International or District objectives)
- Improve club membership retention rate by at least 1%, if below 90%, or maintain the rate, if 90% or higher
- Actively seek to attract new female club members, if current female club members are less than 40% of club membership
- Actively seek to attract new club members below age 40, if current club members under age 40 are less than 40% of club membership
- Actively seek to transition Rotaractors, or attract former Rotaractors and/or other Rotary Alumni to club membership
- Actively seek to attract new club members from classifications not currently represented in club (particularly if membership is not already representative of the mix of businesses and professions in the community)

- Actively encourage and facilitate regular member training and education

3. Club Service Projects

To focus on, supporting, strengthening and increasing humanitarian service afforded by clubs in District 7030

Each club should:

- Effectively seek out club service projects, driven by needs of the community, that create as wide and sustainable an impact on their community as possible
- Investigate service project partnering opportunities with other clubs within a respective country or territory, the District, as well as, with clubs in other Districts
- Build effective relationships with other Non-Governmental Organizations, Non-Profit Organizations, media, corporate partners and other stakeholders towards effecting better club service projects
- Strive for the development of a three-year club strategic plan which seeks to utilize and benefit from the Rotary Grants system to carry out bigger, better and more long-lasting and sustainable service projects
- Develop club service projects that allow members to use their businesses, professional resources and skills to the benefit of young people and the community
- Utilize Rotary Showcase to promote and report on completed club service projects
- Utilize Rotary Ideas to seek additional support (financial or otherwise) for club service projects
- Participate and maintain activities in annual District-wide projects
- Promote high ethical standards in business and professions

4. Youth Service

To support youth development among clubs and nurture future Rotarians

Each club should:

- Form and support Rotaract, Interact and EarlyAct clubs in their community/country
- Seek to support, encourage, guide, mentor, advise and build relationships with respective Rotaract, Interact and/or EarlyAct clubs that sponsored, so to ensure effective development and growth
- Develop and implement a structured training program in Rotaract to enhance the personal and professional development of Rotaractors
- Seek to engage in joint projects with Rotaract, Interact and EarlyAct clubs

- Develop strategies to ensure effective transition of potential members from Rotaract to Rotary clubs and Interact to Rotaract clubs
- Meet obligations stipulated in the Rotaract, Interact and EarlyAct by-laws
- Support participation in District youth programs such as Rotary Youth Leadership Awards, Model United Nations and Youth Exchange within our District.
- Form and support other (Rotary-centered) youth-oriented clubs such as RotaKids.
- Investigate and utilize educational opportunities for youth through Rotary such as Peace Fellowships and Scholarships

5. Club Public Image

To support club efforts towards enhancing the public image and awareness of Rotary

Each club should:

- Develop an effective club public image strategy to give more exposure to club activities, as well as the service of Rotary and of the impact of its global programs
- Utilize the People of Action campaign from Rotary International and adapt to best fit promotion and reporting of club activities and projects, as well as overall club public image
- Create awareness of club activities and projects among club members, media, and the community
- Develop, disseminate and maintain a regular club bulletin / newsletter that is distributed to both internal and external stakeholders
- Train club members in effective public relations and best practices as far as public image and communication
- Learn key points for talking about Rotary and use them when speaking in public
- Share club's Rotary stories with local media
- Build strong relationships with local media
- Effectively use social media and websites in club public image strategy to promote awareness of Rotary and your club activities in the community
- Encourage club members to wear their Rotary pins at all time
- Promote club members and all Rotarians as people of action
- Utilise Rotary Brand Centre tools to develop impactful club public image strategies
- Utilize and follow Rotary International's Visual Identity guidelines for use and application of Rotary logos, etc

- Make sure your club's image is in line with Rotary's public image
- Update club social media and websites regularly to ensure relevance and that club activities are adequately and appropriately reflected
- Become familiar with Rotary's public image and public relations resources
- Share club stories with District

6. Club Rotary Foundation

To support club efforts towards the Rotary Foundation and its humanitarian service including the eradication of polio

Each club should:

- Develop strategies and implement efforts to ensure that members understand the Rotary Foundation, its work and the importance of making contributions
- Consider applying for Rotary Foundation grants and accessing the different Foundation Programs
- Educate club members on various Rotary Foundation club and member recognitions
- Ensure at least 50% of club members are Sustaining Members every year
- Execute at least one (1) annual Polio Plus club fundraiser and ensure club contribution to Polio Plus program
- Encourage member support of Every Rotarian Every Year (EREY) and become a 100% EREY club
- Encourage club members to become Paul Harris Society members
- Have members contribute to the Rotary Foundation with a minimum amount of US\$100 per member per year
- Ensure club and/or member contributions to Annual Fund / SHARE program

Appendix One: Listing of District Governors

DISTRICT 404

Year	RI Theme	District Governor	Club	Territory
1974-1975		<i>John WATTS*</i>	Grenada	Grenada
1975-1976		<i>Jean PAYSANT*</i>	<i>Fort-de-France</i>	<i>Martinique</i>
1976-1977		<i>Serge MEES*</i>	<i>Pointe-à-Pitre</i>	<i>Guadeloupe</i>
1977-1978		<i>Osmond HALE*</i>	<i>Port-of-Spain</i>	<i>Trinidad</i>
1978-1979		Fitz HUMPHREYS	St-Thomas	Virgin Islands
1979-1980		<i>Miles A. ROTHWELL*</i>	<i>Barbados West</i>	<i>Barbados</i>
1980-1981		<i>Charlie BRAHAM*</i>	<i>Kingston</i>	<i>Jamaica</i>
1981-1982		<i>Costas COULIANOS*</i>	<i>St.Thomas</i>	<i>Virgin Islands</i>

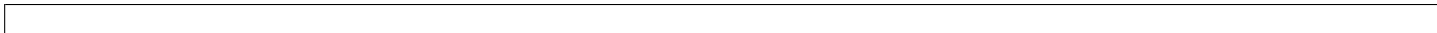
DISTRICT 405

Year	RI Theme	District Governor	Club	Territory
1981-1982	World Understanding and Peace through Rotary	<i>Harry SEGAL*</i>	<i>Port Of Spain</i>	<i>Trinidad</i>
1982-1983	Mankind Is One — Build Bridges of Friendship throughout the World	<i>Georges-Louis CLEMENT*</i>	<i>Fort-de-France</i>	<i>Martinique</i>
1983-1984	Share Rotary, Serve People	<i>Neil M. ISAACS*</i>	<i>Georgetown</i>	<i>Guyana</i>
1984-1985	Discover a New World of Service	<i>Richard W. JOACHIM*</i>	<i>St. Vincent</i>	<i>St. Vincent</i>
1985-1986	You Are the Key	<i>Stanley A. BLANCHETTE*</i>	<i>Barbados</i>	<i>Barbados</i>
1986-1987	Rotary Brings Hope	<i>Richard W. JOACHIM*</i>	<i>St. Vincent</i>	<i>St. Vincent</i>
1987-1988	Rotarians - United in Service - Dedicated to Peace	<i>Virgil PESTANA*</i>	<i>St. Augustine</i>	<i>Trinidad</i>
1988-1989	Put Life into Rotary - Your Life	L. Earle JOHNSON	Dominica	Dominica
1989-1990	Enjoy Rotary!	<i>Harold DAVIS*</i>	<i>Georgetown</i>	<i>Guyana</i>
1990-1991	Honor Rotary with Faith and Enthusiasm	<i>Valentine MOHABIR*</i>	<i>St Augustine West</i>	<i>Trinidad</i>
1991-1992	Look Beyond Yourself	<i>Gerald THOMAS*</i>	<i>Antigua</i>	<i>Antigua</i>

DISTRICT 7030

Year	RI Theme	District Governor	Club	Territory
1992-1993	<i>Real Happiness Is Helping Others</i>	Alfred LAM*	St. Kitts	St. Kitts
1993-1994	<i>Believe in What You Do - Do What You Believe in</i>	Gérard PETIT*	Basse-Terre Fort S. Charles	Guadeloupe
1994-1995	Be a Friend	Rupert CHEEKES	Port of Spain West	Trinidad
1995-1996	Act with Integrity, Serve with Love, Work for Peace	Kristendath (Joe) RAMKISSOON	Port Of Spain	Trinidad
1996-1997	Build the Future with Action and Vision	Malcom EDWARDS	Antigua Sundown	Antigua
1997-1998	Show Rotary Cares — for your community, for our world, for its people	Henri GUDA*	Paramaribo	Suriname
1998-1999	Follow Your Rotary Dream	Harry LOUIS	Poine-à-Pitre	Guadeloupe
1999-2000	<i>Rotary 2000: Act with Consistency, Credibility, Continuity</i>	Suresh RAMLOGAN*	St. Augustine	Trinidad
2000-2001	Create Awareness – Take Action	Ethelbert THOMPSON	Barbados West	Barbados
2001-2002	Mankind is our Business	Paul RODAP	Lamentin	Martinique
2002-2003	Sow the Seeds of Love	Leslie HARRIPAUL	Piarco	Trinidad
2003-2004	Lend a Hand	Jean-Claude BLANCANEUX	Remire-Montjoly	French Guiana
2004-2005	Celebrate Rotary	David EDWARDS	Barbados	Barbados
2005-2006	Service Above Self	Dunstan BARROW	Georgetown	Guyana
2006-2007	<i>Lead the Way</i>	Victor PILGRIM*	St Augustine West	Trinidad
2007-2008	Rotary Shares	Cornelis (Cees) DILWEG	Paramaribo	Suriname
2008-2009	Make Dreams Real	Georges NOUH CHAIA	Cayenne	French Guiana
2009-2010	The Future of Rotary Is in Your Hands	Astra DA COSTA*	Central Port Of Spain	Trinidad
		Georges NOUH CHAIA	Cayenne	French Guiana
2010-2011	Building Communities — Bridging Continents	Williams A. (Tony) WATKINS	Barbados	Barbados
2011-2012	Reach Within to Embrace Humanity	Lara OUENTRALL-THOMAS	Central Port Of Spain	Trinidad
2012-2013	Peace Through Service	Stephen RAMROOP	San Fernando South	Trinidad
2013-2014	Engage Rotary, Change Lives	Hervé HONORE	François	Martinique
2014-2015	Light up Rotary	Elwin ATMODIMEDJO	Paramaribo Residence	Suriname
2015-2016	Be a Gift to the World	Milton INNISS	Barbados West	Barbados
2016-2017	Rotary Serving Humanity	Roger BOSE	San Fernando	Trinidad
2017-2018	Rotary: Making A Difference	Waddy SOWMA	Paramaribo Residence	Suriname
2018-2019	Be the Inspiration	Dominique VENERE	Basse Terre	Guadeloupe
2019-2020	Rotary Connects the World	Trevor E BLAKE	St Kitts	St Kitts-Nevis

(*) *Deceased*



16. Appendix Two: Form H

17. Appendix Three: District Governor Interview Process



Form H: Governor-nominee Data Form

Appendix Two

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

Governor year _____ District _____ Zone _____

Title (e.g., Mr/Ms/Mrs/Dr/Rev) _____ Suffix (e.g., Jr/Sr/III) _____

Family name _____ First name _____ Middle initial _____

Call name as it should appear on your badge _____

Male Female Single Married Widowed Divorced

City, country, and year of birth _____

Member, Rotary Club of _____
(official name of club, including country)

RI membership ID number _____ Year you first joined Rotary _____

Current (or former, if retired) classification _____

Current (or former, if retired) firm and position _____ If retired, year of retirement _____

Per RI Bylaws 15.070.3, a qualified Rotarian must have served a full term as club president, or as charter president from the date of charter to 30 June (six-month minimum), at the time of nomination.

Rotary club(s)	Length of membership	Rotary year served as president.
_____	Years	-
_____	Years	-

Phone *(include country/city or area codes)*

Residence _____

Business _____

Mobile _____

Fax *(include country/city or area codes)*

Residence _____

Business _____

E-mail address (for RI correspondence and publication in *Official Directory* and *International Assembly Participants* book)

Preferred mailing address*
 *If this address is a post office box, please provide an alternate address for courier delivery.

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Country _____



Form H

Alternate mailing address

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Country _____

Language Preferences

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read _____

Speak _____

For each of the following, please choose *one*:

International Assembly sessions

- English French Japanese Korean Portuguese Spanish

Rotary publications produced in 6 languages

- English French Japanese Korean Portuguese Spanish

Rotary publications produced in 9 languages

- English French German Italian Japanese Korean
 Portuguese Spanish Swedish

Rotary publications produced in 12 languages

- Chinese English Finnish French German Italian Japanese
 Korean Portuguese Spanish Swedish Thai

Personal History (please do not use abbreviations)

Business and Professional Organizations (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Social and Civic Organizations (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Business/Professional Career (please provide a brief outline, including each firm and dates):

Principal Hobbies (list two):



Form H

Spouse Information (if applicable)

 Male Female

Title (e.g., Mr/Ms/Mrs/Dr/Rev)

Suffix (e.g., Jr/Sr/III)

Family name

First name

Middle initial

Name as it should appear on your badge

Phone

E-mail

Fax

Language fluency for International Assembly discussions (choose one):

 Chinese English French German Hindi Italian

 Japanese Korean Portuguese Spanish Swedish

Language preference for RI mailings (choose one):

 English French Japanese Korean Portuguese Spanish

For Rotarian spouses only:

Spouse ID number _____

Member, Rotary Club of _____

Highest office held _____

(official name of club, including country)

Photos

If you are selected as governor-nominee, RI will need a head-and-shoulders photograph of you and of your spouse (individually, not as a couple) for the *International Assembly Participants* book. **Digital photos in high-resolution .jpg format are preferred.** E-mail your photo, along with your full name, district number, and the Rotary year in which you will serve, to **dgn.photo@rotary.org**. Photos are due by 30 June.

If you choose to submit a hard-copy photograph, it must measure at least 4 x 5 in./10 x 12.5 cm. The photo with your full name, district number, and the Rotary year in which you will serve clearly printed on the back **must** be submitted with this form.

Please indicate how your photos are being submitted:

 Digital photos e-mailed to dgn.photo@rotary.org

 Hard-copy photos attached (**do not staple** photo to this form)



Form H

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

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 understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

Date

Signature

CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of _____. The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 13.020.4 and meets the qualifications as specified in RI Bylaws 15.070 and that the club membership information on this form is accurate.

Date

Club Secretary's Name

Club Secretary's Signature

CERTIFICATE OF DISTRICT NOMINATING COMMITTEE

The undersigned members of the District _____ Nominating Committee hereby certify that the candidate whose name appears on this form, to the best of the committee's knowledge, has not violated any of the rules on campaigning, electioneering, or canvassing as stipulated in RI Bylaws 13.010. (If the committee has more than five members, please attach a separate list.)

Names

Signatures

CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

District Governor's Name

District Governor's Signature

District governor: Please mail, fax, or e-mail *all* pages of this form, including any additional sheets or photos, to your CDS representative by 30 June.

Rotary District 7030**Proposal for Enhanced District Governor Selection Process - Interview**

FINAL VERSION 6th MAY 2020

Prepared by PDGs Lara Quentrall-Thomas and Milton Inniss

RATIONALE

It is proposed that the process of selecting District Governor Nominees for Rotary District 7030 be enhanced by adding an INTERVIEW component to the screening process. This will enable the nominating committee to:

- Gain a clearer understanding of the candidate's capacity to 'inspire, engage and lead' Rotarians.
- Analyse the candidate's Rotary experience, including Foundation, Membership and Public Image, to ensure they have a complete understanding of our organisation and work.
- Invite the candidate to share his / her vision for our District, and to understand how this ties in with the RI and District strategic plan.
- Assess whether the candidate would be a charismatic and knowledgeable 'ambassador' for our District, and Rotary in the Caribbean, at Zone and RI meetings, seminars, etc.
- Finalise their decision with the knowledge that the selected candidate is the best fit for the role, has a clear understanding and appreciation of what it means to be DG, and has the experience, capacity and character to execute the role with excellence.

NOTES TO NOMINATING COMMITTEE

- RI rules clearly state that any information submitted by a candidate may not be discussed among the voting committee members.
- During the interview, it is important to remain impartial and not express preferences towards any particular candidate.
- The committee must remain very strict in maintaining integrity and discretion.
- Candidates should be made aware of all guidelines from the District and RI in advance, including but not limited to, prohibition of lobbying.

FORMAT AND EVALUATION

The interview may be conducted in person or via videoconferencing by the 5 members of the Nominating Committee.

At least one (1) hour should be put aside for the interview, and if being conducted virtually, the candidate should be encouraged to participate from a place that is quiet and appropriate for what is, essentially, a leadership interview.

The candidate should be sent the interview format ahead of time, and be encouraged to prepare their own questions to ask at the end of the formal questioning.

- There are ten (10) elements being evaluated.
- Committee members shall be assigned elements and ask questions based on experience or request.
- Committee members shall score candidate responses to all 10 elements.
- Scores shall be submitted to the Chair.

- The final decision shall be based on a combination of scores and any additional recommendations by the Committee.

All candidates should be provided with written feedback after the interview, so they have the opportunity to understand why they were / were not selected and improve future performance.

AREAS OF EXPERTISE

There are 10 areas of expertise being evaluated. The questions below are provided as examples, and the committee may include any questions they require or consider appropriate.

	TO EVALUATE:	ASK:
1	<p>Leadership The role of the DG is to engage and lead Rotarians, so it is critical that the nominee have leadership experience, be charismatic and have a vision for our District.</p> <p>NOTE: Candidates must have served as both Club President and Assistant Governor to be considered.</p>	<p>How would you describe your leadership style? How would other Rotarians describe your leadership style? What roles have you held at the District level, and how did you demonstrate leadership then? What is your 5 year vision for D7030? What will it take to achieve that vision? Have you ever been required to take a leadership role during a crisis? – for example, a natural disaster in your country. Describe how you demonstrated leadership.</p>
2	<p>Knowledge The nominee should have a solid understanding of the work and role of RI and the Foundation, as well as the District.</p>	<p>Did the nominee ever make use of the RI MOP? How frequently do you visit the RI website and what topics do you search for? How frequently do you access the Rotary Learning Centre and what topics have you studied? What area of Rotary would you consider your particular expertise and why? How are our Six Areas of Focus related to the UN Sustainable Development Goals, and why is this important?</p>
3	<p>Planning Strategic planning is a critical success factor for clubs and districts, so the nominee should have experience in this area.</p>	<p>Why is strategic planning important for clubs? How will you encourage clubs to use Rotary Club Central more effectively, to plan and monitor their work? Describe a time when you implemented a strategic plan in your club – what were the results / impact? Describe your experience with Rotary Club Central, and RI Online Training and Courses. Do you have any experience of Project Management, and if so, how can these principles be applied to Rotary?</p>
4	<p>Capacity The DGN / DGE role can be expensive and requires considerable resources, including time (away from family and work) and administrative support.</p> <p>It is important to establish that the nominee has the capacity to undertake the work.</p>	<p>How will you balance your professional and family commitments with the travel and time required of a DG? What steps can you take to ensure that you can be fully focused on the requirements of the role? What administrative support do you have to assist you prior to becoming DG?</p>

5	<p>Communication</p> <p>The nominee should be an excellent communicator (noting the diversity of languages in our district), with a clear and confident speaking style. Demonstration of proficient use of social media and modern communication tools would be an asset.</p>	<p>What do you consider the most effective way to communicate with Rotarians in D7030?</p> <p>How will you communicate with Rotarians to encourage them to increase their participation in service projects, improve member engagement, etc?</p> <p>Which social media platforms are you most comfortable with, and why?</p> <p>What experience do you have with crisis communication?</p>
6	<p>Ethics</p> <p>The nominee must comply with the DG Code of Ethics. It is important to understand that they apply ethical standards in all areas of their life, not just Rotary.</p>	<p>What is your experience in governance and ethics, particularly as it relates to financial reporting and transparency?</p> <p>Why is ethics important in Rotary?</p> <p>How have Rotary ethics impacted your professional / business decisions?</p> <p>What steps would you take with a club / Rotarian who was clearly violating Rotary ethics?</p> <p>Have you been involved in the stewardship of a grant, whether from Rotary or another source? Share your experience.</p>
7	<p>Building Partnerships</p> <p>The clubs within the District should find ways to work together, as well as partnering with government and other NGOs such as Red Cross, UN and Habitat for Humanity.</p>	<p>How will you foster partnerships between clubs in our District?</p> <p>What experience do you have working with other NGOs, to achieve Rotary projects / goals?</p> <p>How important is it for Rotary clubs to have a good relationship with Governments, diplomats, etc and why?</p> <p>Describe your relationship with the young leaders in our District – Early Act, Interact and Rotaract.</p> <p>How can our District partner more effectively with our youth groups?</p>
Rotary Strategic Areas		
8	<p>Membership</p>	<p>What steps have you taken to grow Rotary membership in your country over the past 5 years?</p> <p>How many people have you personally invited to join Rotary?</p> <p>What membership goals would you set for the District should you become DG?</p> <p>What techniques would you recommend to strengthen clubs with declining membership?</p> <p>How would you describe the 'ideal' Rotarian?</p>
9	<p>Foundation</p>	<p>Describe your track record in raising funds for TRF.</p> <p>When have you educated others about the work of TRF?</p> <p>How can you convince clubs to give to TRF when there are so many needs in our region?</p> <p>Describe the process of applying for a District Grant.</p> <p>What experience do you have with Global Grants?</p>
10	<p>Public Image</p>	<p>Describe a time when you served as a spokesperson for your club / Rotary in the media.</p> <p>How can Rotary clubs leverage the media more effectively, to get our message across?</p> <p>Describe your experience using the Rotary Brand Centre.</p>

There are 10 areas of expertise being evaluated, each with a different number of points available. The highest total possible score is 200.

#	AREA OF EXPERTISE	POINTS AVAILABLE
1	Leadership	20
2	Knowledge	25
3	Planning	10
4	Capacity	10
5	Communication	10
6	Ethics	15
7	Building Partnerships	5
8	Membership	35
9	Foundation	35
10	Public Image	35
	TOTAL	200

Example of Scoring Sheet

#	AREA OF EXPERTISE	POINTS	CANDIDATE	CANDIDATE	CANDIDATE
			A	B	C
1	Leadership	20	10	20	10
2	Knowledge	25	20	20	10
3	Planning	10	5	10	5
4	Capacity	10	5	10	5
5	Communication	10	5	5	5
6	Ethics	15	15	15	10
7	Building Partnerships	5	5	5	0
8	Membership	35	30	35	20
9	Foundation	35	30	30	20
10	Public Image	35	30	30	10
	TOTAL SCORE	200	155	180	95