

DISTRICT 5610 LEADERSHIP & COMMITTEE DESCRIPTIONS

(revised 4/2014)

(see RI Manual of Procedure, RI Committee and Training Manuals www.rotary.org and D5610 bylaws)

District Governor (DG)

Job description: (one year term)

- Approve organization of new clubs and strengthen existing clubs
- Plan for and preside at the District Conference, District Leadership meetings, and assisting the District Governor-elect in planning and preparing the President-elect training seminar (PETS), District Assembly, and District Team Training Seminar within the requirements of the Rotary International Bylaws and Manual of Procedure as amended
- Personally visit every club as early in the year as possible, and preferably during the first six months
- Issue a monthly newsletter via the website, maintain regular contact with all club presidents and secretaries
- Report promptly to RI as may be required by the RI President or the RI Board of Directors
- Supply to the District Governor-elect, prior to the International Assembly, full information condition of clubs
- Transfer the continuing district files to the District Governor-elect

In addition to RI required and described duties, our district will require that the current governor supervise the Executive Director, and lead district meetings, approve committee plans and budgets, replace and appoint committee chairs or assistant governors if necessary during term.

Skills needed: A governor at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the Governors-elect Training Seminar (GETS) and International Assembly. (RIB 15.080.)

District Governor Elect (DGE)

Job description: (one year term)

- Attendance at the GETS and International Assembly is mandatory for governors-elect
- Attend District Governor-elect training if offered, or seek other training if available at Zone
- Plan and develop the President-elect training program (PETS) in the spring, select dates, prepare a directory of the district leadership
- Begin planning for District Conference, secure dates and location
- Assist the District Governor in performing District activities insofar as possible to prepare for leadership position, attending meetings and performing assignments from the DG

District Governor Nominee (DGN)

Job description: (one year term)

- Assist the DG and DGE in preparing the President Elect training program in the spring
- Assist the District Governor and DG-elect in performing District activities insofar as possible to prepare for leadership position, attending district meetings when possible
- Begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, district events, and RI programs, and The Rotary Foundation, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources
- Review the District organization (District Leadership Plan) and club administrative framework (Club Leadership Plan) and become acquainted with the District Committees
- Attend District Governor-nominee training if offered, or seek other training if available at Zone
- Select a site for the district conference held during the year of the governor-nominee's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor-nominee's year (RCP 19.040.)

District Assistant Governors
(three one-year terms)

Report to: District DG

Area 1: Custer, Hot Springs, Rapid City, Rapid City-Rushmore, Rapid City Evening, Spearfish/
Northern Black Hills

Area 2: Gettysburg, Mobridge, Pierre/Ft. Pierre

Area 3: Aberdeen, Clark, Watertown

Area 4: Brookings, Huron, Madison, Mitchell

Area 5: Canby, Marshall, Marshall-Sunrise, Minneota

Area 6: Gregory, Wagner, Winner

Area 7: Centerville, Scotland, Tyndall, Vermillion, Yankton

Area 8: Canton, Sioux Falls, Sioux Falls North, Sioux Falls West, Sioux Falls South

Area 9: Cherokee, LeMars, Luverne, Rock Valley, Sibley

Area 10: Dennison, Mapleton, Sioux City Downtown, Sioux City Suburban, South Sioux City

Assistant governors are District appointees; they are not RI officers. Assistant governors are appointed annually by the sitting governor, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past district governor serve as an assistant governor. (RCP 17.030.2.)

Criteria in selecting AGs: member of a club for at least three years, and served as club president. For more information on the role and responsibilities of the assistant governor, see the Assistant Governor's Training Manual (244-EN).

Job description:

- Attend the PETS meeting, and implement a PETS workshop for president-elects of their respective areas who failed to attend PETS
- Meet with incoming presidents to review the Club Strategic Plan, goals, and visit regularly, at least quarterly
- Endeavor to be present at their respective area clubs when the District Governor makes his/her official visitation
- Assist District Governor and District Foundation chair in promoting contributions to TRF
- Assist District Governor and District Membership chair in recruiting and retaining new members
- Be present at the district conference District Leadership Meeting as well as the midwinter District Assembly
- serve as a liaison between the Governor and clubs within their areas with regard to problems, questions, and the collecting of dues, reports, etc.
- Create a budget by March to submit to District Assembly at PETS for the next year
- Write quarterly reports of AG activities to DG and DGE, transfer information to following AG at end of term

Skills needed: Be a Club past president. Be able to speak in front of groups. Have enthusiasm for Rotary.

District Committees

Reporting Requirements: (see RI Manual of Procedure- www.rotary.org)

District committees must regularly report the status of their activities to the governor. They must also report successful activities to RI for possible inclusion in RI publications, including www.rotary.org. (RCP 17.030.3.)

For more information on the role and responsibilities of district committees, see the District Committee Manual (249-EN) and other publications relating to the specific focus of the committee, see Rotary Code of Policies section 17.030.1.

All district committees are expected to

- Work with the governor, governor-elect, governor-nominee, and assistant governors to plan strategies for achieving goals
- Promote and attend district training meetings and the district conference
- Relay information between Rotary International, the district, and club members
- Work closely with club leaders to provide support and guidance
- Share materials received from the Secretariat, RI committees, and regional coordinators
- Review the District Leadership Plan, Organizational Plan and Membership Plan, and coordinate activities with District Governor
- Create a committee budget by March, sent to DGE, to submit to District Assembly at PETS for the next year
- Write report of year's activities to DG and DGE, transfer information to next chair at end of term

District Finance Division

This committee supervises district funds by reviewing and studying the amount of per capita levy and district administration expenses. It also prepares annual reports on the status of the district's finances. The district treasurer serves as an ex officio member of the committee.

Finance Chair (one year term)

Job description:

- Reviewing the per capita levy and district administrative expenses
- Preparing a district budget in cooperation with the district governor-elect and district governor, to be submitted to the clubs at least four weeks before the PETS or district assembly, and approved by incoming club presidents before the end of Rotary year
- Ensuring that income and expense records are kept according to district operating procedures, RI guidelines, and local and national laws
- Preparing the yearly financial report to be presented at the district assembly
- Ensuring that all local and national laws pertaining to service clubs are followed, including tax codes for fundraising

Determine district financial goals, review invoices and expenses from District officers and committees, update financial plan. Review district financial reports with District Treasurer.

Skills needed: banking, accounting background, club past president

District Treasurer

Job description: (three year term)

- Oversee the collection of all district funds and the payment of all district obligations, Ensure that a member of the committee (preferably the treasurer) and the district governor are the authorized signatories for district bank accounts. Both signatures are required for any withdrawal
- Oversee the maintaining of all District financial records
- Assist the District Governor in making financial reports to Rotary International
- Oversee the production of semi-annual reports to compare actual expenses against the budget; such report to be supported by a schedule of unpaid dues and other district bills. The report will be provided to the District

Governor and the District Leadership Committee at the semi-annual meetings (District Assembly and District Conference)

- Provide for an annual financial review as required, and see to it that District tax work is prepared in a timely manner, including IRS 990 report.
- Responsible for the purchase of a ¼ carat ruby District Governor's pin as a token of the District's appreciation. It is to be presented at the successful completion of the District Governor's term.

Skills needed: bookkeeping, accounting, and budgeting experience. Past District Governor.

District Foundation Division

The members of the district Rotary Foundation committee serve as voting chairs of four subcommittees:

Grants, Stewardship, PolioPlus, Fundraising

Six additional non-required, non-voting subcommittees report to the Foundation committee:

Paul Harris Society, Annual Fund, Permanent Fund, Peace Fellowships & Scholarships, Vocational Training Team

All members of the district Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator.

Foundation Chair (three year term) *(see District Rotary Foundation Committee Manual 300-EN)*

Job description:

- Assist the district governor in presenting a district Rotary Foundation seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians.
- Help the district training committee conduct Foundation sessions each year at the presidents-elect training seminar and district training assembly.
- Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, which is Rotary Foundation Month.
- Promote high levels of financial support for Foundation programs by encouraging regular contributions to the Annual Fund and gifts to the Endowment Fund.
- Coordinate all district Foundation fundraising and program participation.
- Encourage clubs to find current Foundation information at rotary.org.
- Decide, in consultation with the district governor and governor-elect, how to use the District Designated Fund (DDF).
- Help the governor-elect gather input from club-level Rotarians before establishing district Foundation goals for the upcoming year.
- Represent the committee in the DDF distribution process and, with the district governor, authorize the use of the fund for program, grant, and fundraising purposes.
- Ensure that satisfactory final reports on district-sponsored programs and activities are submitted to The Rotary Foundation in a timely manner. Reports district funding also to DG, DGE, DGN.
- Serve as an ex officio member of all subcommittees, maintain contact with them to stay informed of their progress, and directly support them as needed.
- Help the governor select qualified recipients for Foundation awards.
- Qualify the district and its clubs to use Rotary Foundation grants. Controls and supervises District funding and club funding for The Rotary Foundation.
- Ensure that all clubs interested in participating in Rotary Foundation grants are able to qualify.
- Help organize grant management seminars to qualify clubs.
- Confirm that clubs applying for global grants are qualified.

Skills needed: banking, accounting background, club past president, and past District Governor preferred.

Grants Subcommittee Chair (three year term, staggered with Foundation Chair)

Job description: Maintain district and club Memorandums of Understanding documents each year. Manage club applications for District CAP grants, District grants, and RI global grants. Assists Foundation chair on reports.

Skills needed: bookkeeping and budgeting knowledge, grant writing background

Stewardship Subcommittee Chair (one year term)

Job description: Review invoices and expenses from grants funding. Compare to grants approved budget. Work with District Foundation and Grants chairs to facilitate funds management.

Skills needed: banking, accounting background, club past president

Polio Plus Subcommittee Chair (one year term)

Job description: Promote donations to Polio Plus fund from all district Rotarians. Promote fundraising projects and events. Report progress of Polio Plus to membership via newsletter, website

Skills needed: ability to ask for donations, knowledge of RI Polio fundraising, report Polio efforts to date

Fundraising Subcommittee Chair (one year term)

Job description: Assist Foundation Chair with raising awareness of Foundation giving, create and implement fundraising efforts and events. Supervise and assist the Annual Fund, Permanent Fund, Paul Harris Society committees in fundraising efforts for the Rotary Foundation, and additional subcommittees such as the District Raffle and other events.

Skills needed: knowledge of state law on raffles, financial skills

Annual Fund Subcommittee Chair (one year term)

Job description: Promote giving to The Rotary Foundation Annual Fund, and the Every Rotarian Every Year (EREY) initiative, to be sustaining members.

Skills needed: ability to ask for donations

Permanent Fund Subcommittee Chair (one year term)

Job description: Promote gifts beyond our lifetime to The Rotary Foundation.

Skills needed: ability to ask for donations

Paul Harris Society Chair (one year term)

Job description: Gather information from RI on Paul Harris Society, distribute at district meetings, provide information to the DG and any district Rotarians requesting information, and sign up members. Assist Foundation chair in planning and promoting Foundation dinners/training around the District.

Skills needed: communications, knowledge of TRF program

Rotary Peace Fellowships and Scholarships Subcommittee Chair (one year term)

Job description: Research Rotary Peace Fellowship program, recruit applicants. Apply for District grant funds for Rotary scholarships: Ambassadorial, Global Grant and District Grant. Recruit applicants, based on funding.

Skills needed: communications, knowledge of TRF program

Vocational Training Team Subcommittee Chair (one year term)

Job description: Coordinate with Grants Chair to establish criteria and budget for team. Recruit Rotarians and non-Rotarians to join project teams.

Skills needed: knowledge of grant goals, ability to recruit team members

District Membership Division

This committee identifies, markets, and implements membership development strategies that are appropriate for the district and will result in membership growth.

Membership Development & RLI Chair (one year term)

Job description:

- Plan, market, and conduct a district membership plan in consultation with the governor and district trainer
- Lead a membership development segment at PETS and District Conference
- Work with the governor and club leaders to ensure that the district achieves its membership goal
- Ensure that clubs are aware of the membership tools available from Rotary headquarters and that membership information is reported promptly to Rotary headquarters.
- Coordinate districtwide membership development activities
- Encourage clubs to participate in RI or presidential membership development recognition programs
- Maintain communication with other district committees, such as the extension and public relations committees, to coordinate activities that will aid membership growth
- Encourage clubs to develop and implement an effective membership recruitment plan, based on the District Membership Plan
- Supervise Rotary Leadership Training (RLI) schedules by area, facilitator training, confirming materials available, collect dues, and report for certification at PETS or District Conference

Skills needed: Have a good background about Rotary, be enthusiastic in recruiting members.

Alumni Subcommittee Chair (one year term)

Job description: Collect name and address data on former members of Group Study, Friendship and Youth Exchanges. Coordinate with Membership chair to encourage joining club in their community.

Skills needed: research and find connections

Club Extension Chair (one year term)

Job description: Assist the DG in locating and forming new clubs in the district. New clubs must submit a list of at least 20 charter members to the RI board. A Special Representative is nominated by the DG to organize the club, and the home club of the Special Representative assists in planning and achieving the successful organization of the new club, help with programs and strategic planning, and guide in the development and training of the new club(s) board members.

Skills needed: be well-informed of Rotary International and the District, imbued with the ideals of Rotary, and can communicate enthusiasm for Rotary.

Fellowships Chair (one year term)

Job description: Promote Fellowship experience to share common interest in worthwhile recreational activities established by RI, further vocational development through acquaintance with others of the same profession, make new friends around the world, explore new opportunities for service, and have fun and enhance Rotary experience.

Skills needed: respond to requests for information from district Rotarians

Friendship Exchange Chair (one year term)

Job description: Plan and implement exchanges with other countries' District Rotarians. Coordinate hosting, travel plans, leader and team member recruitment.

Skills needed: organizational and leadership, enthusiasm to explore other cultures

District Events Division

District Trainer & PETS Chair (one year term)

Job description:

- Work with the Governor-elect on training needs in the district for the current Rotary year related to PETS, District assembly, District team training seminar (which includes assistant governor training).
- Work with the Governor on training needs in the district for the current Rotary year related to District leadership seminar, Rotaract leadership training, Club-level leadership development training and other training events in the district, as appropriate
- Have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar
- Have responsibility for one or more of the following aspects: program content, conducting sessions, identifying speakers and other volunteers, preparing training leaders, program evaluation, and logistics.

Skills needed: Background in training, education, or facilitation experiences.

District Conference Chair (one year term)

Job description: Assist DGE and DG to plan and implement annual District Conference, working with committee in charge of arrangements.

Skills needed: past experience planning and hosting a district conference successfully.

RI Convention Promotion Chair (one year term)

Job description: Gather information from RI on the next RI Convention, distribute at district meetings, provide information to the DG and any District Rotarians requesting information.

Skills needed: communications

District Youth Service Division (New Generations Committee)

This committee develops, implements, and supports New Generations activities in the district and coordinates with other committees to engage youth. The district governor may determine the best structure for the committee and its relationships with other district committees.

Youth Service Chair (one year term)

Job description: Recruit and engage talented and dedicated young people, ages 12-30, to service in communities at home and abroad. Encourage involvement in Youth Exchange, Rotaract, Interact, and RYLA Rotary programs. Promote New Generations Month in September. Facilitate creation of a District-wide e-Club.

Skills needed: ability to interact with young people and show enthusiasm for Rotary

Rotaract Liaison Chair (one year term)

Job description: Provide support and guidance to clubs sponsoring Rotaract clubs.

Skills needed: ability to interact with young people and show enthusiasm for Rotary

Interact Liaison Chair (one year term)

Job description: Provide support and guidance to clubs sponsoring Interact clubs.

Skills needed: ability to interact with young people and show enthusiasm for Rotary

Youth Exchange Chair (three year term)

Job description: (*Youth Exchange Handbook*)

Coordinates and promotes Youth Exchange activities within the district and communicates with RI, DG, and clubs. Coordinates Youth Exchange committees, protection efforts, manages inbound and outbound exchange activities.

Skills needed: organizational and leadership, work with teenagers, host families, cope with emergencies

RYLA Chair (one year term)

Job description: Provide support and guidance to clubs sponsoring Interact students to attend Rotary Youth Leadership Awards conferences and camps. Not currently established in our district, but could attend other districts' events.

Skills needed: ability to interact with young people and show enthusiasm for Rotary

District Promotion Division

This committee promotes Rotary to external audiences and fosters understanding, appreciation, and support for the organization's programs. It also helps Rotarians understand that effective external publicity, favorable public relations, and a positive image build support for the organization, inspire potential donors, and attract possible candidates for membership.

Public Image Committee Chair (one year term)

Job description:

- Create and update district news content every month: District Governor's address, District Foundation chair message, monthly club news of special events, district committees news (as received, may not all report every month), district events dates and descriptions, service projects, grants promotion, RI news, monthly highlight, leadership and contact info listing
- Request news reports by mid-month, create layout, produce hi-res and low-res PDF files, and post to Executive Director, Leadership and website manager by end of month
- encourage content on social media pages with current events
- District-wide promotion and advertising of major club projects, sending info to local news media
- Download RI Public Image materials, edit as needed, and recruit PSA and paid media placement across the district through newspapers, TV and radio, billboards, etc

Skills needed: Proficient with Word/Pages, Excel/Numbers, Adobe PDF, Powerpoint/Keynote, email, website and social media

Website Chair (one year term)

Job description: Create and update content for the District Clubrunner website. Work with District Governor and Executive Director to maintain up to date information. Assist club leaders using the website. Setup Events Registration in coordination with Executive Director.

Skills needed: Proficient with Word/Pages, Excel/Numbers, Adobe PDF, Powerpoint/Keynote, email, website and social media

District Service Division

Community Service Chair (one year term)

Job description: Direct community service management across the district. Solicit and report on activities of the clubs. Assist PR chair to promote service activities in media. Includes Disaster Relief Committee.

Skills needed: knowledge of district service projects undertaken by clubs.

International Service Chair (one year term)

Job description: Take action to expand Rotary's humanitarian reach around the globe, to promote world understanding and peace. Support and promote sponsoring a project in another country, seek international project partners to support projects in our own communities, or encourage persons to volunteer at an international project site.

Skills needed: knowledge and research to find international projects

Vocational Service Chair (one year term)

Job description: Encourage Rotarians to serve others through their vocations and to practice high ethical standards. Promote opportunities for clubs and the district to use their professional skills in service projects.

Skills needed: high ethical standards, knowledge of wide variety of vocations represented in district

Rotary Community Corps (RCC) (one year term)

Job description: Rotary Community Corps (RCC) is a group of non-Rotarian men and women who share Rotary's values and commitment to service. With the guidance and support of their sponsor Rotary clubs, RCCs plan and implement projects that address issues affecting their communities such as health, literacy, safety, employment, and the environment. They may also help support Rotary club service efforts.

- Develop partnerships between Rotarians and non-Rotarians in a joint effort to enhance their community.
- Support community members who proactively address community needs, recognizing their unique ability to identify the most pressing concerns and suitable methods of implementation.

Skills needed: An RCC must be sponsored by a Rotary club, with at least 10 members.

Past District Governors, Council of Governors (one year term for chair)

Those PDGs living in our district would be available to lead exchange teams, assist with Foundation fundraising, be eligible for District Treasurer position, and Zone leadership positions. Select candidates for District Governor Nominee Designee. The group may elect a chair, plan meetings during District Assemblies or separately, and provide support the the current District leadership.

DG Nominating Committee

This committee nominates the most qualified available Rotarian to serve as governor. Unless excused by the RI Board, districts are required to use a nominating committee procedure, ballot-by-mail, or vote at the district conference for all district elections.

Job description:

- Conduct a selection process in a dignified, responsible manner in accord with the principles of Rotary.
- Seek out and nominate the best qualified person.
- Interview all candidates for governor, whether they are suggested by clubs or by the nominating committee. Each interview of governor- nominee candidates should satisfy the minimum needs specified in the Rotary Code of Policies, Governor Nominee Selection, section 19.030.
- Ensure that no member, alternate member, or candidate for membership on a nominating committee is eligible to be nominated for any office being considered by that committee.