

Rotary District 5440

District Leadership Plan

Rotary
District 5440



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INTRODUCTION

The Rotary International Board adopted a District Leadership Plan for all Districts effective 1 July 2002. All provisions in Rotary District 5440 District Leadership Plan conform to the Rotary International Manual of Procedure and Code of Policies, and The Rotary Foundation Code of Policies and Bylaws of District 5440.

The District Leadership Plan strengthens Rotary at both the District and club level by providing:

- a strong leadership team and consistent direction from one DG to another
- faster and more responsive support to clubs
- a larger supply of well-trained leaders in the District
- a larger and stronger field of District leaders
- improved participation in Foundation programs and District-level RI activities

The District Leadership Plan enables the District to project a more vital image by enabling leaders who are still active in their vocation to assume the role of governor.

The components of the District Leadership Plan include:

- The Structure for The District
- Descriptions of The District Leadership team
- District Administration Committees
- District & RI Programs Committees
- District Rotary Foundation Chair and Foundation Subcommittees
- Rotary International & The Rotary Foundation Basics and Program Information

FOCUS ON DIVERSITY, EQUITY AND INCLUSION

At Rotary, we're committed to treating everyone with dignity and respect, allowing everyone's voice to be heard, and providing equitable opportunities for fellowship, service, and leadership.

Our members want and expect Rotary to be a diverse, equitable, and inclusive organization. We're committed to creating supportive environments that foster open communication and shared learning. And although the Rotary experience may differ from country to country, the dynamics, histories, and structures that create inequality and bias can be found all over the world. Issues of diversity, equity, and inclusion are globally relevant.

The Rotary International Board of Directors, The Rotary Foundation Board of Trustees, and District 5440 embrace the principles of diversity, equity, and inclusion, and Rotary is taking action to follow these principles in everything we do. We recognize that being a diverse, equitable, and inclusive organization will enhance the experience that members have in Rotary, allow us to carry out more meaningful and effective service efforts, and create open, welcoming environments that appeal to people who want to connect with us.

DISTRICT LEADERSHIP

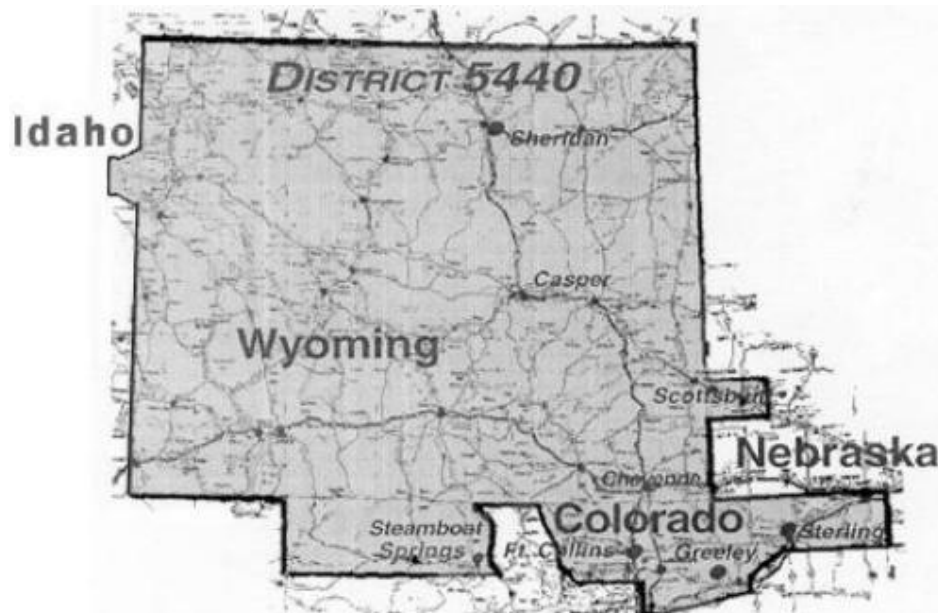
All Rotary Clubs within District 5440, as designated by Rotary International, are members of ROTARY INTERNATIONAL DISTRICT 5440, INC.

To successfully implement the District Leadership Plan in District 5440, the District Governor works with the District Leadership team, along with the Executive Committee, to address the following issues:

- Goals identified by strategic or action planning and visioning activities of the District Leadership.
- The number of assistant governors appointed based on the needs of the District, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support
- How the assistant governors will be trained
- Review committees and appoint members. Review committee list and adjust as necessary.
- Communication between the Executive Committee, Council of Past Governors, governor, assistant governors and the District committees
- How the District will provide for continuity in leadership through the use of leadership training activities and the assistant governors and leadership training activities
- How the District will provide for continuity within committees and encourage Rotary Leadership Institute (RLI) graduate participation
- The appointment and/or removal of assistant governors and committee chairs

The DG Leadership team, Executive Committee, assistant governors, committees and other assigned persons will lead the District. This leadership group will support the club presidents, and club committee chairs. Included in the District Leadership Plan are supporting materials for each District officer and committee. Additionally, some explanatory materials regarding Rotary International and its programs are included.

DISTRICT 5440

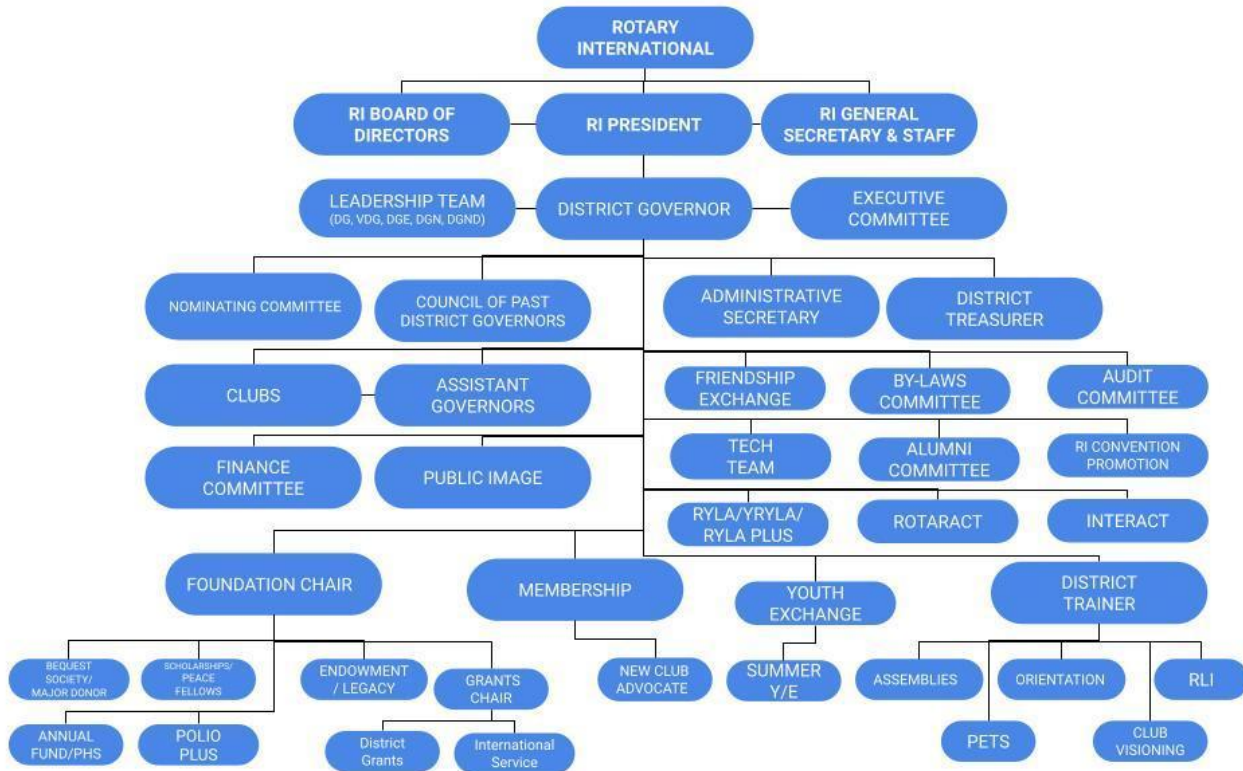


I. THE STRUCTURE FOR THE DISTRICT

The District Governor, as the officer of Rotary International, leads the District Leadership Team. Rotary District 5440 is an incorporated entity governed by a Board of Directors also known as the Executive Committee (Article 3.3). The Council of Past District Governors serves as a supporting leadership group.

As a requirement for participation in The Rotary Foundation, the District, as an entity, is responsible for its action as a whole and for its member clubs. The District Rotary Foundation Committee Chair and Foundation Subcommittees section contains specific information on the programs and activities of District 5440 regarding The Rotary Foundation.

DISTRICT FLOW CHART



Refer to District webpage for names and contact information

II. DESCRIPTIONS OF DISTRICT LEADERSHIP POSITIONS

DISTRICT GOVERNOR (DG)

The principal officer of the District shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the District nominated by the clubs and elected by the convention of Rotary International. The District Governor reports directly to the RI President. The District Governor is charged with the duty of furthering the Object of Rotary by providing leadership to and supervision of the clubs in the District. The District Governor, working with the Leadership Team, shall be responsible for the proper operation of the District and for the accomplishment of District goals and objectives. A District 5440 office shall be maintained and is under the management of the District Governor with the assistance the Executive Committee Chair.

In the event of a vacancy in the office of District Governor, the District Vice-Governor will fill the vacancy until the District Governor can resume his/her duties or until the term is completed.

Qualifications:

- Be a member of a functioning club in the District that that has no outstanding debt to RI at the close of the preceding year
- Must have served a full term as club president
- At the time of taking office must have completed seven years of membership in one or more clubs.
- Demonstrated the willingness, commitment, and ability, physical and otherwise, to fulfill the duties and responsibilities of the District Governor
- Must commit to working within the Leadership Team structure described in this document.

Training:

Prior to beginning his/her year in office the District Governor must have attended the following meetings:

- District Governor Nominee (DGN) Training at a Zone Institute (two years prior to serving)
- District Governor Elect (DGE) Training at a Zone Institute (one year prior to serving)
- International Assembly (6 months prior to serving)

The District Governor is responsible for the following activities in the District, as provided in the Rotary International Bylaws:

Duties:

- Provide the Executive Committee with regular reports on goals, activities, programs and issues within the District
- Promote membership growth
- Encourage and promote Strategic Planning at the club level

- Attend regional Rotary Foundation seminar held in conjunction with the Zone Institute
- In conjunction with the Leadership team, conduct an official visit with all clubs. (Club visits will be divided between members of the team in a manner that allows each member to visit all clubs over a three-year period)
- Issue a monthly newsletter to at least each club president and secretary
- Assure that District nominations and elections are conducted in accordance with the Rotary International (RI) Constitution, RI Bylaws, established policies of RI, and District Bylaws
- Certify the name of the District Governor Designate after fourteen (14) days of selection to the General Secretary
- Put on Rotary Foundation, membership and other seminars as required by Rotary International
- Assist the DGE in preparation for PETS
- Hold a District Conference
- Submit reports to Rotary International or The Rotary Foundation as may be requested or required
- Transfer continuing District files to the District Governor Elect
- Perform such other duties as are inherent as the officer of Rotary International

Responsibilities:

- Foster continuity in the District by working with the Leadership Team.
- Organizing new clubs
- Strengthening existing clubs
- Supporting The Rotary Foundation with respect to program participation and financial contributions
- Support the District Governor-Elect providing any requested assistance in the planning and preparation for PETS and the District Assembly
- Promoting cordial relations among the clubs and between the clubs, the District and RI
- Planning for and presiding at the District Conference
- Ensure that Leadership Team visits are made to all clubs in the District for the purpose of
 - o focusing attention on important Rotary issues
 - o providing special attention to weak and struggling clubs
 - o motivating Rotarians to participate in service activities and personally recognizing the outstanding contributions of Rotarians in the District
- Conduct required District meetings (membership, leadership, and Rotary Foundation seminars)

- Welcome and provide information to the DGND when selected, getting them involved with the Leadership Team as soon as possible.
- Provide an annual statement of all District finances within three months of leaving office
- Work with the Leadership team to appoint AGs.
- Plan and hold a leadership retreat for long term planning.
- Be the driving force for the District Action Plan.
- Emphasizing the importance of membership development and retention through attendance at charter events, induction ceremonies, membership development seminars and new member orientation programs
- Encouraging participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of The Rotary Foundation through foundation recognition programs such as those for Paul Harris Fellows Benefactors, Major Donors and Paul Harris and White Hat Societies
- Creating energy and vision for the District, and providing motivation and inspiration to all Rotarians in the District
- Building a strong leadership team, thereby assuring future leaders and continuity of leadership in the District
- Providing an infrastructure that helps clubs and club presidents to be successful and vibrant
- Creating partnerships with other community and humanitarian organizations, to advance the goals of Rotary International and District
- Creating linkages/connections among clubs and among the various organizations of the Rotary family— thereby leveraging their work and the impact of their service (e.g., youth exchange, community service, Rotaract, International projects)
- Providing recognition to clubs and members
- Helping struggling clubs regain energy and direction
- Providing greater visibility to Rotary achievements
- Encouraging International Service projects by supporting international hands-on projects, focusing on projects/efforts that are multi-club in nature, donating to the Rotary Foundation
- Increasing the technological capability of District
- Communicate with clubs regarding past due RI and District dues
- Authorize Global Grants when notified by the DRFCC

THE EXECUTIVE COMMITTEE (EC)

The Executive Committee serves as the Board of Directors for District 5440 Inc. Meetings provide an opportunity for the District Governor and Leadership Team members to report on activities, goals, plans and concerns and to seek advice, counsel, and recommendations regarding matters affecting the District. The committee shall be comprised of the following voting members according to Rotary District Bylaws:

- Current District Governor
- District Governor Elect
- District Governor Nominee
- Immediate Past Governor - Serves as Chair
- Two Past District Governors elected to serve staggered two-year terms by the Executive Committee
- The Chair of the Council of Past Governors

The following officers serve as ex-officio members:

- District Governor Designate
- District Foundation Chair
- District Membership Chair
- District Public Image Chair
- District Trainer or Chair of the District Training Committee
- District Treasurer
- District Administrative Secretary

Meetings:

The District Governor Elect shall establish a quarterly schedule of meetings for the coming year, and provide this schedule to the members. Special meetings may be called by the chair, by the District Governor, or by a majority of the seven voting members. Such special meetings may be held in-person, or by conference call or Zoom. In the event of a special meeting, at least 24 hours' notice must be given to committee members. Meetings of this committee are open to any interested Rotarian of the District.

Responsibilities:

- Conduct such business as required by the corporation
- Review the operation of the District and progress of the District Governor during his/her year
- Monitor progress on District Strategic initiatives
- Counsel, advise, and assist the District Governor upon request

- Recommend needed revisions to District policy ensuring that they in no way conflict with the Rotary International Manual of Procedure or values of Rotary.
- Provide District financial stewardship
- Assist the Leadership Team upon request
- Represent and act in the best interests of all Rotarians in District 5440
- Once per year (prior to the approval of the annual budget), review the IPDG's annual Employee Performance Review with the Administrative Secretary. This must be done during an Executive session, where all non-voting members present are asked to leave, and any recording is stopped. Steps must be taken to protect the privacy of our employee.

THE COUNCIL OF PAST GOVERNORS

The Council of Past Governors offers advice, counsel, and assistance upon request to the District Leadership Team on matters affecting the District as referred to them. Meetings of the council also serve as an opportunity for the District Governor to inform members regarding any new issues or news involving the District and/or Rotary International.

The Chair of the council serves on the District Executive Committee (Rotary District 5440 Bylaws).

Membership:

Members will include any Past District Governor of Rotary International residing within the District and currently a member in good standing of a Rotary club and desiring to participate.

Meetings:

Meetings will be held as scheduled by the chair, with meetings typically held in conjunction with a midyear seminar, meeting or banquet and the District Conference.

Officers:

A chair will be elected by the members of the council annually when other representatives to the Executive Committee are elected.

Responsibilities:

- Make a recommendation for a representative to serve on the Executive Committee to the Executive Committee. Nominate one or more PDG Council members each year, to serve a two-year staggered term. Nomination is taken under advisement by the Executive Committee, who makes the final appointment.
- Assist with the identification of candidates for District Governor
- Assistance with problem clubs
- Organization of new Rotary clubs
- Working with the Foundation Committee in support of The Rotary Foundation
- Other areas of concern on request of the Leadership team

DISTRICT GOVERNOR ELECT (DGE)

The District Governor Elect will succeed the present sitting District Governor, assuming the position on July 1 of the next Rotary year. Attendance of the District Governor Elect at the International Assembly is mandatory. The DGE is nominated by the District and elected at the convention of Rotary International. An immediate resignation will be expected if the District Governor Elect is unable to attend the International Assembly for any reason. Rotary International will assist in filling a vacancy as specified in the Rotary International Manual of Procedure.

The District Governor Elect serves as a member of the District Leadership Team and the District Executive Committee. He/she is, with the help of the Leadership Team, charged with setting goals and fostering the furtherance of goals established by the Executive Committee through strategic planning.

Duties:

- Prepare for next Rotary year by setting appropriate and required goals and establishing a calendar
- With the assistance of the District Trainer(s), organize and conduct a District assembly following PETS.
- Facilitate club office training for club officers to assist these officers in performing their duties in club leadership
- Serve as a member of the District Leadership Team, the District Executive Committee and the High Country PETS Committee
- Plan, prepare and conduct for any Pre-PETS training session(s), the PETS training seminar, the District Leadership Assembly for incoming District committee chairs and any other training as deemed necessary
- Attend all District functions as part of the leadership team
- Working the Leadership Team, appoint assistant governors, committee chairs and the District Trainer
- Attend the Governor Elect Training Seminar (GETS)
- Assist the District Governor as needed
- Submit reports to Rotary International as required
- Work with Leadership Team to build the next year's District Governor Citation

DISTRICT GOVERNOR NOMINEE (DGN)

The Rotarian nominated by the District to Rotary International to be the District Governor following the District Governor-Elect is the District Governor Nominee

Duties:

- Working with the DGE, prepare the budget for the District Governor year and submit to the Finance Committee by December 1st of each year.
- No later than December 31st of the year recommend to the District Executive Committee the proposed site for the conference to be held during his/her year as governor and ask the Executive Committee for assistance in negotiations as needed.

- Provide support for the DG, performing duties as requested. Attends training seminars and assemblies and PETS of the District Governor Elect. Attends District leadership training, the District assembly and District conference
- Serve as a member of the District Leadership Team and the District Executive Committee as specified in the Rotary District 5440 Bylaws
- Attend GNATS training and other Zone training for upcoming District governors

VICE GOVERNOR

The Vice Governor is chosen by the District Governor to be their replacement if they are required to give up or leave their position, for any reason, during their DG year. The Vice Governor may also serve as the interim District Governor if the DG is unable to perform their duties temporarily. The Vice Governor is therefore expected to be up to date on all issues within the District. The Vice Governor must be a Past District Governor. The Vice Governor will be relied upon to:

- Serve as a member of the Leadership Team
- Attend the weekly Leadership Team meetings
- Provide insights/advice to the District Governor based on awareness of the clubs in the District
- Undertake problem solving or project responsibility at the request of the District Governor
- Take on Zone or other Rotary responsibilities, as requested

LEADERSHIP TEAM

The Leadership Team shall comprise the current District Governor, the Vice Governor, the District Governor Elect, the District Governor Nominee and the District Governor Designate, once selected.

Duties:

The Leadership Team will work together, as a team to:

- Visit each club, at least once per year in such a way that by the end of your term as DG you will have visited all of the clubs at least once.
- Attend club events and fundraisers, as invited
- Divide up the committees so that each committee has a member of the Leadership Team as a member, and encourager. Attend your committee meetings regularly. Report back to the team once a week at the Leadership Team meeting
- Work together to assist clubs and committees, as needed
- Discuss issues within the District, and assist the District Governor to come up with solutions.

ASSISTANT GOVERNORS (AG)

District 5440 shall use the title "Assistant Governor" to reference Rotarians appointed by the District Governor who serve at the District level for a period of three (3) years and are assigned

the responsibility of assisting the District Governor with respect to administration of designated clubs. The assistant governors carry many District governor responsibilities, in order that the District Governor may concentrate on key priorities. An Assistant Governor's term can be extended, on an annual basis, up to no more than three (3) years. This extension is at the discretion of each succeeding District Governor Elect. Assistant governors are District appointees and are not officers of Rotary International.

The number of assistant governors appointed is based on the needs of the District and will have responsibility for two to six clubs. Factors such as geography, balance of strong/weak clubs and culture/language should be considered in determining the number of assistant governors appointed. They *may* or *may not* be assigned their home club.

The Assistant Governor does not have oversight for District committees but may work with all District committees to support the District Governor and to help strengthen District clubs. Assistant governors are responsible for providing support to the clubs to which they have been assigned.

Through the budget process, District 5440 is responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities.

Qualifications:

- Be a past president having served a full term and be a member in good standing in a club in the District and have at least three years of Rotary experience
- Have had experience working as a team leader or the desire to learn to work in a team
- Have thorough knowledge of Rotary and its programs and have the ability to act as an advisor
- Be "willing and able" to accept the responsibilities and make the commitment to the position and to the effort required during entire term of office
- Prefer significant service at the District level

Duties:

- Meet with and assist incoming club presidents, and boards, before the beginning of PETS to develop and complete goals and plans and other documents as requested by the District Governor Elect.
- Support the club presidents. Act as an advisor to keep him/her focused on achieving his/her own, District, and Rotary International goals and priorities (e.g., membership, foundation, and club success). Upon the request of the Club President or Club BOD, assist the club president in resolving problems in the club (e.g., declining membership, lack of fellowship, etc.)
- Visit each club regularly, with a minimum of one visit each quarter of the Rotary year and meet with the club president and other club leadership to discuss the business of the club and resources available to them. Keep clubs informed of changes in Rotary, upcoming events, or other matters which would be important to Rotarians. Keep the District Governor informed on a regular basis of problems in clubs, recommended solutions, and/or need for additional assistance
- Promote District training events and other District activities, and their benefits to the club presidents and to members. Actively promote attendance at the District conference

- Keep the District Governor informed of successes or innovations in clubs, of important social or recognition events which he/she should attend when possible
- Be knowledgeable about club service projects. If possible, be involved with the club's service projects.
- Assist club leaders in planning for the Governor's official visit
- Periodically attend club board meetings
- Help the club presidents understand the Presidential Citation requirements. Help the president and club develop strategies to meet them, and assist them in completing necessary paperwork to be recognized for achieving the goals
- Encourage clubs to follow through on requests and recommendations of the Governor
- Assure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International coordinating with District Secretary and Treasurer
- Prepare the visiting member of the Leadership Team for his/her visit. Brief the visiting member of the Leadership Team about club projects, fundraisers, and any issues within the club. Attend each club assembly associated with the official visit and the visiting member of the Leadership Team's visit with the board.
- Identify club successes and projects which could be showcased at District conferences and other celebratory events, as well as which could be replicated throughout the District
- Identify potential committee chairs, committee members, AG's and persons for other leadership roles in the District
- Participate in PETS and other District training assemblies or seminars, acting as facilitator and providing content as requested

Responsibilities:

In order to fully meet these responsibilities, all assistant governors are expected to:

- Make sure club goals are entered correctly in Rotary Club Central
- Attend the Presidents Elect Training Seminar (PETS) and all other District meetings and events
- Assist District committees communicate with clubs, upon request
- Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary
- Encourage club Rotarians to participate in District events
- Identify potential Past-President candidate for DG and forward to the Nominating committee
- Assist the clubs to achieve the Rotary Presidential Citation and District Governor's Citation
- Nominate outstanding Rotarians, clubs, and projects for District conference awards

An AG may be removed from their position if he/she fails to attend PETS, or visit designated clubs regularly and submit requested reports to the District, or if he/she is unable to perform the duties of the AG, for whatever reason

AG's may be moved among clubs at the discretion of the District Governor, or District Governor Elect, to achieve a more successful fit for the AG and the club president.

AG QUARTERLY VISIT GUIDELINE

Each visit should be seen as an opportunity to both monitor the club's progress and activities and to assist. The AG should be aware of upcoming deadlines, District events and issues that should be brought to the attention of the club. A sample of activities includes:

- Prepare the club for their official visit by a member of the Leadership Team prior to the visit. Ensure that the club provides the visitor with the correct meeting time and location, and that the club is prepared to give their entire program time to the visiting member of the Leadership Team.
- During club visits, it is always important to ask if the club has any special projects or events. The Leadership Team should be made aware of and/or invited to these events
- Ask how the clubs are doing and if they need any information, assistance or resources
- Monitor progress toward goals and requirements for presidential and governor citations. These cannot be accomplished in a short period of time so the club should be aware and working on them throughout the year
- Inform the Club President that the Leadership Team member will assist with any major presentations if his/her calendar allows

IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)

The Immediate Past District Governor is the Chair of the Executive Committee and the District Finance Committee, as well as a member of other District committees, if asked to serve. As the most recent leader of the District, the Immediate Past District Governor will be relied upon to:

- Serve as a member of the Nominating Committee
- Serve as a member of Council of Past District Governors
- Provide insights/advice to the District Governor based on awareness of the clubs in the District
- Undertake problem solving or project responsibility at the request of the District Governor
- Take on Zone or other Rotary responsibilities as requested
- Do an annual Employee Performance Review with the District Administrative Secretary, addressing performance, and responsibility review. Review once per year, at an Executive session of Executive Committee, to help with annual wages and compensation discussion.

DISTRICT TRAINER

The District Trainer (DT) supports the District Governor and District Governor Elect in training club presidents, club leaders, and District leadership. The District Trainer will assist District leadership and clubs in planning and conducting training. The DT serves as the chair of the District Training Team (DTT) which is comprised of key District committee chairs including Visioning, Rotary Leadership Institute, PETS, Assemblies, and Orientation. The DT oversees these committees and together they plan and conduct the trainings, including logistics and program content.

Requirements:

The District Trainer should be a skilled, knowledgeable Rotarian, appointed by the District Governor, with input from the DGE and DGN, to serve a three-year term. The District Trainer, ideally, will have expertise in training and in team development. The District Trainer must understand, and have the capability to, communicate via telephone, email, and the Internet.

Duties:

- Serve as an ex-officio member of the District Executive Committee
- Advise and assist the District Governor and the District Leadership team.
- Assist District committee chairs and committees as requested
- Work with the Leadership Team to find and select Rotarians to serve on their committees (Visioning, RLI, PETS (District specific sessions), Assemblies, and Orientation).
- Hold regular meetings with each committee to ensure that planning is on track.
- If needed, hold joint meetings between committees to ensure collaboration.
- Work with Committees to plan ongoing District training and events, as requested
- Work with District committee chairs who will be assisting with training seminars throughout the year, upon request
- Design or update training materials using available resources and training materials
- Evaluation of training effectiveness to ensure continuous improvements to the trainings
- Work with Committee to develop and execute a Quarterly new member orientation
- Documentation of what training has been delivered - # of trainees, number of sessions, cost analysis, etc., and report this to the Leadership Team

DISTRICT ADMINISTRATIVE SECRETARY

The District Administrative Secretary is charged with running the Rotary District 5440 office and assisting the District officers in conducting the business of Rotary International and the District. The District Administrative Secretary is an employee of the District, with salary, related fringe benefits, and office operational expenses paid as part of the District's current year budget. The Administrative Secretary is evaluated annually by the Immediate Past District Governor. The Executive Committee, in Executive session, reviews the evaluation and is charged with determining compensation.

The District Administrative Secretary must understand, and have the capability to communicate, via telephone and email.

When a vacancy occurs in the Administrative Secretary position, the District Governor will seek a replacement. He/she shall then make a nomination of a proposed candidate to the District Executive Committee for approval. The current Administrative Secretary is expected to give as much notice as possible, but not less than 30 days.

Duties

- Provide ongoing communication with and problem solving for Club Officers
- Maintain an up-to-date list of club officers, helping update list on website
- Maintain the District web site and ensure that all information is current
- Be up-to-date on Rotary International's Council of Legislation changes and inform club secretaries of changes
- Alert the District Governor, the District Membership Chair, or appropriate AG of any potential issues or problems identified within a club
- Take and maintain the minutes of Executive meetings and distribute minutes to members of the District Executive Committee
- Take and distribute minutes for other committee meetings, as requested
- Take minutes at the annual business meeting, including action taken, and distribute to appropriate parties.
- Serve as ex-officio member of the District Executive Committee
- Retain and be responsible for all the historical records of the District and act as the chief archivist of District records
- Work with the Newsletter Editor and District Governor to produce and distribute the District newsletter
- Assist with registration for all District level functions, trainings and the District conference as needed
- Assist the District Governor and other District officers and committees with correspondence, as requested
- Assist the District Protection Officer with background checks and correspondence to clubs as needed
- Reach out and ensure committee reports are available each quarter for the EC meeting. Distribute copies to the EC members at least three days before the meeting, if possible.

THE DISTRICT OFFICE

The District 5440 office is a centralized permanent office intended to be a primary source of historical and current information and data, for current and incoming District governors, club presidents, and other District and club officers.

The office functions under the following guidelines:

1. To provide continuity and safe keeping for Rotary District 5440 records, and data base information
2. To aid in the storage and dissemination of Rotary International forms, documents and materials for the use of District officers and clubs
3. To assist the District governors with a permanent Administrative Secretary responsive to the needs of the Governor and the District

DISTRICT PROTECTION OFFICER (DPO)

The District Protection Officer is charged with the oversight of all protection needs for programs and activities in the District. He/she will develop or assist in the development of any policies that are needed and monitor such policies to ensure that they are up to date.

Selection:

The District Protection Officer is to be selected by the District Governor with the recognition that this office should serve multiple years. The desired term of service shall be at least three years, with no end of term.

The Protection Officer is to be a Rotarian in good standing within a club in the District. It is desired that they have experience in one or more of the following areas: harassment prevention, fields of health, education or law enforcement. The DPO must also complete the applicable training program on Personal Information and Confidentiality Course on My Rotary. He/she needs to have knowledge of both Rotary International and District policies and relevant national, and/or state laws. Must be willing to research the state and local laws of the four states in the District.

Duties:

- Develop or assist in the development of policies, procedures, and training for the District
- Raise awareness of risk management issues for youth and other at-risk groups
- Ensure that appropriate training of clubs and club protection officers occurs including program volunteers, host families, RYLA counselors, and others as necessary.
- Ensure the District, clubs and all program volunteers comply with RI and District abuse and harassment policies
- Work with clubs to inform them of their obligations under both District policy and local laws
- Facilitate background checks for all persons requiring such a check
- Maintain records of all background checks and those persons receiving training
- Ensure proper handling of allegations according to local laws and District policy and protection of the interests of all involved
- Advise the relevant District committees about developments in educational and training programs
- Advise the District Governor and Executive Committee of significant issues or problems that may arise

- Provide a one-page report to the Leadership team each quarter on activities

DISTRICT TREASURER

The District Treasurer must understand basic accounting principles and have the capability to communicate via telephone, email and be bonded, if they are not currently a CPA. The Treasurer shall receive no compensation but will be reimbursed for approved out-of-pocket expenses. The Treasurer shall be responsible for books of accounts on all funds coming under the Treasurer's jurisdiction.

Selection:

The District Treasurer is to be selected and appointed by the District Executive Committee. If possible, appointment should be made early enough (before PETS) to allow the Treasurer to assist the District Governor Elect and Finance Committee with preparation of the budget for the upcoming Rotary year which is to be proposed to the Presidents-elect at PETS. Service by the District Treasurer on a long-term basis is desirable.

Upon the retirement or resignation, the outgoing Treasurer should meet with the successor Treasurer to pass along information. They shall deliver to the successor Treasurer or the District Administrative Secretary all books, records, logs, and materials utilized, collected and on file related to the conduct of business for District 5440.

Duties:

- Serve as an ex-officio member of the District Executive Committee
- Maintain custody of District financial records, except those of committees authorized to maintain individual accounting (such as the District conference committee), which shall send reports for inclusion in District records
- Disburse funds, pay bills, and requests for reimbursement when approved by the DG or when directed by the District Executive Committee
- Bill the clubs for the annual per capita levy and collect it. The membership basis for such levy shall be the membership reported to Rotary International on the club's July 1 semiannual report
- Advise the District Governor and Executive Committee of club's delinquent on dues
- Prepare regular financial statements for the District Executive Committee
- Advise the Leadership Team and Finance Committee on District financial matters, including preparation of the upcoming District budget
- File tax returns as required by the Internal Revenue Service and the applicable states
- Provide necessary information to the Audit Committee, and work with the Audit Committee to ensure a successful review is performed and reported.

Responsibilities:

- Receive and deposit all cash receipts of the District
- Record all transactions of the District making all necessary reconciliations of bank accounts

- Mail financial reports to the Finance and Audit Committee members as requested
- Always keep the District Governor informed of any budget overruns or problems that look like potential overruns
- Close the books and all accounting records as soon as possible for the Rotary year just ended on June 30. This information is to be turned over to the Audit Committee for their inspection

COMMITTEES

During the selection process, before the beginning of a new Rotary year, the District Governor Elect shall consult with current committee chairs and committee members, the District Governor, Council of Past Governors and other Rotarians seeking names of potential members. Efforts shall be made to select Rotarians from the broadest possible geographic club distribution (District 5440 Bylaws).

Committee Qualifications:

The minimum recommended qualification for appointment to a District committee is membership, other than honorary, in good standing in a club in the District

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chair to facilitate action at the District or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District committee chairs shall report to the Leadership Team on the status of their activities on a regular basis. District committees may also be requested to provide information on their activities for the District newsletter or for display at the District conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Committee Expenses:

Each section of committees will have access to District funds to cover necessary expenses for operation. Committees having income or expenses or having received funds from the District treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, District conference, multi-District functions).

DISTRICT INSURANCE ADVISOR

This resource person is to provide requested information regarding insurance to the Executive Committee and clubs. This Rotarian is to be knowledgeable in the field. Additional Rotarians may be selected as deemed necessary.

III. DISTRICT ADMINISTRATION COMMITTEES

Committee members shall be appointed, and their chairs designated by the District Governor unless otherwise provided by District Bylaws.

Selection:

- Consult with current committee chairs and members, the Executive Committee, past District governors, club presidents and other Rotarians for potential committee members. Graduates and participants in Rotary Leadership Institute (RLI) shall be given preference
- Select committee members from throughout the District
- Committee membership is usually for one year except as otherwise indicated in the District Bylaws. Multiple terms are acceptable at the discretion of the District Governor to afford continuity of function and leadership
- Committee chairs should generally be appointed for three-year terms. A District Governor Elect may change, collapse, or combine committees or change committee chairs before three years.

DISTRICT AUDIT COMMITTEE

The Audit Committee is charged with reviewing the financial records of the District to assure that sound accounting procedures were followed and that practices, as articulated in the District Bylaws, have been followed. The committee shall prepare a report on the findings, to be approved by the clubs at District Conference, and passed on to Rotary International.

Membership:

This committee will consist of three Past District Governors appointed to staggered three-year terms, and two Rotarians with specific finance and/or audit experience who shall serve one-year terms. Membership shall not include any current members of the District Finance Committee. The District Treasurer shall serve as an ex-officio member.

Duties:

- Unless a formal outside audit or financial review is requested by the Executive Committee, review all District financial records to make certain standard accounting procedures were followed. The completed report shall be forwarded to the Finance Committee for their review and comment within four months. If additional time is needed, an extension may be sought from the Executive Committee.
- After review and comment by the Finance Committee, submit the audit report to the Executive Committee for review and comment.
- Copies of the report, including comments of the Finance and Executive Committees, shall be forwarded to each Club President no later than 60 days prior to the District Conference. The report shall be accepted by a majority vote of the Delegates attending that District Conference, or is to be referred back to the Executive Committee for appropriate action.

DISTRICT BYLAWS COMMITTEE

The Bylaws Committee is responsible for annually reviewing the District Bylaws and bringing proposed changes to the Executive Committee. This committee provides a means to assure the orderly and responsible administration of District 5440 Inc. by responding to changed circumstances or new issues that can be addressed through bylaws. A review is necessary following the Council on Legislation and

upon any other changes in Rotary International policy or regulations or District structure, goals, or programs to ensure that our District by-laws remain consistent with RI by-laws.

Amendments to District bylaws may be proposed by any Rotary club in the District, the District Bylaws Committee, or the Executive Committee. Suggestions must be in writing and received by the District Governor ninety days prior to the scheduled District conference. Proposed changes, along with the Executive Committee's recommendations shall be sent to the clubs in the District no less than four weeks prior to the District conference.

Membership:

This committee consists of at least one Past District Governor and four Rotarians who have served as Club Presidents. Each District Governor Elect shall select one Past District Governor to serve and four Past Club Presidents on this committee. Any vacancies on the committee shall be filled by the Executive Committee (per Rotary District 5440 Bylaws).

Meetings:

Meetings will be held annually and whenever changes in the bylaws have been proposed by any Rotary Club in District 5440, the District Executive Committee, the District Governor or by the Bylaws Committee itself.

Duties:

- Annually review any changes in Rotary International policy, regulations or direction for impact or need for change
- Review all proposed changes in the bylaws and assist in drafting language consistent with the intent of the proposed change to assure compatibility with existing provisions
- Submit the proposals in a timely manner to the Executive Committee for its recommendations and to the District conference for voting by delegates at the conference
- Ensure procedures as outlined in District Bylaws are followed for any amendments

DISTRICT CONFERENCE COMMITTEE

Under the direction of the District Governor, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the District conference.

Qualifications of Members:

- Preference should be given to those who have experience in the meeting coordination and/or hospitality industry
- Preference should be given to those with media, public relations, or marketing skills as a component of their vocation or profession

Duties:

- In concert with the District Governor, select a site for the District conference
- Negotiate convention center rates and hotel rates, ensuring appropriate space is available for the various conference activities

- Ensure that all committee members understand expectations and goals and hold regular meetings
- Create a District conference that highlights the achievements of the District's clubs and individual Rotarians during the District Governor's year
- Work with the District Governor to arrange speakers and programs beneficial to Rotarians, Rotary program alumni, family members and participants in Rotary youth programs
- Promote the conference to encourage Rotarians and families to attend and participate
- Develop a conference budget to foster maximum attendance, limiting individual expenses where possible and practical
- Reach out to new Rotarians and members of newly organized clubs to encourage their attendance
- Follow appropriate accounting practices and prepare the required reports in coordination with the District Treasurer which are then submitted to the Executive Committee

DISTRICT FINANCE COMMITTEE

The committee's responsibility is to help the District Governor Elect prepare a budget and to oversee the management of District funds.

Membership:

The Finance Committee shall be comprised of seven (7) members and shall consist of the Immediate Past District Governor, serving as Chair, one additional Past District Governor, the Leadership Team and one Past Club President. The District Treasurer shall serve as ex-officio member (District 5440 Bylaws).

Duties and Responsibilities:

- Review and recommend the amount of per capita levy. Any per capita levy must be approved by a majority of the Presidents-elect present at PETS, or by a majority of the Delegates present and voting at District Conference.
- Coordinate with all District Committee's income or expense information in preparing the District budget
- Working for the DGE, the DGN will spearhead the budgeting process.
- No later than sixty days prior to the Presidents Elects Training Seminar (PETS), the Finance Committee, considering the District Governor Elect's wishes and recommendations for the next fiscal year, shall assist in the preparation of a proposed budget for financing of District-sponsored projects and programs, and for administration and development of Rotary within the District for the ensuing Rotary year
- The budget for the next Rotary year shall be recommended to the Executive Committee for distribution to the Club Presidents-elect at least four weeks prior to PETS. The budget must be approved by Club President-elect at PETS by a 2/3rds majority of PE's in attendance at that meeting (per Rotary District Bylaws)

- All decisions of the District Finance Committee shall be approved by a majority vote of committee members and a recommendation made to the Executive Committee.
- The committee may authorize expenditures of up to \$10,000 from the District Contingency Reserve Fund for contingency or emergency requests in support of Rotary programs, subject to final approval by the Executive Committee (per District By-Laws).

THE NOMINATING COMMITTEE

The Nominating Committee selects the District Governor Designate. As per District 5440 Bylaws, the selection of the District Governor Designate will be carried out by the District Nominating Committee from nominations received from clubs.

The selection of a District Governor Designate should be conducted in a manner consistent with the principles of Rotary International. The nominee must be selected not more than thirty (30) months but not less than twenty-four (24) months prior to the day of taking office.

Membership:

The five (5) most recent past District governors and two Rotarians, who are not Past District Governors but who have served as Club President, residing in and members in good standing of clubs within the District and willing to serve in this capacity make up this committee.

At least 5 of the 7 members of the committee must be present for the committee to act.

Meetings:

Committee shall convene prior to October 1st of each year, and must meet between January 1st and March 1 to make its selection. (District Bylaws).

Officers:

The most senior Past District Governor, in terms of service, shall serve as chair.

Responsibilities:

- No later than October 1st of each year, the Nominating Committee will convene to begin the active search to find the best qualified candidates for District Governor Nominee or District Governor Designate and to set date(s) for candidate interviews. The Committee shall interview candidates prior to March 1st of each year, but not before January 1st. This appointment must be reported to Rotary International before May 1st of each year.
- Once the selection has been made, the chair shall notify the chosen candidate, other candidates involved in the interview process, and the District Governor
- The District Governor shall publish to the clubs in the District the name and club of the selected District Governor Designate. Within three days of receiving notification by Nominating Committee, the District Governor must notify the clubs in writing of selection. Clubs must be given at least 14 days to provide private comment about the nomination to the District Governor (per RI Bylaws). Refer to RI bylaws for process if there are challenges.
- The District Governor shall notify the Zone leadership of the selection of the DGD (for meeting invitation and training purposes) as soon as the nomination is finalized.
- The District Governor shall notify Rotary International (per District bylaws), if the clubs 14 days comment period has elapsed without comment.
- The District Nominating Committee may withdraw its nomination for cause. In this event, the District Governor and District Executive Committee shall be notified immediately.

- If for any reason it is determined that an incoming District Governor Elect, District Governor Nominee, or the District Governor Designate cannot serve because of his/her resignation, or if the nominated Governor-to-be is removed for cause by the Nominating Committee before his/her election at the Rotary International Convention, or if after election is removed for cause by the RI President or RI Board, the District Nominating Committee shall reconvene to select a replacement

Any Rotarian who engages in campaigning or canvassing for elective office in Rotary International may be subject to disqualification to any possible future offices for such periods as the Rotary International Board may determine. The District should seek out the best qualified persons through a procedure ***not influenced by race, gender, or physical location. There shall be no system where the nomination is rotated among various people groups, or groups of clubs or geographic areas.***

PUBLIC IMAGE COMMITTEE

The District Public Image Committee shall promote Rotary to foster understanding, appreciation, and support for the programs of Rotary. The committee should also promote awareness among Rotarians, and promote awareness of the Rotary brand to the public. Effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

Qualifications of Committee Members:

- Preference should be given to those who have experience as a club public relations chairperson
- Preference should be given to media, public relations, or marketing skills as a component of their vocation or profession

Duties and Responsibilities:

- Help and encourage Rotary clubs within the District to understand the importance of public relations and make it a priority.
- Provide clubs with expertise, advice and resources about successfully mounting a public relations program appropriate for their community, news media, etc.
- Seek opportunities to speak to individual clubs about the importance of club public relations
- Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs
- Work closely with the District officers and other committee chairs to identify PR opportunities for the District website or newsletter and for external publicity opportunities
- Put together Press Releases of District projects and events, and release them to media outlets
- Share RI public relations materials with clubs
- Advise Rotaract, Interact, and District projects about PR approaches and opportunities
- Keep in touch with the District Governor and committee chairpersons, to identify PR opportunities

- Place a display at the District Conference showing the public relations successes of clubs within the District
- Provide information for the District Newsletter, as requested
- Attend District seminars, assemblies, and conferences to display and promote public relations efforts in the District
- Establish communication with other District committees to coordinate activities that will aid membership efforts

DISTRICT NEWSLETTER SUBCOMMITTEE

The committee shall assemble the monthly District Newsletter, working with the District Governor, Leadership Team and Administrative Secretary. The Newsletter should be distributed before the 10th of each month, to at least each Club President, and Secretary.

RI CONVENTION PROMOTION COMMITTEE

The committee shall promote attendance at the annual RI convention to Rotarians throughout the District.

Duties and responsibilities of this committee could be placed with the Public Image Committee.

Qualifications of Members:

- Preference should be given to Rotarians who have attended a minimum of one previous RI conventions
- Preference should be given to Rotarians with marketing skills as a component of their vocation or profession

Duties:

- Attend District meetings to promote the convention
- Serve as a local resource for convention materials and information
- Work with the Administrative Secretary to create content for the District website with links to RI's web page
- Identify and target potential registrants by email, letters, and other methods

TECHNOLOGY COMMITTEE (TECH TEAM)

The Technology Committee is responsible for three areas:

1. Providing Audio-Visual services and equipment recommendations to various District events like Assemblies and Conferences, and
2. Assisting District clubs and committees with the expertise, training, and equipment recommendations to have effective virtual or hybrid meetings, and
3. Enhancing club and district operations with innovative software, hardware, and the use of social media.

This committee will help with evaluating cost-effective and appropriate alternatives for each of these responsibilities.

Selection:

The Leadership Team will select members from any club in the district who are willing to serve and have knowledge of how to use computer and audio-visual technology. Members of this committee must have the ability to effectively transfer knowledge and best practices to others and recommend the proper equipment to be purchased by clubs and District 5440. Committee members can remain on this committee for as long as they and the Leadership Team feel they are competent team members with no set term specified.

Duties:

- Instructional videos or written instructions will be developed and be made available through the district website with direct consultation available when necessary.
- Committee members will have personal attendance at District events when necessary and assist with the necessary technology for an effective event.
- Equipment purchased by District 5440 must be properly cataloged and described on the district website with instructions about how to request the equipment for use for District events, how to obtain the equipment, and instructions for the return at the conclusion of the event.
- Assist Clubs and Committee members to request approval for the purchase of new equipment from the District Budget or by the club.

MEMBERSHIP COMMITTEE

The goal of this committee is to increase and retain the number of Rotarians to accomplish the important service goals of the organization and clubs. The District membership team will help Club Membership Chairs meet their clubs' growth and retention goals, encouraging clubs to embrace and achieve club, District, and RI membership goals. The chair and committee will identify, market, and implement membership strategies within the District.

Qualifications of Members:

- Preference should be given to those who have served as chairperson of club committee(s) related to membership development or retention
- Preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs

Duties and Responsibilities:

- Plan, market, and conduct a District membership seminar or training session at least once per year
- Work with clubs to ensure their goals are in club central
- Work with the District Governor and club leaders to ensure that the District achieves its membership goal
- Coordinate District-wide membership development, retention, and extension activities
- Encourage clubs to participate in RI or presidential membership recognition programs
- Attend all Zone level trainings and meetings for Membership Chairs in an effort to establish communication and idea exchange with other district's membership chairs

- Encourage clubs to develop and implement effective membership development, recruitment, and retention plans
- Assist club membership chairpersons in carrying out their responsibilities
- Visit clubs to speak about successful membership activities; share information on successful activities as requested
- Identify best practices in clubs and make this information available to other clubs and place on District website
- Ensure that each club committee has a copy of the *Membership Development and Retention Manual*
- Maintain a relationship with RI staff in order to take advantage of their assistance, resources and expertise

NEW CLUB ADVOCATE (MEMBERSHIP SUBCOMMITTEE)

The New Club Advocate is to identify possible locations for new Rotary clubs. They will work with clubs which have identified a possibility for a new club, including developing innovative approaches to “meeting.” It is important to ascertain if a new club can, or will, prosper in the shadow of a neighboring club (if one exists) or if both will be weakened before proposing a new club in any area with existing club(s). A club that meets at a different time of day, a different day, or online, expands the membership market. Sharing knowledge of Rotary with informal groups with the idea of affiliation could both empower that group and expand Rotary membership and clubs.

Duties

- Participate in Zone meetings as our District New Club Advocate
- Identify communities without Rotary clubs. Also look at communities where additional Rotary clubs could be established without detracting from service provided by existing clubs. The communities must have a population capable of meeting the requirements for chartering a new club and assist in organizing and establishing the new club.

IV. DISTRICT & RI PROGRAMS COMMITTEES

District and RI programs committees carry out the goals of the District and Rotary International. Some functions occur on an ongoing basis and must have continuity of leadership to be effective. District committee members shall be appointed, and their chairs designated by the District Governor. The selection process occurs prior to the beginning of the new Rotary year.

Selection:

- Consult with current committee chairs and members, Executive Committee, Council of Past Governors, and other Rotarians, seeking names of potential committee members
- Make a concerted effort to select persons from the broadest possible geographic and club distribution
- Committee member appointments are usually one year except as otherwise indicated in the District bylaws.

- Chairs usually serve a three-year term to promote continuity of function and leadership. A District Governor Elect may decide to replace a committee chair prior to the end of three years if the chair has not been actively leading the committee or if the function and focus of the committee need to change

Program committees shall be appointed to meet the needs of the District, but include:

- Friendship Exchange
- Rotaract
- Interact
- RYLA/Young RYLA/RYLEA Plus
- Youth Exchange – Full Year and Summer

Additional Committees:

Additional committees may be added to address a special focus of the Rotary International President or corporate program or focus of Rotary International. Such committees may exist for one or more years, as necessary. If any committee is to be continued for more than one year, a description of the purpose and duties shall be developed for the District Leadership Plan.

Training Requirements:

District committee chairs are expected to attend any designated District team or leadership training seminar prior to and during the period of service as a chairperson. District chairpersons should attend all District assemblies and seminars and the District Conference.

Relation to Rotary Foundation Chair and Subcommittees:

District committees should work with relevant Rotary International and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chair to facilitate action at the District or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District committees shall prepare a report for the Executive Committee on the status of their activities on a quarterly basis, at least three days prior to the Executive Committee meeting. District committees may also be required to provide information on their activities for the District Newsletter or for display at the District Conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page. These successful activities shall also be reported to the District Public Relations Committee for internal distribution.

Committee Expenses:

Planning for committee expenses should consider District goals as identified in the District Action Plan and the District Governor Elect's goals.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, District Conference, multi-District functions).

FRIENDSHIP EXCHANGE COMMITTEE

This committee promotes and plans reciprocal visits and home stays with Rotarians and their families in other countries to advance international understanding, goodwill, and peace through people-to-people contacts. Either club-to-club or District-to-District exchanges may be developed.

Duties:

- Work with the District Governor to determine if and where a friendship exchange may occur
- Establish communication and agreements with the selected club or District for an exchange
- For District-to-District exchange, recruit four to twelve Rotarians to visit in the Host District for a period of up to one month
- Establish the itinerary and hosts for the incoming exchange group
- Assist clubs with club-to-club exchanges, as requested
- Review the *RI Friendship Exchange Handbook* for details and information
- Provide the Public Image and District Newsletter Committees with information on all exchanges

ROTARACT COMMITTEE

The Rotaract Committee shall work to establish and grow Rotaract clubs. To accomplish this, the committee will work with Rotary International, Rotary clubs and Rotaract clubs in the District. Rotaract promotes the ideals of Rotary International in the areas of ethics and service and provide service to communities locally and worldwide. Members of the committee should have an interest in, and preferably experience with, young adults.

Members of these clubs should be our future Rotarians. The committee should also encourage and assist the clubs in attracting and retaining younger members as Rotarians.

Duties:

- Assist Rotary clubs in the establishment of Rotaract clubs, using materials available from RI
- Ensure clubs who sponsor such clubs maintain a close relationship and assist with leadership, projects, ideals, and club sustainability
- Promote joint activities and projects between sponsoring clubs and Rotaract clubs
- Promote attendance and involvement of club members at District meetings and conferences as requested by the District Governor or District Governor Elect
- Provide the District Newsletter and Public Relations Committees with information on clubs and their activities and projects
- Promote to Rotaract clubs the availability of scholarships

INTERACT COMMITTEE

The Interact Committee shall work to establish Interact clubs and other youth focused programs within the District to promote Rotary's ideals in our youth. To accomplish this, the committee will work with Rotary International, Rotary clubs, and Interact clubs in the District. These youth-oriented clubs and/or programs promote the ideals of Rotary International in the areas of ethics and service. Such clubs and programs will provide service to communities locally and worldwide. Members of the committee should have an interest in, and preferably experience with, youth.

Members of these clubs should be our future Rotarians. The committee should also encourage and assist the clubs in attracting and retaining younger members as Rotarians.

Committee members should work with the District Protection Officer to ensure compliance and awareness of youth protection at the club level.

Duties:

- Assist Rotary clubs in the establishment of Interact clubs using materials available from RI
- Ensure that clubs and Rotarians involved with these youth groups are aware of and trained where necessary in the District's protection policies and procedures
- Ensure clubs who sponsor such clubs maintain a close relationship and assist with leadership, projects, ideals, and club sustainability
- Promote joint activities and projects between sponsoring clubs and Interact clubs
- Promote attendance and involvement of club members at District meetings and conferences as requested by the District Governor or District Governor Elect
- Provide the District newsletter and Public Relations Committees with information on clubs and their activities and projects
- Promote to Interact clubs the availability of scholarships

RYLA/YRYLA/RYLE PLUS COMMITTEE

The RYLA/Young RYLA/RYLE Plus Committee is responsible for helping to develop and conduct youth leadership training programs (could be with other Rotary Districts, if desired) to which Rotary clubs send student leaders. RYLA programs for District 5440 include RYLA, Young RYLA and RYLE Plus. Committee members should have an interest in, and experience with, youth programs. Separate subcommittees may exist to prepare for the RYLA/YRYLA/RYLE PLUS conferences.

Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Duties:

- Work with clubs to recruit and select youth to attend the training seminars
- Communicate registration procedures to the individual clubs

- Meet periodically to develop the program (objectives, speakers, activities, etc.) and prepare for the conferences
- Recruit and train Junior and Senior Counselors
- Conduct the conferences in a way that meets Conference and District objectives
- Ensure the safety of all attendees while at the conference
- Facilitate opportunities for feedback and evaluation to develop “best practices” for subsequent years
- Help oversee committee finances
- Advise the District Governor of plans, programs, activities, and dates as soon as the information is available, and invite them to attend events, as applicable
- Provide the District Newsletter and Public Relations Committee with information on the programs
- Provide updates to the Executive Committee on a quarterly basis

Communication/Interface with Clubs:

- Communication to clubs is done by email to the RYLA, YRYLA, or RYLA Plus chairs
- Club RYLA/YRYLA chairs are encouraged to use the web site – www.rockymountainryla.org for all RYLA business
- RYLA event registrar is available to answer all questions regarding the two conferences

Measures of accountability/criteria for success:

- As many students as the facilities can hold attend the conferences
- The conference expense budget is met
- RYLA/YRYLA students meet expectations for behavior
- RYLA/YRYLA students attend sponsoring Rotary clubs to describe the impact of the conference
- Many students and Rotarians apply to return the next year as counselors

YOUTH EXCHANGE – FULL YEAR AND SUMMER – COMMITTEE

The Youth Exchange Committees are responsible for all ongoing and recruitment activities required to run and maintain the District Youth Exchange programs (yearlong and summer). Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Committee members may serve multiple years, however the chair position should rotate at least every three years.

Committee members should have an interest in, and experience with, youth programs. Members must be able to dedicate the time required to maintain a quality program and its activities. Separate subcommittees may exist to prepare for full year and summer exchanges.

Members:

Members shall be committed to the quality and continuation of the District's program. The number of members in the committees shall be as deemed necessary by the Chair.

Duties:

- Establish necessary committee infrastructure to cover the many areas of responsibility
- Recruit committee members
- Set the annual calendar
- Regularly advise the District Governor of committee activities and the program
- Assist clubs in participating in the program and in the establishment of the necessary support system
- Host training programs to explain to Rotarians how to have a successful Youth Exchange program
- Problem solve issue with students or hosts which club committees are unable to resolve
- Have a disaster plan in place for any unexpected problems
- Assure that insurance is in place for the program
- Work with other Districts and RI to take advantage of their ideas and support
- Provide appropriate information to the District website, District Newsletter and Public Relations Committee
- Encourage and coordinate the involvement of YE participants in all appropriate District meetings
- Provide Financial information to the District Treasurer

DISTRICT ROTARY FOUNDATION COMMITTEE

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the District Governor in educating, motivating, and inspiring Rotarians to participate in Foundation program and fundraising activities in the District. The committee serves as the liaison between The Rotary Foundation and the club Rotarian. Members of the District Rotary Foundation Committee will serve as chairpersons of one of the subcommittees. The District Rotary Foundation Committee receives guidance from the Regional Rotary Foundation Coordinator as per The Rotary Foundation Code of Policies.

The District Rotary Foundation Committee chair and the members of the District Rotary Foundation Committee hold the primary responsibility for club and District qualification and oversight of The

Rotary Foundation (TRF) District Memorandum of Understanding. In order to receive grant funds, the District must have a District-controlled bank account and a financial management plan which is to be reviewed annually. Either a District Rotary Foundation Audit Committee annual review, or an independent financial assessment, must be implemented to oversee the management of Rotary Foundation funds.

Specified subcommittees shall be appointed as required by The Rotary Foundation:

- Grants Chair
 - District Grants Sub-Committee
 - District International Service Committee (DISC)
- Annual Fund/Paul Harris Society Sub-Committee
- Bequest Society/Major Donor Sub-Committee
- Endowment/Legacy Sub-Committee
- PolioPlus Sub-Committee
- Scholarships/Rotary Peace Fellows Sub-Committee

Additional committees may be required or identified within the required subcommittees.

Committee Qualifications:

The minimum recommended qualification for appointment to the District Rotary Foundation Committee is membership, other than honorary, in good standing in a club in the District. It is recommended that the chairperson be a Past District Governor.

Subcommittee chairs should have prior experience on a club Rotary Foundation committee and should be encouraged to serve for three years. It is recommended subcommittee members be at least a Sustaining Member. Any subcommittee chair may be released from appointment for failure to perform required duties as all District Rotary Foundation Committee activities are critical to successful fund raising, programs and projects.

DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR (DRFCC)

The District Rotary Foundation Committee Chair is responsible for implementing, managing, and maintaining the District qualification process and validating District clubs' qualification status.

The Foundation Chair has overall responsibility for fundraising for The Rotary Foundation (TRF) and for channeling information about TRF and its programs to others in the District. The Foundation Chair and his/her sub-committees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities and help make the connection between giving, the humanitarian programs of Rotary International, the District, and local clubs.

The DRFCC should have a history of giving to the Annual Fund and the Permanent Fund of the Rotary Foundation.

The District Rotary Foundation Committee Chair (DRFCC) is a Rotarian with a history of leadership in the District or in their club. The chair is appointed for a 3-year term. He/she is expected to have significant knowledge of the Rotary Foundation and its programs. In addition, he/she must have the ability to oversee, manage, motivate, and support the subcommittees. Prior service, or involvement, in District Foundation subcommittees is desirable.

Duties:

- Together with the District Governor provides one of the two authorizing signatures for the use of District Designated Funds (DDF) to reflect the decisions of the District Rotary Foundation Committee and DG
- Provide quarterly reports to the District Governor and Executive Committee on activities and progress
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified
- Serve as the primary contact for The Rotary Foundation for District grants
- Oversee the District qualification process and compliance with the requirements of qualifying
- Work with the Leadership Team and other District committee chairs to ensure Rotary Foundation activities are properly included in such committees
- Provide programs on The Rotary Foundation at club and District events as requested
- Provide support to club foundation committees
- Ensure Global Grant requirements are completed on time
- Assumes responsibilities of any subcommittee not appointed or functioning. The DRFCC may combine some subcommittees as deemed necessary
- Oversees and serves as an ex-officio member of all subcommittees
- Track donations to The Rotary Foundation's Annual Programs Fund and Permanent Fund communicating regularly with the appropriate subcommittee chair(s), District Governor, Executive Committee, assistant governors and with the club Foundation chairs
- As needed, set up recognition opportunities within the District
- Consult with the District Grants Chair to track progress in spending District Designated Funds (DDF)
- Encourage clubs to conduct a program on the Foundation during November which is Rotary Foundation Month
- Work with clubs to add Foundation Chair and goals into Rotary Club Central
- Ensures adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all the clubs in the District
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org)
- Utilize the Regional Rotary Foundation Coordinator (RRFC) and Assistant Regional Rotary Foundation Coordinator (ARRFC) for support in carrying out committee responsibilities
- Ensure implementation of proper stewardship and grant management practices for all club and District sponsored grants, including reporting to The Rotary Foundation on all grants
- Create and enforce a District policy that outlines the distribution of grant funds for clubs and the District

- Report any potential misuse or irregularities in grant related activity to the DG and The Rotary Foundation and conduct initial local investigations into any reports of misuse
- Abide by, follow, enforce, disseminate, and educate clubs on the terms and conditions of grant awards for District and Global Grants
- Attend Zone Institute Foundation and virtual training sessions
- Notify the District Governor when Global Grants are ready for his/her approval.
- Establish communication with other District committees to coordinate activities that will aid foundation fundraising efforts

DISTRICT ANNUAL FUND/PAUL HARRIS SOCIETY SUBCOMMITTEE

The District Annual Chair, and Paul Harris Society Subcommittee's focus is to achieve the District's Annual Program Fund giving goal. These donations are the basis for the District's DDF allocation and, hence are critical for the District to conduct its annual educational and humanitarian programs. Every effort should be made to make the connection for District Rotarians between Rotary's service goals and its funding through annual giving to The Rotary Foundation.

Duties:

- Assist the District Governor Elect and District Rotary Foundation Committee Chair in helping clubs set challenging yet realistic Annual Fund goals, keeping in mind Rotary International's goal of US \$100 per capita
- Establish an action plan to achieve the goal. This should occur prior to the start of the Rotary year
- Provide quarterly updates to all clubs on the progress being made toward their club goals
- Promote the concept of annual gifts from Every Rotarian, Every Year
- Help put on District Foundation seminars, and trainings, with an emphasis on fundraising efforts
- Promote special giving opportunities such as corporate matching gifts and corporate and community foundation support – to maximize and leverage contributions
- Answer inquiries and assist club Foundation chairs, presidents, and others in interpreting their club contribution reports and giving records. Assist them in leveraging prior contributions or credits, to give PHF awards and to problem solve with TRF staff on problems
- Provide information to clubs and the District Newsletter regarding special programs or promotions during Rotary Foundation Month
- Encourage clubs to access up to date information on the Rotary International website (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator and Assistant Regional Rotary Foundation Coordinator (ARRFC) for support in carrying out subcommittee responsibilities
- Actively promote the Paul Harris Society at District meetings, assemblies, trainings, and activities
- Maintain a current list of all Paul Harris Society members
- Encourage members to make annual donations in a timely fashion

- Ensure that members receive recognition items and publicity as appropriate
- Advise club presidents of the existence of the Paul Harris Society and answer questions or assist members, as needed

DISTRICT BEQUEST SOCIETY/MAJOR DONOR SUBCOMMITTEE

This committee is charged with encouraging Rotarians in the District who are already part of the Paul Harris Society to continue their generous donations to TRF, in an effort get them to become Major Donors (cumulative lifetime gift of over \$10,000). This committee shall also encourage Rotarians in the District to become members of the Bequest Society (members who have committed to \$10,000 or more in their estate plans to The Permanent Fund of TRF).

Duties:

- Actively promote the continued giving to become a Major Donor at District meetings, assemblies, trainings, and activities
- Educate Rotarians on the Bequest Society, and encourage participation
- Maintain a current list of all Major Donors and Bequest Society members
- Encourage members to make annual donations in a timely fashion
- Ensure that members receive recognition items and publicity, as appropriate
- Advise Club Presidents of the existence of the Major Donor program, and Bequest Society and answer questions or assist members as needed

DISTRICT ENDOWMENT/LEGACY SUBCOMMITTEE

The focus of this committee is upon securing contributions to the Permanent Fund which is an endowment fund to ensure the continuity of The Rotary Foundation programs. Benefactor and Bequest Society goals set by clubs must be monitored and new donors will be sought at all meetings and trainings at which The Rotary Foundation is discussed.

Duties and Responsibilities:

- Assist the District Governor and District Rotary Foundation Chair to establish District Benefactor and Bequest Society goals
- Help develop and be available for programs during Rotary Foundation Month (November)
- Inform District Rotarians of planned giving opportunities available
- Assist in the recognition of Permanent Fund contributors, Benefactors and Bequest Society members at all appropriate events
- Encourage Rotarians who have made commitments to assist in the identification of other potential donors
- Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund

- Coordinate identification, cultivation, and solicitation of potential donors of major outright gifts or planned gifts in support of the Foundation's Permanent Fund. Involve District leadership, RRFC's, trustees and directors, alumni and major donors in the planning and solicitation of major gift prospects, as appropriate
- Thank and continue to nurture relationships with Benefactors and Major Donors
- Encourage clubs to access up to date information on the Rotary website (www.rotary.org)
- Utilize the Assistant Regional Rotary Foundation Coordinator and Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities

DISTRICT POLIOPPLUS SUBCOMMITTEE

This committee is responsible for supporting Rotary's commitment to polio eradication and encouraging participation in the PolioPlus program. This committee will be chaired by a qualified and experienced Rotarian who will recruit committee members as needed.

Qualifications of Members:

- In addition to the minimum recommended qualifications previously established, preference should be given to those with club-level experience with the PolioPlus program

Duties:

- Encourage donations from the public, Rotarians, club and the District DDF for PolioPlus
- Organize at least one PolioPlus District activity during the year
- Work with the District Rotary Foundation Chair, District Public Image Committee and the District Governor to assure appropriate recognition of exemplary polio eradication club and District activities
- Assist District leadership and the District trainer on the presentation of PolioPlus as part of The Rotary Foundation training or information at District meetings

DISTRICT GRANTS SUBCOMMITTEE

The District Rotary Foundation Grants Subcommittee is responsible for overseeing all grants and club qualification. The chair is required to review and sign off on all District and Global grants. Monitoring and maintaining an accounting of District Designated Fund (DDF) balances is a major responsibility.

All clubs should be encouraged to participate in both local and global service projects to further the Object of Rotary.

Qualifications of Members:

- Preference should be given to Rotarians who have experience with a Rotary Foundation grant and/or have professional expertise in either one of the Areas of Focus, grant preparation, project management or stewardship

Duties:

- Serve as a District expert and resource on all Rotary Foundation grants
- Provide grants training to President Elects at PETS annually
- Review and help modify District and Global grants in preparation for grant submissions
- Monitor, manage, and approve DDF fund resources
- Inform Foundation Chair of DDF funds available in May of each year.
- Recommend changes to the District Grants Policy
- Notify District Rotary Foundation Committee Chair (DRFCC) of any issues with Global and District grants
- Notify the District Rotary Foundation Committee Chair (DRFCC) when Global Grants are ready for approval.

Training Requirements:

“All members of the District Rotary Foundation committee are expected to attend a Regional Rotary Foundation Seminar conducted by a regional Rotary Foundation coordinator (RRFC)” (Rotary Foundation Code of Policies.

District committee chairpersons shall attend any designated District team or leadership training seminar prior to, and during, the period of service as chair. District chairpersons should attend all District Governor, District Governor Elect or Executive Committee District meetings or events.

Reporting Requirements:

The District Grants sub-committee shall report quarterly to the District Rotary Foundation Committee Chair (DRFCC) on the status of committee activities including qualification status of clubs and District as required by the Rotary Foundation Code of Policies. This committee is also requested to provide information on their activities for the District Newsletter and/or for display at the District Conference. This committee shall also report successful activities to RI for possible publication in RI publications and on the RI web page.

DISTRICT INTERNATIONAL SERVICE COMMITTEE (DISC)

The District International Service Committee (DISC) is responsible for overseeing all Global grants put forth from within our District, and encouraging clubs to further their international service efforts. Monitoring and maintaining an accounting of District Designated Fund (DDF) balances is a major responsibility.

All clubs should be encouraged to participate in International service projects to further the Object of Rotary.

Qualifications of Members:

- Preference should be given to Rotarians who have experience with a Rotary Foundation grant and/or have professional expertise in either one of the Areas of Focus, grant preparation, project management or stewardship

Duties:

- Serve as a District expert and resource on all Rotary Foundation Global Grants
- Help with grants training, as requested
- Review and help modify Global grants in preparation for grant submissions
- Monitor DDF fund resources

- Recommend changes to the District Grants Policy, as requested

- Notify District Rotary Foundation Committee Chair (DRFCC) of any issues with Global grants
- Provide clubs with information about Global Grants seeking support within the District
- Work with clubs to encourage clubs to participate in International service projects
- Attend Zone level trainings, and events, for DISC's

Training Requirements:

"All members of the District Rotary Foundation committee are expected to attend a Regional Rotary Foundation Seminar conducted by a regional Rotary Foundation coordinator (RRFC)" (Rotary Foundation Code of Policies).

District committee chairpersons shall attend any designated District team or leadership training seminar prior to, and during, the period of service as chair. District chairpersons should attend all District Governor, District Governor Elect or Executive Committee District meetings or events.

Reporting Requirements:

District International Service Committee shall report quarterly to the District Rotary Foundation Committee Chair (DRFCC) on the status of committee activities including qualification status of clubs and District as required by the Rotary Foundation Code of Policies. This committee is also requested to provide information on their activities for the District Newsletter and/or for display at the District Conference. This committee shall also report successful activities to RI for possible publication in RI publications and on the RI web page.

SCHOLARSHIPS/ROTARY PEACE FELLOWS

This committee is responsible for promoting Club and District participation in scholarships through either a District or Global Grant. The committee also facilitates applications for Rotary Centers for International Studies in Peace and Conflict Resolution and Rotary Peace and Conflict Studies.

The committee shall manage all aspects of the program: promoting, recruiting, selection, orientation, training and mentoring outbound scholars, and mentoring and hosting inbound scholars. At the discretion of the chair subcommittees may be established to focus on the separate programs.

Applications for both scholarships for Peace and Conflict Resolution should be considered separately from Global or District Grant scholarships. The committee reviewing Rotary Peace and Conflict applications and selecting the District-endorsed candidate should include the current District

Governor, Immediate Past Governor, District Governor Elect, the Rotary Foundation Committee Chairperson or Scholarships Subcommittee.

Duties:

- Encourage and assist club chairpersons in carrying out their responsibilities
- Promote an understanding and effective participation in the scholarship programs, through regular contact with clubs in the District and through District meetings
- Set up relationships with college and university scholarship and study-abroad programs to inform students and faculty about available programs
- Coordinate the District selection process for all scholarship grants
- Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant
- Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host District Governors and the Foundation
- Participate in District seminars or trainings as required
- Connect recipients with the District Alumni chairperson; maintain ties with recipients upon their return
- Eligible fields of study shall be limited to The Rotary Foundation Areas of Focus
- Scholar eligibility, study institution and term requirements will be defined in the terms and conditions of the grant or scholarship
- Scholarships can be awarded to scholars of all ages for a minimum term of one year provided scholars meet the minimum educational level requirements
- The scholarship's term may be no longer than four academic years of coursework or research at a graduate level or its equivalent
- The study institution and specific academic program must be approved by The Rotary Foundation
- All scholars are required to attend an outbound orientation session before departure as outlined in the terms and conditions of the grant
- The District in which the study institution is located will serve as the Host Sponsor District; adjacent or other Districts may not serve as the host sponsor District
- A host counselor shall be appointed for each scholar unless distance from the nearest Rotary clubs makes such appointment impractical
- Scholars are expected to participate in club or District activities in accordance with the terms and conditions of the grant
- Grant funding may cover tuition, travel, living, insurance and other education-related expenses as outlined in the terms and conditions of the grant

- If the scholar leaves or terminates the grant without the prior written approval of The Rotary Foundation, or if the scholar's grant is canceled by The Rotary Foundation, the primary Sponsor Club or District is expected to help recover the funds from the scholar for return to The Rotary Foundation.

DEFER TO BYLAWS

If there is a conflict between this document, and our District Bylaws, what is in the District Bylaws supersedes this document.