

# DISTRICT COMMITTEE BASICS

**This District Committee Basics textbook is partly extracted from RI online Learning Center course. Please visit the Rotary Learning Center for further information needed on the Rotary website: [Rotary.org](https://www.rotary.org)**

**Translating Committee  
Rotary Centre in Thailand  
December 2022**

# Contents

<b>Working with Your District Team</b>	<b>1</b>
1 Overview of the district team	<b>1</b>
2 Shared responsibilities	<b>2</b>
3 Required roles and committees	<b>3</b>
4 Optional committees	<b>5</b>
5 Working with each other and with clubs	<b>7</b>
6 Working with regional leaders	<b>9</b>
7 Your communication plan	<b>10</b>
8 Review	<b>11</b>
<b>Appendix</b>	
<b>District Leadership Team responsibilities</b>	<b>12</b>
<b>Sample Club Committee Structure</b>	<b>26</b>
<b>Resources</b>	<b>28</b>



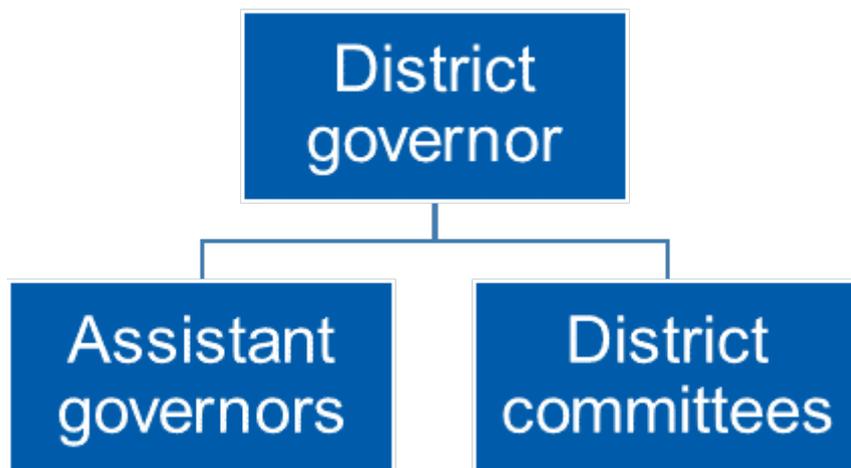
# Working with Your District Team

---

The goal of the district team is to help clubs succeed. Whether you're a returning member of the team or a new one, this course will help you learn what the district team does and how you can work together to support clubs.

## 1 Overview of the district team

The district leadership team includes the governor, assistant governors, committees, and incoming and past governors.



This structure is intended to help the district team give clubs the support and guidance they need to succeed. But districts should adjust it as needed.

Your district leadership plan should include:

- Responsibilities for each role
- Required and optional committees
- A process for helping clubs implement the club leadership plan

Let's take a closer look at the district leadership team's responsibilities.

## 2 Shared responsibilities



All members of the district leadership team are expected to:

- Work with the governor, governor-elect, governor-nominee, assistant governors, and district committee chairs to set strategies for achieving goals
- Promote and attend district training meetings and the district conference
- Relay information between Rotary International, the district, and club members
- Work closely with club leaders to offer support and guidance
- Collaborate with their regional leaders: regional Rotary Foundation coordinators, Rotary coordinators, Rotary public image coordinators, endowment/major gifts advisers, and End Polio Now coordinators

## 3 Required roles and committees

Rotary policy requires some district roles. Let's take a look at the responsibilities the people in these roles have.

### DISTRICT GOVERNOR

During your term, clubs will look to you for leadership, support, and motivation as they carry out service projects and participate in Rotary programs. You also:

- Strengthen clubs, organize new clubs, and increase membership
- Encourage contributions and other support for The Rotary Foundation
- Improve Rotary's public image and serve as a spokesperson for the district

### ASSISTANT GOVERNORS

As assistant governor, you're the connection between the clubs assigned to you and the district. The relationships you build with club leaders make Rotary stronger. You also:

- Visit each club regularly to discuss its activities, resources, and opportunities
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their district and RI administrative requirements
- Serve as a liaison between clubs and district committees

### Required committees

#### Membership

Develops, markets, and implements club and district strategies to increase membership

#### Public image

Helps members understand that effective external publicity, alignment with Rotary's brand, and a positive public image help Rotary grow

#### Finance

Supervises district funds by reviewing and recommending the amounts of the district fees per person and overseeing all district expenditures and income

#### Training

Supports the governor and governor-elect in training club and district leaders and overseeing the district's overall training plan

#### Rotary Foundation

Helps the governor educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising; oversees five subcommittees: fundraising, grants, PolioPlus, Rotary Peace Fellowships, and stewardship

## Rotary Foundation committee required subcommittees

### **Fundraising**

Coordinates the district's fundraising goals for the Annual Fund, PolioPlus Fund, and Rotary's Endowment, soliciting gifts and educating Rotarians about their gift options

### **Grants**

Helps clubs apply for Rotary grants and encourages participation in district grants and global grants

### **PolioPlus**

Supports Rotary's commitment to eradicate polio and encourages participation in PolioPlus activities

### **Rotary Peace Fellowships**

Encourages clubs to participate in the Rotary Peace Centers program and manages clubs' applications

### **Stewardship**

Oversees the qualification of clubs to participate in grants and has responsibility both for ensuring the careful management of Rotary grant funds and for educating Rotarians on how to manage grants properly and effectively

① **Find details about the qualifications and responsibilities for each of these required committees in District Leadership Team Responsibilities.**

## 4 Optional committees

### **Alumni**

Finds ways that clubs and the district can engage alumni in Rotary's fundraising, membership, and service efforts

### **Community service**

Promotes programs, activities, and resources related to community and vocational service and offers additional support for Rotaract and Interact clubs

### **Convention promotion**

Promotes attendance at the annual Rotary Convention to Rotary members throughout the district

### **District conference**

Plans and promotes the district conference and helps achieve maximum attendance

### **Diversity, equity, and inclusion**

Supports member, club, and district efforts to grow and diversify our membership and promote diversity, equity, and inclusion practices and policies for members, participants, and the community

### **Interact**

Offers young people ages 12-18 a chance to connect with other young people in their community or school while developing their leadership skills and serving their community

### **International service**

Motivates clubs to get involved in international service and connects them to resources and mentors

### **New Generations Service Exchange**

Promotes New Generations Service Exchange as an opportunity for professional development and service for people ages 18-30

### **Nominating**

Nominates the most qualified Rotarian available to serve as governor

### **Rotaract**

Assists the governor in publicizing Rotaract, promoting the establishment of new Rotaract clubs, and administering Rotaract within the district

### **Rotary Friendship Exchange**

Helps members to participate in exchanges by finding exchange partners and working with them to plan exchanges, as well as promoting the program to clubs

### **Rotary Youth Exchange**

Promotes youth exchanges by coordinating inbound and outbound youth exchange activities and communicating regularly with Rotary, the governor, and clubs that sponsor exchange students

## **Rotary Youth Leadership Awards**

Oversees, promotes, and supports the Rotary Youth Leadership Awards (RYLA) program in the district

- ① **Find details about the qualifications and responsibilities for each of these optional committees in District Leadership Team Responsibilities, which is in the materials for this course.**



## 5 Working with each other and with clubs

Now that you know more about the roles of the district team, think about how you can work with the team members and your regional leaders to:

- Give clubs the support they need
- Relay information between clubs and the district

### **How you work with clubs**

The district team is a key resource for clubs, especially those that are struggling. Here are some tips to get you started.

#### **Tip 1**

Talk with other district team members and past leaders to learn how clubs have worked with others in your role.

#### **Tip 2**

Review information in Rotary Club Central to determine which clubs you want to work with and what kind of support would benefit them most.

#### **Tip 3**

Don't forget to ask clubs what they need most. A successful partnership depends on open communication.

#### **Tip 4**

Encourage clubs to look at the suggestions in *Be a Vibrant Club: Your Club Leadership Plan*. They'll find tips for revitalizing their clubs and engaging new and continuing members.

## **How you work with each other**

How you work together as a team will determine your effectiveness in supporting clubs. Learn each other's roles, areas of expertise, and goals to maximize the support you offer.

Determine which projects and activities your team can take on to have the most impact.

Review your processes for planning district activities and supporting clubs. Ask yourself whether clubs are getting what they need from the team.

Put the team members' skills to use supporting district projects and activities.

What are some opportunities for collaboration in your district? Start by looking at your district's goals and considering these questions:

- What other areas does this goal affect? Membership? Public image? Any others?
- Who else on my team can help work toward this goal?
- What project can we collaborate on to achieve this goal?

## 6 Working with regional leaders

Regional leaders and their teams have expertise in membership, The Rotary Foundation, public image, fundraising, and polio eradication efforts. They each support multiple districts and can offer the best practices, report on trends, and suggest detailed action steps. Work with them to achieve your district's goals.

Do you know how each regional leader can help you succeed?

### **Rotary coordinators**

Assist in strategic planning and in attracting and engaging members to develop vibrant clubs

### **Rotary public image coordinators**

Help members tell Rotary's story in a compelling way and guide them in their marketing, media outreach, and social media

### **Regional Rotary Foundation coordinators**

Help members fully participate in their Foundation to meet their service and fundraising goals

### **Endowment / major gifts advisers**

Help increase members' participation in major gifts fundraising and the Endowment

### **End Polio Now coordinators**

Foster clubs' and districts' awareness, advocacy, and financial support to help achieve the certification of polio eradication

## 7 Your communication plan

Consider the types of information you want to communicate, how you want to deliver it, and how often. Here are some ways you can make sure your district has the information it needs:

- Assistant governors can relay information among the governor, district committees, and clubs
- District committees can communicate directly with club committees

### How is information shared in your district?

Use this checklist to decide how updates should be communicated among clubs, the district, and Rotary International.

#### Updates from Rotary International

- Who on the team should the governor tell first?
- How quickly should the message be given to clubs? How will you determine a message's priority?
- How will the message be communicated — in person, by phone or email, in a newsletter?
- Will different members of the team be responsible for relaying certain types of information?
- Who will communicate which information?

#### Communication among clubs, the district, and the zone

- What type of information does your district want to receive from clubs?
- How will you give this information to the governor?
- How should the governor communicate information to you?
- Under what circumstances will governors work directly with clubs?
- How will information from regional leaders be shared with clubs?
- Under what circumstances will regional leaders work directly with clubs?

## 8 Review

Let's review what you've learned about working with your district team. Match the district team member on the left with the responsibility or opportunity for collaboration with the district team member on the right.

1) Governor	a) Finds ways clubs and local service organizations can collaborate
2) Community service committee	b) Works with other district committees to engage alumni in club and district activities
3) Finance committee	c) Connects clubs with project resources to help them apply for global grants
4) Membership, Rotary Foundation, and public image committees	d) Plans and conducts a Vibrant Club workshop
5) Assistant governor	e) Works with the Rotary Foundation chair to disburse grant funds
6) International service committee	f) Fosters continuity by working with past, current, and incoming district leaders
7) Alumni committee	g) Assesses clubs' ability to thrive and mentors club leaders

By building relationships with each other, fostering collaboration, and communicating effectively, you'll be able to give clubs the support they need to succeed.

### Answers

1) - f   2) - a   3) - e   4) - d   5) - g   6) - c   7) - b



# District Leadership Team Responsibilities

---

This document outlines district leadership committee responsibilities. Use this to determine who would be a good fit for any committee openings.

## ALUMNI COMMITTEE

This committee finds ways that clubs and the district can engage alumni in Rotary's fundraising, membership, and service efforts.

### Qualifications

Give preference to:

- Rotary alumni
- Members with professional experience working with alumni

### Responsibilities

- Work with other district committees, particularly the membership, Foundation, scholarship, and programs committees (e.g., Interact, RYLA, Rotary Youth Exchange), to engage alumni in club and district activities.
- Identify alumni and their skills or status (speaking, project handling, potential member, donor to Foundation and Rotary programs, etc.) and help clubs and the district connect with these alumni.
- Raise awareness of how to work with alumni to maintain their relationship with Rotary.
- Encourage alumni to report their data to RI by creating profiles on My Rotary, and work with fellow district committee members to ensure that RI recognizes former program participants as such.
- Follow privacy and youth protection policies and local laws.
- Support and coordinate alumni associations and alumni events, as needed.

### Training Requirements

Committee members should:

- Complete the District Committee Basics and District Alumni Committee Intermediate learning plans for their role in Rotary's Learning Center
- Participate in the district team training seminar

## ASSISTANT GOVERNORS

Assistant governors motivate and support a group of designated clubs. They are appointed for one-year terms and may serve as many as three consecutive terms. The number of assistant governors should reflect such factors as your district's size, language needs, geography, and balance of strong and weak clubs. Your district is responsible for budgeting financial support for assistant governors as they perform their duties.

### Qualifications

Minimum criteria for assistant governors:

- Active membership in good standing in a club in the district for at least three years

- Experience as president of a club for a full year or as a charter president for at least six months

#### Additional criteria:

- Knowledge of clubs, the district, and Rotary, including Rotary's policies and online tools
- Demonstrated leadership qualities and skills, including listening, communication, motivation, accessibility, integrity, and being proactive
- Regular participation in district events

#### **Responsibilities**

- Visit each club regularly to discuss club activities, resources, and opportunities.
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their district and RI administrative requirements
- Serve as a liaison between clubs and district committees.
- Assess clubs' ability to thrive and mentor club leaders on strategies to make their clubs successful.
- Encourage clubs' involvement in district activities and committees.
- Keep the governor informed on clubs' progress.
- Stay up-to-date on Rotary initiatives.
- Tell your successor about clubs' status.

#### **Training Requirements**

Assistant governors should:

- Complete the Assistant Governor Basics learning plan in Rotary's Learning Center
- Participate in the presidents-elect training seminar
- Participate in the district team training seminar

### **COMMUNITY SERVICE COMMITTEE**

This committee promotes programs, activities, and resources related to community, vocational, and youth service. Consider establishing a Rotary Community Corps subcommittee.

#### **Qualifications**

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators
- Rotarians and Rotaractors with experience in planning and implementing service efforts

#### **Responsibilities**

- Motivate clubs to work with community members to identify issues they could address through humanitarian projects.
- Highlight successful service efforts, useful advice, Rotary programs, and resources that help strengthen projects.
- Promote vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.
- Encourage clubs to organize a Rotary Community Corps (RCC), and encourage participants of district RCC meetings to exchange project ideas.

- Collaborate with other district committees, such as the international service and Rotary Foundation committees.
- Help the club service projects committee with its responsibilities.
- Organize district-level meetings for club service projects chairs that coincide with the district conference, district training assembly, and other gatherings, to provide opportunities to exchange ideas and promote projects.
- Identify ways that clubs and local service organizations can cooperate on service projects by sharing information and helping clubs to set goals.
- Request regular reports on successful projects from club community service chairs for promotion through the governor's monthly communications and Rotary Showcase, and pass them on to RI for possible publication.
- Organize exhibits on outstanding community service projects at district and zone meetings.
- Coordinate districtwide community, vocational, and youth service activities.
- Promote resources for service and engagement, including Rotary Fellowships, Rotary Action Groups, and your district resource network.
- Facilitate district recognition for clubs or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.
- Promote opportunities for clubs to partner with Rotary's service and project partners.
- Coordinate with the Interact, RYLA, and New Generations Service Exchange chairs to ensure communication across all youth activities.

The Rotary Community Corps subcommittee has these responsibilities:

- Promote understanding of and participation in the RCC program through district meetings and regular contact with clubs.
- Assist clubs with establishing RCCs.
- Encourage clubs to seek resources for their RCC projects on Rotary Showcase.
- Identify successful RCC projects to promote on the district website, in the governor's monthly communication, and on Rotary Showcase.
- Keep records of RCCs' status and their activities and periodically tell the governor and RI about them.

### **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan in Rotary's Learning Center
- Participate in the district team training seminar

## **CONVENTION PROMOTION COMMITTEE**

This committee promotes attendance at the annual Rotary International Convention to members throughout the district.

### **Qualifications**

Give preference to Rotarians and Rotaractors with:

- Experience attending a Rotary convention
- Marketing experience
- Public speaking skills

### **Responsibilities**

- Attend club and district meetings to promote the convention.

- Be a local source for convention materials and information.
- Help the zone-level RI Convention Promotion Committee member assigned to your district.
- Contact potential registrants.
- Contribute convention articles and information to district newsletters, directories, and other publications.
- Translate important convention information into local languages, if necessary.
- Add a link to [convention.rotary.org](https://convention.rotary.org) to your district website.

Many convention promotion committees also:

- Organize district group tours for the convention (especially for first-time attendees).
- Invite prospective members to attend the convention (this is done mainly by host districts).
- Carry out marketing campaigns and promote contests offered by the RI Convention Promotion Committee.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics learning plan in Rotary's Learning Center
- Participate in the district team training seminar

## **DISTRICT CONFERENCE COMMITTEE**

This committee plans and promotes the district conference and helps achieve maximum attendance.

### **Qualifications**

Give preference to the governor-elect, governor-nominee, or Rotarians and Rotaractors with:

- Experience in the meeting coordination or hospitality industry
- Professional media, public relations, or marketing skills
- Public speaking skills

### **Responsibilities**

- Recommend the district conference venue and make logistical arrangements.
- Manage conference finances to allow for maximum attendance.
- Promote conference attendance, emphasizing participation by new members and new clubs and representation from every club.
- Invite external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Consider including time in the agenda to report on Rotary Foundation activities, if no other district meeting has offered or plans to offer such a report.
- Provide a relevant, motivational, and informative program.

### **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan in Rotary's Learning Center
- Review the information and resources on the [District Conferences page](#) of My Rotary
- Participate in the district team training seminar

## DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

This committee supports member, club, and district efforts to grow and diversify our membership and participation. It also promotes diversity, equity, and inclusion (DEI) practices and policies to members, participants, and the community. The committee should reflect the diversity of the district and include members of Rotary and Rotaract clubs and participants. The chair should serve a three-year term.

### Qualifications

Give preference to Rotarians and Rotaractors with:

- Experience leading DEI activities
- Professional DEI experience or education
- Other experience with DEI

### Responsibilities

- Offer DEI training in cooperation with the district training committee.
- Evaluate district policies and guidelines from a DEI perspective and recommend any changes needed to improve them.
- Advise district leaders on how to create a welcoming district culture.

### Training Requirements

Committee members should:

- Take the [basic](#) and [intermediate](#) DEI courses in the Learning Center
- Identify local and regional DEI issues
- Participate in the district team training seminar

## FINANCE COMMITTEE

This committee supervises district funds by reviewing and recommending the amount of the district fees per person, overseeing all district expenditures and income, preparing an annual budget, reporting to clubs on the district's finances, and managing the district governor's expenses. The district treasurer is automatically a member of the committee and has voting privileges. Rotary policy does not recommend that the governor or governor-elect serve on the finance committee. The chair should serve a three-year term.

### Qualifications

Give preference to Rotarians and Rotaractors with:

- Experience as club treasurer
- Accounting or finance experience

### Responsibilities

- In cooperation with the governor, create a district budget to be submitted to clubs at least four weeks before approval, at a meeting of incoming club presidents.
- Review and recommend the amount of per capita levy (dues). Any per capita levy needs approval from at least three-fourths of the incoming club presidents at PETS or at the district training assembly, or from a majority of electors present and voting at a district conference.
- Ensure that proper income and expense records are kept.
- Collaborate with the immediate past district governor to prepare and distribute an independently reviewed annual financial report to all clubs for discussion and approval at a district meeting, according to [RI Bylaws](#) section 15.060.4.

- Ensure that a committee member (preferably the treasurer) and the district governor are the authorized signatories for district bank accounts. Any withdrawal requires both signatures. The bank account must be held in the name of the district.
- Work with the district Rotary Foundation chair to disburse grant funds and ensure that proper records of grant activity are kept for reporting purposes.
- Manage the district governor funding process: Determine whether expenses are eligible, document guidelines and timelines for receiving expense reports, and determine the logistics and frequency of reimbursements to the governor.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District Finance Committee Intermediate learning plans in Rotary's Learning Center
- Participate in the district team training seminar

## **INTERACT COMMITTEE**

Interact offers people ages 12-18 a chance to connect with other young people in their community or school while developing their leadership skills. The committee is composed of Rotarians, Rotaractors, and Interactors who promote and support the activities of Interact clubs. Committee members are encouraged to serve two consecutive terms.

### **Qualifications**

Give preference to:

- Members with Interact experience
- Interact alumni and members with leadership potential

### **Responsibilities**

- Train, inspire, and engage clubs to offer leadership development and service activities that empower young people, especially through service-learning, Rotary's approach to youth service.
- Encourage Rotary and Rotaract clubs to sponsor Interact clubs.
- Keep program participants connected with Rotary and help them transition from one program or activity to another.
- Protect youth from physical, sexual, and psychological abuse by designing safe and inclusive experiences in accordance with Rotary policies and local laws.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District Interact Committee Intermediate learning plans in Rotary's Learning Center
- Participate in the district team training seminar

## **INTERNATIONAL SERVICE COMMITTEE**

This committee works to enhance the district's humanitarian efforts by motivating clubs to get involved in international service and connecting them to resources and mentors. The chair should serve a three-year term to ensure consistency and continuity in developing sustainable projects that make an impact.

### **Qualifications**

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators
- Rotarians and Rotaractors with relationship-building skills or project planning and international project experience

### **Responsibilities**

- Encourage club and district involvement in international service.
- Promote resources and strategies for improving projects and global grants.
- Help clubs find international service partners.
- Create a district resource network composed of local experts with experience in project planning and implementation, Rotary’s areas of focus, and Rotary grants, who will serve as mentors and help clubs improve projects and global grants.
- Identify and recruit mentors with relevant experience and technical skills by collaborating with:
  - District governors
  - Rotary Foundation committee
  - Grants subcommittee
  - Community service committee
  - Alumni committee
  - [Rotary Action Groups](#)
  - The Rotary Foundation Cadre of Technical Advisers
  - District Rotaract representatives
  - Rotary Peace Fellows
  - Rotary Community Corps
  - Community members and professionals from partnering organizations
- Support the district Rotary Foundation committee by connecting clubs that are applying for Foundation grants with mentors to help them prepare strong project plans and grant applications.
- Establish direct lines of communication and accountability for all types of international service, with emphasis on connecting clubs to a host or international partner, and on furthering global grant international relationships.
- Motivate and support clubs in their efforts to work with international clubs on service projects and grants.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District International Service Committee Intermediate learning plans in Rotary’s Learning Center
- Participate in the district team training seminar

## **MEMBERSHIP COMMITTEE**

This committee identifies, markets, and implements development strategies that are appropriate for the district and that will result in membership growth by increasing the number of members in existing clubs and by establishing new clubs in the district. The chair should serve a three-year term.

### **Qualifications**

Give preference to Rotarians and Rotaractors who have:

- Experience as chair of a club committee related to membership development
- Success at inviting new members to join Rotary
- Experience in implementing membership programs
- Success at developing strategies to retain members
- Success at developing new clubs

### **Responsibilities**

Assist club membership chairs with their responsibilities:

- Assist in recruitment and retention efforts that will help clubs achieve their membership goals, paying special attention to smaller and weak clubs.
- Champion ways for clubs to become more diverse, equitable, and inclusive, including by making sure to represent the demographic composition of the community's professionals.

Manage prospective members:

- In consultation with assistant governors, manage the district's process of assigning candidates to clubs using the Manage Membership Leads page.
- Follow up with clubs, especially if they don't update candidates' status promptly.

Assist in organizing, establishing, and supporting new clubs:

- Identify communities without Rotary or Rotaract clubs that could benefit from having them, as well as communities where different club models could attract a diverse membership.
- Assist in organizing, establishing, and nurturing new clubs.

Report on the committee's progress:

- Share stories of membership success.
- Support any districtwide membership development activities.

The committee also plans and conducts the district vibrant club workshop in consultation with the governor and district trainer, as well as the district membership and Rotary Foundation chairs.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District Membership Committee Intermediate learning plans in Rotary's Learning Center
- Participate in the district team training seminar

## **NEW GENERATIONS SERVICE EXCHANGE COMMITTEE**

This committee manages and promotes New Generations Service Exchange, an opportunity for professional development and service for people ages 18-30.

### **Qualifications**

Give preference to Rotarians and Rotaractors with:

- Experience participating in the program
- General knowledge of Rotary
- Enthusiasm for young adults' leadership development, professional development, vocational exchange, and the New Generations Service Exchange program
- Previous experience working with Rotary Youth Exchange
- Ability to communicate in English

## **Responsibilities**

- Coordinate activities related to New Generations Service Exchange across the district.
- Promote the program to assistant governors and clubs and encourage members, program participants, and alumni to get involved.
- Cultivate relationships with other districts that participate in the program to foster exchange opportunities.
- Prepare a budget and submit it to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from New Generations Service Exchange activities.

## **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan in Rotary's Learning Center
- Participate in the district team training seminar

## **NOMINATING COMMITTEE**

This committee nominates the most qualified member available to serve as governor. The terms of reference for the committee are determined at the district conference. For details, contact [Club and District Support](#).

## **Responsibilities**

- Conduct the selection process in a dignified, responsible manner in accord with Rotary principles.
- Find and nominate the most qualified person.
- Interview all candidates, whether clubs or the nominating committee suggested them. Each interviewee should satisfy the minimum requirements specified in the Rotary Code of Policies section 19.030.
- Ensure that no member, alternate member, or candidate for membership on the nominating committee is eligible to be nominated for any office for which the committee nominates candidates.

## **PUBLIC IMAGE COMMITTEE**

This committee supports clubs in their efforts to promote Rotary to external audiences and fosters understanding, appreciation, and support for the organization's programs. It also helps Rotary and Rotaract members understand that effective external publicity, favorable public relations, and a positive image will strengthen the Rotary brand.

## **Qualifications**

Give preference to past Rotary public image coordinators, past assistant Rotary public image coordinators, or Rotarians and Rotaractors with:

- Expertise in club public relations activities
- Skills in professional media, journalism, public relations, communications, advertising, or marketing

## **Responsibilities**

- Maintain contact with the district governor and key committee chairs to stay informed about district projects and promotable activities, especially those that interest the public.

- Lead by example and share stories that show your district’s members as people of action, through social media and other media:
  - Post district and club stories on social media, following the best practices and guidance for engaging external audiences found on the Brand Center.
  - Seek opportunities for low-cost or free ad placements with media outlets in the district.
- Encourage clubs to prioritize communicating with the public and promoting the impact they make:
  - Support clubs in using their websites and social media channels to maintain a digital presence that’s up-to-date and relevant to the public.
  - Promote the use of People of Action materials and show how it can benefit your district and its clubs.
- Cultivate relationships with journalists to get media coverage of projects.
- Work with clubs to use the resources on the Brand Center to create and use logos that reflect Rotary’s brand guidelines and produce materials that are distinctly Rotary’s.
- Promote the End Polio Now campaign, areas of focus, successful grant projects, and alumni activities.
- Plan and conduct the district vibrant club workshop in consultation with the governor and district trainer, as well as the district membership and Rotary Foundation chairs.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District Public Image Committee Intermediate learning plans in Rotary’s Learning Center
- Attend public image workshops held in conjunction with Rotary training meetings
- Attend the regional seminar held by the Rotary public image coordinator (RPIC)
- Participate in the district team training seminar

### **ROTARACT COMMITTEE**

This committee assists the governor in publicizing Rotaract, promoting the establishment of new Rotaract clubs, and administering Rotaract within the district. The district Rotaract chair (a Rotarian) and the district Rotaract representative (a Rotaractor) co-chair the committee. The committee is composed of an equal number of Rotarians and Rotaractors.

### **Qualifications**

Give preference to:

- Rotarians with experience advising and supporting Rotaract clubs
- Rotaractors with Rotaract leadership experience

### **Responsibilities**

- Develop and distribute a district Rotaract newsletter.
- Implement and support leadership training.
- Conduct Rotaract promotion and extension activities throughout the district.
- Advise and support Rotaract clubs in implementing their projects.
- Coordinate joint Rotary and Rotaract activities in the district.
- Coordinate public relations activities for Rotaract at the district level.
- Plan and implement a training session for Rotaract club officers in the district.

## **Training Requirements**

Committee members should:

- Complete the District Committee Basics and District Rotaract Committee Intermediate learning plans in Rotary's Learning Center
- Participate in the district team training seminar

## **ROTARY FOUNDATION COMMITTEE**

This committee helps the governor educate, motivate, and inspire members to participate in Foundation programs and fundraising. It serves as a liaison between the Foundation and club members. The district governor is an ex officio member of the committee and, along with the committee chair, has signing authority for the use of District Designated Funds. The committee chair should serve as an ex officio member of all subcommittees to stay informed of their progress and directly support them as needed. The chair serves a three-year term.

The members of the district Rotary Foundation committee serve as chairs of five subcommittees. Subcommittee chairs should serve three-year terms to ensure continuity:

- Fundraising — coordinates the district's fundraising goals for the Annual Fund, PolioPlus Fund, and Rotary's Endowment, soliciting gifts and educating Rotarians about their gift options
- Grants — helps clubs apply for Rotary grants and encourages participation in district grants and global grants
- PolioPlus — supports Rotary's commitment to eradicate polio and encourages participation in PolioPlus activities
- Rotary Peace Fellowships — encourages clubs to participate in the Rotary Peace Centers program and manages clubs' applications
- Stewardship — oversees the qualification of clubs to participate in grants and is responsible for ensuring the careful management of Rotary grant funds and for educating Rotary members about how to manage grants properly and effectively

Districts are free to appoint other subcommittees to support their activities and goals. Several subcommittees and roles can be reported but are not required:

- Annual Fund subcommittee
- Endowment/major gifts subcommittee
- Paul Harris Society coordinator
- Scholarship subcommittee
- Vocational training team subcommittee

## **Qualifications**

Give preference to:

- Past district governors
- Past assistant governors
- Past district subcommittee members
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators
- Significant financial donors
- Members who have experience with the Foundation's programs, Rotary's areas of focus, and grants

## **Responsibilities of the chair**

- Help the governor-elect gather opinions from clubs before setting district Foundation goals.
- Help the district training committee hold Foundation sessions at the presidents-elect raining seminar and district training assembly.
- Plan and conduct the district vibrant club workshop in consultation with the governor and district trainer, as well as the district membership and public image chairs.
- Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, Rotary Foundation Month.
- Coordinate all district Foundation fundraising and program participation.
- Promote financial support for Foundation programs by encouraging regular contributions to the Annual Fund, PolioPlus Fund, and Endowment.
- Work with the governor and governor-elect to decide how to use District Designated Funds (DDF).
- Manage DDF distribution and work with the governor to authorize use of DDF.
- Work with the district governor to provide all clubs with an annual report on the use of DDF.
- Ensure that reports on district-sponsored grants are sent to the Foundation on time.
- Help the governor select qualified recipients for Foundation awards.
- Authorize and ensure proper implementation of the district memorandum of understanding, as well as helping organize grant management seminars, to qualify the district to use Rotary grants.
- Ensure that all clubs interested in participating in Rotary grants are able to qualify.
- Confirm that clubs applying for global grants are qualified.
- Collaborate with the international service chair and district governor to identify Rotarian experts who can serve on the district resource network as advisers and help clubs improve projects and global grants.

## **Training Requirements**

All members of the district Rotary Foundation committee are expected to

- Complete the District Committee Basics and District Rotary Foundation Committee Intermediate learning plans in Rotary's Learning Center
- Attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC)
- Participate in the district team training seminar

## **ROTARY FRIENDSHIP EXCHANGE COMMITTEE**

Through Rotary Friendship Exchanges, Rotary members learn about another culture by taking turns hosting and visiting one another. The committee encourages members to participate in exchanges.

### **Qualifications**

Give preference to Rotarians and Rotaractors with:

- General knowledge of Rotary
- Enthusiasm for the Rotary Friendship Exchange program, intercultural understanding, professional development, vocational exchange, international service, and cultural immersion
- Ability to communicate in English
- Previous experience working with adult international exchanges

## **Responsibilities**

- Find exchange partners and work with them to plan exchanges.
- Promote the program to clubs in your district.
- Help clubs recruit non-Rotary participants who share Rotary's values to go on exchanges.
- Publicize stories about exchanges.

## **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan in Rotary's Learning Center
- Participate in the district team training seminar

## **ROTARY YOUTH EXCHANGE COMMITTEE**

Through Rotary Youth Exchange, Rotary empowers young people to develop leadership skills while promoting global understanding and peace. The governor-nominee should serve on the district Rotary Youth Exchange committee. Committee chairs should serve for no more than three consecutive terms. Governors are encouraged not to change more than 33% of the Rotary Youth Exchange committee at any time in order to ensure the continuity of the program.

## **Qualifications**

Give preference to Rotarians and Rotaractors with:

- General knowledge of Rotary
- Enthusiasm for Rotary Youth Exchange
- Ability to communicate in English
- Attendance at a Rotary Youth Exchange conference beyond the district

## **Responsibilities**

- Coordinate inbound and outbound youth exchange activities in your district.
- Communicate regularly with Rotary, your district governor, and clubs that sponsor exchanges.
- Protect youth participants from physical, sexual, and psychological abuse by making sure exchanges operate in accordance with Rotary's certification requirements and local laws.

## **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan and the Protecting Youth Program Participants course in Rotary's Learning Center
- Review the [Rotary Youth Protection Guide](#)
- Participate in the district team training seminar

## **ROTARY YOUTH LEADERSHIP AWARDS COMMITTEE**

Through Rotary Youth Leadership Award (RYLA) events, clubs develop young leaders while inspiring them to connect with one another, exchange ideas, and take action in their schools and communities. The chair should serve no more than three consecutive terms.

## **Qualifications**

Give preference to Rotarians and Rotaractors with:

- General knowledge of Rotary

- Experience with Rotary Youth Leadership Awards, as participants or organizers
- Enthusiasm for young adults' leadership development

### **Responsibilities**

- Assist with the organization of RYLA events in your district.
- Connect young leaders, including Interactors, Rotaractors, and Rotary Youth Exchange students, to RYLA and to Rotary's global community.
- Keep RYLA alumni engaged with Rotary.
- Protect youth participants from physical, sexual, and psychological abuse by designing safe and inclusive experiences in accordance with Rotary policies and local laws.

### **Training Requirements**

Committee members should:

- Complete the [District Committee Basics](#) learning plan and the [Get Ready: District RYLA Committee](#) course in Rotary's Learning Center
- Complete the Protecting Youth Program Participants course in the Learning Center
- Review the [RYLA Handbook](#) and the [Rotary Youth Protection Guide](#)
- Participate in the district team training seminar

## **TRAINING COMMITTEE**

This committee supports the district governor and governor-elect in training club and district leaders and overseeing the district's overall training plan. The district trainer is the chair of the training committee and assigns responsibility for training meetings and functions as necessary.

### **Qualifications**

Give preference to Rotarians or Rotaractors with experience in training, education, or facilitation.

### **Responsibilities**

- Work with the governor-elect, who has final approval on the program, speakers, training leaders, evaluations, and logistics for the presidents-elect training seminar (PETS), the district training assembly, and the district team training seminar, which includes assistant governor training. For a district participating in a multidistrict PETS, the governor-elect should select a training committee member to develop and conduct training at the seminar.
- Work with the governor, who has final approval on the program, speakers, training leaders, evaluations, and logistics for other training events as appropriate.
- Advise on the district vibrant club workshop.
- Support club trainers as needed.
- Promote district training events.

### **Training Requirements**

Committee members should:

- Complete the District Committee Basics learning plan and the District Training Committee Intermediate in Rotary's Learning Center
- Participate in the district team training seminar

# Sample Club Committee Structure

Rotary recommends five club committees. Clubs can add, eliminate, or combine committees or subcommittees according to their interests, activities, and number of members. Assistant governors or district governors can help club leaders determine suitable subcommittees.

<b>OPTION 1: Standard Rotary Club Committees</b>					
<b>COMMITTEES</b>	Club administration	Membership	Public image	Service projects	Rotary Foundation
<b>POSSIBLE SUBCOMMITTEES</b>	<ul style="list-style-type: none"> <li>• Club program</li> <li>• Member communications</li> <li>• Website</li> <li>• Social events</li> </ul>	<ul style="list-style-type: none"> <li>• Attraction</li> <li>• Engagement</li> <li>• New member orientation</li> <li>• Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Media relations</li> <li>• Advertising and marketing</li> <li>• Web and social media</li> </ul>	<ul style="list-style-type: none"> <li>• International</li> <li>• Community</li> <li>• Vocational</li> <li>• Youth service</li> <li>• Fundraising (for club projects)</li> </ul>	<ul style="list-style-type: none"> <li>• Polio</li> <li>• Fundraising (for grants)</li> <li>• Grants</li> </ul>

<b>OPTION 2: Small Rotary Club Committees</b>					
<b>COMMITTEES</b>	Club administration	Membership	Public image	Service projects	Rotary Foundation

### OPTION 3: Large Rotary Club Committees

COMMITTEES

Club administration

Membership

Public image

Service projects

Rotary Foundation

POSSIBLE SUBCOMMITTEES

- Club program
- Club communications
- Website
- Social events

- Attraction
- Engagement
- New member orientation
- Diversity
- New clubs
- Membership leads
- Assessment

- Media relations
- Advertising and marketing
- Web and social media

- International
- Community
- Vocational
- Youth service
- Fundraising (for club projects)

- Polio
- Fundraising (for grants)
- Grants
- Annual giving
- Major giving
- Stewardship

# Resources

---

The Learning Plan for **District Committee Basics** consists of various courses that you may learn from the Learning Center at [Rotary.org](https://www.rotary.org/learn)

- Getting Started With the Learning Center
- Get Ready: Assistant Governor
- Working With Your District Team
- Supporting Your Clubs
- Maximizing Governor Visits
- Rotary's Action Plan and You
- Rotary Club Central Resources
- Online Membership Leads
- Protecting Personal Data
- Committing to Diversity, Equity, and Inclusion
- Preventing and Addressing Harassment
- Leading Change
- Essentials of Understanding Conflict







