

DISTRICT COMMITTEE BASICS

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

Translating Committee
Rotary Centre in Thailand
February 2025

Contents

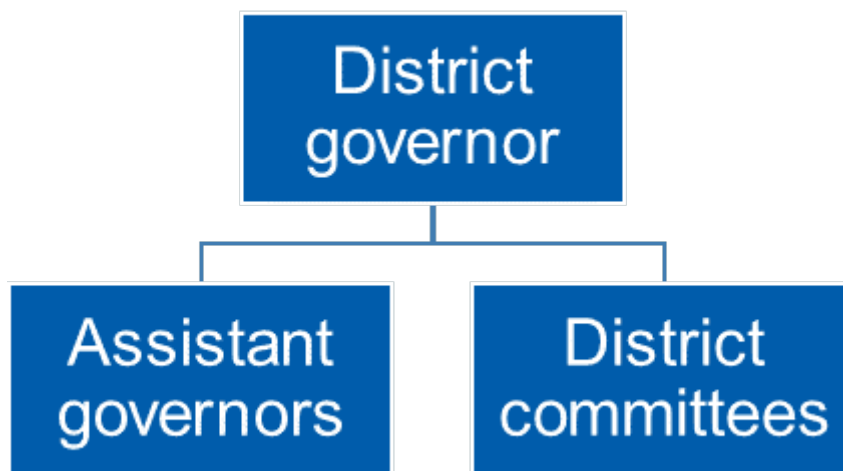
Working with Your District Team	1
1 Overview of the district team	1
2 Shared responsibilities	2
3 Required roles and committees	3
4 Optional committees	5
5 Working with each other and with clubs	7
6 Working with regional leaders	9
7 Your communication plan	10
8 Review	11
 Leading Effective Committees	 12
1 Preparing your committee	12
2 Setting goals	14
3 Motivating members	15
4 Planning productive meetings	17
5 Delegating tasks	18
6 Cultivating leaders	19
7 What's next?	19
 Appendix	
1 District Leadership Team Responsibilities	20
2 Sample Club Committee Structure	34
3 Resources	36

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 learning 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

Learning

Supports the governor and governor-elect in providing learning club and district leaders and overseeing the district's overall learning 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. (Appendix 1)**

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. (Appendix 1)**



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

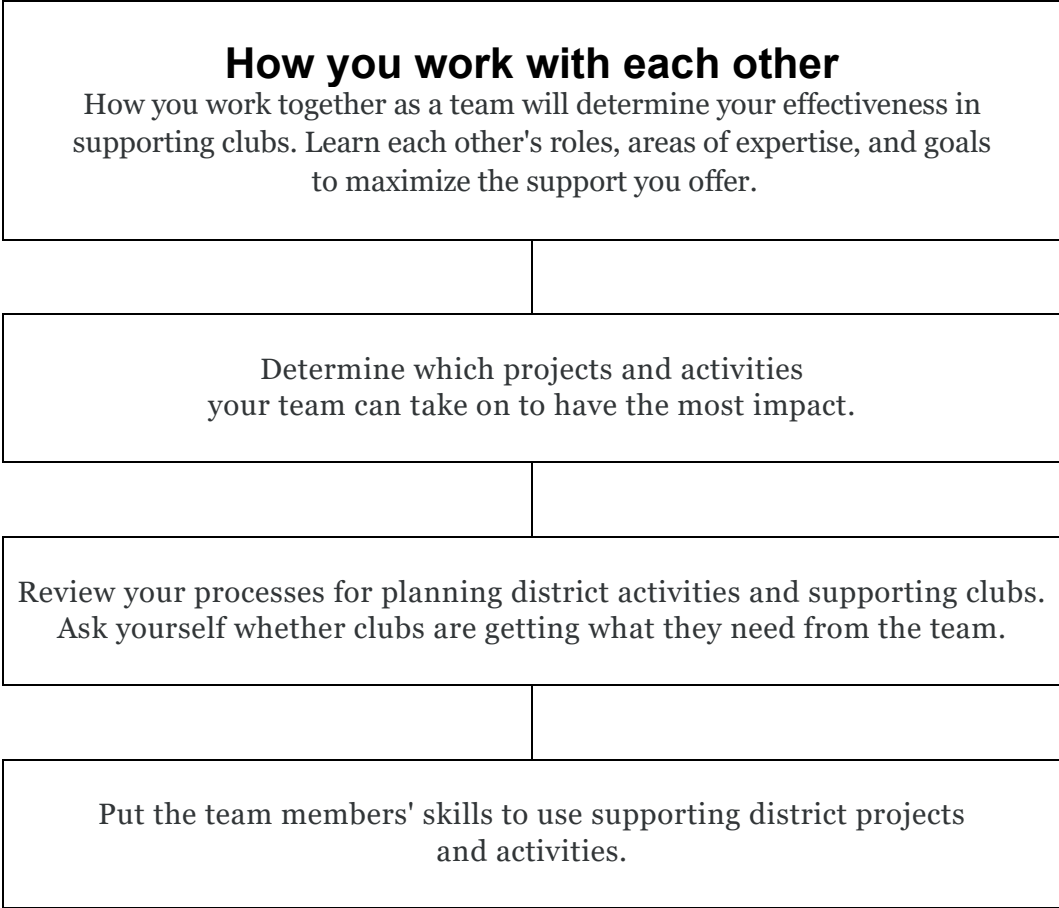
Talk with other district team members and past leaders to learn how clubs have worked with others in your role.

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.



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



Leading Effective Committees

1. Preparing your committee

When you lead a committee, remember to communicate your expectations. That makes it easier for committee members to coordinate efforts, share ideas, and achieve goals.

In leading your committee, be sure to engage the other members by communicating consistently and candidly. Tell them what you expect from them, particularly how they can help achieve the committee's goals.

Develop job descriptions for committee members so they understand their roles. Invite new members to give their opinions because they might have fresh perspectives that can help keep your committee dynamic.

To prevent too much of the work from falling to any one person, think about how to share the committee's responsibilities. Consider these questions when dividing the work:

- Is the amount of work for each person reasonable?
- Can other committees or members help with the committee's tasks?
- How will you share information with committee members?

① Consider using online tools to share documents and work collaboratively. This allows members to contribute their ideas easily and when it's convenient.

Developing your committee

Your committee members might face conflict when working with each other. Help prepare them for these conflicts by explaining what happens in each stage of committee development.

Stage 1: Assemble

Members learn about each other and the responsibilities of the committee and discuss their goals. This stage usually brings little conflict.

Stage 2: Plan

Members discuss ideas for reaching their goals. Disagreements can arise because of differences in approach or work style, and conflicts can occur.

These steps can be useful at this stage:

- Establishing rules for communicating
- Encouraging everyone to participate in discussions
- Meeting with members individually to address any concerns
- Reviewing standards set by the team
- Focusing on the issue rather than the people involved if disagreements occur

Stage 3: Adapt

You'll know you're at this stage when members begin to feel comfortable with each other's work habits and values. Responsibilities and roles are much more clearly defined, expectations are set, and collaboration is going smoothly.

Stage 4: Achieve

Members have established a comfortable working relationship and clear, stable processes, and the team is focused on problem-solving and meeting goals. Conflict may still occur, but members work together constructively.

Stage 5: Adjourn

When the team completes a project or meets a goal, you've reached the final stage, adjourn. Consider having the members meet again to review and evaluate their experiences.

① Adapted from Bruce W. Tuckman's "Developmental sequence in small groups," 1965.

2. Setting goals

Create a plan to help your committee anticipate challenges, measure progress, and visualize goals.

You'll need an action plan for achieving your committee's goals. Work with your committee members first to set your goals for the year and then to develop the plan for achieving them.

Set your goals for the year

Make sure your annual goals support your strategic plan and Rotary's Action Plan. Goals should also be specific, measurable, achievable, relevant, and time-bound. Here are some tips for setting goals:

- Set a number of goals that are achievable, based on the size of your committee.
- Try to anticipate challenges and plan how your committee could overcome them.
- Make a list of the resources you already have and the resources you still need to get.
- Regularly assess your progress and, if necessary, adjust your goals.
- See if you can expand or build on any goals you've already achieved.

Develop an action plan

An action plan is a series of steps that can be taken to achieve each goal. For every step:

- Determine who's responsible for completing the step.
- Set a date for when the step should be completed.
- Decide how you'll measure progress and define success.

Which of these is an example of a good goal?

- A) Recruit five new members by 30 June
- B) Raise \$10,000
- C) Expand our membership

Answer:
A

3. Motivating members

Remember, committee members are volunteers. Part of your role is to keep them motivated and focused on reaching their goals.

Every successful committee is made up of volunteers who are committed to setting and achieving goals. How can you create an environment that will help keep all of them involved and enthusiastic?

Boost members' motivation by:

- Asking them for their ideas and being open to using them
- Creating opportunities for fellowship and networking
- Giving members assignments that make use of their expertise
- Inviting them to report on their work
- Recognizing their time and effort
- Explaining how their work benefits members in your club or district
- Making sure that the committee's goals are achievable

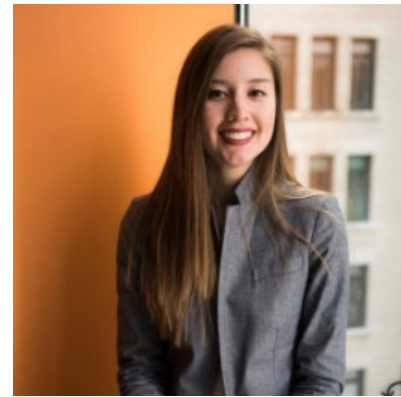
Scenario

You're the new chair of your committee. You meet with the other members and ask them about their committee experience.



I have a full-time job and family obligations. I'm worried that I might not have enough time to do all the projects we have planned.

I hope we approach our project planning differently this year. Last year, we set too many goals that we couldn't accomplish.



I really love serving on this committee. I just wish we could do some team-building activities that we'd all enjoy.

After hearing their concerns of not enough time, too many goals, and not enough team-building, you want to take the appropriate actions. Decide if the actions are relevant or not relevant to addressing their concerns.

	A) relevant	B) Not relevant
1) Encourage camaraderie by planning activities that all can enjoy		
2) Prioritize goals by importance and urgency		
3) Remind them how important your committee is to members of the club or district		
4) Conduct monthly check-ins to check on their progress		
5) Have members choose tasks that will fit in their schedule		
6) Assign members to projects and activities they have prior knowledge of		

Answers:

1 – (A), 2 – (A), 3 – (b), 4 – (b), 5 – (A), 6 – (b)

All of these actions will help members feel that their tasks are achievable, that the committee's goals are realistic, and that they are part of a real team.

4. Planning productive meetings

Structure your meetings to promote open discussion and an exchange of ideas.

Committee members feel more engaged and more willing to contribute when you consistently foster an environment that promotes open discussion. See how you can plan productive meetings.



① Plan a clear agenda

When preparing the meeting agenda:

- List your meeting objectives
- Ask for ideas from members
- Prioritize items to address

② Develop a meeting schedule

To prevent your meetings from lasting too long:

- Set a meeting time limit
- Reserve time for discussion of the most important agenda items
- Plan to discuss some items if time is short

③ Provide materials in advance

Send materials before the meeting to allow for a productive discussion at the meeting. That way, members can:

- Prepare questions about agenda items
- Think of creative solutions or ideas
- Bring relevant information to the meeting

④ Ask someone to take notes

Notes should be typed during or soon after the meeting.

To encourage members to keep communicating and thinking of ideas, ask them to review the notes.

5. Delegating tasks

Sharing day-to-day responsibilities with other committee members leaves you time to assess the committee's progress and its members' growth.

Learn how to delegate tasks effectively.



Include context, instructions, and a due date

Make sure committee members have all the information they need to complete the task on time. Check their progress periodically so you can address any concerns about their work early on.

Use your members' talents and expertise

Assign tasks to those who are best equipped to do them and who have enough time to do them. If necessary, recruit others who have the skills to help.



Support committee members in learning new skills

Learn which of your committee members want to develop new skills. When you delegate a task that requires experience, pair a committee member who's highly skilled with one who is just starting to learn those skills.

6. Cultivating leaders

Leadership roles offer opportunities for growth and development.

You can help develop the next leader of your committee and prepare committee members for other leadership roles. Cultivate their talents and abilities by:

- Assigning tasks that prepare members for greater responsibility
- Empowering them to make decisions and take ownership of projects
- Asking members who have different skill sets to work together so they can learn from each other

Create a succession plan for your committee by identifying members who have a clear understanding of the committee's activities and are suited to leadership. Recommend possible chairs to district or club leaders when they're considering appointments.

7. What's next?

Now that you've completed the lessons about how to lead effective committees, you're ready to apply what you've learned.

Appendix 1

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.

Learning 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 learning 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.

Learning 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 learning 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 Service Project Center, 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 Service Project Center.
- Identify successful RCC projects to promote on the district website, in the governor's monthly communication, and on Service Project Center.
- Keep records of RCCs' status and their activities and periodically tell the governor and RI about them.

Learning Requirements

Committee members should:

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

Learning Requirements

Committee members should:

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

Learning 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 learning 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 learning in cooperation with the district learning 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.

Learning 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 learning 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.

Learning 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 learning 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.

Learning 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 learning 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.

Learning 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 learning 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.

Learning 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 learning 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.

Learning Requirements

Committee members should:

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

Learning 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 learning meetings
- Attend the regional seminar held by the Rotary public image coordinator (RPIC)
- Participate in the district team learning 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 learning.
- 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 learning session for Rotaract club officers in the district.

Learning 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 learning 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 learning committee hold Foundation sessions at the presidents-elect training 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.

Learning 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 learning 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.

Learning Requirements

Committee members should:

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

Learning 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 learning 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.

Learning 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 learning seminar

LEARNING COMMITTEE

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

Qualifications

Give preference to Rotarians or Rotaractors with experience in arranging educational program or facilitation.

Responsibilities

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

Learning Requirements

Committee members should:

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

Appendix 2

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.

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

OPTION 2: Small Rotary Club Committees					
COMMITTEES	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

Appendix 3

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/en/learning-center)

- Getting Started With the Learning Center
- Rotary's Action Plan and You
- Protecting Personal Data
- Committing to Diversity, Equity, and Inclusion
- Preventing and Addressing Harassment
- Rotary's Change Model
- Essentials of Understanding Conflict

