

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

Translating Committee
Rotary Centre in Thailand
February 2021

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	6
6 Working with regional leaders	7
7 Your communication plan	8
8 Review	9
Appendix	
District Leadership Team responsibilities	10
Sample Club Committee structure	21

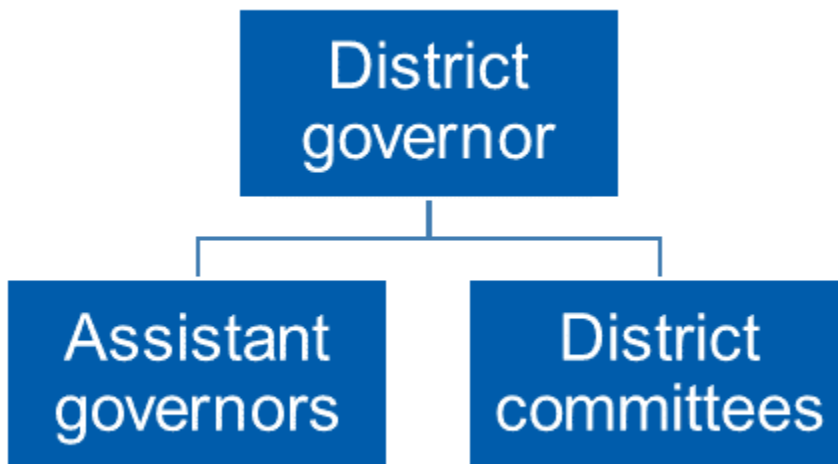


Working with Your District Team

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

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, and endowment/major gifts advisers

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 Rotarians 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

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

District programs

Promotes district groups, programs, and activities — often with a committee for each program or group they support — which could include Interact, Rotaract, Rotary Friendship Exchange, Rotary Youth Exchange, and Rotary Youth Leadership Awards (RYLA)

International service

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

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

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

5. Working with each other and with clubs

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.

Step 1

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

Step 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.

Step 3

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

Step 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, and fundraising. 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? Drag the tasks below to the right regional leaders.

Regional Rotary Foundation Coordinators – RRFC
 Rotary Coordinators – RC
 Rotary Public Image Coordinators – RPIC
 Endowment/Major Gifts Advisers – E/MGA

	RRFC	RC	RPIC	E/MGA
1) Increasing participation in the Annual Fund, grants, and programs				
2) Recognizing membership trends and challenges in your district				
3) Identifying and soliciting Major Donors				
4) Promoting strategies for encouraging major gifts				
5) Finding and telling compelling People of Action stories				
6) Finding opportunities to start new Rotary and Rotaract clubs				
7) Developing public image campaign materials				
8) Applying for a grant				

Answers			
1) RRFC	2) RC	3) E/MGA	4) E/MGA
5) RPIC	6) RC	7) RPIC	8) RRFC

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

Appendix

DISTRICT LEADERSHIP TEAM RESPONSIBILITIES



ASSISTANT GOVERNORS

Assistant governors are appointed by the governor-elect to motivate and support a group of designated clubs. They are appointed each year for a one-year term 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 (effective July 2020)

Minimum criteria for assistant governors:

- Active membership in good standing in a club in the district for at least three years
- Served 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 policies and Rotary's online tools
- Demonstrated leadership skills and qualities, including listening, communication, motivation, accessibility, integrity, and being proactive
- Regular participation in district events

Responsibilities (effective July 2020)

- 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

ALUMNI

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
- Those with professional experience working with alumni

Responsibilities

- Work with other district committees, particularly the membership, Foundation, scholarship, and programs committees (e.g., Interact, Rotaract, 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 chairs to ensure that RI recognizes former program participants as such.
- Follow privacy and youth protection policies and local law.
- Support and coordinate alumni associations and alumni events, where appropriate.

COMMUNITY SERVICE

This committee promotes programs, activities, and resources related to community, vocational, and youth service and offers additional support for Rotaract and Interact clubs.

Qualifications

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators
- Those 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, 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 district-level RCC meetings to exchange project ideas.
- Collaborate with other district committees, such as the district international service and Rotary Foundation committees.
- Help the club community service chairs carry out their responsibilities.

- Organize district-level meetings for club community service chairs, coinciding 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 communication and Rotary Showcase, and pass them on to RI for possible publication.
- Organize exhibits of 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 and Rotarian Action Groups.
- 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 local clubs to partner with Rotary's service and project partners.
- Coordinate with Rotaract, Interact, RYLA, and New Generations Service Exchange chairs to ensure communication across all youth activities.

CONVENTION PROMOTION

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

Qualifications

Give preference to those with:

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

Responsibilities

- Attend club and district meetings to promote the convention.
- Be a local resource 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, publications, and directories.
- Translate important convention information into local languages, if necessary.
- Add a link at riconvention.org to your district website.

Many convention promotion committees also:

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

DISTRICT CONFERENCE

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

Qualifications

Give preference to the governor-elect, governor-nominee, or those with:

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

Responsibilities

- Recommend the district conference venue and make logistical arrangements.
- Coordinate conference finances to achieve maximum attendance.
- Promote conference attendance, emphasizing new Rotarians, 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.

DISTRICT PROGRAMS

These committees promote district groups, programs, and activities. Districts often have a committee for each of the programs or groups. Rotary offers resources for these committees:

- Interact
- Rotary Friendship Exchange
- Rotary Youth Exchange
- Rotary Youth Leadership Awards (RYLA)

Qualifications

Give preference to those who have club-level experience with the particular program or activity. The governor-nominee should serve on the district Youth Exchange committee.

Responsibilities

- Coordinate districtwide efforts related to the program.
- Promote program participation through regular contact with assistant governors and clubs.
- Promote successful programs by inviting their participants to speak at events and to encourage clubs to get involved.
- Consult Rotary coordinators to identify program expertise in your region.
- Help club program committee chairs carry out their responsibilities.
- Encourage clubs to decide whether the program can address local needs.
- Identify potential ways for district programs to cooperate with local non-Rotary service groups.

- Encourage participants of one program to participate in others offered in the district.
- Promote publication of program goals and achievements in Rotary and non-Rotary media in the district.

FINANCE

This committee supervises district funds by reviewing and recommending the amounts of the district fees per person, overseeing all district expenditures and income, preparing an annual budget, and reporting to clubs on the district's finances. The district treasurer serves as an ex officio member of the committee and has voting privileges. The chair should serve a three-year term.

Qualifications

Give preference to:

- Those with previous service as club treasurer
- Accounting or finance professionals

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. 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.

INTERNATIONAL SERVICE

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 projects with impact and sustainability.

Qualifications

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators

Responsibilities

- Encourage club and district involvement in international service.
- Promote higher awareness of resources and strategies to improve projects and global grants.
- Help clubs find international 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:
 - o District governors
 - o Rotary Foundation committee
 - o Grants subcommittee
 - o Community service committee
 - o Alumni committee
 - o Rotarian Action Groups
 - o The Rotary Foundation Cadre of Technical Advisers
 - o District Rotaract representatives
 - o Rotary Peace Fellows
 - o Rotary Community Corps
 - o 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 join with international clubs on service projects and grants.

MEMBERSHIP

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 the governor-nominee, past district governors, past Rotary coordinators, past assistant Rotary coordinators, or those with:

- 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

GENERAL:

- Plan, promote, and conduct a Vibrant Club workshop in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- Work with and communicate regularly with the district governor and club leaders to ensure that your clubs and district achieve their membership goals.
- Maintain communication with other district committees.
- Work with the Rotary coordinator to plan membership activities in the district.
- Encourage clubs to develop and implement innovative membership development strategies.
- Ensure that clubs have access to membership resources available on My Rotary and that membership changes are reported promptly to Rotary International.
- Ensure that each club fills the position of membership committee chair and reports that person's name on My Rotary.
- Help club membership committee chairs carry out their responsibilities.

ATTRACTION:

- Assist clubs' recruitment efforts, paying special attention to small and weak clubs.
- Encourage each club to strive to represent the demographic composition of the community's professionals.
- Check your membership leads regularly and work with your district governor to determine who will manage the leads and assign them to clubs, and then follow up with clubs to make sure they take action on the leads.

ENGAGEMENT:

- Coordinate districtwide membership development activities.
- Encourage clubs to strive for Rotary or presidential recognition.
- Visit clubs to speak about innovation, flexibility, diversity, and ways to engage members.

NEW CLUB DEVELOPMENT:

- Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
- Find communities where additional Rotary clubs could form without detracting from current clubs' service.
- Assist in organizing and establishing new clubs.

Training Requirement

The chair and committee members should attend a regional seminar held by the Rotary coordinator or complete the online membership courses in Rotary's Learning Center.

NOMINATING

This committee nominates the most qualified Rotarian available to serve as governor. The terms of reference for the committee are determined at the district conference. For details, contact your Club and District Support representative.

Responsibilities

- Conduct the selection 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

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 Rotarians understand that effective external publicity, favorable public relations, and a positive image will help Rotary grow.

Qualifications

Give preference to past Rotary public image coordinators, past assistant Rotary public image coordinators, or those 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 — particularly those that interest the public.
- Promote the district's activities to external audiences, such as the media, community leaders, potential partners, program beneficiaries, and the public.
- Contact the media with newsworthy stories of district projects and events and post district and club stories on social media, following the best practices and guidelines for engaging external audiences in Rotary's Quick Start Guide for Club Social Media Pages in the Brand Center.
- Promote the adoption of Rotary's brand and other visual identity assets.
- Lead by example by championing Rotary's public image campaigns in your own club.
- Promote the use of Rotary's Brand Center, social media channels, and Rotary Showcase, and show clubs how these tools will help them.
- Promote the use of People of Action campaign materials, and show how they will benefit your district and clubs.
- Encourage clubs to use their websites and social media channels to maintain a digital presence that's up-to-date and relevant to the public.
- Seek opportunities for low-cost or free placements with media outlets in the district.
- Promote key Rotary events and stories that align with Rotary's areas of focus.

Training Requirement

Committee members should complete public image courses in Rotary's Learning Center and attend public image workshops held in conjunction with Rotary training meetings, as well as the regional seminar held by the Rotary public image coordinator (RPIC).

ROTARACT

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 should have 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.
- Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in 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.

ROTARY FOUNDATION

This committee helps the governor educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising. 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 will serve 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 Rotarians on how to manage grants properly and effectively

Districts are free to appoint other subcommittees to support their activities and goals.

Several subcommittees or roles can be reported online 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
- Club-level Rotarians 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.
- Plan, promote, and conduct a Vibrant Club workshop in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- Help the district training committee hold Foundation sessions at the presidents-elect training seminar and district training assembly.
- Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, 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 Requirement

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

TRAINING

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.

Qualification

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

Responsibilities

- Assist the convener, usually the governor or governor-elect, of each training meeting in the district, including Rotary required training.
- Work with the governor, who has final approval on the program, speakers, training leaders, evaluations, logistics for club-level and Rotaract leadership training and other training events as appropriate.
- Advise on the Vibrant Club workshop.
- Support club trainers as needed.
- Promote district training events.

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	<ul style="list-style-type: none"> • Club program • Club communications • Website • Social events 	<ul style="list-style-type: none"> • Attraction • Engagement • New member orientation • Diversity • New clubs • Membership leads • Assessment 	<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 • Annual giving • Major giving • Stewardship

WE'RE BUILDING THE FUTURE OF ROTARY

A bold plan, for and by People of Action

Rotary is charting a new course to a stronger, more effective and vibrant future. At the center of the effort is our Action Plan: a multi-year strategic roadmap that will help us become the Rotary we want to be—and the Rotary the world needs us to be. The Action Plan builds on the remarkable capabilities we've developed in our own professional lives and careers, and it plays to our strengths as leaders, as clubs, and as a global community of people of action.

To create our plan, we looked at data, membership projections, and emerging social trends. And we listened to Rotarians, Rotaractors, and others who shared their hopes for the future of Rotary and told us we needed to:

Be more nimble and open to new ideas and faces, so we can evolve along with demographic and social changes

Gather and use data more rigorously to improve programs and make a lasting impact on humanitarian needs

Capitalize on new technologies and provide more enriching, engaging, and accessible experiences, so more emerging leaders will connect through Rotary

We assessed what it would take to move from where we are now to where we want to be. Our Action Plan is ambitious—and achievable.

The Action Plan's Four Priorities

PRIORITY 1
**INCREASE
OUR
IMPACT**

PRIORITY 2
**EXPAND
OUR
REACH**

PRIORITY 3
**ENHANCE
PARTICIPANT
ENGAGEMENT**

PRIORITY 4
**INCREASE
OUR ABILITY
TO ADAPT**

Want to know more?

Take action with us to help create Rotary's future.

Visit rotary.org/actionplan