

DISTRICT LEADER ESSENTIALS



This District Leader Essentials 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

District Leader Essentials

Learning plan description

Get training for your role as a district committee member. These courses are relevant to any district committee. For information on a specific committee, check out the District Leadership course catalog.

Updated June 2025

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Working with Your District Team

Course description

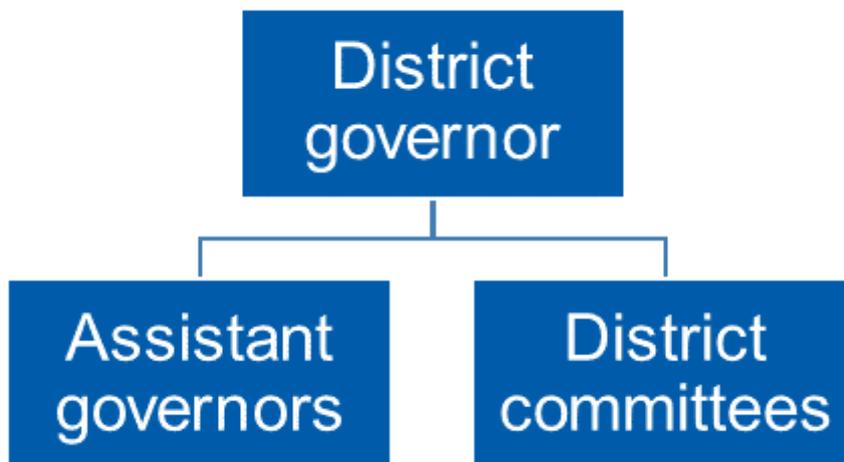
Whether you're a returning member of the district team or a new one, take this course to learn what the district team does and how you can work together to support clubs.

Updated: 31, May 2022

Lesson 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.

Lesson 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

Lesson 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 in Appendix 1.**

Lesson 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 in Appendix 1.**



Lesson 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.

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?

Lesson 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

Lesson 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?

Lesson 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



Rotary's Action Plan and You

Course description

Learn how Rotary's Action Plan can help your club increase its impact, expand its reach, better engage members and participants, and keep adapting to a changing world. We know that clubs that develop and follow a strategic plan are stronger than clubs that don't, with members who are more satisfied and regard their clubs and Rotary more positively. Find out how to use the Action Plan to keep your club healthy.

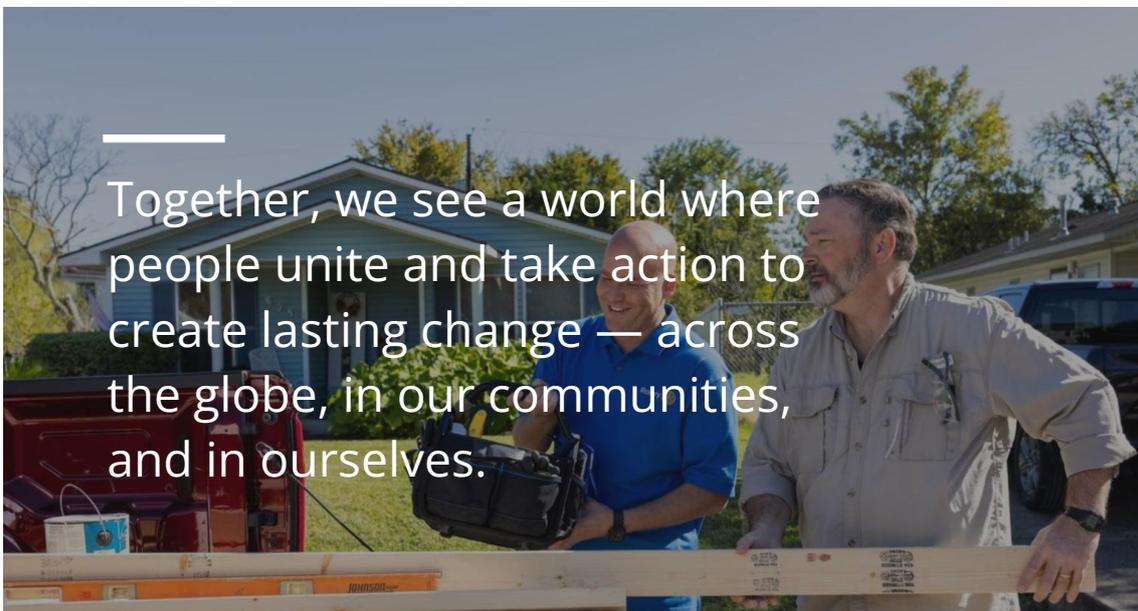
Updated December 2024

Lesson 1

Our Action Plan

Our vision

We all have different stories about what brought us to Rotary and what keeps us in Rotary. But we share a common bond, and it's reflected in our vision statement:



To achieve this vision, now and in the future, we need a plan. Rotary's Action Plan is a sustainable approach to support strong clubs and a healthy organization, provide a positive and engaging experience for members and participants, and create lasting change in the world.

Our priorities

The Action Plan has four priorities: increase our impact, expand our reach, enhance participant engagement, and increase our ability to adapt. These priorities are based on what our members, participants, staff, and communities identify as essential to fulfilling our vision. Our research shows that people are seeking:

- A sense of purpose and an opportunity for community service
- Ways to work on causes that are important to them
- Organizations with established reputations
- Programs that make a difference locally

These findings reinforce the objectives developed for each of the Action Plan's four priorities. These objectives are how we'll achieve each priority, sustain healthy clubs and organizations, offer members and participants better experiences, and create sustainable global change. Clubs should consider these objectives as they develop their long-term plans to achieve each priority.

Increase our impact

- Eradicate polio and leverage the legacy.
- Focus our programs and offerings.
- Improve our ability to achieve and measure impact.

Expand our reach

- Grow and diversify our membership and participation.
- Create new ways for participants to experience Rotary.
- Increase club flexibility and appeal.
- Build understanding of our impact and brand.

Enhance participant engagement

- Support clubs to better engage their members.
- Improve understanding and support of individual participants.
- Offer new opportunities for personal and professional connection.
- Provide learning opportunities for leadership development and skill building.

Increase our ability to adapt

- Build a culture of research, innovation, and willingness to take risks.
- Streamline governance, structure, and processes.
- Foster more diverse perspectives in decision making.

Increase our impact

As people of action, we make decisions that are based on evidence and are able to demonstrate our impact.



This shows current and potential partners, participants, and donors that they can trust Rotary to make effective use of their time and use their donations responsibly. One way that we've shown we can be trusted is our long commitment to ending polio.

Doing this in your club

Develop service projects that reflect the needs of your community. Use the guidance below to improve the quality of your projects, measure the outcomes, and create lasting change. Select each plus sign to learn more.

Conduct community assessments

As you think about how your club can increase its impact, conduct a community assessment to identify the strengths and challenges in your local area.

Then, review your club's service projects to focus your efforts. Decide which ones to discontinue, which ones to keep doing, and what new projects to begin.

Measure the results

Learning what actions lead to change can help your club determine what activities to focus on, decide how you'll measure the outcomes, and be able to show the impact your project has made. Use these considerations to help you assess a project's possible impact and avoid focusing only on the resources you're using or on short-term results:

- **Input**
The funding, time, training, volunteer hours, or other materials that we invest in a project.
- **Output**
The immediate results of activities that have taken place, such as the number of people trained or the amount of materials delivered.
- **Outcomes**
The intermediate results of our actions, such as changes in attitude or behavior in the target population.
- **Impact**
The positive, long-term change resulting from our actions. These are measurable improvements that wouldn't have occurred otherwise.

We can leverage our success in the polio eradication effort, focus our projects and activities, and improve our ability to achieve and measure impact. In the words of Rotary founder Paul Harris, "Whatever Rotary may mean to us, to the world it will be known by the results it achieves."

How one club approached this

The Rotaract Club of Leaderville completes several different service projects throughout the year. Some members have told club leaders that they feel overwhelmed. Other members have said that some of the projects don't interest them.

The club leaders used that feedback to make changes that they hope will increase member participation and streamline club projects. The club:



- Evaluated its overall strategic plan and assessed its current approach to determining what service projects to undertake
- Updated club priorities and goals in alignment with Rotary's Action Plan
- Conducted a membership survey and a community assessment to understand which projects make the biggest difference to members, participants, and the community

Measuring impact

After the club agreed on what projects to prioritize, members committed to and completed an international service project that aimed to reduce the incidence of diarrheal disease among schoolchildren. The club, along with its community partners and co-sponsor, reported these achievements:

- Five teachers are now prepared to instruct students in the national hygiene curriculum.
- Teachers regularly provide hygiene lessons in all classrooms.
- 95% of the students developed hand washing habits in one year.

- Five functional hand washing stations with running water were installed throughout the school.
- The incidence of diarrheal disease in schoolchildren decreased 20% from the start to the end of the school year.

Reflection

Measures to indicate the output, outcome, and impact of the project.

<p>5 hand washing stations installed and 5 teachers prepared to teach the curriculum</p>	<p>Output</p> <p>The immediate results of activities that have taken place</p>
<p>95% of students developed hand washing habits in one year</p>	<p>Outcome</p> <p>The intermediate results of our actions, such as changes in attitude or behavior in the target population</p>
<p>A 20% drop in diarrheal disease in a year</p>	<p>Impact</p> <p>The positive, long-term change resulting from our actions</p>

Expand our reach

As people of action, we welcome members, participants, and partners from all backgrounds as we unite to make a difference in the world.



Expanding our reach is about thoughtfully growing our organization by adding members and participants while engaging with new and diverse audiences. When you tell the story of how your club projects made an impact, you give people who aren't involved with Rotary a better understanding of us and how we make a difference. This helps attract members, volunteers, and donors.

Doing this in your club

Explore new opportunities for partnership. Be willing to work with groups, organizations, and community leaders you haven't partnered with before.

Use these ideas to attract new members, participants, and partners:

Make an effort to develop new relationships

- Build connections with a broad array of organizations and community leaders to meet others through shared interests.
- Participate in projects that offer opportunities to collaborate with a variety of community leaders.
- Find opportunities to work with other organizations in your community that share Rotary's values.

Be welcoming and accessible

- Foster an environment where members, participants, and partners don't experience barriers to getting involved and feel that their ideas and opinions matter.
- Encourage members and participants to expand their professional skills by accepting committee or leadership roles.
- Invite family members to join your events.

Make your club more appealing

- Assess whether your club's membership reflects the demographics of your community. If it doesn't, discuss what you can do so it does.
- Review your club's practices to incorporate more flexibility so you can reach even more prospective members.
- Plan events that will attract people of many backgrounds, who bring with them new ideas, skills, and resources.

Build awareness of your club

- Update your club website and social media accounts with the correct Rotary branding elements so people can connect your club to the good you've done for your community.
- Use social media to show how your club's dedication to problem-solving service connects your members with the community.
- Share your Rotary stories to show people the positive change our clubs make, and invite them to be part of that change.

How one club approached this

The Rotary Club of Anytown is one of the oldest service organizations in its community, but the club has found it challenging to attract new members. Current members have discussed that the demographics of the local community are changing and the club's usual activities seem to be less interesting to community members.

In response, the club took the following approach to attract new members.



Seek feedback

Club leaders asked members to suggest ideas for how to make events more appealing. Based on this feedback, the club changed a black-tie formal event to a business-casual cocktail auction that appealed more to current community partners.



Participate in local events

Club leaders encouraged members to identify local activities, such as a farmers market or a music festival, that the club could take part in.



Build partnerships

The club identified new partners and collaborated with them on a book club for young adults to promote literacy.



Tell the club story

The club attracted participants by using materials in the Brand Center to show people what the Club of Anytown does.



Be flexible

The club offered members and participants various ways to attend events and take part in projects. For example, the club began to offer a virtual option for members and participants who are not able to attend meetings in person.

Reflection

Think about the actions that the Club of Anytown took to attract new members. Are you currently using any of these ideas in your club? Which new ones would you like to try? Whose agreement would you need to do so?

Enhance participant engagement

As people of action, we create meaningful relationships and opportunities for people to contribute, grow, and lead.



Let's use every encounter as an opportunity to show people how getting involved with Rotary allows them to make a bigger difference in their communities and for causes they care about.

When your club understands what people want and supports them, you can help build a club experience that engages their interests and fulfills their needs.

Doing this in your club

Promote a culture of growth and ideas. Make all members feel like they have a role in the club, and make sure that anyone who engages with your club feels empowered to share their ideas and get involved.

Use these practices to foster an engaging environment:

Listen to participants

Engaged members find value in being able to share and discuss their ideas and concerns.

Club leaders should encourage feedback from members, participants, and the community. Discussing this feedback and how to respond can lead to innovative ideas that build meaningful experiences.

Provide opportunities for growth

Through Rotary, many people have gained professional and personal leadership skills, such as planning, delegating, public speaking, and managing the work of volunteers. Sometimes, this happens through deliberate effort. Most often, however, it occurs through a project or a role they take on for their club or district.

Stay in contact

Consider everyone who engages in Rotary activities as a participant. Encourage them to stay involved whether or not they join your club, and make it clear that you value their participation. This encourages people to keep supporting Rotary activities

Provide service opportunities

Encourage members to participate in your club's service projects in any way they can. Their ability to use their skills or time for activities that meet the community's needs is a factor in their club experience.

How one club approached this

In the Rotary Club of Summerdale, member participation at meetings and events has been declining, and people are reluctant to assume leadership roles.

What could be causing this low engagement?

Reflection

Think about each question below and how you would approach finding the answer. Find suggestions about what this club can do to engage members and participants.



Are members getting the club experience they want or expect?

Ask members what kind of club experience they want, and consider this as you plan your activities and projects.

How do you ensure that members have meaningful experiences that engage them?

Create an environment where members feel welcome to propose new ideas. Ensure that people feel engaged by welcoming their ideas and contributions and supporting their willingness to accept leadership roles that can define their club experience.

Are members growing personally and professionally?

Offer opportunities for personal and professional development through networking, your club activities, and collaborating with other community, civic, and professional leaders.

How does your club support people who accept leadership roles?

Support the members who are willing to accept any leadership role, from being a committee chair to leading a service project, by recommending resources in the Learning Center, connecting them with others who can offer advice, and encouraging them to attend district learning events.

Which suggestion or combination of them would you recommend to the club? Which could you try in your own club?

Increase our ability to adapt

As people of action, we seek new perspectives and innovative ideas that can strengthen Rotary and create lasting change.



Our history shows that Rotary members are exceptionally skilled at finding ways to positively affect the global community. We also understand that perspectives and the needs for new solutions change as time passes. Is your club prepared to adapt to a rapidly changing world?

Doing this in your club

Assess and evaluate what club members and local residents need. Ask your members what your club should continue, start, or even stop doing to ensure that it reflects the needs of its members, potential members, and the community.

To build a strong foundation for innovation, sustainability, and growth, your club can:

TRY NEW IDEAS

Start with one or two small-scale changes:

- Allocate some funds to do something new — a project, a social gathering, or an activity during your regular club meeting — that your assessments suggest might better serve your community. If it's successful, expand the change and try it in other situations. If it's not, learn what you can from it and move on to another new idea.
- Host your club meeting in a new location or at a new time. You can also opt to replace your structured meeting with a social event or a project.

STREAMLINE WHAT YOU CAN

Assess your club's leadership structure and administrative processes.

- Determine what is outdated or inefficient, and decide what you can change or eliminate — as well as what you do especially well.
- Make adjustments to use new technology and other developments.

INVOLVE MORE PEOPLE

Do a small number of club members make most of the decisions?

- Ask more members, program participants, and community members to offer their ideas and opinions. When more people with different experiences and skills are part of the decision-making process, your club can accomplish more.

Seek new opportunities, try creative ideas, and take small risks to help your club learn how to be more adaptable.

Change can sometimes be difficult or uncomfortable. But we know from how clubs responded during the COVID-19 pandemic that change can also be a critical part of Rotary.

How one club approached this



The Rotary Club of Nicetown has been stagnant for several years. Members are receptive to new ideas but have said that some of the club's processes make it difficult to try new things. Some members are thinking about leaving the club.

Club leaders responded by inviting all members to a brainstorming session. Members agreed that the club's current

meeting format discourages the casual sharing of creative ideas. They decided to gradually add informal gatherings and brainstorming sessions to foster a more relaxed and innovative environment.

Reflection

Big changes start with smaller, achievable goals. Think about how this club adapted and facilitated change. After you've thought about that, find suggestions you can share with your club.

Brainstorm

Identify what's ineffective, and suggest new ideas.

Involve more people

Invite nonmembers to offer advice and new perspectives.

Streamline club processes

Identify roles that can be reduced or combined.

Take a risk

Create a small fund to use on trying new things.

Try new ideas

Replace one meeting a month with a social event or service project.

Resources

Becoming familiar with the resources below will help you successfully lead your club in implementing Rotary's Action Plan in your own strategy and activities. Select each button to access the materials, which will open in new tabs or downloads. To return to the course, come back to this tab.

Strategic Planning Guide

Use this guide to set your long-term goals, improve the club experience, and help your club move toward what members want.

Rotary Action Plan Toolkit

Find more information about the priorities of the Action Plan and how using it can help you improve members' club experience and inspire them to make lasting change.

What's next

Consider how you can use the priorities of Rotary's Action Plan to strengthen your club and make it more effective in providing meaningful experiences for members, participants, and partners:

- How will your club measure the long-term positive change you make in the community?
- What will your club do to attract new members, participants, and community partners to Rotary?
- How will your club keep members engaged and offer valuable experiences to all types of participants?
- How will your club promote new ways of thinking to stay relevant in your community?

Set your club's long-term priorities using the Action Plan framework, and set specific, measurable, time-based goals to support your club's strategic plan.

Leading Effective Committees

Course description

Manage your committee effectively by learning how to set goals, motivate other members, plan productive meetings, delegate tasks, and cultivate leaders.

Lesson 1

Preparing your committee



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.

Setting 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)

This goal is specific, measurable, achievable, relevant, and time-bound.

Motivating members



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.

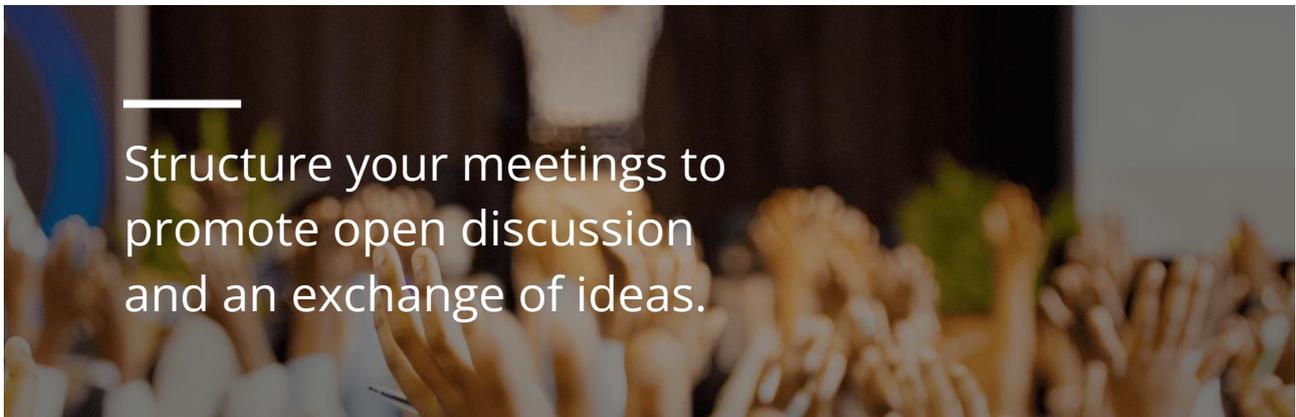
After hearing their concerns of not enough time, too many goals, and not enough team-building, you want to take the appropriate actions. Decide if the actions are relevant or not relevant to addressing their concerns.

	(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.

Planning productive meetings



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 later 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:

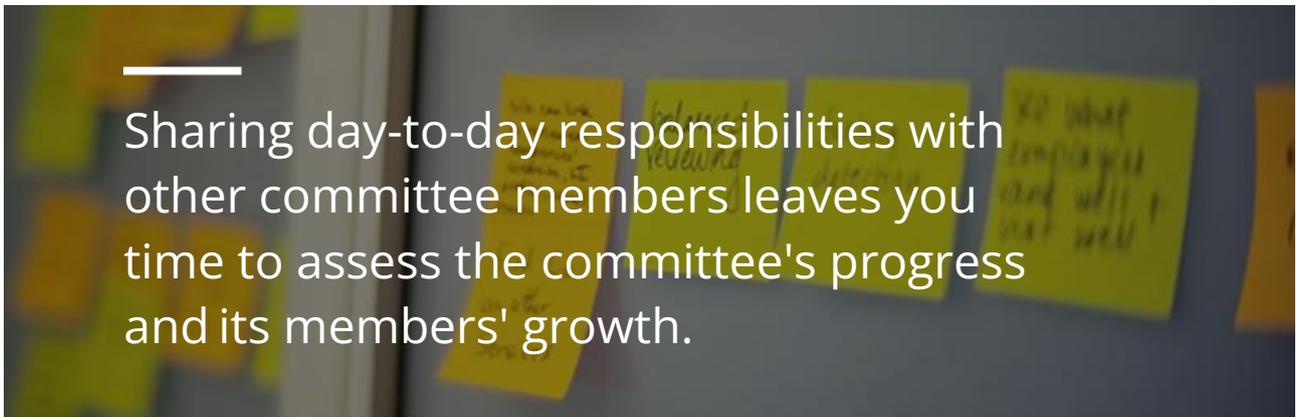
- Prepare questions about agenda items
- Think of creative solutions or ideas
- Bring relevant information to the meeting

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.

Delegating tasks



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.

Cultivating leaders



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

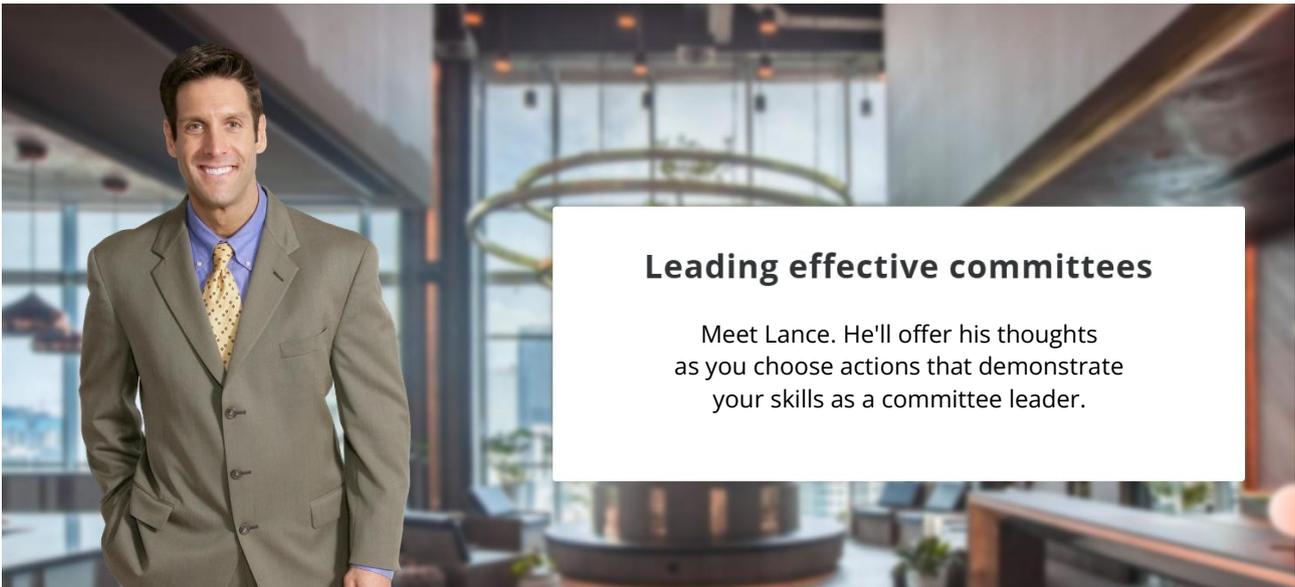
- Assigning tasks that prepare members for greater responsibility
- Empowering them to make decisions and take ownership of projects
- Asking members who have different skill sets to work together so they can learn from each other

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.

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. Explore the scenarios below and consider how to lead the committees successfully.

SCENARIOS



Let's start by determining how your committee is structured. Which of these describes your committee?

Case Study 1: It's a committee of two or more.

As the chair of a committee, which of these topics would you like to explore?

1. Preparing your committee
2. Motivating members
3. Planning productive meetings

1. Preparing your committee

There are five dedicated members on your committee. Each has a unique approach to handling projects. What would you do to prepare them to work together effectively to meet their goals?

1.1 *Let them choose their work*

Although this encourages members to volunteer for tasks they'll enjoy, it can also result in one or two people dominating a committee and limiting others' participation.

1.2 *Assign them the work*

It can be risky to assign tasks to members who may not have an interest in them or enough time to complete them.

1.3 *Include them in collaborative discussion*

Great choice! Asking members for their input helps to generate fresh ideas and foster cooperation.

2. Motivating members

Your committee has had the same members for years, and they're tired of doing the same tasks over and over. What could you do to motivate them?

2.1 Give them assignments that use their expertise

Your committee can surely benefit from members' expertise in handling certain tasks. But is this approach a strong enough motivator to engage them?

2.2 Offer opportunities for networking

That might be a good way to get your committee members to interact with others outside of the club. But will it motivate them to try new ideas?

2.3 Create an environment that fosters ideas

Great choice. Because the committee members are already experienced, encouraging new ideas can result in fresh energy, enthusiasm, and creativity. It might also get newer members involved.

3. Planning productive meetings

Your committee has met several times but still hasn't had time to cover everything you'd like to discuss. How could you make your next meeting more productive?

3.1 Schedule extra meetings if some matters are not addressed

Follow-up meetings can be good, but having too many might create resentment. Before adding meetings, consider other ways to share information, like email or document sharing tools.

3.2 Keep your discussions open to encourage ideas

Continue to encourage members to share their ideas. But if more discussion is necessary and time is limited, schedule a separate meeting to generate ideas.

3.3 Create a clear agenda for the meeting

Great choice. An agenda sets expectations about what will be covered. If possible, send the agenda to members in advance so they'll be ready for discussion during the meeting.

Case Study 2: It's a committee of one

Great! Let's put your multitasking skills to work.

As the only member of your committee, how would you accomplish either of these items? There are 3 options

1. Setting goals
2. Cultivating future leaders

1. Setting goals

While you're creating an action plan for your committee goals, you begin to feel overwhelmed. What should you do first?

1.1 Reassess your priorities

Good choice. Identify goals that are achievable based on your current resources and needs. Then you can decide which goal to focus on first.

1.2 Set due dates

Establishing due dates is a good way to create a sense of urgency and track progress. But first you might want to decide which goals to prioritize.

1.3 Ignore the overwhelmed feeling and just keep going

If you're feeling overwhelmed, don't ignore it. Take some time to prioritize your goals or ask for help achieving them.

2. Cultivating future leaders

You've chaired your committee several times and are now hoping someone else will take the role. How do you plan to cultivate new leaders?

2.1 *Accept anyone who is interested in joining your committee*

Opening the role to anyone might be a good way to find volunteers. But if the member doesn't know what you do, they might lose interest when they find out.

2.2 *Identify committee members who have a clear understanding of the committee's activities*

Good choice. It's easier to work with members who already know what your committee does and whose talents fit the role.

DISTRICT LEADERSHIP TEAM RESPONSIBILITIES

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

ALUMNI COMMITTEE

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

Qualifications

Give preference to:

- Rotary alumni
- Members with professional experience working with alumni

Responsibilities

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

Training Requirements

Committee members should:

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

ASSISTANT GOVERNORS

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

Qualifications

Minimum criteria for assistant governors:

- Active membership in good standing in a club in the district for at least three years
- Experience as president of a club for a full year or as a charter president for at least six months

Additional criteria:

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

Responsibilities

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

Training Requirements

Assistant governors should:

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

COMMUNITY SERVICE COMMITTEE

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

Qualifications

Give preference to:

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

Responsibilities

- Motivate clubs to work with community members to identify issues they could address through humanitarian projects.
- Highlight successful service efforts, useful advice, Rotary programs, and resources that help strengthen projects.
- Promote vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.
- Encourage clubs to organize a Rotary Community Corps (RCC), and encourage participants of district RCC meetings to exchange project ideas.
- Collaborate with other district committees, such as the international service and Rotary Foundation committees.
- Help the club service projects committee with its responsibilities.
- Organize district-level meetings for club service projects chairs that coincide with the district conference, district training assembly, and other gatherings, to provide opportunities to exchange ideas and promote projects.
- Identify ways that clubs and local service organizations can cooperate on service projects by sharing information and helping clubs to set goals.
- Request regular reports on successful projects from club community service chairs for promotion through the governor's monthly communications and Rotary Showcase, and pass them on to RI for possible publication.

- Organize exhibits on outstanding community service projects at district and zone meetings.
- Coordinate districtwide community, vocational, and youth service activities.
- Promote resources for service and engagement, including Rotary Fellowships, Rotary Action Groups, and your district resource network.
- Facilitate district recognition for clubs or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.
- Promote opportunities for clubs to partner with Rotary's service and project partners.
- Coordinate with the Interact, RYLA, and New Generations Service Exchange chairs to ensure communication across all youth activities.

The Rotary Community Corps subcommittee has these responsibilities:

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

Training Requirements

Committee members should:

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

CONVENTION PROMOTION COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Many convention promotion committees also:

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

Training Requirements

Committee members should:

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

DISTRICT CONFERENCE COMMITTEE

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

Qualifications

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

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

Responsibilities

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

Training Requirements

Committee members should:

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

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Training Requirements

Committee members should:

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

FINANCE COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

- Experience as club treasurer
- Accounting or finance experience

Responsibilities

- In cooperation with the governor, create a district budget to be submitted to clubs at least four weeks before approval, at a meeting of incoming club presidents.
- Review and recommend the amount of per capita levy (dues). Any per capita levy needs approval from at least three-fourths of the incoming club presidents at PETS or at the district training assembly, or from a majority of electors present and voting at a district conference.
- Ensure that proper income and expense records are kept.
- Collaborate with the immediate past district governor to prepare and distribute an independently reviewed annual financial report to all clubs for discussion and approval at a district meeting, according to RI Bylaws section 15.060.4.
- Ensure that a committee member (preferably the treasurer) and the district governor are the authorized signatories for district bank accounts. Any withdrawal requires both signatures. The bank account must be held in the name of the district.
- Work with the district Rotary Foundation chair to disburse grant funds and ensure that proper records of grant activity are kept for reporting purposes.
- Manage the district governor funding process: Determine whether expenses are eligible, document guidelines and timelines for receiving expense reports, and determine the logistics and frequency of reimbursements to the governor.

Training Requirements

Committee members should:

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

INTERACT COMMITTEE

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

Qualifications

Give preference to:

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

Responsibilities

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

Training Requirements

Committee members should:

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

INTERNATIONAL SERVICE COMMITTEE

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

Qualifications

Give preference to:

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

Responsibilities

- Encourage club and district involvement in international service.
- Promote resources and strategies for improving projects and global grants.
- Help clubs find international service partners.
- Create a district resource network composed of local experts with experience in project planning and implementation, Rotary's areas of focus, and Rotary grants, who will serve as mentors and help clubs improve projects and global grants.
- Identify and recruit mentors with relevant experience and technical skills by collaborating with:
 - District governors
 - Rotary Foundation committee
 - Grants subcommittee
 - Community service committee
 - Alumni committee
 - Rotary Action Groups
 - The Rotary Foundation Cadre of Technical Advisers
 - District Rotaract representatives
 - Rotary Peace Fellows
 - Rotary Community Corps
 - Community members and professionals from partnering organizations

- Support the district Rotary Foundation committee by connecting clubs that are applying for Foundation grants with mentors to help them prepare strong project plans and grant applications.
- Establish direct lines of communication and accountability for all types of international service, with emphasis on connecting clubs to a host or international partner, and on furthering global grant international relationships.
- Motivate and support clubs in their efforts to work with international clubs on service projects and grants.

Training Requirements

Committee members should:

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

MEMBERSHIP COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors who have:

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

Responsibilities

Assist club membership chairs with their responsibilities:

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

Manage prospective members:

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

Assist in organizing, establishing, and supporting new clubs:

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

Report on the committee's progress:

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

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

Training Requirements

Committee members should:

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

NEW GENERATIONS SERVICE EXCHANGE COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Training Requirements

Committee members should:

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

NOMINATING COMMITTEE

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

Responsibilities

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

PUBLIC IMAGE COMMITTEE

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

Qualifications

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

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

Responsibilities

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

Training Requirements

Committee members should:

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

ROTARACT COMMITTEE

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

Qualifications

Give preference to:

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

Responsibilities

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

Training Requirements

Committee members should:

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

ROTARY FOUNDATION COMMITTEE

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

The members of the district Rotary Foundation committee serve as chairs of five subcommittees.

Subcommittee chairs should serve three-year terms to ensure continuity:

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

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

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

Qualifications

Give preference to:

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

Responsibilities of the chair

- Help the governor-elect gather opinions from clubs before setting district Foundation goals.
- Help the district training committee hold Foundation sessions at the presidents-elect 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.

Training Requirements

All members of the district Rotary Foundation committee are expected to

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

ROTARY FRIENDSHIP EXCHANGE COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Training Requirements

Committee members should:

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

ROTARY YOUTH EXCHANGE COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Training Requirements

Committee members should:

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

ROTARY YOUTH LEADERSHIP AWARDS COMMITTEE

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

Qualifications

Give preference to Rotarians and Rotaractors with:

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

Responsibilities

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

Training Requirements

Committee members should:

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

TRAINING COMMITTEE

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

Qualifications

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

Responsibilities

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

Training Requirements

Committee members should:

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

District Leader Essentials: Learning plan description

Get learning for your role as a district committee member. These courses are relevant to any district committee. For information on a specific committee, check out the District Leadership course catalog.

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Courses in the learning plan

- Working with you district team
- Rotary's Action Plan and You
- Protecting Personal Data
- Fostering Engagement and Belonging
- Preventing and Addressing Harassment
- Rotary's Change Model
- Essentials of Understanding Conflict
- Leading Effective Committees

