

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:
 - District governors
 - Rotary Foundation committee
 - Grants subcommittee
 - Community service committee
 - Alumni committee
 - [Rotarian 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 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.