

ROTARY DISTRICT 7610 DISTRICT LEADERS AND COMMITTEES

General Job Description

Purpose: Work with other Rotary leaders to support specific club and district activities and functions to promote club effectiveness and, in turn, district effectiveness.

Qualifications: An active and dedicated Rotarian in District 7610 with attributes to lead in the appointed area of responsibility.

Duties and Responsibilities:

Each district leader and committee has a specific role and specific responsibilities.

All district leaders and committees share these responsibilities:

- ❖ Providing support and guidance to clubs,
- ❖ Working with Rotary International and Rotary Foundation committees and resource groups,
- ❖ Collaborating with the governor, governor-elect, and governor-nominee to help support district goals,
- ❖ Meeting with district leaders to plan strategies to achieve club and district goals,
- ❖ Promoting and attending district training meetings and the district conference, and
- ❖ Managing communication between Rotary International and the district about issues within the committee's focus.

District Committee Chair

A district committee chair leads a committee, acting chiefly as an organizer and motivator. Committee chairs should

- ❖ Serve as a resource for committee members, communicating with them regularly,
- ❖ Share information from Rotary International and The Rotary Foundation as appropriate,
- ❖ Monitor and report committee progress to district leaders,
- ❖ Ensure committee members have the skills and knowledge to carry out their responsibilities,

- ❖ Attend the club leadership training seminar (district assembly) and other district meetings as needed,
- ❖ Assist clubs with committee-related activities,
- ❖ Educate club leaders about district and Rotary International resources,
- ❖ Identify and recognize outstanding club projects and individual Rotarians, and
- ❖ Coordinate with assistant governors, who have regular contact with clubs.

Key Relationships

District committees regularly communicate with both club and district audiences. They work with club presidents, secretaries, and other committees to provide information and support to help clubs achieve their goals. They often collaborate with other district leaders, including the governor, governor-elect, governor-nominee, assistant governors, and members of other district committees.

The district communication plan outlines how and when you should communicate with clubs, the district governor, assistant governors, and your fellow district committee members. To foster continuity and consistency, your committee should share information with the incoming governor, assistant governor, and committee members at the end of the year.

Committee Members

Committee members must communicate with each other to coordinate their efforts and make them as effective as possible. Committees are encouraged to meet regularly to review and identify resources, discuss ongoing projects and new initiatives, and develop strategies to achieve goals.

District committees work on behalf of the district governor as specialists who focus on particular district and club activities and functions. In working with the governor, district committees may:

- ❖ Review the goals formulated by the district leaders and, if necessary, develop secondary goals and objectives specific to the committee,
- ❖ Suggest ways in which issues related to the committee can be addressed at the club and district levels, and

- ❖ Provide current, specialized information and support about the committee's area of expertise.

Committees' work often overlaps. For example, the efforts of the district public image committee to raise awareness about Rotary may influence the work of the district membership development committee. Committees should communicate regularly to keep each other informed and to coordinate efforts.

Goals

District committees work may work with club leadership teams to establish club goals. District goals/priorities are reviewed and discussed at the district team training seminar, where assistant governors and district committee members work with the governor-elect. Your goal-setting experience as a past club leader and current district leader will help you work with clubs to ensure they establish meaningful goals that challenge them to new levels of service. Although club and district goals may differ in some respects, they should generally coincide. When working on goals, make sure they are effective.

Concluding the Year

Although a term as a district committee member may last only one year, it's important to ensure a sense of continuity with future committees.

Consider the following when concluding the year:

- ❖ Brief the district governor throughout the year on district committee activities, and at the end of the year, inform the district governor-elect about projects that won't be finished.
- ❖ Meet with incoming district committee members about the activities that the committee has participated in. Talk about the challenges and successes that the committee has experienced, as well as the strengths and weaknesses of the clubs the committee has worked with.
- ❖ Pass on files to incoming district committee members to ensure they're fully prepared to continue with the projects the committee has started.

