**Rotary District 5030**

**A District Leadership Guide**

***To be implemented in the 2002-2003 year***



Approved 1/12/02 by President-elects for 2002-03

**Rosemary Barker Aragon**

**District Governor 2002-2003**

Amended January 24, 2004

**Kathy A. Johnson**

**District Governor 2004-2005**

**Amended September 20, 2013**

The District Leadership Guide is a guide to District operations. Provisions of the Rotary International *Manual of Procedure* and the *District Policy Manual* take precedence over provisions of the District Leadership Guide.

**DISTRICT LEADERSHIP COUNCIL**

The purpose of the District Leadership Council is to

* Serve as a coordinating and advisory group for the District Governor and the District.
* Assist Rotarians and Rotary Clubs to be successful in accomplishing The Object of Rotary.

Members of the District Leadership Council shall be: the District Governor, Immediate Past District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, Chairperson of Council of Governors, Assistant Governors, District Secretary, District Treasurer, District Trainer and chairpersons of all District Committees including but not limited to: Club Service, Community Service, Vocational Service, International Service, Rotary Foundation, Membership, Youth Services, Public Image, District Conference.

The District Leadership Council shall meet at least quarterly at a time and place determined by the District Governor. These are public meetings. Minutes shall be kept and published on the District Web Site.

At the meetings of the District Leadership Council there shall be a report from the District Governor on the status of the District and Rotary International. There shall be reports from the District Treasurer and District Secretary. The Rotary Foundation Chair should report on the progress of donations, grants and general program participation. Other Council members should make such reports that contribute to the interests and well-being of the District.

The District Leadership Council shall have an Executive Board composed of District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, District Secretary, District Treasurer, and chairpersons of the Finance Committee and Council of Governors. Executive sessions may be called for discussion of sensitive topics. Minutes shall be kept, but may or may not be published.

**Rotary International District 5030**

**District Leadership Guide**

**Appendix 1: Job Description—District Officers**

**District Governor**

The following duties of the District Governor are quoted from the Rotary International by Laws, Section 15.090:

“The governor is the officer of Rotary International in the district, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

* Organizing new clubs;
* Strengthening existing clubs;
* Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
* Supporting the Rotary Foundation with respect to program participation and financial contributions;
* Promoting cordial relations among the clubs and between the clubs and Rotary International;
* Planning for and presiding at the district conference and assisting the governors-elect in the planning and preparation for the presidents-elect training seminar and district assembly;
* Providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor’s presence for the purpose of:
	+ Focusing attention on important Rotary issues;
	+ Providing special attention to week and struggling clubs; motivating Rotarians to participate in service activities; and
	+ Personally recognizing the outstanding contributions of Rotarians in the district;
* Issuing a monthly letter to each club president and secretary in the district;
* Reporting promptly to Rotary International as may be required by the president or the board;
* Supplying the governor-elect, prior to the international assembly, full information as to the condition of the clubs with recommended action for strengthening clubs;
* Ensuring that district nominations and elections are conducted in accordance with the Rotary International constitution, these bylaws, and the established policies of Rotary International;
* Inquiring regularly about the activities of Rotarian organizations operating in the district (Friendship Exchanges, inter-country committees, Global Networking Groups, etc.);
* Transferring continuing district files to the governor-elect; and
* Performing such duties as are inherent as the officer of Rotary International.”

In addition to the above duties listed in the bylaws, the District Governor should:

* Create energy and vision for the District;
* Provide motivation and inspiration to all Rotarians in the District;
* Appoint district officers and staff committees;
* Build a leadership team to prepare future leaders and assure continuity of leadership;
* Provide an infrastructure that helps clubs and Rotarians to be successful in advancing the Object of Rotary;
* Create partnerships with other organizations to help advance the goals of Rotary International and District 5030;
* Provide recognition to clubs and members;
* Help struggling clubs gain energy and direction;
* Provide greater visibility for Rotary achievements;
* Use the district web site to communicate to all Rotarians in the district;
* Maintain the fiscal integrity of the Di8strict by careful and prudent budgeting to prevent spending in excess of current revenue;
* Be responsible for the proper operation of the District and for the accomplishment of District 5030 goals and objectives;
* Serve as a member of District Finance Committee, District Leadership Council, District Service Fund, and the Corporate Board of Directors for the District;
* Serve as an ex-officio member on all district committees;
* Attend Zone Institute and Rotary International Convention.

**District Governor Elect**

Duties of the District Governor Elect:

* Prepare oneself for service as District Governor;
* Attend the Governors Elect Training Seminar (GETS), the Zone Institute, the International Assembly, and other training made available to the District Governor Elect;
* Attend all operating committee meetings for the Pacific Northwest Presidents Elect Training Seminar (PETS);
* Plan, prepare and conducts PETS and Pre-PETS;
* Train Assistant Governors;
* Organize and conduct District Assembly for incoming club officers;
* Conduct the Membership Seminar;
* Attend all district raining seminars;
* Attend the Rotary International Convention;
* Attend the District Conference;
* Serve as a member of the Finance Committee, District Leadership Council, and Corporate Board of Directors of the District;
* Perform other such duties as are inherent to this office or as requested by the District Governor.

**District Governor Nominee**

Duties of the District Governor Nominee:

* Prepare oneself for service as District Governor;
* Attend the Governors Nominee Advanced Training Seminar (GNATS), the Zone Institute and other training made available to the District Governor Nominee;
* Attend Pre-PETS, PETS, District Assembly, and all other district training seminars;
* Attend the District Conference;
* Serve as a member of the District Leadership Council;
* Serve as a non-voting member of the Finance Committee and Corporate Board of Directors of the District;
* Perform other such duties as requested by the District Governor.

**District Governor Nominee Designate**

Duties of the District Governor Nominee Designate:

* Prepare oneself for service as District Governor;
* Attend Pre-PETS, PETS, District Assembly and other district training seminars
* Attend the District Conference;
* Serve as a member of the District Leadership Council;
* Serve as a non-voting member of the Finance Committee and Corporate Board of Directors of the District;
* Perform other such duties as requested by the District Governor.\

**Immediate Past District Governor**

Duties of the Immediate Past District Governor:

* Provide insight and advice to the District Governor;
* Undertake project responsibility at the request of the District Governor;
* Serve as a member of the District Leadership Council.

**Vice Governor**

The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor’s duties.

The nominating committee for governor will select one of the five last governors and who is a member in good standing of a functioning club in the district and who have relevant and meaningful experience in district matters, or, if none is willing and able, a qualified past district governor, or a qualified Rotarian who is still a member of a club in the district, to be named vice governor, who will replace the governor in the event of temporary or permanent inability.

**Assistant Governor**

The Assistant Governor’s job is to serve at district level and to have the responsibility of assisting the Governor with the administration of their assigned clubs.

Assistant Governors are appointed for a renewable one year term, but may not serve more than three one-year terms. Re-appointment is at the discretion of each succeeding District Governor. Assistant Governors are district appointees; they are NOT officers of Rotary International.

Assistant Governors shall have the following qualifications:

* Be a Past President of a Rotary Club in the District who is respected by his or her club;
* Rotary member for at least 3 year;
* Have proven experience working as a team leader;
* Possess a thorough knowledge of Rotary and its programs;
* Have the ability to act as advisor; and
* Must be willing and able to make the commitment to the position.

Assistant Governors do not supervise the work of district committees. Assistant Governors work directly with club presidents, while the district committees work with corresponding club committees. An Assistant Governor may be removed from office by the District Governor for failure to perform the duties. Assistant Governors may be reassigned among clubs to achieve a more successful fit.

Assistant Governors must provide the following support to their assigned clubs:

* Support the goals of the District Governor and Rotary International;
* Meeting with and assisting the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, an review the *Planning Guide for Effective Rotary Clubs* and Club “Failure to Function” policy;
* Attending club assembly associated with the governor’s official visit;
* Visiting each club at least once a quarter to discuss the business of the club, resourced available to their, and handling of clubs funds in a businesslike manner;
* Attending club retreat, if invited;
* Prepare the official Memo of Club Visit Report for the District Governor’s approval;
* Assisting club leaders in scheduling and planning for the governor’s official visit;
* Keeping the governor informed of the progress of the clubs, suggesting way to enhance Rotary development and addressing problems;
* Inform the District Governor of successes or innovations, problems and important social event of the club;
* Encouraging clubs to follow through on the governor’s requests and recommendations;
* Coordinating club-level training with the appropriate district committee;
* Promoting the district’s leadership guide and club leadership plan;
* Advising the incoming governor on district committee selection;
* Attending and promoting attendance at the district conference and other district meetings;
* Identify potential persons for leadership roles in the district;
* Participating in the district team training;
* Attending Pre-PETS, PETS, District Assembly, District Membership Seminar and District Leadership Council; and
* Perform other such duties as are inherent to the office or as requested by the District Governor.

**District Treasurer**

The District Treasurer shall be appointed for a three year term. This appointment shall be made by the District Governor in consultation with the District Governor Elect and the District Governor Nominee. The Treasurer must have an understanding of basic accounting principles and accounting software, and must be willing and able to make the commitment to the position. The Treasurer works under the direct supervision of the Finance Committee. The Treasurer shall be bonded.

Duties of the District Treasurer:

* Maintain custody of district funds;
* Maintain custody of district financial records;
* Collect the district per capita levy;
* Disburse funds from the current budget as approved by the District Governor;
* Issue monthly and annual financial statements;
* Shall not disburse any funds in excess of the aggregate district budget without the approval of the Finance Committee;
* Shall not disburse any funds from reserves without the approval of the Finance Committee;
* Present the financial statement of the prior Rotary year at the current year district conference;
* Train club treasurers at the district assembly;
* Be sure the annual Form 990 tax return is filed;
* Deliver to successor treasurer all book of accounts and any property of the district in the possession of the treasurer;
* Serve as a member of the District Leadership Council, District Finance Committee and Corporate Board of Directors for the District; and
* Perform other such duties as are inherent to this office or as requested by the District Governor.

**District Secretary**

The District Secretary shall be appointed for a three year term. This appointment shall be made by the District Governor in consultation with the District Governor Elect and the District Governor Nominee. The Secretary must be a Past President, knowledgeable in Rotary matters, familiar with District meeting, and able to assist the District Governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, collecting and reporting membership statistics and keeping records.

Duties of the District Secretary:

* Maintain an up to date list, including contact information, of club secretaries;
* Help club secretaries with filing semiannual report and/or late payment of Rotary International dues and charges;
* Train incoming secretaries;
* Be current on Rotary attendance rules, and inform club secretaries of changes;
* Collect attendance and membership statistics from clubs;
* Alert the District Governor, Assistant Governor and membership chair of any issues identified in these reports;
* Post reports to the Rotary International web site, in district newsletter and on the district web site;
* Take and maintain the minutes of all district meetings and distribute minutes to members of the District Leadership Council or otherwise required;
* Gather and organize resolutions for presentation at the District Conference;
* Assure that a parliamentarian is present at the District Conference business meeting, to assist in meeting management;
* Maintain all historical records of the district and act a chief archivist of these records;
* Serve as a member of the District Leadership Council; and
* Perform other such duties as are inherent to the office or as requested by the District Governor.