

REFERENCE DOCUMENTS: NON-POLICY ATTACHMENTS

This Reference Section is not part of this Policy Manual. It is attached to this Policy manual as a Reference only.

A: COMMITTEE STRUCTURES until FEBRUARY 2022

District Council Voted to Remove Sub-Committees for the Policy Manual -except for RI required Membership and Foundation Sub-committees

Section 2.02 District Administration Committee

The District Administration Committee shall provide assistance to clubs in the district. The District Administration Committee will consist of an appointed Chair and four Subcommittees. The District Administration Committee Chair should have significant knowledge of, commitment to and experience with Rotary administration activities. The District Governor shall appoint the Chair to oversee the following Subcommittees established under District Administration. The District Governor, in consultation with the District Administration Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint Chairs for the four subcommittees. The Chair will work with committee to plan, coordinate and evaluate all District administrative activities and if requested assist the Governor- elect in establishing goals for their term. The District Administration Committee Chair will serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Administration Committee

(1) District Nominating Subcommittee

In accordance with the bylaws of Rotary International, the Nominating Committee for Governor may select one available past Governor, proposed by the Governor-elect to be named Vice-Governor who shall serve during the year following selection. 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. If no selection is made by the nominating committee, the Governor-elect may select a past governor as Vice Governor. The Nominating Committee will also select the Council on Legislation Delegate and Alternate.

(2) Below

(i) Membership and Qualification

The District Nominating Committee shall consist of:

- The current District Governor (sitting as Chair)
- The current District Governor-elect
- The current District Governor-nominee
- At least one recent Past District Governor
- Up to four Assistant Governors selected by the Chair from District Areas not represented by the other members

and not a candidate.

(ii) Meetings

The District Nominating Committee shall meet annually at the District Governor's discretion to interview and select the District Governor-nominee-designate before December 31 of each year.

(iii) Solicitation of Candidates

The District Nominating Committee shall actively solicit club nominations in the summer of each year. The Committee shall receive applications for District Governor-nominee-designate from the clubs in the District. In the event the candidate proposed is not a member of the proposing club, concurrence of the club of which the candidate is a member shall first be obtained.

Applications shall be received on or before such date as may be determined by the Chair of the Committee. Each candidate proposed must possess the qualifications established by Rotary International and be willing to serve, if selected. The Committee shall select for interviews, the best-qualified Rotarians who are available to serve as District Governor.

(iv) Selection

The District Nominating Committee shall meet for the purpose of interviewing proposed candidates. After interviewing proposed candidates, the Committee shall select, by majority vote, the best-qualified candidate to serve as District Governor with the Chair (current DG) only casting a vote in case of a tie.

(v) Reporting and Announcement

The District Nominating Committee shall complete its work and the District Governor will, within one week of receiving the report, announce to the clubs of the District the name and club of the Governor-nominee-designate and set a deadline for the proposal of alternate candidates. This deadline shall be at least two weeks after the announcement by the District Governor.

(vi) Final Selection

The District Governor-nominee-designate selected by the Committee may be challenged and any club may propose an alternate candidate. Alternate candidates must have been previously presented to the District Nominating Committee for consideration.

Where no challenging nomination is proposed or determined to be valid in accordance with the requirements of the Bylaws of

Rotary International, the District Governor shall declare the candidate of the Committee as District Governor-nominee-designate.

When a challenge remains valid in accordance with the requirements of the Bylaws of Rotary International, the District Governor-nominee-designate shall be selected by the 'ballot-by-mail' method.

(2) Council on Legislation Delegate and Alternate

In the year two years preceding the convening of the Council on Legislation, the Delegate and the Alternate Delegate shall be selected by the District Nominating Committee in September.

The Committee shall actively solicit club nominations from Past District Governors for the position of Council on Legislation Delegate and Alternate. Any club in the District may nominate a qualified Past District Governor in any club in the district for COL Representative where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Nominations shall be forwarded to the District Governor for presentation to the District Nominating Committee.

After interviewing the nominees, the Committee shall select by majority vote, the best-qualified candidate to serve as the COL Delegate and Alternate with the Chair (current DG) only casting a vote in case of a tie. The selection of the Council on Legislation Delegate and Alternate shall be deemed final with the choice of the Committee.

(3) Resolution and Policy Review Subcommittee

The Resolution and Policy Review Committee shall consist of five members appointed by the District Governor to review and change district policy documents. One member shall be a Past District Governor and shall be the Chair. The other four shall be members of Rotary Clubs in District 5080 and shall have been Rotarians for not less than five previous consecutive years. The duties of the Resolutions/Policy Review Committee shall include: Determining that proposed resolutions are in conformity with the constitution and bylaws of Rotary International; distributing to the president of each club in the district and to all Past District Governors in the district; at least 30 days prior to the District Conference, copies of all proposed resolutions. The Chair of this committee shall Chair the business meeting portion of the District Conference, presenting all proposed resolutions and conducting the

voting on all matters at the District Conference. The immediate Past District Governor and the Finance Committee Chair will also be present to present the year-end Financial Statements for the member's approval.

(4) Awards Subcommittee

The District Governor shall appoint a committee to coordinate District Awards. This committee shall work with the District Conference Committee and the awarding group to insure that annual awards are properly prepared and presented. The Awards Subcommittee with the District Governor shall establish the rules and judging for any special awards established by the District Governor on an annual basis.

Section 2.03 District Membership Committee

The District Membership Committee identifies, markets and implements appropriate membership development strategies for the district. The Committee Chair acts as a liaison between the District Governor and the Zone Rotary Coordinator, Rotary International, and the clubs in the District. The District Membership Committee will consist of an appointed Chair, Subcommittee Chairs and a Membership Representative from each of the areas. The District Membership Committee Chair should have significant knowledge of commitment to and experience with Rotary Membership activities. The District Governor, in consultation with the District Membership Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs to the subcommittees listed below. The District Membership Committee Chair is responsible for presenting annually a District Rotary Membership Seminar and assisting the District Governor-elect in establishing Membership goals for their term. The Chair of the District Membership Committee is encouraged to attend a Zone Assembly conducted by a Zone Rotary Coordinator. In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Membership Committee Chair shall serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Membership Committee.

(1) Membership Development Subcommittee

This Subcommittee will identify, market, and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. This Subcommittee is the main link between the District Governor, Rotary International and the clubs with respect to membership development issues.

(2) Membership Extension Subcommittee

The District Membership Extension Subcommittee shall develop and implement a plan to organize new Rotary clubs within the district. The committee has the following responsibilities:

- Identifying communities without Rotary Clubs that are capable of chartering a new club
- Identifying communities where additional Rotary clubs could be established without negatively affecting any existing club or detracting from the service any existing club provides to the community
- Assisting in organizing and establishing new clubs as assigned by the district governor.
- Work with the Governor's Special Representative who is appointed by the District Governor to help establish the new club.

(3) Alumni Subcommittee

The District Alumni Subcommittee is responsible for maintaining communications among recipients of Rotary Foundation Scholarships and participants in Group Study Vocational Exchanges and ensures particular attention is paid to facilitating reunions of Foundation alumni, encouraging Foundation alumni to donate to the Rotary Foundation, encouraging Foundation alumni to promote Rotary Foundation Programs, and encouraging Foundation Alumni to become members of Rotary.

Section 2.04 District Service Committee

The District Service Committee will assist clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of club Service Committee Chairs and members. The District Governor will be informed on Service activities in the District. The District Service Committee Chair will serve as a member of the District Council. The District Service Committee will consist of an appointed Chair and Subcommittee Chairs. The District Service Committee Chair should have significant knowledge of commitment to and experience with Rotary service programs and projects. The District Governor, in consultation with the District Service Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs for the subcommittees listed below. The District Service Committee is responsible for planning, coordinating and evaluating all district service activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Service Committee Chair will serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Service Committee.

(1) Vocational Service Subcommittee

The District Vocational Service Subcommittee will assist clubs in the development of Vocational Service Programs and projects. The Subcommittee will develop a proactive program to share ideas throughout the District and assist in the training of club committee chairs and members. The District Governor will be informed of Vocational Service activities in the district.

(2) Club Service Subcommittee

The District Club Service Subcommittee shall provide assistance to clubs in the area of Club Service upon request. Specific attention should be to assist clubs in training on what makes a great meeting, how to obtain great speakers, planning firesides and socials.

(3) Community Service Subcommittee

The District Community Service Subcommittee will assist clubs in the development of Community Service Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club Community Service committee chairs and members. The District Governor shall be informed of Community Service activities in the district.

(4) Friendship Exchange Subcommittee

The Friendship Exchange Subcommittee shall establish, publicize and coordinate international exchanges between Rotary districts involving District 5080 and other districts of the Rotary world.

(5) International Service Subcommittee

The District International Service Subcommittee shall have the objective of promoting greater awareness, direct lines of communication and accountability for all types of International Service. Rotarians appointed to this committee will work closely with the Rotary Friendship Exchange committee to support service connections between Rotary Clubs and Rotarians, focusing on: international projects and volunteering, twin clubs, service-related exchanges, ProjectLINK registration and disaster relief and recovery. The District Governor shall be informed of International Service activities involving District 5080.

(6) District Resource Groups

A Resource Group is an action group of Rotarians that carries out specific activities to help clubs and districts achieve their service objectives. Resource groups are expected to provide information, offer specific and practical ideas, make presentations at club and district meetings, conduct workshops and seminars and facilitate activities relevant to the resource group.

Section 2.05 District Youth Service Committee

The District Youth Service Committee will assist clubs in the development of Youth Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club Youth Service committee chairs and members. The District Governor will be informed on Service activities in the District. The District Youth Service Committee Chair will serve as a member of the District Council. The District Youth Service Committee will consist of an appointed Chair and the Subcommittee Chairs. The District Youth Service Committee Chair should have significant knowledge of commitment to and experience with Rotary Youth programs and projects. The District Governor, in consultation with the District Youth Service Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs for the subcommittees listed below. The District Youth Service Committee is responsible for planning, coordinating and evaluating all district youth activities and assisting the Governor-elect in establishing goals for their term. The Chair of the District Youth Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Youth Service Committee Chair will serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Youth Service Committee.

(1) Youth Exchange Subcommittee

The Youth Exchange Subcommittee shall be established to coordinate and manage the International Youth Exchange activities of the District. They shall endeavor to maintain individual club participation at a high level throughout the District and work to increase the number of clubs participating. They will be the approving authority for both outbound students and other participating districts. They will manage, coordinate and supervise group student activity and trips. A key aspect of the committee will be the training and education of individual clubs in the positive aspects and benefits of youth exchange and how to establish and operate a youth exchange program at the club level. The Youth Exchange Committee shall assist and assure the clubs maintain their Rotary International Certification.

(i) SERIOUS INCIDENT – General Definition

A ‘Serious Incident’ is any actual or alleged event or situation that creates a significant risk of serious harm or the potential of serious harm to the physical or mental health, safety or wellbeing of a Youth Exchange Student. Reportable Serious Incidents are defined as but not restricted to:

1. Sexual Abuse or Allegations of Sexual Abuse and Exploitation;
2. Physical or Psychological Abuse, Neglect, Rights Violations, Serious Accidents, Serious Injury, Missing Person, Death, Medical Emergency, Law Enforcement Contact or Suicide Attempt.

(ii) Reporting to District Governor – Serious Incidents

The Chair of the YE Committee or designate must report to the District Governor all serious incidents, as soon as the Chair or the designate is made aware of the situation.

(iii) Reporting to Rotary International – Serious Incidents

The District must report all serious incidents to Rotary International within 72 hours of the time the District becomes aware of the matter. Generally, the YE Committee Chair or designate will report to RI on behalf of the District unless otherwise instructed by the District Governor.

(iv) Media Contact – Report to the District Governor

The Chair of the YE Committee or designate must report to the District Governor any inquiries by the Media, of Serious Incidents, as soon as the Chair or designate is made aware of the Media inquiry. The YE Committee should also follow the guidelines stated in the Rotary Media Crisis Handbook.

(2) Rotary Youth Leadership Award (RYLA) Subcommittee

The Rotary Youth Leadership Award (RYLA) Subcommittee shall be established to coordinate and manage the RYLA activities of the District. They shall endeavor to maintain individual club participation at a high level throughout the District and work to increase the number of clubs participating. They will manage, coordinate and supervise the Annual RYLA camp. A key responsibility of the committee will be the

training and education of individual clubs in the positive aspects and benefits of RYLA.

(3) Rotaract Subcommittee

Rotaract activities at the District level provide opportunities for joint projects among Rotaract clubs, training of new club officers, sharing of ideas for strengthening club service, and promoting Rotaract extension to new areas. The District Governor shall appoint a District Rotaract Committee Chair and committee members to further these objectives. The Rotaract Committee works to organize new Rotaract clubs in the District, increase communication among Rotaract clubs and plan District-wide training for Rotaract club officers. The Rotaract Committee Chair shall be a Rotarian. The Committee shall be made up of both Rotary and Rotaract members. The normal terms of office are three years for members and one year as Chair. The Rotaract Committee shall develop a District Rotaract Organization, made up of Rotaract members and chaired by the District Rotaract Representative, to carry out the following responsibilities:

- Develop and distribute a District Rotaract newsletter
- Encourage attendance and participation at the District Conference
- Work with the Rotaract Committee to help coordinate activities in the district.
- Coordinate public relations activities for Rotaract at the District level
- Plan and implement training sessions for Rotaract club officers
- Plan and implement service activities as approved by the clubs
- Conduct promotion and extension activities in coordination with the District Rotaract Committee
- Elect a District Rotaract Representative from among the membership. The qualification for election is the person must have served as a Rotaract Club President or as member of the Rotaract District Committee for one year.
- The District Rotaract Representative is a member of the Rotaract Committee. The District Rotaract representative will be guided and counseled by the district governor and the Rotary District Rotary Committee.

All incoming Rotaract club officers shall be provided with Rotaract leadership training to include a leadership training seminar conducted by the District Rotaract Committee, to be paid for, as mutually agreed upon by the sponsoring Rotary clubs, Rotary District and the Rotaract participants.

(4) Interact Subcommittee

The District Interact Chair administers the Interact program and assists Rotary Clubs that sponsor Interact clubs. District Interact Chairs help Rotary International maintain an accurate record of Interact Clubs. A key

aspect of the committee will be the training and education of individual clubs in the positive aspects and benefits of Interact Clubs and how to establish and operate an Interact Club. The District Interact Subcommittee sponsors Interact District meetings and provides leadership training for Interact club officers and faculty advisers. The Subcommittee also helps the District Interact Chair publicize Interact throughout the District and promote the organization of new Interact clubs.

Section 2.06 District Rotary Foundation Committee

The District Rotary Foundation Committee is responsible for educating, motivating and inspiring Rotarians to participate in the Rotary Foundation programs and fundraising activities in the district. The committee serves as a liaison between The Rotary Foundation and the club members. The District Rotary Foundation Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotary Foundation Committee Chair should have significant knowledge of commitment to and experience with Rotary Foundation activities. The District

Governor, in consultation with the immediate past district governor, the District Rotary Foundation Committee Chair and the governor-elect shall appoint chairs to the subcommittees listed below. The chair of the District Rotary Foundation Committee is encouraged to attend a Zone Assembly conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. Specific duties are outlined in TRF's District Rotary Foundation Committee Manual and also include:

- With the District Governor, work with committee members to plan, coordinate and evaluate all District Foundation activities
- Represent the District Foundation Committee in the District Designated Fund allocation process and sign the SHARE Decision Worksheet submitted to The Rotary Foundation.
- Present annually a District Rotary Foundation Seminar and Grant Management Seminars
- Assist the District Governor elect in establishing Foundation goals for their term The District Foundation Committee Chair will serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual subcommittees serve as members of the District

Rotary Foundation Committee. Specific duties are outlined in TRF's District Rotary Foundation Committee Manual and also include:

(1) Grants Subcommittee

The Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them. The Grants Subcommittee Chair is responsible for reviewing all humanitarian grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. The District Grants Subcommittee may include additional subcommittees for District Grants Approval.

(2) Stewardship Subcommittee

The district stewardship subcommittee is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management.

(3) PolioPlus Subcommittee

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in Polio Eradication activities by all Rotarians.

(4) Annual Fund and Fundraising Subcommittee

The district fundraising subcommittee manages and monitors Foundation fundraising and recognition efforts in the district. The Fundraising Subcommittee may include the following additional subcommittees:

(i) Annual Fund/Paul Harris Society Subcommittee

The Annual Fund Committee is responsible for designing and implementing a comprehensive and effective District program to achieve the District's Annual Programs Fund giving goal. The Annual Giving Subcommittee is responsible for administering the Paul Harris Society recognition program throughout the district.

(ii) Endowment Fund Subcommittee

The Endowment Fund Subcommittee is responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Endowment Fund.

(5) Scholarship Subcommittee (optional)

The Scholarship Subcommittee is responsible for promoting club and district participation in the Global Grant Scholarships and ensures

careful attention is paid to four basic elements – Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

(6) Vocational Training Team Subcommittee (optional)

The Vocational Training Team (VTT) Subcommittee is responsible for promoting club and district participation in VTTs, preparing outbound VTTs for their trip, and planning and implementing visiting VTTs host itinerary. A separate VTT selection committee may be formed and charged with the responsibility of selecting the team leader and team members. The selection committee is normally formed from members of the VTT subcommittee. The VTT Chair is normally the most recent prior year team leader and serves as the chair of the VTT Selection Committee

(7) Rotary World Peace Fellowships Subcommittee (optional)

The Rotary World Peace Fellowships Subcommittee is responsible for promoting club and District participation in Rotary World Peace Fellowships and ensures careful attention is paid to four basic elements—Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

Section 2.07 District Public Image Committee

The District Public Image Committee promotes Rotary to external audiences and fosters understanding and support for the programs of Rotary International. The committee promotes awareness among Rotarians about the benefits and effective publicity, favorable public relations and a positive image can bring to clubs. The Committee is also responsible to provide for the effective flow of information among Rotarians of the District and to provide an effective public affairs program between members and the general public. To accomplish these tasks, a District Web Page will be organized, and an effective public image program will be conducted. The District Public Image Committee will consist of an appointed Chair and Subcommittee Chairs as needed. The District Public Image Committee Chair should have significant knowledge of, commitment to and experience with Rotary public relations activities. The District Governor, in consultation with the immediate Past District Governor and the District Governor-elect shall appoint Chairs to the Subcommittees listed below. The District Public Relations Committee Chair is responsible for assisting the District Governor-elect in establishing public relations goals for their term. The Chair of the District Public Image Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District public Image training meetings. The Public Image Committee Chair will serve as a member of the District Council.

(a) Subcommittees

The Chairs of the individual Subcommittees serve as members of the District Public Image Committee.

(1) Public Image Subcommittee

The District Governor will appoint a District Public Image Subcommittee. The committee shall include Rotarians experienced in the field. The Subcommittee shall:

- Present, explain and promote Rotary to the public in cooperation with local clubs
- Assist clubs of the District in their Public Image efforts and responsibilities
- Encourage, guide, support and help coordinate club public information and community relations activities.
- Train club public Image officers at the District Leadership Training Assembly.

(2) District Web Subcommittee

The District Governor shall appoint a District Web Subcommittee Chair who shall be responsible for the preparation and maintenance of a District Web Site and for keeping the web site current.

- The Web Committee Chair shall establish a committee of knowledgeable people to assist in the maintenance and update of the District's Web Site(s).
- Develop a proactive program to receive information and pictures from District clubs to be placed on the site and actively solicit ideas for improved format, organization and content.

(3) RI Convention Promotion Subcommittee

The committee shall promote attendance at the annual RI Convention to Rotarians throughout the District. The committee chair is normally the District Governor- nominee.

(4) Memorial Subcommittee

The District Governor shall appoint a Memorial Committee who shall be responsible for the preparation and maintenance of a list of names of Rotarians who have passed away during the Rotary year. The Memorial Committee is responsible for conducting an appropriate memorial service at district conference to honor and remember those who have passed away in past year.

Section 2.08 District Finance Committee

The District Finance Committee shall safeguard the assets of the District 5080 funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration and prepare an annual report on the status of the District's finances. QuickBooks Pro is the standard bookkeeping accounting software for Rotary District 5080 and all committees with separate budgets and banking accounts. The District Finance Committee, in addition to its administrative responsibilities, shall advise the

District Governor on all District financial matters. The Finance Committee Chair will serve as a member of the District Council.

(a) Sub Committees

1) Appointment

Members of the committee shall be appointed for a term of three years and will not normally be appointed to a consecutive term. Members should be qualified and experienced in business management and geographically dispersed in the District.

2) Members

The committee shall consist of the District Governor, the District Governor- elect, the District Governor-nominee, the District Governor-nominee- designate, the Immediate Past Treasurer, the Current Treasurer, the Incoming Treasurer, the Immediate Past District Governor, and a Past District Governor at least two years removed.

3) Committee Chair

The Past District Governor at least two years removed will serve as Committee Chair.

4) Vacancies

In case of a vacancy, the District Governor shall appoint a recent Past District Governor to serve the remainder of the year.

5) Annual Review

The Finance Committee shall conduct an annual, independent review of the District financial records as described in Article IV Budget and Fiscal Policy.

6) Fiscal Policy Review

Annually, the Finance Committee will review the District fiscal policies and the reimbursement items and rates. Any required changes will be recommended to the District Council

Section 2.09 District Peace Committee

(a) Subcommittees

(1) District Peace Committee Appointments

(2) Committee Guidelines

Section 2.010 District Rotaract Committee

(a) Subcommittees

(1) District Rotaract Committee Appointments

(2) Committee Guidelines

The District Rotaract Committee will assist Rotaract clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of Rotaract club executives and members. The District Governor will be informed of Rotaract activities in the District. The District Rotaract Committee Chair will serve as a member of the District Council. The District Rotaract Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotaract Committee Chair should have significant knowledge and commitment to Rotaract and Rotary service programs and projects. The District Rotaract Committee is responsible for planning, coordinating and evaluating all district Rotaract activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Rotaract Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Rotaract Committee Chair will serve as a member of the District Council.

Section 2.011 District Conference Committee

Under the District Governor, the District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance. Guidelines are found in the District Conference Manual published by Rotary International, the Manual of Procedure and later in this Manual.

The Annual District Conference will be under the direction of the DG of that Conference Year (referred to as the CDG). That CDG will determine the time, place and location of the District Conference. The CDG in consultation with the District Conference Committee will determine the length, cost to attendees, programs and all other aspects of the District Conference.

(1) District Conference Committee Appointments

The District Conference Committee Executive will consist of a Chair/Co- chairs, Treasurer and Secretary, appointed by the CDG for the District Conference. These appointments should be determined 2 -2.5 years before that District Conference. The Chair/Co-Chairs will appoint the Sub- Committee Chairs and Sub-Committee members in consultation with the CDG. These appointments will occur as required before the District Conference. Committee and Sub-Committee Members should normally be Rotarians in good standing as members of a club in the District. However, Committee and Sub-Committee members may be non-Rotarians in good standing with a club in the District. Chairs/Co-Chairs Committee and Sub- Committee Members are normally expected to serve until the end of the District Conference for which they are appointed. But they may also be appointed, as above, to future District Conference Committees. However, no person should serve as Chair/Co-Chairs of the same Committee or Sub Committee for more than three consecutive years.

(2) Committee Guidelines

Committees will meet the standards set out in the Rotary International Manual of Procedure and will be directly answerable to the CDG. Sub-Committee Chairs will function under the Committee Chairs. Committees shall use, as applicable, the Rotary International Publication District Committee Manual to guide their operations. All expenditures from District funds must be in accordance with the approved District budget and approved by the CGD in consultation with the DG. The Committee Chairs/Co-Chairs may approve expenditures to the limit of the applicable budget item.

(3) District Conference Committee Chair/Co-chairs (General)

District Committee Chair/Co-Chairs lead the Conference Committee, acting chiefly as an organizer and motivator. Committee Chair/Co-Chairs should:

- Serve as a resource for Committee members and Communicate with them regularly
- Share information from the DGN, Rotary International and The Rotary Foundation
- Monitor and report directly to the DGN
- Ensure Committee members have the skills and knowledge to carry out their responsibilities
- Attend the District assembly and other District and

Conference related meetings as needed

- Assist clubs with District Conference related activities
- Educate club leaders about the District Conference
- Coordinate with assistant governors who have regular Contact with clubs.