**Membership Director**

**[Membership attraction, retention and engagement](https://www.rotary.org/myrotary/en/learning-reference/learn-role/district-committees)**

By attracting new members and keeping existing members, we strengthen the clubs of tomorrow. Your committee identifies strategies that will grow membership and promotes them to clubs in your district. This is a 3-year term (minimum).

Together you:

* Plan and conduct district membership seminars with the governor-elect and district trainer.
* Coordinate activities with the new club development and sub-committees that support membership efforts.
* Check your [membership leads](https://www.rotary.org/myrotary/en/secure/application/481) regularly and work with your district governor to determine who will manage them.
* Encourage clubs to seek diversity.
* Coordination with Area Membership Assistants to identify clubs requiring additional resources and at risk clubs with retention and/or declining membership trends
* Coordinate with Zone MGO support

**Membership Area Assistant**

**Support the Assistant Governor in club membership growth and retention**

* Track and report membership in assigned clubs to AG and Membership Director
* Support membership activities to include membership nights and joint club drives
* Support development and implementation of new member orientations in clubs
* Work with area team and AG on small club growth and at risk clubs

### District Administration

**Review club finances, update district appointments, submit conference information, recognize volunteers, donate, and find forms and instructions**

This is a 3-year term (minimum)

* Support Governor and Governor-Elect to maintain District and Club compliance to Rotary International Rules and By-Laws
* Coordinate with District Treasurer, Audit, Conference and Public Relations committees
* Coordinate RI reporting requirements
* Maintain minutes of District Leadership meetings
* Coordinate with Governor and Governor-Elect District supplies and training materials are maintained and current
* Coordinate technology needs of District and Public Relations committees are forecasted to DGE for budgeting
* Coordinate with District Database provider and Rotary International to ensure club officers are current and reported in a timely matter.
* Advise Governor on procedures in the event of personnel or club violations
* Provide District communication on RI Council of Legislation updates as warranted and By-Laws committee is convened to review and update By-Laws when needed
* Coordinate with Area Administration Assistants with training and resources as necessary

**Area Administration Assistant**

**Support Assistant Governor in club administration training and execution**

* Coordination with Assistant Governor on supporting clubs training needs for database management and Rotary International reporting requirements
* Coordination with Assistant Governor and club treasurers and presidents in developing and utilizing budget and tax reporting is done in a timely matter.

**DISTRICT ROTARY FOUNDATION**

**COMMITTEE CHAIR**

**You will provide leadership and continuity to the district Rotary Foundation**

**committee throughout your three-year term. Working with each governor-elect and governor during your term, you will ensure enduring performance for the committee. Under the governor’s leadership, you will work with the committee to plan, coordinate, and evaluate Foundation activities.**

**This is a 3-year term (minimum)**

* **Work with the district training committee to customize and provide Foundation sessions at the presidents-elect training seminar and district training assembly each year.**
* **Encourage clubs to offer at least two programs about the Foundation each year, including one in November, Rotary Foundation Month.**
* **Coordinate and promote all district fundraising and program participation.**
* **Encourage annual and major gifts to our Foundation.**
* **Decide, in consultation with the governor and governor-elect, how to distribute the District Designated Fund (DDF) and authorize the use of funds for grants.**
* **Help the governor-elect gather input from club-level Rotarians to establish Foundation goals for the upcoming year.**
* **Ensure that reports on district-sponsored programs and activities are submitted to the Foundation on time.**
* **Serve as a member of all subcommittees, maintain contact with them to stay informed of their progress, and directly support them as needed.**
* **Assist in selecting qualified recipients for Foundation awards.**
* **Qualify the district and its clubs to use Rotary Foundation grants.**
* **Coordinate with Area TRF assistants with training and resources as needed**

**Area TRF (The Rotary Foundation) Assistant**

**The area TRF Assistant is in charge of coordinating foundation giving of the clubs in the assigned area. This position is the liaison between the club and the Rotary Foundation Chair.**

* **Assist the Assistant Governor and TRF Chair as needed.**
* **Remain aware of the Annual Program Fund and Polio giving of each club both historically and current year.**
* **Assist the clubs in the donation process and see that proper forms are submitted.**
* **Present TRF programs to the club on all aspects of TRF including APF, Polio, and other donations.**
* **Attend area meetings with the AG.**

**New Generations/Youth Chair**

**This is a 3-year term (minimum)**

**The Youth Chair supervises all the district’s youth services and is a member of the Interact, Rotaract, Rotary Youth Leadership Awards (RYLA), and Youth Exchange committees. He she oversees the coordination of these groups within the district and reports to the District Governor**.

* Interact
* RYLA
* Youth Exchange
* Rotaract

**Assistant Governors**

**The Assistant Governor is the connection between clubs, the district and the District Governor. The Assistant Governor supervises and coordinates the efforts of the Foundation, Membership, and Administrative Assistants in his/her assigned area. The role serves as primary coach to the club(s).**

Suggested 3-year term

* **Has served successfully as club President**
* **Visit your clubs regularly: Meet with each club at least once a quarter either in person, by phone, or by web conference. Listening to them enables you to discuss their concerns and needs, and provide information, resources, and advice that will allow them to be more successful.**
* **Coordinate with Area Assistants regarding Membership, Foundation and Administrative needs and deploy the area resources to the clubs to mentor one on one in these areas.**
* **Keep the governor up to date on each club’s progress and identify areas that may need attention**
* **Help club leaders prepare for the governor’s official visit**
* **Monitor the progress of your clubs toward their goals: After a club visit, report your assessment and feedback through**[**Rotary Club Central**](https://www.rotary.org/myrotary/en/user/login?destination=secure/13301)**. Use this online tool to make sure your clubs are on track with their goals and achievements in areas such as membership, service initiatives, and giving to The Rotary Foundation.**
* **Attend District leadership meetings and district and area trainings.**
* **Conduct 2-4 area wide meetings a year with his/her assistants.**