

**District 7670 Leadership Plan
Part II: Standard Procedures**

The following procedures are designed to assist the Governor in leading District 7670 effectively. Nothing herein may conflict with the constitutional documents of RI, the directives of its Board of Directors, section 17.030 of the Rotary Code of Policies, the guidance contained in the current Manual of Procedure (MOP) or the Bylaws of the District 7670 Leadership Plan-

• **ADMINISTRATION**

A District Leaders

1. District Governor (DG)

The DG is the Officer of RI for this District, functioning under the general supervision of the Board of Directors of RI. The DG shall further the Object of Rotary by working with past, current and incoming District leaders to foster effective clubs. The DG shall fulfill the duties detailed in the RI bylaws 15.090, and shall ensure that expenses are kept within the budget approved by the District, unless the District Council approves in advance a significant departure (normally more than a 10% difference) from the approved budget.

2. District Governor-elect (DGE)

The DGE shall assume the office of DG on July 1st of the next Rotary year, and shall possess the qualifications detailed in the RI bylaws 15.070 & .080. The DGE, working with the Finance Committee and in accord with the RI bylaws 15.060, shall prepare a preliminary budget with any proposed per capita assessment or levy at least thirty days before the District Assembly or before the PETS. Before becoming DG, the DGE shall have made the necessary appointments for the next Rotary year, supervised their training, drafted a calendar of District and RI events, and assisted the DG as much as possible. The DGE, in coordination with the DGN and DGN-D, will update and/or develop a strategic plan for the upcoming three Rotary years.

3. District Governor-nominee (DGN)

The DGN shall immediately, upon nomination and confirmation, begin preparation to be the DG by attending as many District events and committee meetings as possible, and by assisting the DG and DGE as requested.

4. District Governor Nominee-Designate (DGN-D)

The DGN-D shall immediately, upon nomination and confirmation, consult with the District Governor Chain and begin preparing for District leadership by attending as many District events and committee meetings as possible, and by assisting the DG, DGE, and DGN as requested.

5. District Secretary (DS)

The DS shall have served for a full term as a club president or secretary, and is appointed by the DGE to serve during his or her year as DG. The appointment of the DS shall preferably be for a three year term. The DS shall attend the District Assembly and Conference, meetings of the Finance Committee, and the District Council, and maintain a record of all decisions made. The DS shall compile and report a monthly record of the membership of each club. The DS shall also keep track of all appointments and advise the DG or DGE how long a Rotarian has served in a position, as well as perform other duties as requested by the DG.

6. District Treasurer (DT)

The DT shall be bondable and be a Rotarian in good standing – preferably for at least five years and having served as a club treasurer for a minimum of two years. The appointment of the DT shall preferably be for a three year term. It is also highly desirable that the DT have professional background as a Certified Public Accountant (CPA), or as an accountant with experience with non-profit organizations, or as one having had responsibility for non-profit financial management. The DT should have a working knowledge of QuickBooks for non-profits or another widely accepted accounting software program for non-profits. After having consulted the DGN and DGND, as well as the Finance Committee and the District Council, the DGE shall appoint the DT in time for him or her to serve as a non-voting member of the Finance Committee for at least six month prior to undertaking the DT duties. The DT shall have the following responsibilities, subject to the oversight and approval of the DG and/or the Finance Committee:

- Routine management of the District's financial resources, including receiving, safekeeping and disbursing District operating funds.
- Depositing all District funds received in appropriate approved bank accounts.
- Preparing (or causing to be prepared by an accounting professional or qualified bookkeeper) monthly financial statements – balance sheet and statement of income and expenses - as well as any other financial reports required by the DG and/or the Finance Committee. These reports are to be provided to the DG, DGE, DGN, DGND, as well as to all members of both the Finance Committee and the District Council, at least two days prior to each meeting of the Finance Committee. All statements are to be prepared on the accrual basis at the end of each calendar month, and, for the statement of income and expenses, shall include year-to-date amounts.
- Preparing all required year-end reports and also – no later than 15 August of each year - appropriate documentation to the CPA firm approved by the Finance Committee and District Council for the preparation of federal and state tax returns, as well as the year-end review statements.
- Attending all meetings of the Finance Committee as an ex-officio, non-voting member.
- Attending the District Assembly, District Conference, and any other meetings when requested by the DG or the chair of the Finance Committee.
- Providing the DG no later than the 15th of each month a list of the clubs that have not paid their dues or other assessments.
- Transferring to the incoming DT all funds on or before September 15th of the new Rotary year.
- Performing other duties assigned by the DG.

7. District Trainer (DTR)

The DTR should be a PDG or a past AG, and is appointed by the DGE to serve during his or her year as DGE, preferably for a three year term. With the approval of the DGE, the DTR shall appoint and chair a Training Committee, which is responsible for planning and implementing the training events in section III.A.

8. Immediate Past District Governor (IPDG)

The IPDG should provide valuable counsel to the DG, and shall assist the DG as requested. The IPDG chairs the Nominating Committee to select a future DG (and occasionally the COL Representative), serves on the District Council and several committees, and may serve as the aide to the RI President's Representative at the District Conference.

9. Assistant Governors (AGs)

The DGE shall appoint an appropriate number of AGs to serve with him or her as DG. Each AG shall be a Club Past President (PP) and possess the qualifications and fulfill the responsibilities specified in the Manual of Procedure of RI or section 17.030.1 of the Rotary Code of Policies.

B. District Council

The composition and responsibilities of the District Council are specified in Part I: the District Bylaws.

C. District Office

The District may maintain an adequately staffed and equipped office at a location determined by the District Council. The District Council may adopt, and periodically review a suitable job description for an Office Manager (OM) or agree to employ the District Secretary, who shall be supervised by the DG and serve at the pleasure of the Council. The District's annual budget shall make sufficient and comprehensive provision for the running of this office.

- **Standing Committees**

A. MEMBERSHIP

The Membership Committee has the responsibility to promote and increase membership throughout District 7670 through the work of the following two committees, and by the promotion of a Membership Seminar. The DG in consultation with the DGE and DGN will appoint the Chair of the Membership Committee for a three year term. When practical and possible, the Membership Chair should be a PDG.

- Member Attraction and Engagement

The task of this committee is to increase the number of Rotarians in order to accomplish the important service goals of our organization. The committee helps club membership chairs to embrace and achieve club, District, and RI membership goals. The committee will identify, market, and recommend membership recruitment strategies within the District. This committee shall also work with club membership chairs to identify and encourage practices that integrate all Rotarians, but especially new members, into their clubs' activities, committees and service projects to inspire, excite, and motivate, and retain Rotarians.

- New Club Extension

This committee has the responsibility, working closely with the DG and the DGE, to expand Rotary throughout the District by identifying possible locations for new Rotary clubs, including developing innovative approaches to new and different meeting formats including but not limited to satellite clubs and e-clubs. The committee assembles all information required by RI in the process of establishing a new club and is available to assist a sponsoring club and/or a Special Representative in every possible way.

B. LEADERSHIP DEVELOPMENT

All Rotarians but especially the DG, DGE, DGN, DGND and DTR shall promote and oversee opportunities for Rotarians to develop their leadership skills at every level of Rotary and for the larger community. This includes, but is not limited to, involving new people into the various committees and activities of the District.

1) District Training

The DGE, in cooperation with the DTR and the Training Committee and using manuals prepared by RI, shall be responsible for planning for and implementing the events below. All or some events may be combined at the discretion of the DGE and the DTR as long as the requirements of RI are met.

i) AG and pre-PETS Seminar

This seminar shall prepare the incoming Club Presidents, and Assistant Governors for the next Rotary year. It shall normally be held after the International Assembly and before the PETS.

ii) Presidents-Elect Training Seminar (PETS)

This seminar shall orient and train incoming club presidents and AGs.

iii) Club and District Training Assembly

This event shall be held annually after the PETS to instruct and inform incoming club officers and committee chairs for their service in the ensuing Rotary year.

2) Membership Seminar

This seminar, which shall also be planned by the Membership Committee chair, shall help all Rotarians, but especially club membership chairs, to have the necessary skills, knowledge, and motivation to assist clubs recruit and retain their membership, and also plan for new clubs. At the discretion of the DGE and the DTR, this seminar may be combined with another event as long as the requirements of RI are met.

3) Foundation Seminar

This seminar, which shall also be planned by the District Rotary Foundation Chair (DRFC), shall educate and motivate all Rotarians, but especially club TRF chairs, to support Foundation programs and fund-raising. At the discretion of the DGE, the DRFC and the DTR, this seminar may be combined with another event as long as the requirements of RI are met.

4) Rotary Leadership Institute (RLI) Events. Clubs should be made aware of the Rotary Leadership Institute (RLI) which is a series of fast-paced, interactive, one-day courses offered to refine a Rotarian's leadership skills and increase their base of knowledge in Rotary.

C. FOUNDATION

The Foundation Committee's responsibility is to assist the DG in educating, motivating and inspiring Rotarians to participate in the activities of The Rotary Foundation. It serves as the liaison between TRF and the District, along with its clubs and members. Under the DG's leadership, the division chair plans, coordinates and evaluates District Foundation activities, following provisions in TRF Code of Policies. The District Rotary Foundation Chair (DRFC) is appointed by the DG, in consultation with the DGE and DGN, normally for a period of three years. The DRFC should be a PDG with considerable TRF experience, who also serves as a voting ex-officio member of all Foundation committees. It is desirable

to have a vice-chair to assist the DRFC and be prepared to assume that position. This committee has sub-committees, along with its own treasurer (distinct from the DT).

- Grants: Manages, promotes and encourages implementation of TRF grants.
- Stewardship: Ensures the careful management of TRF grant funds, and educates Rotarians on proper and effective grant management.
- Fundraising: Manages and monitors fundraising for TRF and recognition of donors in the District, especially for Annual Fund, Permanent Fund, Benefactors, Major Donors, and members of the Bequest and Paul Harris Societies.
- PolioPlus: Educates Rotarians and their communities about TRF's long-standing partnership with the World Health Organization (WHO), the United Nations International Children's Fund (UNICEF) and the Center for Disease Control (CDC) to rid the world of poliomyelitis, and encourages our District and clubs to continue to provide financial support.
- Scholarships: Promotes District scholarships (both local and international) and especially Rotary Peace Fellowships, and also evaluates, selects and orients applicants.
- Exchanges: Promotes exchanges of teams between Rotary districts, especially of Vocational Training Teams (VTT). It also evaluates, selects and orients applicants for these exchanges.

D. District Technology

This committee supervises the District and Club Database (DACdb) system, the District Website and facilitates the use of social media (in consultation with the Public Image Chair) to promote Rotary and our service. The Committee also supports the audio/visual needs for various District training events and meetings.

E. Youth Services Committee

The DG in consultation with the DGE and DGN appoint the Chair of the Youth Services Committee normally for a three year term. The Chair is responsible for promoting young leaders programs and assisting the club youth services committees as needed. The DG will also appoint a District Youth Protection officer to ensure compliance with RI, local, State and Federal requirements. The Youth Protection Officer's primary purpose is to protect the youth participating in our youth programs. Current young leader programs include:

- Interact

This committee helps clubs establish new and maintain existing Interact clubs, and promotes their involvement at District events.

- Rotaract

This committee helps clubs establish new and maintain existing Rotaract clubs, and promotes their involvement at District events

- Youth Exchange

This committee is responsible for managing the numerous activities that support an international exchange of selected high school students, both inbound and outbound, and inculcating Rotary service ideals in all participants.

- Rotary Youth Leadership Awards (RYLA)

Annually, the RYLA committee conducts a District leadership camp to which clubs send selected high school students.

- Friendships Exchange & Fellowships

This committee (1) promotes reciprocal visits and home stays in other countries for Rotarians and their families, and (2) highlights RI's Recreational and Vocational Fellowships.

- Rota Kids – This committee promotes and helps clubs establish Rota Kids Clubs designed to involve young leaders aged 7-12 years.

F. Finance

The Finance Committee consists of the DG, DGE, DGN, DGND, IPDG, a chair (preferably appointed for a three year term), and three members at-large (the DGN each year appointing one at-large member for a three year term). The DT, DS and DGND shall be non-voting, ex-officio members. The chair shall be appointed by the DGE in time to serve as a non-voting member for at least six months prior to assuming the duties of chair. The chair shall:

- Preside at all finance committee meetings.

- Prepare, in consultation with the DG, an agenda for all committee meetings, and distribute it to all members at least three days in advance.
- Advise, along with the DT, the DG on all financial and fiduciary matters affecting the District.
- Ensure that the DT fulfills his or her responsibilities in a timely and professional manner. If necessary, the chair can recommend corrective action to the DG or the District Council.
- Provide a financial report of all funds expended during the past Rotary year at a meeting open to all Rotarians. This report normally will be presented at the Spring District Assembly or District Conference
- Perform other duties assigned by the DG.

This committee shall meet monthly – in person at least quarterly, otherwise electronically. The DS shall keep minutes of all meetings. The quorum shall be five of the eight members. The responsibilities of the committee include, but are not limited to the following:

- Providing advice and counsel to the DG and DGE regarding District financial matters and fiduciary responsibilities.
- Establishing financial policies and procedures.
- Preparing the budget for the next Rotary year.
- Establishing the per capita dues.
- Selecting the CPA firm to prepare the year-end financial review and tax returns.
- Reviewing the monthly financial statements prepared by the DT.
- Reviewing the annual review statements and tax returns prepared by the CPA firm. Ensuring the District tax documents are filed on time or early.
- Reviewing at least semi-annually all investment vehicles of District funds to ensure that they are in compliance with the guidelines established by the committee.
- Evaluating annually the insurance policies needed and ensuring good fiduciary practices by the selected insurance agency.

In addition, the committee shall monitor compliance with these General Financial Practices:

- The financial year-end statement and the review of District funds shall be presented in writing to the subsequent District Conference, and shall be available to any club upon request.
- The DT shall arrange for and maintain bonding insurance coverage for the DG, DT, DS, and any others collecting or disbursing District funds.
- General liability insurance for the District is provided by RI, and the District is assessed an amount to fund the coverage. If deemed necessary by the DG, insurance can also be taken out to cover District functions.
- The District establishes club dues following RI bylaws 15.060.2. Each club is required to contribute to the District General Fund amounts set forth in the approved budget. This levy shall be based on the membership of each club as of June 30 and December 31 of the preceding year.
- The DG shall certify to the RI Board the name of any club that has failed for more than six months to pay such levy. The RI Board shall then suspend the services of RI to the delinquent club while the levy remains unpaid.
- Suspension of clubs with unpaid financial obligations in excess of \$250 will occur after six months. Financially delinquent clubs will be terminated after nine months.
- Suspended clubs will not be provided the services of the District or RI.
- At the recommendation of the DG, non-functioning clubs can be terminated by the RI General Secretary on behalf of the RI Board, pursuant to the RI bylaws 3.030.2.
- The District shall establish a written expense reimbursement policy for Rotarians incurring expenses in carrying out their responsibilities. This policy shall not conflict with the general policy in the RI Manual of Procedure for travel, and may include reimbursement for non-travel related expenses.
- The target for the reserves for District operating expenses shall be no more than \$75,000. Any drawdown of reserves shall require the DG to submit a written request to the Finance Committee detailing the purpose of the drawdown and the amount requested. The committee shall then, by a two-thirds vote of support, make a written recommendation to the District Council, which shall have the authority to approve or disapprove the request.
- The District Council shall outline the permitted uses of District funds.

G. Diversity, Equity, and Inclusion

The Diversity, Equity and Inclusivity (DEI) committee will lead District 7670's ongoing efforts to build and

maintain an inclusive and diverse environment where differences of opinion, beliefs, and values are sought, listened to, respected, and valued. The purpose of this committee is to initiate diversity goals and activities within District 7670 clubs and the district leadership structure through activities such as workshops on the benefits of diversity recruitment and retention, outreach to ethnic, gender-based, and other pertinent community organizations, and to guide 7670 membership to useful tools for ensuring successful implementation of diversity and inclusion programs.

The DEI Chair is appointed by the District Governor, and:

- Works directly with the district governor to lead his/her diversity, equity and inclusion vision for District 7670
- Manages, plans, and coordinates the district's annual diversity goals and on-going committee meetings
- Develops and/or distributes information and materials to club members to promote diversity, equity, and inclusion
- Publicizes examples of successful diversity efforts being undertaken outside of District 7670 and by Rotary clubs and members that can serve as useful models
- Identifies minorities and other individuals/groups/organizations with diverse backgrounds in the local area who might be interested in joining clubs within District 7670
- Identifies current club members with diverse backgrounds who might be interested in leadership opportunities
- Helps identify diversity programs and speakers for club and district programs
- Acts as a diversity program resource for club members and/or community businesses and organizations
- Ensures diversity webpage on District 7670's website remains updated and interesting
- Authors and publishes consistent thought-provoking diversity articles and social media posts
- Supports the development of diversity and inclusion information for club new member orientation Materials

H. Nominating

This committee shall be composed as provided in Part I: Bylaws, and shall select future DGs following procedures in the RI bylaws 13.020. The IPDG as chair shall convene the committee not more than 36 months, but no fewer than 24 months, prior to the DG's taking office, and at a time to ensure the presence of as many as possible of the eleven members. The DG, DGE, and DGN shall be ex-officio, non-voting members. The committee shall reach its decision by majority vote, provided a quorum of six. This committee shall also nominate the District's representative (and alternate) to the RI Council on Legislation, following the process in the RI bylaws 8.050. If the IPDG is a candidate to be the COL Representative, then another PDG on the committee shall chair the committee. Those nominated shall be elected at the District Conference in the year that precedes the COL meeting by two years. This committee shall also annually select one available PDG to be named Vice-Governor, who shall replace the DG in case of temporary or permanent inability to continue in the performance of the DG's duties.

G. Public Image

The task of this committee is to promote Rotary ideals and accomplishments to external audiences, especially the media and community leaders, foster understanding, appreciation and support for the programs of Rotary (both RI and TRF), and encourage clubs to make favorable public relations a priority.

H. Training

This committee, chaired by the DTR, is responsible for training club and District leaders at the events listed in the Leadership Development section above. The DTR will assist, as needed, the District Foundation Chair, the District Membership Chair and the District Public Image Chair in their training efforts. The DG, DGE, and DRFC shall be ex officio members of this committee.

I. Conference

Annually, the District shall hold a conference, following provisions in the RI bylaws 15.040 & .050, to allow all Rotarians and Rotary families to meet together for fellowship and celebration of the achievements of the Rotary year. This committee shall be appointed in advance by the person who will be DG in the year of the conference, and shall assist him or her in planning the program, arrangements, registration and

operations of the conference, as well as the awards to be given then. It shall also follow the requirements and recommendations outlined the Manual of Procedure of RI.

J. Coins for Alzheimer Research Trust (CART) Committee

The CART Chair is appointed by the incoming DG and should normally serve a three year term. The Committee should consist of representatives from all areas of the District. Their task is to increase awareness of the disease, inform Rotarians and non-Rotarians of the work of the CART and solicit funds to support on-going research.

- **Resolutions Meeting**

The District may hold a District Resolutions Meeting at a time and place determined by the DG, allowing at least 21 days' notice to the clubs, to act on certain matters in accordance with the RI bylaws 15.040 & 15.050.

- **AMENDMENTS**

These Standard Procedures may be changed by the District Council on the recommendation of the DG or the DGE, or at the suggestion of any club resolution adopted at a regular meeting. Any proposed change adopted by the Council shall be promptly communicated by the DG or DS to the club presidents.