Rotary

District 5840 Leadership Plan

June 2024

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I. DISTRICT LEADERSHIP PLAN OVERVIEW

Overview and Purpose

All Districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with Sections 17.030.1.-17.030.3 of the Rotary Code of Policies. The required components of the DLP are as follows:

- Common terminology such as “Assistant Governor,” “District Learning Facilitator”, “District Committees,” and “Club Leadership Plan”.
- Defined responsibilities and duties for all District Leaders, Assistant Governors, District Learning Facilitator, District Committee members, and Club Leadership.
- District committees that ensure continuity of leadership within the District.
- A clear statement of the duties and responsibilities that the District Governor cannot delegate.
- A defined plan for assisting clubs in the implementation of a their Club Leadership Plan.

The District Leadership Plan is designed to strengthen Rotary at the District and Club levels by making possible faster and more responsive support for clubs, a larger supply of trained District leaders, improved participation in Rotary Foundation and District-level RI activities, and a more challenging role for the District Governor as an innovative leader.

The District Leadership Plan shall be reviewed annually or as determined by the District Governor. The District Leadership Plan provides for the appointment by the Governor of Assistant Governors to carry out much of the administrative work associated with club operations, thereby giving the Governor more time to:

- Emphasize the importance of membership attraction and engagement.
- Motivate Rotarians to participate in Club and District activities and projects through attendance at specific events.
- Encourage participation in The Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of The Rotary Foundation through The Rotary
- Foundation recognition programs.
- Recognize the work of individual Rotarians, through personal recognition,
- Plan for the future of the District, which includes developing future District Leaders who may become District Governors.
- Address the long-term development of the Clubs in the District through the Club
- Leadership Plan.
- Undertake the duties set forth in section 16.090 of the RI Bylaws.

II. DISTRICT EXECUTIVE TEAM

DISTRICT GOVERNOR (DG)

Duties & Responsibilities:

- Authority to Act - Governors are authorized to act only as set forth in the RI Constitution and Bylaws and the Rotary Code of Policies. Governors may not represent that they have authority to negotiate or contract on behalf of RI and/or The Rotary Foundation.
- Club Level Training - Governors should ensure that Rotary clubs have a comprehensive training plan.
- Club Membership Reporting - Governors will work with club secretaries in the district to ensure clubs send timely membership updates to Rotary International.
- Rotary Magazine - Governors shall remind clubs to pay the subscription costs of their magazine, and use it as a resource tool for public image and membership.
- Strategic Planning - Governors will conduct, implement, or review district strategic planning in consultation with the Governor Elect and governor-nominee.
- Set a schedule of club visitation for in-person meetings, area meetings, etc.
- Schedule and facilitate regular communication via meetings with the District Governor line to ensure a smooth transition for upcoming District Governors.
- The District Governor and District Governor Elect shall provide the District Governor Nominee with the opportunity to:
  - Request specific responsibilities or assignments in connection with district committees or district organization.
  - Attend as an observer any or all district meetings.
  - Be part of the organizing committee as an observer.
  - Participate in all strategic planning efforts and long term appointments in the district.
  - Serve as an ex-officio member of the District Youth Exchange committee.
- The Governor Line consists of the immediate past DG, DG, DGE, DGN and DGND.

DISTRICT GOVERNOR ELECT (DGE)

Duties & Responsibilities:

- Continue preparation for the role of District Governor.
- Accept invitation to attend, as an active participant, all district meetings, in addition to meetings where he or she is not otherwise designated as a participant.
- Actively participate in the program of the District Conference.
- Work with past, current, and incoming district leaders to support effective clubs.
- Analyze the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and Rotary International programs, with background material provided by the immediate Past District Governor, District Governor, and District Governor Nominee, and using Rotary International resources.
- Review the district organization chart and continue to fill any leadership positions that remain empty.

- Attend and participate in District meetings whenever possible.
- Schedule the District Team Training Seminar and work with District Chairs to set the agenda and training sessions.
- Training and Attendance Requirements: Board Meetings, Committee Chair Meetings, District Finance Committee Meetings, Assistant Governor Meetings, Vibrant Club Workshop, Lone Star PETS, 5840 District Conference Committee, Zone and Regional Trainings, Rotary International Assembly.
- Complete District Budget, working with District Finance Committee & District Treasurer.
- Attend regularly scheduled District Governor Line Meetings
- Work with club and District Leadership to identify and develop future District Leaders. Schedule and facilitate regular communication via meetings with the District Governor line to ensure a smooth transition for upcoming District Governors.
- The District Governor and District Governor Elect shall provide the District Governor Nominee with the opportunity to:
    - Request specific responsibilities or assignments in connection with District Committees or District Organization.
    - Attend as an observer any or all District meetings.
    - Be part of the organizing committee as an observer.
    - Participate in all strategic planning efforts and long term appointments in the district.
    - Serve as an ex-officio member of the District Youth Exchange Committee.

DISTRICT GOVERNOR NOMINEE (DGN)

Procedures to appoint District Governor Nominee. The selection by the clubs in the District of a District Governor Nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of District Governor Nominee the best qualified person.

District Nominating Committees are encouraged to interview all candidates for District Governor, whether they are suggested by clubs or by the Nominating Committee. Each interview of District Governor Nominee candidates should satisfy the following minimum needs:

- Verify that each candidate meets the formal requirements for nomination.
- Clarify the specific duties of a District Governor, including the knowledge, experience, time, and fiscal resources required to fulfill them.
- Allow an overall summary of each candidate's qualifications and suitability.
- Enable each candidate to share their vision and goals.

Duties & Responsibilities:

- Begin preparation for the role of District Governor.
- Foster continuity by working with past, current, and incoming district leaders to support effective clubs.
- Begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background

material provided by the immediate Past District Governor, District Governor, and District Governor Elect, using Rotary International resources.

- Review the district organization chart and identify leaders to fulfill positions within the District Leadership Plan.
- Become familiar with District Operations, the District By-laws, Rotary International Policy and Rotary Foundation Policy.
- Ensure that the District Leadership Plan, District By-laws and Rotary International and The Rotary Foundation Policy are up-to-date.
- Attend and participate in District 5840 meetings whenever possible.
- Attend the District Team Training Seminar.
- Perform such duties as may be recommended by the District Governor or District Governor Elect.
- Training and Attendance Requirements: Board Meetings, Committee Chair Meetings, Assistant Governor Committee Meetings, Vibrant Club Workshop, Lone Star PETS Ranger, 5840 District Conference Committee, Zone and Regional Meetings.
- Attend regularly scheduled District Governor Team Meetings.
- District Governor Nominee training should cover Governor Nominee responsibilities, Assessing District 5840, creating a calendar, financial management, developing future District Leaders, convening learning events and District Conference.
- The District Governor and District Governor Elect shall provide the District Governor Nominee with the opportunity to:
    - Request specific responsibilities or assignments in connection with District Committees or District Organization.
    - Attend as an observer any or all District Meetings.
    - Be part of the organizing committee as an observer.
    - Participate in all strategic planning efforts and long term appointments in the District.
    - Serve as an ex-officio member of the District Youth Exchange Committee.

DISTRICT GOVERNOR NOMINEE DESIGNATE (DGND)

Procedures to appoint District Governor Nominee: The selection by the clubs in the District of a District Governor Nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of District Governor Nominee the best qualified person.

District Nominating Committees are encouraged to interview all candidates for District Governor, whether they are suggested by clubs or by the Nominating Committee. Each interview of the District Governor Nominee candidates should satisfy the following minimum needs:

- Verify that each candidate meets the formal requirements for nominationClarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them.

- Allow an overall summary of each candidate's qualifications and suitability.
- Enable each candidate to share their vision and goals.

Duties & Responsibilities:
- Begin preparation for the role of District Governor.
- Foster continuity by working with past, current, and incoming district leaders to support effective clubs.
- Begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate Past District Governor, District Governor, Governor Elect, and District Governor Nominee, using Rotary International resources.
- Become familiar with District Operations, the District By-laws, Rotary International Policy and Rotary Foundation Policy.
- Attend and participate in District 5840 meetings whenever possible.
- Attend the District Team Training Seminar.
- Perform such duties as may be recommended by the District Governor and District Governor Elect.
- Training and Attendance Requirements: Board Meetings, Committee Chair Meetings, Assistant Governor Committee Meetings, Vibrant Club Workshop, Lone Star PETS Ranger, 5840 District Conference Committee, Regional Training Meetings.
- Attend regularly scheduled District Governor Team Meetings.

IMMEDIATE PAST DISTRICT GOVERNOR
Duties & Responsibilities of the Immediate Past District Governor
- District Governors are urged to draw upon Past District Governors for assistance in extension efforts, training incoming District Leadership, promoting the International Convention and District Conference, and providing direct assistance to weaker clubs.
- The Immediate Past District Governor serves on the District Leadership Team and the District Nominating Committee.
- The Immediate Past District Governor should take an active role in developing future District Leaders.

COUNCIL OF GOVERNORS
- An Advisory Council of Past Governors should be organized in each District. Such councils shall be composed of all Past District Governors who are members of Rotary clubs within the District.
- District Governors are urged to call a meeting of the council at least once a year within the month following the end of the International Assembly to allow the Governor Elect to inform the current District Governor and Past District Governors about the issues debated and presented at the International Assembly. The authority and/or the responsibility of the

District Governor shall in no way be impaired or impeded by the advice or actions of the Past District Governors.

VICE GOVERNOR

Procedures to Appoint Vice Governor

The Vice District Governor should have the leadership experience of a Past District Governor. All decisions regarding the selection and use of this position are made by the District Governor. The role of the Vice Governor will be to replace the District Governor in case of temporary or permanent inability to continue in the performance of the District Governor's duties.

Duties of the Vice District Governor

- The Vice Governor's attendance at Rotary functions shall be determined by the sitting District Governor.
- The Vice Governor will be an ex-officio member of all committees.

DISTRICT SECRETARY

Procedures to Appoint District Secretary

The District Secretary is recruited and appointed, similar to the District Treasurer, by the District Governor to handle the District's administrative tasks and support the District Governor and to assist the District Committee Chairs. An Assistant Secretary may be appointed by the District Governor.

Minimum criteria in selecting the District Secretary:

- Willingness to serve a three year term subject to the discretion of the District Governor for each fiscal year.
- Experience in club administration and effective communication skills and a willingness to learn the District's digital platform, e.g. ClubRunner.
- Background of success in an administrative capacity.
- History of success in effective communication and working as a team.

Duties & Responsibilities of the District Secretary are stated in the District By-Laws. In addition, the District Secretary shall:

- Set a schedule of club visitation for in-person meetings, area meetings, etc. working in tandem with the District Governor.
- Assist in making arrangements for meetings as requested, by District Governor and other District Leaders.
- Assist the District Conference Secretary when requested.
- Some of these duties may be delegated to an independent contractor employed by the District Board of Directors.
- Notify Rotarians of meetings declared by the District Governor or those required pursuant to the By-Laws, including but not limited to the Council of Governors Annual Meeting to be held within the month following the International Assembly

- Assist Website Administrator including the delegation of write-rights to the District website and Clubrunner system.
- Manage the district's communication platforms, e.g Zoom

DISTRICT TREASURER

Procedures to Appoint District Treasurer: The District Treasurer is appointed annually by the District Governor Elect for a term of one year to serve concurrently during the District Governor Elect's term as District Governor.

Minimum criteria in selecting the District Treasurer:

- Individual with extensive experience in accounting and bookkeeping.
- Normal monthly time commitment is 1 to 4 hours.
- Annual financial records review 3 to 4 hours.
- Board meetings and budget meetings time commitments vary.
- Willingness to serve a three year term as agreed upon by each of the individuals within the District Governor Line.

Basic Duties of the District Treasurer are as stated in the District Bylaws. In addition, the District Treasurer shall:

- Prepare and submit to the District Finance Committee monthly financial statements.
- Receive, deposit and disburse District monies, accounting for the same to the District Governor and the District Finance Committee.
- Prepare and submit annual financial statements to the District Finance Committee and District Governor by August 15th and thereafter to the Annual Meeting.
- Arrange for the preparation and filing of District IRS Form 990.
- Some of these duties may be delegated to an independent contractor employed by the District Board of Directors. An Assistant Treasurer may be appointed by the District Governor.
- Submission of subsequent year's District Budget to Finance Committee no later than November 1st, then to other District Leadership.
- Request budget input from Committee Chairs – December
- Billing of annual District dues to clubs

EXECUTIVE DISTRICT ASSISTANT GOVERNOR

Procedures to Appoint Executive Assistant Governor

The Executive District Assistant Governor is appointed annually by the District Governor with input from the District Leadership Team.

Minimum criteria in selecting the Executive Assistant Governor – Rotarian with extensive experience and success as an Assistant Governor. Excellent communication and leadership skills in supervision and motivation of other leaders and building a team.

Duties & Responsibilities of the Executive Assistant Governor

- Regular communication and direction for all Assistant Governors in their roles with the clubs they oversee.
- In-person and online meetings with Assistant Governors, as necessary, to share challenges and successes so that entire team reaches their goals.
- Assist District Governor in sharing information with the Assistant Governors to ensure District success.
- Work with Assistant Governors to ensure that they are performing their duties as described in the District Training Plan.
- Effective use of delegation and holding members of the team accountable for their stated responsibilities.
- Work with District Governor, Immediate Past District Governor and District Governor Elect to identify and develop future District Leaders.

ASSISTANT GOVERNOR (AG)

Procedures to Appoint Assistant Governor

Assistant Governors are appointed at the discretion of the Governor-elect to serve during the year the Governor takes office, and are responsible for assisting that Governor with respect to administration of designated clubs. It is recommended that the District should have at least ten (10) Assistant Governors.

Minimum criteria in selecting Assistant District Governors

- Membership, other than honorary, in good standing in a club in the District for at least three years.
- Served as a Club President for a full period of at least six months.
- Willingness and ability to accept the responsibilities of Assistant District Governor.
- Demonstrated outstanding performance at the Club and/or District-level.
- Willingness to serve three consecutive fiscal years subject to the discretion of each District Governor during that District Governor's term of office. Assistant District Governors may serve an additional period of three one-year terms two years after their last term as AG.
- It is recommended that no Past District Governor serves as an Assistant District Governor.
- Any financial support provided to Assistant District Governors in performing their duties and responsibilities shall be set forth in each year's District budget.
- It is recommended that the District Governor line meet together to discuss the selection of new Assistant District Governors with the intent of developing a team of Assistant District Governors who provide continuity in the services provided to support the clubs to which each Assistant District Governor is assigned.

Duties and Responsibilities of District Assistant Governor

- Meet with and assist the incoming Club Presidents to promote, implement, or review annually the Club Leadership Plan and discuss the clubs' goals and review the section "Failure to Function" of the Rotary International Code of Policy. Encourage and works with clubs to enter and monitor their goals in Rotary Club Central.

- Visit each club regularly, with a minimum of one visit each quarter of the Rotary year. Meet with the Club President and other club leadership to discuss the club activities, resources, and opportunities.
- Assist club leaders in scheduling and planning for the District Governor's official visit and attend each club assembly associated with the District Governor's official visit.
- Assist in the development of District and Club goals.
- Keep the Executive Assistant Governor informed on progress of the clubs.
- Ensure that clubs update their membership regularly and pay their dues on time.
- Assist with training at the club and district levels with the appropriate District committee.
- Promote the District Leadership Plan, the Club Leadership Plan and all applicable Rotary International online tools and resources.
- Advise the incoming District Governor on the selections of Committee members, leadership team members and future AGs.
- Attend and promote attendance at the District Conference and other District and International meetings.
- Participate in District activities and attend all training seminars.
- Provide recommendations on future Assistant Governors and committee members.
- Encourage clubs to participate in District Incentive programs for areas such as membership, foundation and public image.
- Participate in the development of future District Leaders from the Clubs.

III. COMMITTEES IN THE DISTRICT

Committee Procedures - District committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the Assistant Governors. The Governor Elect, District Governor, and immediate Past District Governor should work together to ensure continuity of leadership and succession planning. The Governor Elect is responsible for appointing committee members to fill vacancies, appointing committee Chairs and reporting them to Rotary International no later than 31 December in the year prior to service, and conducting planning meetings prior to the start of the year in office. Committees shall be appointed to address on-going functions, as follows:

- Membership
  - Member Recruitment
  - Member Retention
  - New Club Development
  - Rotaract Committee
  - Rotaract Representative
  - Rotary Service Companion Club
  - Alumni Relations
  - RI Leads Management
- Finance
- The Rotary Foundation
  - District & Global Grants
  - Grant Stewardship
  - District Fundraising
  - Polio Plus
  - Annual Fund
  - Endowment / Major Gifts
  - Global Scholarships
  - Paul Harris Society
  - Vocational Training Teams
  - Peace Fellowships
- Disaster Giving
- District Donor Advised Funds
- 501(c) 3 District 5840 Foundation
- Public Image
  - Website & Social
  - Content Creation
- Youth Service
  - Early Act
  - Interact Act
  - RYLA
  - Rotary Youth Exchange
  - Scouting
  - Youth Protection

    - Youth Programs Insurance
- District Programs
    - Rotary Community Corps
    - Rotary Fellowships
    - Rotary Friendship Exchange
    - Rotary Action Groups
    - Disaster Plan
- Learning Facilitation
    - Rotary Leadership Institute (RLI)
    - Online Training
    - Learning Center
- Service
    - Club Service
    - International Service
    - Rotary Days of Service
    - Vocational Service
- RI Convention Liaison
- Diversity, Equity & Inclusion
- District Conference
- Rotary Multi District Training Institute (RMDTI)
- President Elect Training Seminar (PETS)
- District Legislation Delegate
- District Rules & Procedures
- District Governor Nominating
- Conflict Resolution

Additional District Committees are appointed when they serve a specific function as identified by the District Governor and the District leadership team, such as the District By-Laws Revision and District Training Elections.

Committee Qualifications: The minimum recommended qualification for appointment to a District committee is membership, other than honorary, in good standing in a club in the District. In addition, it is suggested that the Chair selected be a District leader with extensive experience in the committee's focus or an effective past District committee member in this area. The current District Governor cannot serve as a District committee Chair.

Training Requirements: District Committee Chairs shall attend the District Team Training seminar and/or District Assembly prior to serving as Chair. Committee members should participate in District training meetings and Zone meetings as outlined in the Rotary Code of Policies.

District committees should work with Regional Leadership, Zone Leadership, Rotary International staff as well as Rotarians appointed by the RI president.

Attendance or participation in Regional Seminars: Seminars may be conducted on a regional or Rotary Multi-District Training Institute (RMDTI) basis for various Rotary related topics. District committee members should attend or participate in these seminars as appropriate for their role and area of responsibility.

Reporting Requirements: District committees shall report to the District Governor on the status of their activities on a regular basis. District committees shall report successful activities to Rotary International for possible publication in publications and on the Rotary International and District website. Committee Chair annual report must be submitted to the District Secretary.

COMMITTEE DESCRIPTIONS:

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for District committees noted above.

District Membership Committee

Purpose: The committee will identify, promote and implement membership development strategies within the District that will result in membership growth.

Qualifications: The Chair must have significant knowledge of, commitment to, and experience with membership development and retention activities; and shall attend training sessions that may be conducted by the District, RMDTI & Zone as appropriate.

To be effective, the District Membership Committee must have continuity of leadership; therefore, the committee Chair shall be appointed for a three-year term, subject to annual review, with documented agreement of the Governor, Governor Elect and Governor Nominee for their term of service.

The District Governor for each of the years of the three-year term of the membership attraction and engagement committee will participate in the selection of the Chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the District Governors for each of the remaining years of the three-year term.

Member Recruitment

Purpose: Under the direction of the Membership Chair, this committee will identify, promote, and implement membership strategies that will result in membership development and growth, and the formation and support of Rotary, Rotary Companion and Rotaract clubs within the district.

Qualifications: The Committee Chair shall be appointed for a three-year term, subject to review, with documented agreement of the Governor, Governor Elect, and Governor

Nominee for their term of service. Preference should be given to Rotarians who have been successful in inviting new members to join Rotary, implementing membership programs and who are members of clubs that have diversified membership. Consideration should be given to those who have served as Chairs of club committees related to membership attraction and engagement.

Duties & Responsibilities:

- Plan, promote and conduct a District Membership Seminar in consultation with the District Governor and District Trainer.
- Work with the Governor and club leaders to ensure that each club achieves its membership goal.
- Be familiar with Rotary Club Central, the Learning Center and other membership development resources
- Utilize Rotary Coordinators as resources.
- Coordinate District-wide membership development activities.
- Encourage clubs to participate in RI or presidential membership recognition programs.
- Maintain communication with other District committees to coordinate activities that will aid membership attraction and engagement efforts.
- Encourage Clubs to develop and implement an effective membership attraction plan.
- Assist Club Membership Recruitment Chairs in carrying out their responsibilities.
- Champion ways for clubs to become more diverse, equitable, and inclusive, including making sure to represent the demographic composition of the community

Member Retention

Purpose: The District Membership Retention Committee helps to ensure that District clubs are providing a welcoming, engaging, and fun experience for current and prospective members and to help their Membership Chairs create a club membership plan that includes intentional, concrete actions to reach this goal.

Qualifications: Membership leadership from clubs that have a history of excellent retention. Multiple years' experience in leading their club effectively. Successful committees include diverse perspectives, reflect your members and community, and have staggered terms to allow for continuity from one year to the next.

Duties & Responsibilities:

- Work with clubs to create member retention and recruitment goals.
- Visit clubs to speak about successful membership attraction and engagement activities. Share information on successful examples.
- When visiting clubs, make sure that current membership data is available to talk about retention.

- Work with Club Membership Chairs to identify reasons why their retention rate is a concern, even though their overall member count remains steady.
- If clubs are consistently losing members and inducting new ones, that indicates that they may need to change how they manage their retention.
- Help clubs to set goals for retention as well as recruitment. Emphasize the importance of engaging all club members in a service project or club committee.
- Work with the Diversity, Equity and Inclusion (DEI) Chair to ensure that clubs are inclusive and that all members and guests feel welcome.

New Club Development

Purpose: Under the direction of the Membership Chair, the New Club Development Committee Chair shall develop and implement a plan to organize new Rotary clubs within the District.

Qualifications: Preference for the position of Chair and committee members should be given to past District and Club leadership who have been successful in promoting, creating and establishing new clubs.

To be effective, the District New Club Development committee must have continuity of leadership; therefore, the committee Chair shall be appointed for a three-year term, subject to annual review, with documented agreement of the Governor, Governor Elect and Governor Nominee for their term of service.

The District Governor for each of the years of the three-year term of the New Club Development Committee Chair will participate in the selection of the Chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the District Governors for each of the remaining years of the three-year term.

Duties & Responsibilities:

- Recruit additional committee members for the New Club Development committee.
- Consider communities without clubs that have a population capable of meeting the requirements for chartering a new club.
- Embrace new models that can meet the needs of those not currently being served by Rotary.
- Work with existing clubs to determine where additional Rotary, the Rotary Companion and Rotaract clubs could be established without detracting from service already provided.
- Develop a plan for nurturing clubs to ensure they thrive, including the recommendation of new club advisors who serve for a three-year term.
- Share stories of membership success.

- Support any district wide membership development activities.
- Provide updates on the state of membership in your district.

Rotaract
Purpose: To provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Qualifications: Rotaract brings together young leaders ages 18+ to take action in their communities and develop leadership skills while having fun. Clubs may be formed in the collegiate arena or through communities. Looking for individuals who eventually may consider Rotary membership once they have become passionate about service.

Duties & Responsibilities:
- Work with Rotaract Clubs in the District to develop professional and leadership skills.
- Support the Chair of New Club Development in creating new clubs.
- Promote the Rotary Learning Center as a means for club leaders to get leadership training.
- Promote opportunities for Rotaractors to work on District Service Projects.
- Motivate Rotaractors for eventual membership in Rotary.

Rotaract Representative
Purpose: Have a current Rotaract Member serve as a representative to the District Leadership Team and ensure that, as full members of Rotary, the Leadership Team has input from this individual regarding Rotaract Clubs throughout the District.

Qualifications: A leader within one of the District Rotaract Clubs who has a desire to serve in a greater capacity for the District. A minimum of 1 full year of experience in leadership at their club level.

Duties & Responsibilities:
- Work with the District Rotaract Committee to ensure that they feel represented and that their concerns/successes are shared at the District Level.
- Attend District, Regional and Zone Conferences as Representative from District 5840. Take on leadership/facilitator roles at these events.

Rotary Service Companion Club
Purpose: A Rotary Service Companion Club is simply an extension or satellite club of an existing Rotary Club. This club has no plans to separate from its host club, and is organized around community service, without the parameters of a traditional Rotary setting.

A current Rotary Companion Service Club member should serve as a representative to the District Leadership Team and ensure that, as full members of Rotary, the Leadership Team has input from Rotary Companion Clubs throughout the District.

Qualifications - A leader within one of the District Rotary Service Companion Clubs who has a desire to serve in a greater capacity for the District. A minimum of 1 full year of experience in leadership at their club level.

Duties & Responsibilities:

- Work with the District Rotary Companion Club members to ensure that they feel represented and that their concerns/successes are shared at the District Level.
- Attend District, Regional and Zone Conferences as Rotary Companion Club Representative from District 5840. Take on leadership/facilitator roles at these events.
- Work with Assistant Governors and the New Club Development Committee to market creation of Rotary Companion Clubs throughout the District.
- Assist Club Leadership in the creation and completion of forms necessary for Rotary International.
- Celebrate Rotary Companion Clubs throughout the District and work to promote multi-club Service Projects.
- Work with the Public Image team to promote Service Clubs and help grow these types of clubs within the District.

Alumni Relations

Purpose: To develop and implement a plan to manage an ongoing relationship with alumni in the District and assist clubs with respect to their alumni

Qualifications: Preference should be given to Club and District Leadership successful in working with alumni outside Rotary or who have previous experience working with Rotary alumni.

Duties & Responsibilities

- Work in conjunction with other District committees, particularly Membership, Foundation, and Youth Services, to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary program, etc.) and connect those individuals to clubs and District activities.
- Create awareness of how to work with alumni to maintain their relationship with Rotary.
- Encourage alumni to report their data to Rotary International and work with fellow District Chairs to ensure program participants are properly reported.
- Abide by privacy and youth protection policies and local law.
- Support and coordinate alumni events and associations, where appropriate.

RI Leads Management
Purpose: Manage prospective members through the Manage Membership Leads page on My Rotary.

Qualifications: Club and District Leadership with knowledge and demonstrated experience in handling Rotary International Leads effectively and on a timely basis. The Leads Management Chair and the District Governor will receive email notifications about membership leads, but the Leads Management Chair is in the best position to manage or delegate this process.

Duties & Responsibilities:

- Learn about the platform and the resources available to help you manage the process.
- Cultivate relationships with prospective members ASAP after referral was received to determine which District Club might be the best fit.
- Assign them to the appropriate club based on their interests and existing club cultures. Complete data entry to show candidate has been officially referred to compatible club.
- Follow up with clubs along the way, especially those who are not updating a candidate's status in a timely manner.
- Celebrate clubs who are following up with the candidates assigned to their club.
- Champion this prospective member tool as a viable channel for achieving district membership goals and growing Rotary.

District Finance Committee
Purpose: The District Finance Committee shall safeguard the assets of the District by reviewing and studying the amount of the per capita levy and necessary expenses of District administration, and working with the District Governor shall prepare a budget and an annual report on the status of the District's finances.

Qualifications: The District Finance Committee shall consist of a total of five (5) members including at least one Past District 5840 Governor. The District Treasurer shall serve as ex-officio voting member of the committee. A Past District Governor on the committee serves as Chair and presides over the meetings. For continuity, it is recommended that the Past District Governor Chair serve a 3 year term – one as Vice Chair of the committee, one as Chair, and one as Immediate Past Chair.

Additional Qualifications of Members: Preference should be given to those with previous service as club treasurer and/or Rotarians with accounting and/or finance experience.

Duties & Responsibilities:

- Prepare a budget of District expenditures in cooperation with the District Governor elect to be submitted to the clubs at least one month prior to the Presidents Elect Training Seminar

or District Assembly, whichever shall first occur, and approved by ¾ of those incoming Club Presidents present and voting at said assembly.

- Review and recommend the amount of per capita levied for District Clubs.
- Assure that proper records of income and expenditures are kept.
- Appoint and supervise a review committee and establish duties and reporting policies for that committee per District Bylaws.
- Prepare an annual statement to be presented by the immediate past District Governor according to District and Rotary International Bylaws. (D5840 Bylaws 10.070)
- Provide oversight for the District Governor Funding Allocation from Rotary International.
- Maintain transparency of District finances.

District Rotary Foundation Committee

Purpose: The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the Governor in educating, motivating and inspiring Rotarians to participate in Foundation grant and fundraising activities in the District. The committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee Chairs are members of this committee.

Qualifications: The Governor Elect is responsible for appointing committee members to fill vacancies, appointing committee Chairs, and conducting planning meetings before the start of the year in office. The District Governor is an ex-officio member of the committee and provides one of two authorizing signatures for the use of the District Designated Fund (DDF) to reflect the decisions of the District Rotary Foundation committee. The current Governor cannot serve as the DRFC Chair.

Committee Qualifications: It is recommended that Rotary Foundation committee members be Past District Governors, Past Assistant Governors, effective past District Foundation committee members and experienced Rotarians. Committee members should be appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. It is recommended that The District Rotary Foundation Committee Chair be involved in the Governor Elect's process for appointing committee members.

Appointment and Term of District Rotary Foundation Committee Chair (DRFC Chair). To be effective, the District Rotary Foundation Committee must have continuity of leadership; therefore, the District Rotary Foundation Committee Chair shall be appointed for a three-year term, subject to removal for cause. The District Governor scheduled for each of the years of the three-year term for the DRFC Chair will participate in the selection of the DRFC Chair. This selection should take place and be reported to The Rotary Foundation no later than 31 December before taking office on 1 July of the same calendar year. The District Rotary Foundation committee Chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to District designated funds until the DRFCC is appointed.

If the District Governor, Governor Elect, and Governor Nominee all agree, the District Rotary Foundation committee Chair may be removed for cause when there are significant issues that cannot be resolved.

Duties & Responsibilities:

- Training Requirements: All members of the District Rotary Foundation Committee are expected to attend a Regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator (RRFC).
- All committee members are expected to attend and participate in the District Team Training Seminar and other District training meetings. Committee members should participate in District training meetings as outlined in the Rotary Code of Policies.
- Report to the District Governor on all District Foundation activities monthly, including qualification status of clubs and District.
- Oversee and serve as an ex-officio member of all subcommittees.
- Together with the District Governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation committee.
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
- Serve as a primary contact for District grants.
- Oversee the District qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the District.
- Work with the District Governor and other District committee Chairs to ensure Rotary Foundation activities are properly included in such committees.
- Work with the District Governor, District Trainer, and the District training committee to plan, organize, and promote District seminars, the District Rotary Foundation Seminar, the District Training Assembly, Presidents Elect Training Seminar, and Grant Management Seminars, focusing on agenda and content
- Provide support to Club Foundation committees.
- Assist the Governor Elect in obtaining input from Rotarians before, establishing District Foundation goals for implementation during his/her term as District Governor.
- Assist the District Governor in nominating qualified recipients for District Rotary Foundation awards.
- Ensure Rotary Foundation grant activities are reported on at a District meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.
- District Rotary Foundation Committee Subcommittees - Subcommittees shall be appointed to manage Rotary Foundation operations. The Governor Elect shall appoint members for the open positions of the District Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee Chairs serve three-year terms to help ensure continuity.

- Work with Assistant Governors to encourage clubs to offer at least two programs on the Foundation annually.
- Coordinate all Foundation fundraising and program participation.
- Decide how to use the District Designated Fund in consultation with the District Governor and Governor Elect.
- Plan and conduct the District Vibrant Club Workshop in consultation with the Governor and District Trainer, as well as the District Public Image and Membership Chairs.
- Work closely with the Public Image Committee to promote donated to The Rotary International Foundation and developing Global Grants.

District & Global Grants

Purpose: The grants subcommittee is responsible for promoting and encouraging implementation of District Grants, Global Grants, and participation in the Rotary Peace Centers program.

Qualifications of Members: In appointing members of the District & Global Grants subcommittee, preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.

Duties & Responsibilities:

- Serve as a District expert and resource on all Rotary Foundation grants.
- Create and enforce a District policy that outlines the distribution of grant funds for clubs and the District.
- Provide input on Donor Designated Funds distribution.
- Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for District and Global Grants.
- Work with the District Rotary Foundation Committee Chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Establish and maintain appropriate grant management recordkeeping systems.
- Conduct orientation (at the Multi District level, when possible, for all Rotary Peace Fellowship, Scholar, and Vocational Training Team recipients before their departure or upon their arrival.
- Distribute applications to potential Rotary Peace Fellows and select qualified applicants.

District Stewardship

Purpose: The District Stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper effective grant management.

Additional Qualifications of Members: In appointing members of the District Stewardship subcommittee, preference should be given to Rotarians with professional expertise in auditing or accounting and those with experience with a Rotary Foundation Grant.

Duties & Responsibilities:

- Assist in the implementation of the District Memorandum of Understanding (MOU), including the development of the financial management plan.
- Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the District Qualification Memorandum of Understanding.
- Oversee the qualification of clubs, including assisting with Grant Management Seminars.
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all Club and District-sponsored grants, including reporting to The Rotary Foundation on all grants.
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.

District Rotary Foundation Fundraising

Purpose: To raise funds for District Designated Funds through clubs or a major fundraiser such as the District $1M Dinner. This includes the annual District Raffle.

Qualifications: Successful experience with fundraising and event planning. Ability to build and lead a team of fundraisers and event planners. Excellent communication, marketing and writing skills.

Duties & Responsibilities:

- Set goal with District Governor for annual District 5840 Raffle and recruit a team of club and district volunteers to market and sell tickets.
- Set and secure prizes for the District 5840 Raffle.
- $1M Dinners are an option for raising large gifts for the Rotary Foundation. Traditionally, these are not held annually, but rather every 3-5 years.
- After selecting a Chair for the $1M Dinner, a team of leadership volunteers should be recruited to coordinate and help market the event with in-person and other effective means of making the asks. Major Donors are the target market.

District Polio Plus

Purpose: The District Polio Plus subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in Polio Plus activities by all Rotarians. The focus of this committee is to encourage fundraising and financial support for Polio Plus.

Additional Qualifications of Members: In appointing members of the District Polio Plus subcommittee, preference should be given to Rotarians with club-level experience with the

Polio Plus program. A Rotarian who has participated in an immunization event in the field may be given preference as well. At least one member of the committee should be a professional in a relevant field, such as public heath, marketing or transportation.

Duties & Responsibilities:

- Set goal with the District Governor for Polio Plus. Work with Executive Assistant Governor and Assistant Governors to get information disseminated to the clubs, encouraging them to register their Polio Events with RI.
- Work with Public Image team to utilize/create Polio Plus marketing materials to share and help publicize events for clubs.
- Encourage donations from Rotarians, Clubs, the District, and donations of DDF for Polio Plus.
- Organize at least one District Polio Plus activity during the year.
- Work with the Foundation Chair, District Public Image Committee, and the District Governor to ensure appropriate recognition of exemplary polio eradication Club and District activities.
- Assist the District Governor and the District Trainer on the presentation of Polio Plus as part of Rotary Foundation training at District meetings and conferences.

Endowments & Major Gifts

Purpose: Serves as the Major Donor, Bequest Society and Benefactor Chair for the Rotary Foundation (TRF) for District 5840.

Qualifications: Preference should be for those leaders who have served as the Rotary Foundation Chair for their club. These individuals have sound knowledge of The Rotary Foundation, especially major donor, bequest society and benefactor achievements. Experience in making effective oral presentations on The Rotary Foundation before small & large groups is necessary. A three year appointment is mutual decision between the District Governor, District Governor Elect, District Governor Nominee and the District Rotary Foundations Chair.

Duties & Responsibilities:

- Works closely with the District Rotary Foundation Chair and manages and monitors fundraising and recognition opportunities.
- Work with the District Governor to advise clubs on annual goals for Major Donors, Bequest Society members and Benefactors through Rotary Club Central.
- Motivates, promotes and advises clubs on a variety of Rotary Foundation fundraising initiatives, particularly Major Donor, Bequest Society and Benefactors.
- Works with Club Presidents to recognize current and new Major Donors, Benefactors and Bequest Society Members. Coordinates the identification, cultivation, and solicitation of potential donors in support of the Endowment Fund.

- Involves District Leadership, endowment/major gifts advisers, Regional Rotary Foundation Coordinators, trustees and directors, alumni, and major donors in planning and soliciting major gift prospects.

Global Scholarships
Purpose: To chair the District's Global Scholarship Committee which seeks candidates, and selects a recipient, for The Rotary Foundation Global Scholar. The committee also hosts incoming Global Scholars from foreign countries who are studying in the district.

Qualifications: Rotarian in good standing for at least three years. Having worked on a club's scholarship committee is preferred. Able and willing to learn how to complete online scholarship applications.

Duties & Responsibilities: *(Suggested Dates)*
January
- Request funding for scholarship from District Governor Elect
- Ask District Governor Elect for permission to use district email service.

Day after Labor Day
- Set the scholar candidates' interview date for the last Saturday of March. If the next day is Easter, then set the interview for the first Saturday in April. Email committee members.
- Fill in application form blanks.
- Email Club Presidents and Assistant Governors application form and tips for recruiting candidates. Application deadline is March 15.

Day after New Year's Day
- Email Club Presidents and Assistant Governors – reminder.
- Email committee members – interview date reminder.

March
- Email Club Presidents and Assistant Governors. The final notice for when applications are due is publicized via this email.
- Email committee members with interview date reminder.

Last Saturday of March or First Saturday of April
- Committee interviews candidates and makes decision. Notify the recipient by phone. Mail letters to other candidates that they did not receive the scholarship.
- Apply online for The Rotary Foundation Global Scholarship.

Incoming Scholars
- Ask club(s) to host incoming scholar(s). Ask club host to greet scholar at airport. Help scholar obtain housing.
- Schedule scholar(s) to speak at district clubs and attend District Assembly, District Conference, and a Foundation event.

Paul Harris and Paul Harris Society

Purpose: The District Paul Harris & Paul Harris Society Committee is to help District Clubs as they work with their members to encourage donations to the Foundation at the Paul Harris level. Ensure that members are also aware of how to join the Paul Harris Society.

Qualifications: Successful Paul Harris Society Chairs that have a passion for Rotary, are well respected, and inspire others. Preference should be given to Rotarians who actively support the Foundation at the Paul Harris & Paul Harris Society level.

Duties & Responsibilities

- Collaborating with Zone and District Leaders, the Paul Harris Society Chair works to identify Rotarians and friends of Rotary who have the commitment and financial capacity to support The Rotary Foundation at the Paul Harris Society level.
- The Paul Harris Society Chair facilitates meaningful and culturally appropriate recognition of new and continuing Society members – including the awarding of the PHS chevron.
- Recruit other club Paul Harris Society Members to reach all clubs with information and to inspire and recruit new members.

Vocational Training Teams

Purpose: Vocational Training Teams are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own. Teams can be funded by district grants and global grants.

Qualifications: District Grants composition of the team to include Rotarians and non-Rotarians of any age. Global Grants Teams must consist of at least two members (either Rotarians or non-Rotarians) with at least two years each of professional experience in the designated areas of focus and a Rotarian leader who has expertise in the area of focus, international experience, and general Rotary knowledge. In certain cases, the Foundation may grant permission to designate a non-Rotarian as team leader. There are no restrictions on the age of participants, however, team members under the age of 18 must be accompanied by a parent/guardian and have a signed form to release the Team Leader and District from liability.

Duties & Responsibilities:

- Determine the length of the visit.
- Set a budget for the trip, for Global Grants it must be $30K.
- Activities vary from one team to the next but may include training medical professionals on cardiac surgery and care, sharing best practices on early childhood education, or explaining new irrigation techniques to farmers.
- A successful Vocational Training Team increases the capacity of the host community to solve problems and improve the quality of life.
- Activities support The Rotary Foundation's mission to promote goodwill and peace, improve health, support education, and alleviate poverty.

- Rotarians are encouraged to identify needs and find partners through Rotary by developing relationships at International Rotary meetings or project fairs.

Peace Fellowships

Purpose: Each year, Rotary awards fully funded fellowships for dedicated leaders from around the world to study at one of our peace centers. Through academic training, practice, and global networking opportunities, the Rotary Peace Centers program develops the capacity of peace and development professionals to become effective catalysts for peace. The fellowships cover tuition and fees, room and board, round-trip transportation, and internship and field-study expenses.

Qualifications: The Peace Fellowships Chair should be a leadership Rotarian who has great experience and knowledge of this program. A three year appointment is a mutual decision between the District Governor, District Governor Elect, District Governor Nominee and District Rotary Foundation Chair.

Duties & Responsibilities:

- Educate clubs in District about the availability of Peace Fellowships funding.
- Best candidates for this program are leaders with work experience in peace and development.
- Work with club leaders to increase promotion of the programs to individuals in their club service area who have qualifications to apply for the program.
- Set deadlines for applications within the District and forward best candidates onto Rotary International. Applications are available online in February of each year for a fellowship 2 years later.

Disaster Fundraising

Purpose: The Rotary Disaster Response Fund supports relief and recovery efforts in areas that have been affected by natural disasters within the past six months. Gifts help Rotary clubs provide recovery and support rebuilding efforts wherever the need is greatest.

Qualifications: The Chair of the Disaster Fundraising committee should be knowledgeable about grant writing and able to assist those clubs and members that want to support disaster operations within the District or world-wide.

Duties & Responsibilities:

- Districts that have been affected by natural disasters can use Rotary Disaster Response Grants to launch their own projects or work with established relief organizations to help their communities recover.
- Grant funds can be used to provide basic items such as water, food, medicine, and clothing.

District Donor Advised Funds
The District Donor Advised Funds were created as an independent entity with its own Bylaws and Board of Trustees.

Purpose: To provide District 5840 official, approved entities with matching grant funds up to $5,000, once every 12 months following the grant receipt date. Funds are held at the Rotary Foundation in a separate account from other District Funds. Only the net proceeds from the principle are available for disbursement.

Qualifications for Board of Trustees: Board is composed of Past District Governors with significant experience in budgeting and grant writing. Additional board members may be recruited and added with the approval of the existing board members.

Duties & Responsibilities:
- Review grant requests from official, approved entities of District 5840.
- Determine a budget for amounts that can be granted based on previous year's growth of principle.
- Manage funds in accordance with IRS and Rotary Foundation requirements. Follow the 4-Way Test.
- Ensure that the Donor Advised Fund application is available on the District 5840 website.
- Compile Annual Report for Finance Committee to include Balance Sheet as well as Profit/Loss Report.

Use of Donor Advised Funds:
- For clubs requesting funding, the 50% matching funds from the requesting entity must be from funds earned from their own club budget and "sweat equity", not from other gifts or grants.
- Clubs must complete the Donor Advised Application form, including an IRS official designation form as a 501(c) 3 organization for receiving and disbursing funds.
- Clubs must agree to all the terms on the Application Form.

District 5840 501 (c) 3 Foundation
The District 5840 501 (c) 3 Foundation was created as an independent entity with its own Bylaws and Board of Trustees.

Purpose: To provide District 5840 Rotary Clubs with a 501(c) 3 option for clubs without their own Foundation. Funds collected will be dispersed as requested by those who utilize the 501(c) 3 designation. This is an independent Texas Corporation with IRS 501 (c) 3 status.
Qualifications for Board Members: The Board is comprised of Past District Governors and other district Rotarian financial experts to oversee management of existing funds and new donations. Excellent knowledge of 501(c) 3 Foundations to ensure that necessary procedures are followed in receiving and dispersing funds. Communication skills to educate

clubs about use of the 501(c) 3 for their donations. Additional Board Members may be recruited and added with the approval of the existing Board Members.

Duties & Responsibilities:

- Manage donated funds to include receipt of new funds and dispersing donated funds back to clubs or District 5840 projects for their stated purpose.
- Oversee application process from clubs or District 5840 projects to request funding.
- Provide donor acknowledgements as needed.
- Prepare annual federal and/or state filings, as required by law.
- Set parameters for budget of annual dispersing of funds.
- Manage funds in accordance with IRS and Rotary Foundation requirements.
- Follow the 4-Way Test.
- Provide clubs or District 5840 projects utilizing the 501 (c) 3 with annual statement of activity for the funds donated to their account, as well as balance of funds held for future activities.
- Share annual federal and/or state filings with District 5840 Finance Committee.

District Public Image Committee

Purpose: The District Public Image Committee should promote Rotary International, foster understanding, appreciation and support for the programs of Rotary International. The committee should promote awareness among Rotarians that effective publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

Additional Qualifications of Members: The Public Image Chair and members of a Public Image team for a club must have some experience in marketing, journalism, copywriting, digital media, etc. or at least have worked under and with a previous chair with such experience. In addition to the Chair, as many committee members as possible should attend a training conducted by the Rotary Public Image Coordinator and take two Public Image Learning Center E-Courses.

Duties & Responsibilities:

- Work with Website & Social and Content Creation Chairs to set District Public Image Goals.
- Encourage Rotary clubs within a District to make public image a priority and share Rotary International public image tools and resources that support Club Public Image Chairs.
- Ensure District logo and all District branding follows Rotary International guidelines and are used properly and consistently.
- Provide training for Clubs on Public Image.
- Design graphics, flyers, posters and other imagery needed by the District for its activities and events.
- Promote District campaigns (i.e. End Polio campaign or Empowering Girls).
- Write press releases and announcements for dissemination to the public.
- Manage District online & social media presence to ensure adequate and up-to-date information is always present and that consistent engagement is a priority.

- Encourage clubs to promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
- Communicate with the District Governor and Chairs of key committees to stay informed about District projects and activities.
- Seek opportunities to speak to individual clubs about the importance of club public image.
- Work with the District Foundation Committee to promote the Rotary International Foundation.
- Promote the recruitment and development of future District Leaders from Clubs and other District Committees.

Website and Social

Purpose: Website Administrator is responsible for maintaining and updating the District 5840 website. Works closely with the Public Image Chair ensure that information posted on the District website is adhering to Rotary International Branding Guidelines. Social Media Director is responsible for managing and monitoring the District social media channels.

Qualifications: Website Administrator & Social Media Director should have some experience in marketing, journalism, copywriting, digital media, and website design/management, and social media,

Website Administrator Duties & Responsibilities:

- Manage the District Online Calendar.
- Manage District Organizational Chart.
- Update District home page with current promotions and news.
- Update website pages.
- Create new pages (as needed).
- Create Event Registrations when all necessary information is made available.
- Manage the Sage Payments Account (merchant account) – for the District.
- Run reports on the District database – executives, membership, events registrations (as requested).
- Support Clubs for Club Runner Training.
- Work closely with the District Secretary including granting write-rights to all systems in order to enable District Secretary to learn and assist with tasks.

Social Media Director Duties & Responsibilities:

- Maintain a social media calendar.
- Post regularly on the District social media channels.
- Create Facebook events for District Promotions.
- Add content to the District YouTube Account.
- Monitor and respond to District social media channels comments.
- Promote the Rotary International Foundation grants and programs within the District.

Content Creation

Purpose: To support the District 5840 Clubs for Public Image content creation requests.

Qualifications: A Public Image Content Creation Chair should have some experience in marketing, journalism, copywriting, digital media, and graphic design.

Duties & Responsibilities:

- Create Club Facebook & Instagram graphics per request.
- Create signage for Clubs per request.
- Create press releases for Clubs per request.
- Create flyers for Clubs per request.

District Youth Services

Purpose: District Governors shall appoint a District Youth Services Committee, providing for continuity and leadership development.

Qualifications: The District Governor, with input from the District Governor Elect and Past District Governor, shall appoint members for the open positions of the District Rotary Youth Services subcommittees for his/her year in office. It is recommended that subcommittee Chairs serve three-year terms to help ensure continuity.

Duties & Responsibilities:

- The committee shall work with District Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange, and any other committees as determined appropriate by the District Governor.
- To share expertise across the District, lead cross promotion between programs, promote service opportunities, and coordinate efforts between District committees.
- Facilitate District recognition for clubs and/or individuals who advance the principles of youth and empower and engage young people.
- Youth Services Subcommittees shall be appointed to manage Youth Services operations.

District Early Act

Purpose: The purpose/object of Early Act is to provide young students (Kinders who are 6 or 7 years old through 5th grade) with the opportunity to serve and lead in their school, community and global community. 3rd graders are members only. 4th and 5th graders are eligible to serve in leadership positions as officers.

Qualifications: Chair must be a District leader with extensive experience in working with elementary age children. Other members are needed as sponsors in their individual schools and as liaisons with schools in the program. It is recommended that the District Early Act Chair and committee members serve three-year terms to help ensure continuity.
Duties & Responsibilities:

- Work with the Assistant Governors and educate them to promote Early Act in all their clubs.
- The Committee will work to promote and help new elementary schools start offering the program.
- Committee members will work with school leadership and support individual clubs.
- Recruit Rotary clubs to sponsor the elementary school and have a liaison to help and support the teacher with the Early Act Club.
- Participating Early Act clubs need to organize at least three projects a year: (1) on campus, (2) in the community and (3) globally. They can design their own T-Shirt, however they must have the Masterbrand Rotary Logo on the shirt. Each officer has their own duties and responsibilities, similar to many clubs.
- President - Plans the agenda for the meeting and runs the meeting (4-way Test banner should be provided).
- Vice-President - In absence of the President, he/she will run the meeting and reads the 4-Way Test at each meeting
- Secretary - Takes minutes at the meeting, sends minutes out and provides a copy to the advisor/teacher.
- Treasurer - Collects and records monies from Early Act events/fundraisers/t-shirt orders.
- With regards to officer positions of each Early Act Club, members have the option to add additional positions such as photographer, public image, etc.

District Interact

Purpose: Interact is a service club for youth ages 12 to 18 who want to connect with other young people and have fun while serving their communities and learning about the world. Clubs, which meet at least twice a month, are sponsored by local Rotary clubs. Interact clubs organize a minimum of two projects every year, one that helps their school or community and one that promotes international understanding. Members of sponsor Rotary clubs mentor Interactors as they carry out the projects and develop leadership skills.

The District Interact Chair administers the Interact program and ensures that all clubs submit contact information to Rotary International every year. The Interact Chair finds innovative ways to connect Interact clubs with one another and to strengthen the link between Interact and Rotary

Qualifications: Members may include both Rotarians and Interactors; the District Interact Chair leads the committee. This committee promotes Interact, encourages new clubs, and provides local support for clubs.

Duties & Responsibilities:

- Work with the Assistant Governors and educate them to promote Interact in all their clubs.
- Visit Rotary Clubs in the District to promote the importance of Interact and share success stories.

- Work with clubs that do not have Interact to start new clubs and then provide support as they move forward with recruitment.
- One of the District Interact Committee's most important responsibilities is to provide training for Interact club officers, Interact club committee chairs, Rotarian advisers, and faculty advisers. The training should be scheduled at least one month before the leaders take office so they have time to familiarize themselves with their new roles and have questions answered
- Attend District Conference and other leadership trainings to insure that information on Interact Clubs is available.
- Look for additional opportunities within the District to reach school personnel with information about working with their local Rotary Club on sponsoring a club.
- District Interact Conferences - These annual events allow Interactors to share project planning ideas and learn how Interact works. They are an excellent way to inspire community service and provide leadership development opportunities.
- Encourage Interact Clubs to connect with young leaders in Rotary's global community, enabling them to build relationships, learn about other cultures, and exchange ideas with peers worldwide.
- Encourage Interact leaders and future leadership to attend Rotary Youth Leadership Awards.

District Rotary Youth Leadership Awards (RYLA)
Purpose: Offer leadership training for high school juniors. Training is led by previous attendees which continues to leadership training for them. Training is offered at no cost to attendees, it is funded by District Clubs.

Qualifications: Committee is composed of Rotarians from throughout District 5840 with experience in working with young adults. Governors are encouraged to recruit such Rotarians for a 3 year term, with committee members who have the special technical knowledge and experience required for the RYLA program. Committee members are recruited from across District 5840.

Duties & Responsibilities:
- Committee works to select team Leaders for the coming year who will organize and facilitate programs.
- All district clubs not in San Antonio have their own selection process and submit info on the selected students to Chair of Committee.
- All San Antonio high schools are invited to send two Junior High School students. All Club Presidents are contacted by the Chair and asked to submit names from their select target schools.
- Goal is to accommodate all High School Juniors who wish to attend.
- All Rotary members are told that their child/grandchild is eligible to attend.

- Committee works to accommodate all Rotarian children and grandchildren, working directly with the school so there are limited conflicts and the student does not know that they were selected by the family member, unless they were already told.
- There is no cost to the school, parents or participants. However, if a Rotarian wants his/her child to go, in addition to the two juniors selected by their club. Then, they are responsible for payment in advance.

District Rotary Youth Exchange

Purpose: To promote Youth Exchange as an opportunity for the development of international understanding. Governors are encouraged to appoint Youth Exchange committees and officers.

Qualifications: Governors are encouraged to observe a three-year limitation on the consecutive length of service of the District Youth Exchange Chair. Recognizing that the special technical knowledge and experience required by the Youth Exchange program encourages a multi-year tenure of the District Youth Exchange Chair, this may sometimes necessitate the continuation of the Chair's length of service for a longer period than three years in order to provide for an adequately trained successor.

The District Youth Exchange Committee must have continuity of leadership and succession planning. If a change in the District Youth Exchange Chair is desired, the Governor Elect is highly encouraged to consider candidates with a general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. A minimum experience of three years in a key position on the District Youth Exchange committee is recommended.

Duties & Responsibilities:

- Attendance at a Youth Exchange conference beyond the District level should be encouraged. Consultation with the current District Governor, the District Youth Exchange Chair, and District Youth Exchange committee members as well as the District Governor Nominee can provide valuable insight into the selection process.
- Cooperative efforts are instrumental in ensuring success given the recommended District Youth Exchange committee experience of the person selected as well as the desired multiyear tenure of that position.
- Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.
- To foster Youth Exchange activities in the District, while retaining authority and ensuring that no personal financial profit is being made from such activities.
- Annual report of finances must be provided to the District Finance Committee.

District Scouting Programs

Purpose: To share information about the International Fellowship of Scouting Rotarians (IFSR) with clubs in District 5840. The International Fellowship of Scouting Rotarians represents and recognizes Rotarians in service to all 173 World Organization of Scout Movement (WOSM) and 152 World Association of Girl Guides and Girl Scout member

organizations (WAGGGS), which represents a worldwide membership of nearly 70 million Scouts, Guides, and Adult Leaders.

Qualifications: Active Member of the International Fellowship of Scouting Rotarians with extensive knowledge of Scouting.

Duties & Responsibilities:

- To encourage and foster the ideal of service by Rotarians to promote the growth and development of the Scout movement.
- To provide opportunities for social and fellowship interaction among the International Fellowship of Scouting Rotarian members.
- To give active encouragement to Scouting at local, national and international levels.
- To recognize individuals who have provided exceptionally unique service to Scouting and Rotary.
- Work with clubs to develop an association between Rotarians and associates who are, or have been, active members and/or supporters of the Scout Movement.
- Work with clubs to develop a relationship with Scout Troops in their area with regards to volunteering and leadership development.
- Publicize the certificates that Rotarians can present for Scouting's highest award.

District Youth Protection

Purpose: Rotary is committed to fostering environments that are safe and positive for young people and free from discrimination and physical, emotional, and sexual abuse.

Qualifications: It is strongly recommended that District Governors appoint a Youth Protection Officer to foster safe operations across all youth programs. The officer should be a resource on abuse, harassment, and other risks and crises. This person should have professional experience in counseling, social work, law, law enforcement, or child development.

Effective Succession Planning: District Governors should plan for continuity when making committee appointments. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming Youth Program Chairs learn important procedures and policies from their predecessors.

Duties & Responsibilities:

- Monitor changes in national and local laws related to youth protection to keep district policies and procedures up-to-date, as well as any changes in Rotary International policies, and tell the District Governor and District Chairs about them.

- Work with the district and clubs to inform all Rotary members of their youth protection obligations
- Confirm that appropriate screening measures are used for all youth programs, in compliance with Rotary policies and local laws
- Direct the selection of Rotary member and non-member volunteers and make sure that volunteer screening is documented appropriately.
- Ensure that appropriate training is provided to Rotary members, other volunteers, and youth program participants and their parents.
- Oversee the proper handling of allegations, harassment, or other crises, and protect the interests of all who are involved.
- Work with the District Governor to maintain confidential records of all allegations of abuse, harassment, or other crises and all people who are prohibited from working with youth, as Rotary International policy requires.
- Make sure those prohibitions are applied each year, even as leaders change.

District Youth Protection Insurance

Purpose: Assist District Governor and clubs with insurance matters.

Qualifications: Commercial insurance experience.

Duties & Responsibilities:

- Work with clubs and assist/advise them on getting certificates of insurance.
- Coordinate/communicate with Rotary International's Risk Management as necessary.

District Programs

Purpose: District program committees are responsible for promotion and administration of programs at the District-level and provide specific support and guidance to the clubs involved with the particular program in the District including:

Qualifications: District Program Subcommittees shall be appointed to manage District Program operations. The Governor Elect shall appoint members for the open positions of the District Program subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.

Additional Qualifications of Members: Preference should be given to those with club level experience with each particular program.

Duties & Responsibilities:

- Promote an understanding of and effective participation in the programs through regular contacts with each club in the District and through District and interclub meetings.
- Organize exhibits of effective implementation of Rotary International programs at District or Zone meetings, circulate these noteworthy examples among clubs in the District.

- Visit clubs within the District to speak about effective examples of the use of the particular program and ensure that the clubs are aware of any reporting requirements to Rotary International.
- Encourage and assist club program chairs in carrying out their responsibilities.
- Encourage clubs in the District to determine local needs that could benefit from the program.
- Identify areas for cooperation between club program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
- Administer District-wide efforts related to the program.
- Promote publication of program aims and achievements in all appropriate Rotary and non-Rotary communication media in the District.
- Promote the identification and development of future District Leaders.

Rotary Friendship Exchange

Purpose: Through Rotary Friendship Exchanges, Rotary members learn about another culture by taking turns hosting and visiting one another. District clubs encourage members to participate in exchanges.

Qualifications: Rotary Leaders who are familiar with a Friendship Exchange through personal experience or helping to coordinate exchanges in the past.

Duties & Responsibilities:

- Identify exchange partners and work with them to plan exchanges.
- Promote the program to clubs in your district.
- Help clubs recruit non-Rotary participants who share Rotary's values to join an exchange.
- Publicize stories about exchanges.

Rotary Action Groups

Purpose: Rotary Action Groups are independent, Rotary-affiliated groups made up of people from around the world who are experts in a particular field, such as economic development, peace, addiction prevention, the environment, or water.

Qualifications: Anyone who wants to share their expertise to make a positive difference can join an Action Group. Only Rotarians, Rotaractors, and Rotary Peace Fellows can serve in leadership roles.

Duties & Responsibilities:

- Action Groups offer their technical expertise and support to help clubs plan and implement projects to increase our impact, one of Rotary's strategic priorities.
- This support includes helping clubs find partners, funding, and other resources.
- Action groups can also help clubs and districts prepare grant applications, conduct community assessments, and develop plans to monitor and evaluate their projects.

Rotary Fellowships

Purpose: It is recommended that District Governors appoint a District Rotary Fellowships committee with a Chair and at least three members to be responsible for encouraging participation in Rotary Fellowships among the clubs of the District.

Qualifications: District Governors should appoint a Rotarian who is a member of a Rotary Fellowship to serve as the District Rotary Fellowships Chair.

Duties & Responsibilities:

- Schedule club visits to present information on Rotary Fellowships
- Invite current fellowship members within the District to attend presentations
- Communicate with individual fellowship officers listed in the Official Directory and the Global Networking Groups Directory to gather information on upcoming events and publicize these in the District Governor's newsletter and/or the District website.
- Arrange for a presentation during the District Conference highlighting Rotary Fellowship activities within the District and obtain booth space to exhibit at the District Conference.
- Distribute the electronic flyer for Rotary Fellowships to Rotarians in the District and encourage them to contact these groups regarding prospective membership.
- Encourage participation at Rotary Convention with various Rotary Fellowships.

District Disaster Plan – See Exhibit A

Learning Facilitation

Purpose: The committee is responsible for supporting the District Governor and District Governor Elect in training Club and District leaders and overseeing the overall training plan for the District Trainer.

Qualifications: The District Trainer serves as the Chair of the training committee and assigns responsibility for training meetings and functions as necessary. Preference should be given to Rotarians with training, education or facilitation experience.

Duties & Responsibilities:

- The committee must have a clear understanding of the District Training Plan and should work with the District Governor, District Governor Elect and the convener of each Sub-Committee.
- The Committee should work with the District Governor Elect on the training needs in the District for the current Rotary year.
- The Committee may also have secondary responsibility for the District Rotary Foundation Seminar, the District Membership Seminar and Public Image Seminar. While these trainings are the primary responsibility of other District committees, the training committee may consult on related issues.
- Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects: Program content, Conducting sessions, Identification of

speakers and other volunteers, Prepare training leaders, Program evaluation, Logistics and Marketing to target audiences.

- As District 5840 is part of a Multi District (LoneStar) PETS, the Governor Elect, in accordance with the policies and procedures of Lone Star P.E.T.S., will select an individual to develop and conduct District-level training at PETS. This individual should be a member of this committee.

Rotary Leadership Institute (RLI)

Purpose: Rotary Leadership Institute is a grassroots, multidistrict program whose mission is to strengthen Rotary clubs through quality leadership education. While it is an unofficial program of Rotary International, the Rotary International Board has adopted a resolution recommending Rotary Leadership Institute or similar programs to the districts. Rotary Leadership Institute is designed to provide an educational opportunity for Rotarians who are current and potential leaders. Participants receive a quality education in Rotary knowledge and leadership skills that is so important in voluntary organizations.

Rotary Leadership Institute is a recommended program of Rotary International but is not an official training program of Rotary International. District 5840 is a member of the Multi-District Rotary Leadership Institute organization named "Lone Star Division RLI." and the District Chair works with the Division Chair and committee of Lone Star Division Rotary Leadership Institute to ensure the program meets the requirements and purpose of RLI International.

Qualifications: Rotary Leadership Institute training is open to all Rotarians and Rotaract Members seeking to gain insight into Rotary leadership development, strengthening clubs, and making new friends.

Duties & Responsibilities:

- Schedule District 5840 RLI offerings in coordination with Lone Star Division RLI, utilizing the curriculum and programs of Rotary Leadership Institute International and Lone Star Division RLI.
- District Chair serves as the District's Representative to Lone Star Division RLI and attends quarterly District Chair meetings.

Online Training

Purpose: Online training offered by District Committees to improve knowledge of Rotary and growth opportunities for new Rotarians and Club Leadership. Examples would be District/Regional Public Image, Membership Growth, Foundation Basics, and relative topics such as Polio Plus, Human Trafficking Awareness, etc. This training can be scheduled as determined by the District.

Qualifications: Webinars, Zoom, etc. are scheduled by the District Trainer in conjunction with other District Committees. Rotary leadership from across the District may be utilized to facilitate and lead the training.

Duties & Responsibilities:

- Provide online training to ensure that all club members in the District have access to the most relevant and important tools and ideas for club growth, increased public image awareness and foundation information.
- Provide online training to supplement in-person trainings scheduled by the District.
- Assist clubs in reaching their goals for each year.

Learning Center

Purpose: RI recommends that clubs and districts adopt a flexible training approach through use of a blended (the combination of online and in-person) learning approach. Those conducting any Rotary training should encourage their participants to complete relevant online courses in the Rotary Learning Center to ensure all learners receive consistent messaging and begin a training at the same level of basic knowledge; Key leadership roles, including club presidents, district governors, and district membership chairs, should complete the relevant online training courses for their roles.

District Service

Purpose: Works with clubs and other District Committees to develop local service projects that address their community's needs. Encourage clubs to follow the lifecycle of a project and use Rotary's online tools for planning, implementing and evaluating their project. Encourage clubs to visit Rotary Showcase to find project partners and browse for ideas.

Qualifications: Ability to bring together and lead District Chairs for International Service, Community Service and Disaster Service as well as other interested Rotarians in the District.

Duties & Responsibilities

- Help identify new trends, issues or challenges within the District that clubs may want to address.
- Visit clubs within the District to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects.
- Maintain inter-committee communication with other District committees.
- Organize District level club Community Service Chair meetings, in connection with the District Conference, District Training Assembly and other meetings, to exchange ideas and promote projects.
- Organize exhibits of outstanding Community Service projects at District and Zone meetings and organize District-wide Community Service activities.
- Encourage and assist club Community Service Chairs in carrying out their responsibilities.
- Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage District level Rotary Community Corps meetings to exchange project development ideas.
- Request regular reports on successful Community Service projects from Club Community Service Chairs. Promote them through the District website, and report to Rotary International for Rotary Showcase or possible publication

- Identify areas for cooperation between club Community Service projects and local non Rotary service organizations, by sharing information and helping clubs to set goals.
- Assist clubs by connecting them to best practices and resources, local organizations, district committees, and other Rotary groups focused on service.
- Promote vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.

International Service

Purpose: To help enhance the quality of the District's humanitarian efforts by identifying resources and experts to provide advice on international service projects and global grants.

Qualifications: To be effective, the District International Service Committee Chair must have continuity of leadership and succession planning. A District's Governor Elect, in consultation with the District Governor Line is encouraged to appoint a Past District Governor, Past Regional Rotary Foundation Coordinator, or a Past Assistant Regional Rotary Foundation Coordinator to Chair this committee, serving a recommended term of three years without reappointment limits.

Duties & Responsibilities:

- The District International Service Committee Chair shall be concerned with promoting greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service.
- Place a special emphasis on improving global grant applications and the development of partnerships between international Rotary clubs and Districts.
- Confer and cooperate with other leaders from across the District including but not limited to the District Rotary Foundation, Grants Subcommittee, Community Service, Vocational Service and Alumni Committees to identify and promote resources for improved projects and grants.
- Collaborate with District Rotaract representatives, Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with global grant applications.

Rotary Days of Service

Purpose: Bring together Clubs from throughout the District to participate in Service Projects in their areas on a designated day or week to maximize public awareness of the ways that Rotary serves and impacts their community(s).

Qualifications: A leader in the District and their own club with a passion for service and the ability to work with the Public Image team on a publicity campaign for the general public and clubs to share with their communities.

Duties & Responsibilities:

- Utilize existing service projects where several clubs can work together to make a bigger impact, such as a park clean-up and restoration.
- Identify a day or week where outlying clubs can come together to make an impact.
- Work with the Public Image Team to market "Rotary Days of Service" across the District working with various media outlets.

Rotary Community Corps

Purpose: A Rotary Community Corps (RCC) is a group of non-Rotarians who share Rotary's commitment to changing the world through service projects.

Qualifications: Many members from all Rotary Community Corps are people who are committed to service and unable or unwilling to join a Rotary Club.

Duties & Responsibilities:

- Rotary Community Corps members plan and carry out projects in their communities in collaboration with local Rotary clubs.
- Sponsored by a Rotary club, a Rotary Community Corps leverages Rotary's network, brand, and mentorship by partnering with clubs to plan and implement service projects.
- Rotary Community Corps increase Rotary's impact and expand its reach by bringing the knowledge and talents of local people to strengthen their community through sustainable projects.
- Rotary Community Corps are active everywhere Rotary is present, in urban and rural areas, and in both developed and developing countries.

Rotary International Convention Liaison

Purpose: The committee shall promote attendance at the annual Convention to Rotarians throughout the District.

Qualifications: Preference should be given to Rotarians with exceptional communication and marketing skills who have attended a minimum of one previous RI Convention.

Duties & Responsibilities:

- Attend Club and District meetings to promote the convention.
- Serve as a local resource for convention materials and information.
- Create or expand a District website with links to RI's website.
- Identify and target potential registrants by e-mail, letters, and other methods of communication.

District Conference

Purpose: Under the direction of the District Governor, the District Conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the District conference.

Qualifications of Members: Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and to Rotarians who have media, public image or marketing skills.

Each year, Districts are asked to hold a conference for club members so they can learn about what's happening in Rotary and their district and meet other Rotarians in the area.

The Conference usually includes:

- A visit from a president's representative, who gives an update on Rotary International and inspires and motivates participants.
- A report on the District, including its successes and challenges.
- An official business meeting to discuss and vote on important District matters.
- Local and international speakers giving information on topics relevant to district members.
- Time to network, reconnect with friends, and find inspiration for continuing service and community leadership

Duties & Responsibilities: (Under the direction of the District Governor)

- Select the District Conference venue and coordinate all related logistical arrangements.
- Coordinate the finances of the Conference to ensure maximum attendance.
- Provide financial reports to the District Finance Committee.
- Promote Conference attendance with particular emphasis on: new Rotarians, all members of newly-organized clubs in the District, and representation from every club in the District and the family of Rotary.
- Promote the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Coordinate, in cooperation with the District Trainer, a District Leadership Seminar to be held in conjunction with the District Conference.
- Provide relevant, motivational, and informative programs

Rotary Multi District Training Institute (RMDTI)

Purpose: Promote the Rotary Multi District Institute to all current and incoming District Leadership. Serve as the District 5840 representative for Rotary Multi District Training Institute.

Qualifications: Experience in attending and/or serving as faculty at a Rotary Multi District Training Institute or Rotary Leadership Institute. Preference would be to have a Past District Governor or other individual who has chaired a District Conference or other large training event. Knowledge of all District Leadership Roles as well as Rotary International is required.

Duties & Responsibilities:

- Attend Rotary Multi District Training Institute coordinating committee meetings as scheduled.

- Share information on what topics and areas of interest would support District 5840.
- Help the Public Image Committee with information needed to promote the institute.

President Elect Training Seminar (PETS)
Purpose: The purpose of the Presidents Elect Training Seminar (PETS) is to prepare incoming Club Presidents for their year as president and give District Governors Elect and incoming Assistant Governors the opportunity to motivate incoming presidents and build their working relationship

Qualifications: All club President Elects in the District shall attend President Elect Training Seminar as required the Standard Rotary Club Constitution. Club President Nominees are also encouraged to attend. Other participants should include the Governor Elect, Assistant Governors, the District Facilitator and Chairs of the Membership, Foundation and Public Image Committees.

Duties & Responsibilities:
- Assistant Governors shall assist the Governor Elect with team building among the President Elects to whose clubs they are assigned, the Governor Elect, and themselves.
- The District Trainer shall work with the Governor Elect in developing training materials and conducting the training session for the President Elect Training Seminar Leadership Team.
- District 5840 is a member of the multi-District PETS organization named "Lone Star P.E.T.S." and the Governor Elect works with the Operating Chair and committee of Lone Star P.E.T.S. to ensure the program meets the requirements and purpose of President Elect Training Seminar.
- Lone Star P.E.T.S. provides an opportunity for current and future District Leaders to interact with District Leaders from other Districts.

District Legislation Delegate
Purpose: Each Rotary district chooses a representative for a three-year term. These members represent their districts at all three meetings of the Council on Resolutions and at the Council on Legislation during their term.

Qualifications: To serve as the Council on Legislation representative, a candidate must be a member of a club in the district and have served a full term as District Governor at the time of election. Confirm that he or she understands the qualifications and is able to perform the duties and responsibilities of a representative through the online certification form and Zone Training Seminar.

Be able to attend the Council on Legislation for its entire duration and be comfortable reviewing legislation and voting electronically.

Duties & Responsibilities:
- The representative is responsible for participating in The Council on Resolutions which meets online every year to vote on proposed resolutions.

- Prior to each Council on Resolutions, the District Representative is responsible for reaching out to District clubs and assist them in preparing a resolution to present to the Council.
- The representative is responsible for attending the Council on Legislation which occurs every three years in Evanston, IL.
- The representative is required to attend the Zone Institute prior to the Council on Legislation for training & to complete online training in the Rotary Learning Center.
- After the Council on Legislation meets, the representative is responsible for presenting the results to all Rotarians within the District.
- The representative is responsible for reaching out to the District clubs and assisting them in preparing an enactment to present to the Council, if requested.
- Prior to the Council on Legislation, the representative should ask for opinions on the enactments so he/she can vote according to the opinions of the Rotarians in the District.

District Rules and Procedures Committee
Purpose: To advise and assist District Governors on nominations and elections and other matters involving Rotary International's constitutional documents.

Qualification: The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment. Appointments to the committee are made by the District Governor at the conclusion of his or her year in office. Members should be knowledgeable about Rotary International's constitutional documents and election procedures.

District Governors with questions concerning Rotary International election policies and procedures that they cannot resolve within their Districts with the assistance of their Rules and Procedures committee, should contact their Club and District Support representative or the area Rotary International Director.

District Governor Nominating
Purpose: This committee nominates the most qualified Rotarian to serve as District Governor Nominee Designate.

Qualifications: Committee is comprises of the Past District Governors from the last five years. The Chair is the senior Past District Governor in the line.

Duties and Responsibilities:
- Conduct a fair, impartial, open selection process.
- Find and nominate the most qualified person.
- Interview all candidates for District Governor Nominee Designate, who can be suggested by clubs or by the committee.

Conflict Resolution

Purpose: See Rotary International Code of Conduct Exhibit B, and District 5840 Harassment Policy Exhibit C.

Qualifications: A District Leader who can bring together the District Executive Team and other leaders designated.

Duties & Responsibilities:

- All claims of poor conduct and harassment must be put in writing along with specific information on the ways in which the claim is justified.
- Committee of District Executive Team, Conflict Resolution Chair and others deemed necessary is formed to review complaint and investigate the situation with the opportunity for both parties to share their information and concerns.
- Committee forms a decision on the basis of evidence and the interviews of both affected parties and if necessary, a lawyer who is familiar with Harassment cases.
- Decision of the Committee is then communicated as described in the District 5840 Harassment Plan.

IV. THE OFFICIAL VISIT

Purpose: The Governor's official visit, as required in the RI Bylaws section 16.090, is defined as the personal visit of the District Governor to each Rotary club in the District, individually or in groups.

Duties & Responsibilities:

- Focus attention on important Rotary issues.
- Provide special attention to weak or struggling clubs.
- Motivate Rotarians to participate in service activities.
- Encourage Rotarians to participate in District Leadership.
- Ensure that the constitution and bylaws of the clubs comply with the constitutional documents.
- Personally recognize the outstanding contributions of Rotarians in the District.
- The District Governor and Assistant Governor should confer prior to the visit.
- The District Governor and Assistant Governor should review the progress of the Club toward its goals as well as governance documents either before or during the official visit.
- To maximize the impact of the District Governor’s presence, visits should coincide with events such as charter events, induction ceremonies, new member orientation programs, citation or award presentations, special programs, Rotary Foundation events or interclub meetings.
- Multi Club visits should emphasize strong attendance from all participating clubs, not just the host club. District Governors should also use this time to hear from clubs about how the District could better support them.

V. LEADERSHIP TRAINING CYCLE

Leadership Training Cycle - Preferred sequence for Rotary leadership development should be as follows (allowing for the possibility for combining meetings where appropriate):

- Governor Elect Training Seminar (GETS) in conjunction with Rotary Institutes.
- International Assembly.
- District Team Training Seminar.
- President Elect Training Seminar.
- District Training Assembly.
- District Leadership Seminar.
- District Public Image Seminar.

District Team Training Seminar

Purpose: The purpose of the District Team Training Seminar is to prepare incoming Assistant Governors and incoming District Committee Members and Chairs for their year in office. To give District Governors Elect the opportunity to motivate and build their District Leadership team to support clubs. To identify District Leadership positions and recruit future District Leaders.

District Team Training Seminar Participants: Participants in the District Team Training Seminar shall include Rotarians appointed by the Governor Elect to serve as Assistant Governors and as District Committee Chairs and members in the next Rotary year.

District Team Training Seminar Components:

- RI theme.
- District administration.
- Role and responsibilities.
- Opportunities for development of future District leadership including future District Governors.
- Working with your clubs under the Club Leadership Plan and District Leadership Plan.
- Understanding Rotary Club Central.
- Resources.
- Annual and long-range planning.
- Communication.
- District Team Training Seminar Time Frame - One full-day District Team Training Seminar should be held following the International Assembly and before PETS.
- District Trainer is responsible for planning and conducting the Seminar.
- The Seminar leadership team shall include qualified past Governors.
- The Governor Elect is responsible for the overall program of the District Team Training Seminar.

District Training Assemblies

Purpose: Prepare incoming club leaders for their year in office and build their leadership team. Give the District Governor Elect, and incoming Assistant Governors and District Committees the opportunity to motivate club leadership teams and build their working relationship.

Qualifications - District Training Assembly Participants: The participants in the District Training Assembly shall be Club President Elect and the members of the club assigned by the Club President Elect to serve in key leadership roles in the upcoming Rotary year.

District Training Assembly Components: The following components will be included in the District training assembly for each functional group participating in the training:

- RI theme.
- Roles and responsibilities.
- Policies and procedures.
- Selecting and training your team.
- Developing annual and long-range plans.
- Resources.
- Case study exercise.
- Team building exercise to finalize club goals.
- Problem solving exercise.

The functional groups participating in the training include

- Club administration.
- Club public image.
- Membership.
- Service projects.
- The Rotary Foundation.
- Secretary.
- Treasurer.
- Future District Leaders.
- President Elect (President Elects will focus on public speaking and motivating Rotarians so as not to repeat the training they receive at PETS)

District Training Assembly Guidelines:

- The District training assembly should consist of a 4-8 hour seminar preferably to be held during the month of March, April or May, but after PETS.
- The Governor Elect is responsible for the overall program of the District Training Assembly.
- The District Trainer is responsible for planning and conducting the assembly.
- The District Chairs related to the functional areas are responsible for leading the related breakout sessions.
- For the President Elect sessions, Past District Governors and Assistant Governors should be used as appropriate.

- Members of Rotary clubs assigned by the Club President Elect to serve in key leadership roles in the upcoming Rotary year, before accepting office, should be required by their respective clubs to pledge themselves to attend the District training Assembly.
- Each club shall adopt a policy of paying the expenses of the President Elect to the District Training Assembly.
- Where circumstances require, consideration may be given to holding the District Training Assembly and the District Conference as consecutive meetings, provided that, in any such scheduling of the meetings the District Conference is held as the second such meeting.
- Such consecutive meetings should be scheduled without reducing the time required for each such meeting and with due regard for the essential features of each.

District Leadership Seminar

Purpose of the District Leadership Seminar: The purpose of the District Leadership Seminar is to motivate Rotarians in the District to serve Rotary beyond the club level.

Qualifications: Interested Rotarians who have served as Club President, or have served for three or more years in a leadership role or who are interested in further leadership roles in the Club or District may participate in the District Leadership Seminar.

District Leadership Seminar Components: To achieve the stated purpose of the program, the following components will be included in the District leadership seminar:

- Leadership and motivational skills
- International service projects
- District meetings
- Program electives
- Leadership opportunities, including future District Governors
- District Leadership Seminar Time Frame: One full day District Leadership Seminar should be held immediately prior to or after the District conference.
- District Leadership Seminar Leaders: The Governor is responsible for the overall program of the District Leadership Seminar.
- The District Trainer is responsible for planning and conducting the Seminar.
- The Seminar Leadership team shall include qualified Past District Governors and Assistant Governors appointed by the Governor.

VI. CLUB LEADERSHIP PLAN

Purpose: To strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to:

- Sustain and/or increase its membership base.
- Implement successful projects that address the needs of its community and communities in other countries.
- Support the Rotary Foundation through both financial contributions and program participation.
- Develop leaders capable of serving in Rotary beyond the club level.

To implement a Club Leadership Plan, current, incoming and past club leaders should:

- Develop a long-range plan that addresses the elements of an effective club.
- Set annual goals and enter them in Rotary Club Central.
- Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary.
- Ensure clear communication between the club president, board, committee Chairs, club members, District Governor, Assistant Governors, and District Committees.
- Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
- Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
- Provide opportunities to increase fellowship among members of the club. Ensure that every member is active in a club project or function

Develop and implement a comprehensive training plan that ensures:

- Club leaders attend District training meetings as appropriate.
- Orientation is consistently and regularly provided for new members.
- Ongoing educational opportunities are available for current members.
- A leadership skills development program is available for all members.
- Club leaders should implement the Club Leadership Plan in consultation with District leaders as described by the District Leadership Plan. The club should review their Club Leadership Plan on an annual basis.
- Club Committees: Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president- elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for three years to ensure consistency. The President Elect is responsible for appointing committee members to fill vacancies, appointing committee Chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chairs have previous experience as a member of the committee.

Standing committees should be appointed as follows:

- Membership - develop and implement a comprehensive plan for the recruitment and retention of members.
- Club Public Image - develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- Club Administration - conduct activities associated with the effective operation of the club.
- Service Projects - develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- The Rotary Foundation - develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. Additional ad hoc committees may be appointed as needed.
- Training Requirements: Club Committee Chairs should attend the District Assembly prior to serving as Chair.

- Relation to the District Leadership Team: Club committees should work with Assistant Governors and relevant District committees.
- Reporting Requirements: Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.

Exhibit A
Rotary International District 5840
Disaster Plan

A. MISSION

- Individuals : Encourage disaster preparedness on the part of individual Rotarians
  - Consolidation of family records on thumb drives (accomplish periodic updates, give copy to grown children and/or family lawyer)
  - Have emergency phone list of relatives/church/family support contacts
  - Have "go kits" developed for immediate (tornado) and urgent (hurricane/fire/blizzard) events
- Rotary Clubs:
  - Appoint a Club Focal Point for disaster response, provide contact information to District 5840 Disaster Focal Point (FY 2024-2025 focal point is Bruce Richter, Bruce.Richter@sbcglobal.net cell phone 210 379-9125)
  - Create a meeting program on annual update of Disaster Control Plan (plan template to be provided by District Focal Point) that would review local, regional, national events for which Rotary International responded. The presentation should include ways of providing support to affected areas, such as funding of Shelter Kits, as well as Club and individual contributions to 501(c)3 funds to be consolidated at the District level.
  - Form partnerships at the local, regional and state levels for mitigation, response, and recovery efforts under the direction of, and when requested by, the appropriate Emergency Operations Center, and to provide funds, supplies, and recovery operations to alleviate human suffering caused by disasters that may impact people locally, but also regionally, or worldwide.
  - Use San Antonio Office of Emergency Management web site as a guide for your City on what organizations should be identified for Coordination, the web site address is : (https://www.saoemprepare.com/.) The San Antonio coordination committee has over 250 participating members representing emergency services, transportation, entertainment & convention facilities, police, fire, etc. , all much greater than your location will require, but useful for tailoring your coordination committee.

B. PURPOSE

- The purpose of the District Relief Plan is to provide guidance for disaster activities and provide an overview of our methods of preparedness, response, and recovery as is applicable to District 5840. The plan describes our disaster relief operations and assigns, responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. District 5840 wishes to be an integral part of disaster relief within our District and whenever possible, assist in disaster relief for events that occur outside the boundaries of our District. Finally, this plan outlines steps that individual Rotarians should take to prepare for and respond to disasters.
- We must remember that Rotary is not an immediate (first) responds organization.

Rotary clubs do not have training and infrastructure to provide first-response assistance. In keep with Rotary's goal of helping humanity, and understanding that those affected will be in need of relief for many months, if not years, our most effective opportunity for service is in creating a District Disaster Relief Fund to of contributions from our District clubs.

DUTIES AND RESPONSIBILITIES

- The committee shall meet at least twice a year and shall be responsible for planning and coordinating the District's response to disasters in District 5840 and elsewhere.
- Developing a comprehensive disaster preparedness plan and revising as needed in order to be responsive to future disasters.
- Consider disaster relief assistance in the form of funds, supplies, equipment, volunteers or any other resources available to the District. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation, or it may choose to withhold disaster relief for any disaster.
- Oversight, along with the District Treasurer, of all funds to be used for disaster relief.
- Writing grants so as to ensure that District funds are applied for, within a specific time. Rotary grant applications must be completed within five days of a disaster.
- Solicitations to individual clubs within the District for specific materials, monies or services needed to assist with the District's disaster relief efforts.
- The DRC will designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names, addresses, and telephone numbers will be provided to all clubs in the District. Likewise, each club with a DRC should provide appropriate contact information to the District DRC.
- The District DRC will provide training to club coordinators and other interested members.
- Members of the District DRC will be trained in the National Incident Management System (NIMS) to a minimum of the ICS 200 level

HANDLING OF FUNDS

- All funds will be sent directly to the District 5840 Treasurer and earmarked for disaster response
- These funds will be kept in and disbursed through, a special sub-account within the District 5840 501(c)(3) fund in accordance with IRS regulations and RI and District policies. It is important that proper procedures be followed.
- In the event more funds are received than are needed for a particular incident, the District Disaster Committee may keep those funds in the disaster account, authorized their use for another disaster, or contribute them to a RI recognized partner like Shelter Box. Should that happen, clubs will be recognized for their contribution on a pro-rata basis.

DIVERSITY, EQUITY, AND INCLUSION CODE OF CONDUCT

Rotary core values: fellowship, integrity, diversity, service, and leadership

This code of conduct reflects our core values and explains the responsibility that comes with being a Rotarian and Rotaractor, which includes members from nearly every country in the world, speaking over 100 different languages. We are committed to upholding and evolving this code as our organization grows.

Like our core values, we expect Rotarians and Rotaractors to exemplify this code of conduct as they interact with one another, Rotary program participants, Alumni, project partners, and members of the community. Specifically, the code of conduct applies at all club, district, zone, and Rotary International meetings, trainings, events, and anywhere else a member represents Rotary and on My Rotary and social media.

Expectations

All club members and other participants including Rotary program participants, Alumni, project partners, and representatives of Rotary are expected to comply with this code of conduct, be considerate and contribute to a collaborative, positive, and healthy environment in which all are respected and valued.

USE RESPECTFUL LANGUAGE

- When you first meet someone, introduce yourself and explain how you would like to be addressed, including your preferred pronouns (he/him/his, she/her/hers, they/them/theirs). Call others by their preferred name, rather than using a nickname that is easier to pronounce.
- When addressing larger groups, utilize gender neutral words to avoid gender assumption.
- Use active listening to deepen your understanding of others.
- Be conscious of language use and adapt depending on region. Some wording is acceptable in some cultures but unacceptable in others.
- Avoid slang or idioms that do not translate across cultures or be deliberate in explaining them to share our diverse cultures and languages.
- Speak plainly and avoid acronyms and jargon that not everyone may understand.
- If you are curious about someone's cultural background, faith, sexual orientation, gender, or another characteristic, ask if they are open to sharing more about themselves. Refrain from asking if the topic is not relevant to your conversation.
- Foster an atmosphere of intergenerational dialogue and avoid describing anyone by their age.

BE SUPPORTIVE

- Be an ally and advocate for others and be ready to intervene when you see a need.
- If you see or hear something inappropriate, address the behavior in a way to offer support to those affected.
- As a member of Rotary, uphold the Code of Conduct, build this culture within your club experience, and address any issues as they arise.

FOSTER A WELCOMING AND INCLUSIVE ENVIRONMENT

- Ensure every member and participant can fully engage in any meeting, event, or activity that you organize in person or online by offering an accessible venue, simultaneous interpretation, closed captioning and/or transcripts, and other resources as needed.
- Review any club or program traditions and stop or change activities that may be offensive or alienating to a specific group.
- Create a welcoming environment and include all in conversations, projects, and events.
- As much as possible, pay attention to nonverbal communication such as eye contact, facial expressions, tone of voice, personal space, gestures, and posture, and how it impacts your ability to engage with and relate to others.
- Know the important dates of various religions and schedule events and activities in a way that is inclusive and considerate of people who observe them.
- Be aware of people's dietary and health restrictions.
- Open opportunities for everyone to hold leadership roles in your club and district or engage with your community partners.

CELEBRATE DIVERSITY

- Increase your club's awareness, understanding, and acceptance of people with disabilities.
- Celebrate a variety of cultural events and religious observances, rather than continually conducting service projects or hosting events associated with a single culture or religion.
- Acknowledge and celebrate significant dates relevant to diversity.
- Avoid stereotyping and mocking any specific group.
- Acknowledge and celebrate different genders.

Code of Conduct Questions and Concerns

For questions or concerns regarding the code of conduct or behavior that goes against the code of conduct, email DEI.Inquiries@rotary.org.

Adult Harassment Issues

Per the Rotary Code of Policies, Rotary currently maintains the following to report issues of harassment involving Rotarians or Rotaractors at meetings, events, or activities:

Rotary is committed to maintaining an environment that is free of any form of harassment, broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic[1] (age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

If you are notified of any allegation of harassment involving an adult, or you feel you have been harassed, follow these steps:

1. If anyone's safety is in doubt, contact local law enforcement.
2. Notify a club officer (club president or secretary), district leader (district governor or district governor-elect), or zone leader (RI director).
3. Report the incident to Rotary International's Club and District Support team by contacting cds@rotary.org.
4. Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours.

[1] Characteristics listed here are from the Rotary Code of Polices, Harassment-free Environment at Meetings, Events, or Activities. As the Rotary Code of Policies is updated, this Code of Conduct section will be updated.

Rotary District 5840 South Central Texas

District 5840 Harassment Policy

RI District 5840 is committed to maintaining an environment that is free of any form of harassment. District 5840, like Rotary International, maintains a zero-tolerance policy on sexual harassment or any form of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

We aim to create an environment where all members, regardless of gender or identity, are able to be a part of Rotary free from any unwelcome sexual attention that is offensive, humiliating or intimidating. Sexual harassment may involve adults and children. Anyone, regardless of gender, can be sexually harassed. Rotary's Code of Policies specifically spells out:

2.120. Conduct for Rotary Events and Activities

Rotary is committed to maintaining an environment that promotes safety, courtesy, dignity, and respect. All Rotary club members and individuals attending or participating in Rotary events or activities have the right to an environment free of harassment, including unwelcome physical contact, advances, or comments.

Rotarians and their guests shall demonstrate good character, integrity, and leadership by fostering a professional environment at all club events and activities.

Sexual harassment may include (but is not limited to):

- Unnecessary familiarity, such as brushing against another person
- Offensive gestures, staring, ogling, or leering
- Sexual propositions or continual requests or invitations
- Physical contact, such as touching or grabbing
- Displays of sexually graphic material
- Crude or suggestive jokes
- Unsolicited comments about a person's personal or sex life
- Physical intimidation, such as invading another person's space or blocking the way
- Comments based on gender stereotypes

All Rotary members have a responsibility to understand what constitutes sexual harassment and to refrain from this behavior. They should also discourage any such behavior in others. Sexual harassment has no place within Rotary.

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment, including unwelcome physical contact, advances, or comments. Members and Rotary participants shall maintain an environment that promotes safety, courtesy, dignity, and respect to all, both adult and youth.

At the Rotary club level and Rotaract club level, allegations of harassment at Rotary events or activities shall be reviewed by the club board and responded to within a reasonable timeframe, typically one week. If the alleged offender is a member of the club board, he or she is expected to recuse himself or herself from the discussion. Failure to adequately address allegations of harassment may be referred to the district governor for review and recommendations.

At the district level, all allegations of harassment at Rotary events or activities shall be reviewed by the district governor and responded to within a reasonable time-frame, typically one week. The District Governor will then present the incident to the District 5840 board of directors, as identified in the District 5840 bylaws, and shall promptly address allegations of inappropriate behavior, including harassment and shall not retaliate against those making the allegation. All allegations of criminal behavior must be referred to local law enforcement.

If the district governor is the alleged offender, the immediate past district governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. Rotary's general secretary shall be informed of any allegations of harassment by district governors, governors-elect, and governor-nominee. Failure by the district governor or past district governor to adequately address allegations of inappropriate behavior may be referred to Rotary's general secretary. District leaders, including governors, assistant governors, and committee chairs are encouraged to work with their clubs to create a harassment-free environment.

District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership and with other participants in Rotary.

District 5840 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, Rotaractors, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. Background checks will be required of all adults with prolonged contact with youth. It may be deemed advisable in some situations for 2 adults to be present with a youth.

Please refer to the District 5840 RYE Youth protection policy for full details regarding this policy as it relates to inbound and outbound students and to all volunteers of the District 5840 RYE program both Rotarians and non-Rotarians.

The district governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 5840 will monitor all participating clubs and ensure that they comply to this policy in all circumstances of working with youth in all Early Act, Early Act First Knight, Interact, Rotary Youth Leadership Award, and non-Rotary youth interactions.

2019 ROTARIAN CODE OF CONDUCT

As a Rotarian, I will:

1. *Act with integrity and high ethical standards in my personal and professional life*
2. *Deal fairly with others and treat them and their occupations with respect*
3. *Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world*
4. *Avoid behavior that reflects adversely on Rotary or other Rotarian*