

District 9570 Leadership Plan

This document current at 1st January 2003

1. INTRODUCTION

The Manual of Procedure, as amended, will take precedence over this Plan.

The District Leadership Plan strengthens Rotary at both District and Club levels by establishing a District Management Team and District Committees to enable:

- Better planning of Club and District activities
- Better communication at all levels within District 9570
- Faster and more responsive support to clubs within District 9570
- Development of a significant pool of well-trained leaders within District 9570
- Development of a field of potential and capable candidates for the position of District Governor within District 9570
- Improved participation in Rotary Foundation programmes and activities, both within and outside District 9570
- A more planned and co-ordinated approach to all Rotary International programmes

This District Leadership Plan enables District 9570 to alter the District Governor's emphasis from Club visitations to exploring and developing innovative means of identifying and meeting the ever-changing needs of the District. The Plan also provides motivational leadership for all Rotarians within District 9570 and allows Rotary International to project a more vital and higher profile image to both members and the general public.

District 9570's 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 District Governor more time to:

- Emphasise the importance of membership development and retention
- Motivate Rotarians to participate in Club and District activities
- Encourage participation in Rotary Foundation seminars and Foundation programmes as well as providing financial support to the Foundation
- Recognise the work of individual Rotarians through personal recognition
- Plan for the future of the District
- Undertake the duties set forth in section 15.090 of the Rotary International By-Laws

2. PURPOSE OF THE PLAN

The purpose of the District Leadership Plan is to enable the District Governor and his leadership team to better serve the District and its Clubs.

The District Leadership Plan makes possible the re-organisation of the way that District 9570 operates by:

- Establishing a District Management Committee immediately under the District Governor
- Establishing District Committees
- Appointing an Assistant Governor to each geographic group of Clubs in the District
- Redistributing much of the District Governor's administrative workload among the Assistant Governors

The plan does not remove the requirements of Rotary International for the District Governor to make at least one official visit to each Club within District 9570.

3. DISTRICT STRUCTURE

3.1 The District Management and Finance Committee

District 9570 will establish a Management and Finance Committee consisting of:

District Governor	Immediate Past District Governor	District Insurance Officer
District Governor Elect	District Secretary	
District Treasurer	District Governor Nominee (when elected)	

Plus up to two additional persons as nominated by the District Governor generally the two Past District Governors still residing in the District and who precede the Immediate Past District Governor.
 Any four members of the Finance and Management Committee, present at a duly constituted meeting, shall constitute a quorum.

The District Management and Finance Committee will be assisted by the following District Officers:

District Attendance Officer	Assistant Governors - Service	District Trainer
District Property Officer	Conference Chairperson	Protocols/Resolutions Officer
Newsletter Editor	Assistant Governors	District Historian

The District Governor may structure these District Officers as the District Administration Committee under a Chairperson appointed by the District Governor.

The duties of the District Management and Finance Committee, apart from the normal duties of assisting the District Governor, shall be

- **Generally**

- (a) To meet at least three times per year , costs of such meetings to be deemed a District expense. Any four members of the committee shall constitute a quorum
- (b) Review, evaluate and report on the District Leadership Plan annually. Such report will be distributed with a call for resolutions and shall be submitted to the District Conference.

© Establish and maintain a record of all District activities including:

- Procedures and protocols
- Resolutions adopted
- Trophy winners

(d) Maintain District equipment including the set of international flags

(e) Consider all Resolutions received

(f) Ensure that the Past District Governor’s jewel and a badge shall be ordered and issued to the District Governor upon his relinquishing the office. Such cost will be at District expense.

- **Financially**

(a) Prepare a budget of District expenditures in cooperation with the District Governor to be submitted to the Clubs at least four weeks prior to the District Assembly and approved by the Presidents Elect at District Assembly having regard to the following guidelines:

- The budget should provide for the anticipated incomes to exceed the anticipated expenditures
- The budget should adequately provide for the needs of all District Committees
- The budget should provide for a Development and Advancement Fund

(b) The District Finance and Management Committee shall:

- Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the Presidents Elect at District Assembly, or by a majority of those present and voting at District Assembly.
- Ensure that proper records of income and expenditure are kept

- Prepare an audited yearly financial report as at 30th June each year no later than three months after the completion of the year to be circulated to Clubs prior to 30th September each year.
- Ensure that appropriate signatories to the District bank account(s) eg the District Treasurer, the District Governor and the District Secretary (any two of which may sign cheques) are appointed and registered with the District banking institution. The bank account(s) shall be held in the name of “Rotary International District 9570”.
- That the number of accounts is limited but in the case where separate accounts are operated (eg YEP) then such accounts should be audited and then submitted to the District Treasurer by the 31st August each year.

3.2 College of Governors

The District Governor shall form an advisory group consisting of all Past District Governors who still remain members of Rotary within the District and who wish to serve on such a body. This advisory body shall be called the College of Governors.

The College of Governors will be chaired by the District Governor and shall meet at least two times per year preferably Prior to the end of November to coincide with the completion of Official Club visits by the District Governor and the planning of the budget for the next Rotary year by the District Governor Elect, and again prior to District Assembly/PETS.

In conjunction with District Assembly/PETS the District Governor Elect shall brief the College of Governors on Rotary International plans, objectives and themes for the upcoming Rotary year. The College of Governors will be invited to attend District Assembly.

The District Governor Elect and the District Governor Nominee should attend the College of Governors meetings. The cost of accommodation, meals and travel expenses for attendance at meetings will be borne by D9570.

3.3 District Designated Fund

The District may appoint a committee to manage the District Designated Fund. This committee will keep accurate records of the DDF account balances and recommend to the District Governor allocation of funds to programs as requested by Clubs but also recommend allocation of funds for future potential programs. Committee members should be Past District Governors or past Assistant Governors.

The DDF Committee should liaise closely with the Matching Grants Committee under the Rotary Foundation Committee.

3.4 Groups

The Clubs of District 9570 are divided into nine geographic groupings. The allocation of Clubs to respective Groups within the District is shown as **Appendix 1**.

The District Governor will appoint an Assistant Governor to each Group.

4. DISTRICT APPOINTMENTS

4.1 Selection and Term of Appointment

All District appointments including District Secretary, District Treasurer, Assistant Governors, District Trainer, and District Officers are made by the District Governor. District appointees are not officers of Rotary International.

For practical purposes these appointments are made by the District Governor Elect and should be confirmed no later than the end of March preceding the commencement of his/her term of office. All District appointments are made on a yearly basis and coincide with the District Governor’s term of office.

Appointments are made after consultation with the District Governor and the District Governor Nominee.

It is a paramount objective of the District Leadership Plan that District 9570 maintains continuity of leadership. In accordance with recommendations of Rotary International, Rotarians shall not be eligible for appointments for more than three consecutive yearly terms.

The District will accept a Committee member serving for more than three years in a specific Committee role, other than that of Chairperson, and then serving for up to a further three years as Chairperson of that Committee.

In the interests of the continuity of the District's Leadership, the District Governor Elect, in selecting appointments, will consider the term and performance of current serving Rotarians and in general will select approximately one third of appointments from those Rotarians not presently serving on a District Committee and reappoint the remaining two thirds for his year in office.

Chairpersons and Committee members are encouraged to document the knowledge gained and train new members for their eventual replacement so as to broaden the knowledge base of District 9570.

The District Governor may request a resignation or may terminate an appointment to a District office at any time. Such decisions should be confirmed in writing and follow discussion with the District Governor Elect.

4.2 Assistant Governors

The minimum recommended criteria in selecting an Assistant Governor shall be:

- Membership, other than honorary, in good standing in a D9570 club and have at least three years of Rotary experience
- Having served as President of a Club for a full term
- Willingness and ability to attend Assistant Governor Training.
- Willingness and ability to accept the responsibility of the position of Assistant Governor
- Acceptance that the role of Assistant Governor is one of communication, administration, leadership, assistance and advice
- Recognition at all times of the autonomy of individual Clubs and that all Rotarians are volunteers
- Having the potential to be a future District Governor of District 9570

It is recommended that no Past District Governor serve in the capacity of Assistant Governor.

Refer to **Appendix 3** for the Job Description applicable to the position of District 9570 Assistant Governor.

Assistant Governors (Group) are responsible for providing the following support to those Clubs within their respective Groups in District 9570:

- Meet with and assist the incoming Club Presidents before the beginning of the Rotary year to discuss the Clubs' goals and objectives and to review the *Planning Guide for Effective Clubs* and section 2.010.1 "*Failure to Function*" of this Code.
- Meet jointly with all Club Presidents in the Group, preferably monthly and include any local District Officers and Group Representatives in such meetings to ensure continuity and consistency of information flow.
- Keep minutes of all Group meetings and forward a copy of same to the District Governor
- Report to the District Governor on the following basis
 - Planning Guide for Effective Clubs (copy only) 21st July
 - Periodical Report 15th November
 - Semi Annual Report 28th February
 - Memo of Club Visits 15th May
- Ensure that the completed *Planning Guide for Effective Clubs for each Club* is forwarded to the District Governor within the first three weeks of July
- Ensure that the names and contact details of the Presidents-Elect and the Secretaries-Elect are forwarded to Rotary International and that these details, together with the names of their partners, are forwarded to the District Governor, the District Governor Elect and the District Governor Nominee for publication in the District Directory by the 31st of December each year.
- Attend each respective Club's Assembly associated with the District Governor's official visit

- Visit each Club regularly, with a minimum of one visit per quarter of that Rotary year, and meet with the Club President and other Club leadership team members to discuss and evaluate the achievement of District and Rotary International objectives, the business of the Club and resources available to it. Depending on the location of Clubs within a particular Group, a telephone conference may be acceptable but a meeting is to be the preferred option.
- Assist Clubs' leadership teams in scheduling and planning for the District Governor's official visit
- Keep the District Governor informed on progress or otherwise of the Clubs and suggest ways of enhancing Rotary development and addressing problems
- Encourage Clubs to follow through on requests from, and recommendations of, the District Governor
- Monitor each Club's performance with respect to service projects
- Identify and encourage the development of future District leaders

Assistant Governors (Service) are responsible for providing the following support to Service Committees and the District Governor :

- Provide effective communication between Service Committees and the District Governor
- Report Service Committees activities to the District Governor as required
- Liaise between Service Committees and the District Governor

In order to fully meet these responsibilities, all Assistant Governors are expected to:

- Attend the District Team training seminar and in particular the Assistant Governors' training session
- Attend the Presidents-Elect Training seminar and the District Assembly
- Advise the District Governor Elect on District Committee selections
- Attend and actively promote attendance at the District Conference and other District meetings
- Participate in Rotary Foundation programs, special events and any other special assignments as necessary from time to time
- Be responsible to the District Governor and to work with him/her and the other Assistant Governors to develop and achieve strategies and goals for District 9570
- Keep the District Governor informed of upcoming significant events or awards and of potential problems or disharmony in any Club
- Be an ex-officio member of all Group Committees and liaise with Group Co-ordinators of District Committees
- Organise on behalf of the District Governor, Regional Assemblies and Regional Seminars

4.2.1 Training of Assistant Governors

Training of Assistant Governors shall address the following topics:

- Duties and responsibilities
- Joint development of District Goals
- The relationship between the District Governor and Assistant Governors
- Club Administration
- The system of official visits
- The Rotary International theme and Presidential Citations
- District finances
- Membership and extension
- Rotary information and resources
- Rotary International programs
- The Rotary Foundation
- The Australian Rotary Health Research Fund
- Rotary International meetings – the Institute, Convention, Conferences etc
- Task Forces and District Committees
- The Manual of Procedure

5. DISTRICT TRAINER/S

The minimum recommended criteria for selecting a District trainer shall be:

- Membership, other than honorary membership, in good standing in a Club within District 9570
- A Past District Governor or Past Assistant Governor who possesses the appropriate skills
- Willingness and ability to accept the responsibility of the position of District Trainer
- Ability to attend and assist at Presidents Elect and Secretaries Elect Training Seminar ie P.E.T.S.
- Ability to assist with the organisation of the District Assembly

District Trainer(s) will assist the District Governor Nominee in meeting the training needs of the Presidents Elect, the Secretaries Elect, the Assistant Governors, District Leaders and provide training as necessary for both new and established Rotaract Clubs.

Two or more District Trainers may be appointed and assigned separate Groups. Where two or more Trainers are appointed and assigned separate Groups, it is imperative that these Trainers coordinate their activities to ensure uniformity of training quality and effectiveness.

Refer to **Appendix 2** for the Job Description applicable to the position of District Trainer.

District Governor Elects are encouraged, where possible, to include training for Rotaract Club Presidents as part of the Rotary District Assembly.

6. DISTRICT COMMITTEES

These 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 and address functions such as:

- **Club Service** - membership development, extension, Rotary education, Probus
- **District Finance and Management Committee** (refer to Section 3.1 above for details)
- **District Administration** – Web Master, District Conference, District Trainer, Attendance Officer, Historian, Auditor, Insurance Officer, Protocols and Resolutions Officer, District 9570 Newsletter Editor, Conference Chairman, Rotary International Convention Coordinator, Public Relations Officer, Conference Awards Officer and Property Officer
- **Youth Service** - Youth Exchange, Rotaract, Interact, RYLA, RYPEN.
- **International Service**
- **Australian Rotary Programs** – RAWCS, ARHRF etc
- **The Rotary Foundation** – GSE, Scholarships, Alumni, Polio Plus, Friendship Exchange, Humanitarian Grants etc

Additional District Committees may be appointed by the District Governor, as deemed necessary, to perform a specific task.

6.1 Chairpersons, Group Co-ordinators

The minimum recommended criteria for selecting District Co-ordinators, Chairpersons, Group Representatives and Officers for District appointments and Committees shall be:

- Membership, other than honorary and in good standing, of a Club in District 9570
- Willingness and ability to accept responsibility for the position

Refer to **Appendix 2** for a list of Job Descriptions applicable to District appointments of District 9570 committees.

7. DISTRICT SERVICE COMMITTEES

Service Committees will operate under a Chairperson. The Chairperson of each Service Committee together with the District Governor will select for each Group, where appropriate, a GroupCo-ordinator. In small Groups it may be appropriate for the Assistant Governor to be the Group Co-ordinator for some or all of the Service Committees. The District Governor, at his/her discretion, may choose to appoint other Committee members or Group Sub-Committees. The Chairperson of each respective Committee, with the approval of the District Governor, will appoint the GroupCo-ordinators.

Each Chairperson shall conduct at least quarterly meetings with members of the committee including Group Co-ordinators by telephone , if necessary and provide a quarterly report on committee activities to the District Governor.

The District may appoint an Assistant Governor- Service to act as a liaison between a number of Service Committee Chairpersons and the District Governor.

Refer to **Appendix 3** for a list of Job descriptions applicable to Co-ordinators and Chairpersons of District 9570 Service Committees.

7.1 YOUTH EXCHANGE PROGRAM

The YEP will establish a committee under a Chairperson appointed by the District Governor and membership of the committee must be approved by the District Governor. Membership of the committee must meet the usual District criteria as well as legislative arrangements pertaining to responsibilities related to dealing with minors.

The YEP Committee will appoint a Secretary and a Treasurer and will operate a separate bank account attached to the District bank account which will be audited by the District Auditor every year within two months of the completion of the financial year.

In the interests of continuity at least one third of committee members should be retired and no member should serve in excess of three years as a committee member.

To maintain an equitable spread of responsibilities the YEP Chairperson should appoint two Liaison Officers, one for Inbound Students and one for Outbound Students.

The YEP Committee shall provide clearly documented rules and procedures, in line with the rules of Rotary International to all stakeholders involved with the program.

Clubs wishing to host inbound students must have two trained student counselors at all times to be eligible to host an inbound student.

7.1.1 RESOLUTION OF DISPUTES AND DISCIPLINARY ACTION

The District Governor and the YEP Chairperson will document a procedure for the appropriate handling of disputes and disciplinary action for students and Clubs and circulate same to Clubs annually. As the District Governor is the ultimate authority for YEP, then the District Governor may choose to appoint panel of no less than three and no more than five Past District Governors to assist in making important decisions regarding disputes and discipline regarding any YEP matter.

7.2 GROUP STUDY EXCHANGE

The District Governor will appoint, wherever possible, a past GSE Team Leader as Chairperson of the GSE Committee. Refer to **Appendix 3** for Job Description.

The District Governor Nominee may request the District Governor Elect to assist by making contact with a preferred District or country at the International Assembly, if possible.

Sponsoring Clubs of Team Leaders and Team Members will be responsible for the providing the Team jacket and tie (or equivalent) and may contribute towards the cost of travel and accommodation for applicants attending interviews, if applicable.

8. THE DISTRICT CONFERENCE

8.1 The Committee

Appointed by the District Governor Nominee, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the District Conference under the

guidance of the Conference Chairperson who shall be appointed by the District Governor Nominee at least eighteen months prior to the applicable District Conference.

Under the direction of the applicable District Governor, the committee shall:

- Select the District Conference venue and coordinate all logistical arrangements
- Coordinate the finances of the Conference. The Conference should be run as near as possible to a balanced budget and should be self-funding with fees and presentations kept to a standard that will encourage maximum participation by Rotarians. A repayable District advance may be made available to the Committee for expenses incurred provided a conference budget has been presented to, and approved by, the applicable District Governor.
- Promote conference attendance with particular emphasis on (a) new Rotarians (b) all members of newly-organised Clubs in District 9570 (c) representation from every Club in the District.
- Promote the District Conference to external audiences such as the media, community leaders and beneficiaries of Rotary's programs.

The Conference Committee should be formed at least eighteen months in advance of the conference they are organizing. This Committee should include the Assistant Governor in whose Group the Conference is to be held and will include strong representation from the successful nominating Club.

It is recommended that the District Conference Manual, prepared by Rotary International, be used to assist in planning and that the Committee should evaluate the Conference held immediately prior to the one they are organizing.

Each Conference Committee shall prepare a post-conference report. The report should include detail on pre-registration, advertising, finances and resolutions passed. The report shall be delivered to the District Governor, the District Governor Elect and the Conference Coordinator Elect within five weeks of the completion of the Conference.

8.2 Conference Dates and Location

The District 9570 Conference shall be held over the long weekend at the beginning of May each year or at the discretion of the District Governor Nominee.

Nominations from Clubs wishing to host a District Conference are to be received not later than one month before the Conference two years prior.

8.3 Resolutions and Credentials

Proposed resolutions, for consideration at the District Conference, shall be submitted to the District Governor not less than 45 days prior to the date of the District Conference.

All such proposals shall be referred to the District Resolutions Committee appointed by the District Governor. Such committee shall ensure that the proposals are in accordance with the RI Constitution and By-laws, in keeping with the spirit and principles of Rotary International, and worded in such a manner that their intention is clear and capable of implementation along correct lines, if adopted by delegates at the District Conference.

The proposal, in amended form if necessary, shall be circulated to all District Clubs not less than 31 days prior to the date of the District Conference.

Club Presidents shall endeavor to ensure that such proposals are discussed at Club level. Club Delegates should not be limited to binding instructions, but be permitted to participate and vote according to their best judgement, after considering the consensus of their club and the debate and discussion at the District Conference.

Copies of the proposals for consideration shall be available for the Club Delegates when they register on arrival at the District Conference.

The District Governor may accept resolutions from the floor of the District Conference, at his/her discretion.

9. NOMINATING COMMITTEE FOR POSITION OF DISTRICT GOVERNOR

This Committee shall consist of the District Governor and the four most recent Past District Governors of District 9570 having current Rotary membership and residing within District 9570.

Nominations shall be called for by the District Governor by 31st May in his/her year of office and the appointment shall be finalised before the 30th June that same calendar year.

The District Governor Elect and the District Governor Nominee will be invited to sit in on interviews. They shall have the opportunity to express opinions but shall not vote.

The District Governor Elect shall announce the successful candidate in July following the District changeover and THE CHANGE OF his status from District Governor Elect to District Governor.

Should the Committee consider it necessary to meet and interview the candidates for District Governor Nominee selection, expenses incurred in relation to travel and/or accommodation may be made from District Funds.

10. ZONE INSTITUTE

The District Governor, District Governor Elect, and District Governor Nominee should attend the Australian Rotary Governor's Zone Institute. The District shall pay for economy air travel, registration and accommodation for the three District officers and their spouses to attend this annual. Zone Institute.

10. CONTINUITY OF MANAGEMENT AND DIRECTION

At all times the District Governor, District Governor Elect, and the District Governor Nominee should make every attempt to work together as a team to provide continuity of leadership and direction for the Rotary Clubs of District 9570 and to provide a united position in District 9570 for the Australian Council of Governors.

APPENDIX 1

ALLOCATION OF CLUBS TO GROUPS WITHIN DISTRICT 9570

- Group 1.** Rotary Clubs of Mackay, Mackay North, Mackay Sunrise, Mackay West, Mirani, Port of Mackay, Sarina and Walkerston
- Group 2.** Rotary Clubs of Mount Morgan, Rockhampton, Rockhampton Capricorn, Rockhampton East, Rockhampton North, Rockhampton South, Rockhampton Sunrise, Rockhampton West and Yeppoon
- Group 3.** Rotary Clubs of Blackwater, Emerald and Moranbah
- Group 4.** Rotary Clubs of Gayndah, Monto and Mundubbera
- Group 5.** Rotary Clubs of Bargara, Bundaberg, Bundaberg City Midday, Bundaberg East, Bundaberg Sunrise, Bundaberg West and Childers
- Group 6.** Rotary Clubs of Barcaldine, Blackall and Longreach
- Group 7.** Rotary Clubs of Boyne-Tannum, Gladstone, Gladstone Midday, Gladstone Port Curtis and Gladstone South
- Group 8.** Rotary Clubs of Hervey Bay, Hervey Bay City, Hervey Bay Sunrise, Maryborough, Maryborough City, Maryborough North and Maryborough Sunrise
- Group 9.** Rotary Clubs of Biloela, Moura and Theodore