



# LEAD YOUR DISTRICT

Committee Chair  
2017-20





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This is the 2016 edition of *Lead Your District: Committee Chair*, formerly the *District Committee Manual*. It is designed to be used by district committee chairs holding office in 2017-18, 2018-19, or 2019-20. The information it contains is based on Rotary's [constitution and policy documents](#). Please refer to them for exact Rotary policy, and be aware that changes to Rotary's constitution and policy documents override policy as stated in this publication.

# INTRODUCTION

Congratulations on your appointment to a district committee. This manual will help you understand your role in supporting clubs and working with your district team. You'll also use it as a reference at the district team training seminar, so be sure to bring it with you to the training and review the discussion questions in appendix 1 beforehand.

## QUESTIONS?

To better understand your role, start locally. Discuss expectations and responsibilities with other leaders with whom you'll work, such as your district governor, past district committee members, and regional leaders. Your **Club and District Support representative** is also available to help. And we offer support in several languages, at My Rotary and through our staff at Rotary's U.S. headquarters and **international offices**.

If you have questions or comments about this manual, please contact the Learning and Development staff at [learn@rotary.org](mailto:learn@rotary.org) or +1-847-866-3000.



# COMMITTEE RESPONSIBILITIES

Each committee has its own role in the district team, but they all share these responsibilities:

- Work with the governor, governor-elect, governor-nominee, and assistant governors to achieve district goals.
- Promote and attend district training meetings and the district conference.
- Strengthen clubs by providing support and guidance to club leaders.
- Send club leaders information you receive from Rotary staff, Rotary committees, the district, and regional leaders.
- Share clubs' success stories, challenges, innovative ideas, and feedback with the district team, regional leaders, and Rotary headquarters.

Find descriptions of roles and responsibilities for these district committees at [Learn by Role: District Committees](#).

| <b>MEMBERSHIP</b>   | <b>PROGRAMS</b>   |
|---|---|
| Membership attraction and engagement<br>Rotary Global Rewards chair<br>New club development | Fellowships<br>Rotary Friendship Exchange<br>Rotary Community Corps             |
| <b>SERVICE</b>  | <b>YOUNG LEADERS</b>  |
| Community service<br>International service<br>Vocational service<br>Youth service           | Interact<br>Rotaract<br>Rotary Youth Exchange<br>Rotary Youth Leadership Awards |
| <b>OTHER</b>  |   |
| Alumni<br>District conference<br>Finance<br>Nominating                                      | Public image<br>Rotary convention promotion<br>Rotary Foundation<br>Training    |

## DISTRICT LEADERSHIP TEAM

You are an integral member of the district leadership team, which includes the district governor, governor-elect, governor-nominee, assistant governors, and district committees. Members of the team are chosen for their leadership experience within Rotary and their professions. Work with fellow team members before and during your term to develop and implement district goals.

## COMMUNICATION PLAN

Work with your district governor to create a committee communication plan that will help you give clubs the information they need. Include these leaders in your plan:

| <b>District leaders</b>  | <b>Club leaders</b>  |
|--|--|
| District governor<br>District governor-elect<br>District governor-nominee<br>Past district governors<br>Assistant governors<br>District committee chairs<br>District trainer | Presidents<br>Secretaries<br>Presidents-elect<br>Executive secretaries<br>Treasurers<br>Committee chairs<br>Trainers |

Read more about each seminar's purpose and intended audience in Appendix 2: Rotary Training Events.

## YOUR TRAINING

Learn more about your role at the district team training seminar, at which incoming district committee members and assistant governors plan for the year ahead. Attend other district meetings and events to meet with club leaders.

## SUPPORT FOR CLUBS

You will support clubs based on your committee's areas of expertise and goals for the year. Your committee is a key resource for clubs, especially those that are new to an activity or struggling to find success. View the recommended [club committee structure](#) to determine which club committees and subcommittees you are likely to work with.

Help clubs assess their strengths and weaknesses, and provide guidance to those that are facing challenges. Work with your district trainer to develop a training plan for clubs with specific needs. Your district governor and assistant governors can refer you to clubs that need your committee's support.

Since you can't visit every club, consider organizing a webinar or conference call with clubs. And ask your district governor which district meetings or events you can attend to be a resource for club members.



# RUN AN EFFECTIVE COMMITTEE

You can run an effective committee and increase its productivity by focusing on your contribution to the district's strategic plan. Here are some ideas and strategies to help you succeed.

## PREPARE YOUR COMMITTEE

Consistent, meaningful interaction helps members stay engaged. If your committee has a lot of new members, set up a meeting to explain the work of the committee and its goals for the year.

Develop a job description for committee members so they understand their roles. And invite input from new members, as they may have fresh perspectives and experiences that will keep your committee dynamic.

## SET GOALS

Achieve the committee's long-range vision by designing annual goals consistent with the district goals established by the district leadership team and the governor. Think about new challenges that could be taken on. Set a reasonable number of goals each year, based on the size of your committee, so that you can tackle all of them.



Develop an action plan for each goal:

- Set a deadline.
- Determine who's responsible for implementing it.
- Decide how you'll measure success.

Regularly assess your progress and adjust your goals if necessary.

## **MOTIVATE MEMBERS**

Keep your committee members motivated:

- Ensure that goals are achievable.
- Explain the benefits your committee provides to the Rotarians in your district.
- Invite members to give regular progress reports.
- Create opportunities for fellowship and networking.
- Give assignments that use each member's expertise.
- Ask each member for his or her ideas, and be open to acting on them.

## **PLAN PRODUCTIVE MEETINGS**

Structure your meetings to promote communication, feedback, and idea-sharing. This will help everyone feel involved and encourage them to contribute regularly during meetings. You should:

- Develop a meeting schedule.
- Create a clear agenda for each meeting.
- Provide members with materials in advance.
- Ask someone to take notes at each meeting and distribute them to the committee.

## **DELEGATE TASKS**

Give yourself more time to focus on the most important aspects of the committee by assigning tasks to committee members:

- Include deadlines, instructions, and context. Check on progress periodically and give feedback to address any concerns early on.
- Draw on your committee members' talents and expertise. Assign tasks to those who are best equipped, and who have the time, to carry them out.
- Help committee members build new skills. When delegating a task that requires previous experience, pair a highly skilled committee member with another who wants to build those particular skills.

## CULTIVATE FUTURE LEADERSHIP

District leadership positions offer opportunities for growth and development. Explore ways to cultivate committee members' talents and leadership potential:

- Assign tasks that could prepare members for greater leadership responsibility.
- Empower members to make decisions and take ownership of projects.
- Offer a challenge beyond a member's existing skill level.

Create a succession plan for your committee by identifying committee members who have a clear understanding of the committee's activities and whose talents fit the role of chair. Offer your recommendations to the district governor-elect and governor-nominee while they are considering district appointments.



# RESOURCES

## SUPPORT FROM ROTARY STAFF AND REGIONAL LEADERS

- **Club and District Support staff**  
Contact your CDS staff member at Rotary headquarters and [international offices](#) with questions about club and district administration.
- **Rotary Support Center**  
Contact this staff team with general Rotary questions.
- **Regional leaders**  
Regional Rotary Foundation coordinators, Rotary coordinators, Rotary public image coordinators, endowment/major gifts advisers, and End Polio Now zone coordinators are experts with professional experience and Rotary knowledge in fundraising, membership development, grants, and public relations. Talk to the district governor to determine who you will work with. Often, assistant coordinators are assigned to work with specific districts.

## ONLINE RESOURCES

- **My Rotary**  
Sign in to your My Rotary account to complete club and district business quickly. [Learn](#) how to create an account.
- **Learn by Role: District Committees**  
Find role and responsibility information for each district committee.
- **Rotary Club Central**  
Rotary's online resource for clubs to set and track progress toward membership, service, and Foundation giving goals.

- [Learning Center](#)  
Take courses to develop your skills and learn more about Rotary. View the [Learning Center Course Catalog](#) for the current list of offerings.
- [Official Directory](#)  
Find current committee and task force listings, current directors and trustees, and club and district information, searchable by district or city. The directory is available only to Rotarians.

## **PUBLICATIONS AND REFERENCE DOCUMENTS**

- [District Finance Committee Resource Guide](#)  
Learn best practices for managing district finances.
- [District Planning Guide](#)  
Assess where your district is today and establish goals for the coming year. Use Rotary Club Central to fill in information as needed.
- [Lead Your District: Rotary Foundation Committee](#)  
Learn about the responsibilities of the district Rotary Foundation committee and subcommittees.
- [Lead Your District: Training](#)  
Learn about district trainer and training committee responsibilities and best practices, as well as a “train the trainer” session guide.
- [Manual of Procedure](#)  
Learn about Rotary policies and procedures that are relevant to your role. This is published every three years, after the Council on Legislation.

## APPENDIX 1

# DISTRICT TEAM TRAINING SEMINAR DISCUSSION QUESTIONS

Think about these questions and review your manual before attending the seminar in order to prepare for training and make the most of your time with fellow district leaders.

### **Communication within the district**

How often should members of the district team communicate with one another?

What information do clubs need from the district team?

What are the most effective ways to communicate this information?

### **Role and responsibilities**

What are your responsibilities to clubs? To the district?

With whom will you need to work at the club level? At the district level?

How does your committee contribute to the district's goals and strategic plan?

What is your plan for supporting weak clubs?

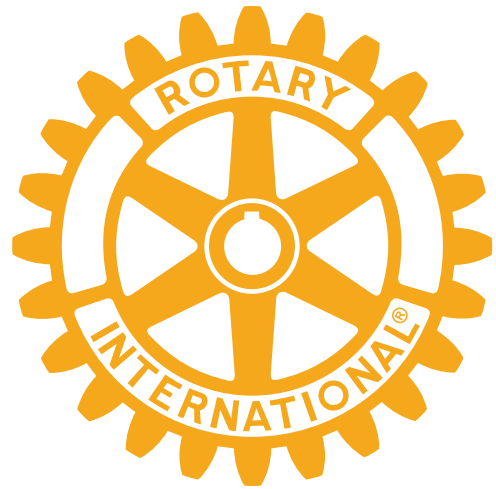
### **Elements of a vibrant club**

What can your district do to support clubs? What role can your district committee play in this support?

What are the qualities of a successful club?

What are the most valuable resources you can recommend to clubs?

## APPENDIX 2



### ROTARY TRAINING EVENTS

## ROLE-BASED TRAINING EVENTS CONVENED BY THE GOVERNOR-ELECT

| TRAINING EVENT AND TIME OF YEAR  | AUDIENCE AND PURPOSE  | ORGANIZER                   | LINKS FOR:  |
|--|---|-----------------------------|---|
| <b>District Team Training Seminar</b><br>February                      | Assistant governors and district committee leaders learn about their roles and set goals with the district leadership team.             | District training committee | <a href="#">Trainers</a><br><a href="#">Assistant governors</a><br><a href="#">Committees</a>   |
| <b>Presidents-elect Training Seminar (PETS)</b><br>February or March   | Club presidents-elect learn their role and work with assistant governors to set goals.  | District training committee | <a href="#">Trainers</a><br><a href="#">Presidents</a>  |
| <b>District Training Assembly</b><br>March, April, or May (after PETS) | Club presidents-elect develop leadership skills; other incoming club leaders learn about their roles; together, club leaders set goals. | District training committee | <a href="#">Trainers</a><br><a href="#">Presidents</a><br><a href="#">Secretaries</a><br><a href="#">Treasurers</a><br><a href="#">Committees</a> |

# TOPIC-BASED TRAINING EVENTS CONVENED BY THE GOVERNOR

| TRAINING EVENT<br>AND TIME OF YEAR   | AUDIENCE<br>AND PURPOSE  | ORGANIZER  | LINKS FOR:   |
|--|--|--|--|
| <p><b>District Rotary Foundation Seminar</b><br/>Determined by district</p>                                  | <p>Club Rotary Foundation committee chairs and interested Rotarians learn about the Foundation.</p>                          | <p>District Rotary Foundation committee, district training committee</p> | <p><a href="#">Trainers</a><br/><a href="#">Club Rotary Foundation committee chairs</a></p>                    |
| <p><b>District Membership Seminar</b><br/>Determined by district</p>   | <p>Club presidents, club membership committee chairs, interested Rotarians, and district leaders learn about membership.</p> | <p>District membership committee</p>                                     | <p><a href="#">Trainers</a><br/><a href="#">Participants</a></p>   |
| <p><b>District Public Image Seminar</b><br/>Determined by district</p>                                       | <p>Club and district leaders and interested members learn how to enhance Rotary's public image.</p>                          | <p>District training committee</p>                                       | <p>Trainers (available July 2016)<br/><br/>(Participants' materials are developed by the club or district)</p> |
| <p><b>Grant Management Seminar</b><br/>Determined by district</p>  | <p>Club presidents-elect (or appointees) learn how to manage Rotary grants.</p>  | <p>District Rotary Foundation committee, district training committee</p> | <p><a href="#">Trainers</a><br/><a href="#">Participants</a></p>   |
| <p><b>District Leadership Seminar</b><br/>Immediately before or after the district conference</p>            | <p>Interested members with club leadership experience to develop their leadership skills.</p>                                | <p>District training committee</p>                                       | <p><a href="#">Trainers</a><br/><br/>(Participants' materials are developed by the club or district)</p>       |
| <p><b>Rotaract District Leadership Training</b><br/>Anytime after club open elections and before 30 June</p> | <p>Incoming Rotaract club leaders, Rotaractors, and interested Rotarians and non-Rotarians learn about Rotaract.</p>         | <p>District Rotaract representative</p>                                  | <p><a href="#">Participants</a></p>  |









# ROTARY CLUB CENTRAL PLAN TOGETHER TRACK PROGRESS ACHIEVE GOALS



## Why should clubs use Rotary Club Central?



It's a one-stop shop.



It eliminates paper.



It fosters continuity in leadership.



It enables clubs to track their progress.



It creates transparency.



It showcases the important work that Rotary clubs do worldwide.

## How do I get to Rotary Club Central?

Go to [www.rotary.org/clubcentral](http://www.rotary.org/clubcentral).

## Who can use Rotary Club Central?

All Rotarians can view the goals and achievements for their club. The current and incoming club president, secretary, executive secretary, treasurer, Foundation chair, and membership chair can add and edit the goals and achievements for their club.



ROTARY CLUB CENTRAL: [www.rotary.org/clubcentral](http://www.rotary.org/clubcentral)



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