



# ROLES AND RESPONSIBILITIES FOR YOUR DISTRICT CONFERENCE

Organizing a district conference requires the efforts of many Rotarians throughout the district, who must work together to implement the governor's vision for the event.

## District Governor

The district governor presides over the conference. By ensuring that the event highlights the many service opportunities available through Rotary and the Foundation, the governor helps motivate individual Rotarians to become involved in Rotary beyond the club level. Before the conference, the governor should take every opportunity to promote the event among district Rotarians. Some of these responsibilities may take place before the start of your year.

District governor responsibilities:

- Appoint the chair and members of the district conference committee while serving as governor-elect.
- Visit other district conferences as governor-elect to get ideas.
- Include the governor-nominee on the district conference committee and introduce him or her at the event.
- Appoint a conference secretary in consultation with the host club's president.
- Include the governor-elect on the program.
- Oversee the planning, organization, and implementation of the conference.
- Work with the district conference committee to develop a comprehensive and well-balanced program.
- Promote the district conference.
- Make sure the RI president's representative and the representative's partner receive the hospitality and courtesy afforded to the RI president, including the appointment of an aide.
- Invite governors-elect from other districts to participate in the district conference as they plan for their own conferences.
- Ensure representation from every club in the district, including new clubs, by involving each one in the conference program and activities.
- Encourage community awareness of the conference by having the district public relations committee work with local media before, during, and after the event.
- Invite community representatives to participate in the program as appropriate.
- Address the conference with an inspirational speech.
  - Summarize the actions taken at the district conference and include the summary in the governor's communication to each club in the district.
- Submit the confidential report on the president's representative, sent by the RI president's office, to the RI president.

## **District Conference Committee**

Under the direction of the governor, the district conference committee plans and promotes the conference, making the arrangements necessary to ensure maximum attendance.

Committee chair responsibilities:

- Appoint district conference subcommittees and delegate responsibilities as appropriate.
- Meet with the RI president's representative at the end of the conference to discuss the event's effectiveness and recommendations for the following year.

Committee responsibilities:

- Recommend the district conference venue and manage all related logistics.
- Coordinate conference finances to ensure maximum attendance.
- Encourage conference attendance, particularly among new Rotarians and new clubs, and strive for representation from every club in the district.
- Promote the conference among external audiences such as the media, community leaders, and Rotary program beneficiaries.
- Work with the district trainer to arrange a district leadership seminar to be held before or after the conference.

## **RI President's Representative**

A representative of the RI president is assigned to attend each district conference to meet with Rotarians and their partner and provide information on the president, the emphases for the year, and any new RI issues. After the president assigns the representative to a particular district, the governor will receive information about the representative's participation in the conference program, including expenses, aides, and protocol.

The district conference committee should try to arrange visits to several clubs in the district, either immediately before or after the event. If the representative does not speak the language of local Rotarians, the committee should identify a Rotarian who can serve as an interpreter and host throughout the conference and for club visits.

The committee may also wish to send the representative information about the district and the amount of time allotted for addresses to the conference. The representative's partner should be invited to all conference activities, including partner meetings, social gatherings, and general sessions.

Travel expenses for representatives and their partner are paid by RI. The district conference budget is expected to cover on-site transportation, hotel, and other conference-related costs.

## **Aide to the RI President's Representative**

An aide should be appointed to the RI president's representative and other RI officers attending the conference. This Rotarian ensures that the representative and his or her partner have the information and assistance necessary to carry out their duties and participate fully in the conference. For additional details about this role, refer to the information about the president's representative provided by RI to the district governor.

## **Host Club**

In some cases, the district conference committee may share responsibilities with a host club. According to your district's customs, decide on a system for assigning responsibilities that works best for both the committee and the host club.

## **Governor-elect**

The governor-elect should be given specific responsibilities to help prepare for convening the conference the following year. The governor-elect should submit the dates and location of the district conference for that year on [www.rotary.org](http://www.rotary.org).

## **Governor-nominee**

The governor-nominee may serve on the district conference committee in preparation for his or her term.

## **Conference Secretary**

The conference secretary assists the district governor in planning and recording the proceedings.

## **Assistant Governors and District Committees**

All members of the district leadership team should promote and attend the conference as part of their responsibility to support effective Rotary clubs. Their attendance allows the district governor to recognize their efforts and encourages others to serve beyond the club level.

The team should also help encourage attendance at the district leadership seminar, held in conjunction with the conference.

## **District Trainer**

The trainer works with the district conference committee and the governor to coordinate the district leadership seminar and any other training offered during the conference.