

## ROTARY DISTRICT 7030 RESOLUTIONS TO BE APPROVED AT 2020 CONFERENCE



### ROTARY DISTRICT 7030 RESOLUTIONS TO BE APPROVED AT 2020 CONFERENCE

*Prepared 15<sup>th</sup> May 2020 by DG Trevor Blake*

#### **RESOLUTION #1 – ADOPTION OF FINANCIAL STATEMENTS**

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Whereas under Article 15.060.4 of the RI Manual of Procedure the audited financial statements for the 2018 – 2019 Rotary year are to be presented at the District Conference, be it resolved that the audited financial statements for the 2018-2019 Rotary year be approved and adopted by all Clubs in Rotary District 7030.

#### **RESOLUTION #2 – DISTRICT GOVERNOR FOR 2022-2023**

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Whereas under Article 12.030 of the RI Manual of Procedure the Nominating Committee consisting of the five most recent Past District Governors selected Leslie Ramdhanny to serve as District Governor of Rotary District 7030 for the 2022 – 2023 Rotary year and whereas there were no challenges within the stated time period to this nomination, be it resolved that the nomination of Leslie Ramdhanny from the Rotary Club of Grenada East in Grenada, confirmed on 30<sup>th</sup> December 2019 as District Governor of Rotary District 7030 for the 2022 – 2023 Rotary year, be ratified by all Clubs in Rotary District 7030.

#### **RESOLUTION #3 – NOMINATION OF A DISTRICT GOVERNOR**

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Whereas under Article 12.030.1 of the RI Manual of Procedure the Nominating Committee consisting of the five most recent Past District Governors select future candidates to serve as District Governor of Rotary District 7030, be it resolved that all candidates suggested by their Clubs for the position of District Governor of Rotary District 7030 shall henceforth be subject to an interview process by the members of the Nominating Committee.

## ROTARY DISTRICT 7030 RESOLUTIONS TO BE APPROVED AT 2020 CONFERENCE



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*Prepared 15<sup>th</sup> May 2020 by DG Trevor Blake*

#### **RESOLUTION #4 – ADOPTION OF REVISED DISTRICT MANUAL OF PROCEDURE**

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Whereas following the adoption of the District Manual of Procedure at the District Conference in 2014 and subsequent amendments to conform with the 2019 RI Manual of Procedure, be it resolved that the Revised District Manual of Procedure be adopted by all Clubs in District 7030.

#### **RESOLUTION #5 – ADOPTION OF REVISED DISTRICT STRATEGIC PLAN**

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Whereas following the adoption of the District Strategic Plan at the District Conference in 2016 and subsequent amendments to conform with the 2019 RI Strategic Plan, be it resolved that the 2020 – 2023 Revised District Strategic Plan be adopted by all Clubs in District 7030.

#### **RESOLUTION #6 – APPOINTMENT OF DISTRICT 7030 REPRESENTATIVE ON COUNCIL ON LEGISLATION**

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Whereas under Article 9.060 of the RI Manual of Procedure the representative on the 2022 Council on Legislation is to be selected by a nominating committee two years prior to the date, be it resolved that PDG Lara Quentrall-Thomas of the Rotary Club of Central Port of Spain, Trinidad, be confirmed as the District 7030 Representative on the 2022 Council of Legislation. The alternate shall be PDG Trevor Blake of the Rotary Club of St. Kitts, St. Kitts.

**ROTARY DISTRICT 7030  
RESOLUTIONS TO BE APPROVED AT 2020 CONFERENCE**



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**RESOLUTION #7 – APPOINTMENT TO ZONE 34 DIRECTOR NOMINATING COMMITTEE**

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Whereas under Article 11.020 of the RI Manual of Procedure District 7030 is to appoint a representative to serve on the Zone 34 Director Nominating Committee, be it resolved that PDG Milton Inniss of the Rotary Club of Barbados West, Barbados, be confirmed as the District 7030 Representative on the 2020-2021 Zone 34 Nominating Committee for RI Director-Nominee. The alternate shall be PDG Roger Bose of the Rotary Club of San Fernando, Trinidad.



**ANNUAL STATEMENT AND REPORT  
OF THE DISTRICT 7030 GOVERNOR  
FOR 2018/2019**

**BILAN ET REPORT DU DISTRICT  
GOUVERNEUR 7030  
POUR L'ANNEE 2018 /2019**

## **District Governor report – Le rapport du District Gouverneur**

Each year at the Assembly, the Immediat Past governor presents its financial report. This year because of the Mondial pandemic COVID 19, our annual meeting is cancelled. In according with DG Trevor, the assembly will take part on 11st of June 2020.

Remaining at your disposal for any futher information

Regards

Your's in Rotary  
IPDG Dominique



**Statement of income and expenditures for the year ended June 30,2019**  
**SITUATION DES RECETTES ET DEPENSES AU 30 JUIN 2019**

*Amount in USD translate in euros for total*

<b>INCOME</b>	<b>2018/2019</b>	<b>2017/2018</b>
RI allocation	59.400	57.392
District Dues	51.150	52.888
District Grants	52.745	45.225
Disaster Relief fund	4.092	5.310
Group Study exchange	0	6.646
Haiti relief fund	0	0
Other income( DC collection TRF and RLI)	0	2.410
	<u>\$ 167.387</u>	<u>\$ 169.874</u>
	€ 192.495	€ 195.355
 <b>EXPENDITURES</b>		
District Grants	52.745	45.225
Travel/Hotels/meals	36.513	49.944
District conference and PETS	23.031	13.911
Rotary District Conference	3.531	3.351
District training Team	6.223	5.947
District Governor Handing Over	4.937	3.859
Group Study Exchanges	0	10.405
PRI from 5 <sup>th</sup> to 9 <sup>th</sup> august 2018	4.990	0
RI convention (include in Travel/Hotels/meals)	0	6.215
Zone Institute	6.689	4.575
DRR Conference- RI Convention	0	1.333
Recognitions and Pins & Banners	8.708	2.419
Communication cost/District PR	5.437	457
Disaster Relief Fund	4.092	5.310
Rotary Leadership Institute	1.721	2.942
Audit fees( invoice awaiting)		2.000
Club runner fees	2.491	2.228
Bank charges	2.147	1.422
Office Expenses	2.306	649
TRF Donation collected during DC	0	1.200
	<u>\$ 165.561</u>	<u>\$ 163.452</u>
	€ 190.395	€ 187.970
<b>EXCESS INCOME OVER EXPENDITURE</b>	<b>1.826</b>	<b>6.422</b>
Plane PRI and First Lady part refund (expected)	933	

Approved May 22, 2020

Dominique VENERE  
District Governor

Charles François  
District Treasurer

## A ) District 7030

District 7030 consists of 17 territories in Caribbean and Latina America.

It stretches from North of ST KITTS & NEVIS to the ABC Islands (Aruba, Bonaire and Curacao) and add the three Guyana.

-Since December 2018 we count 72 clubs

- 46 rotaract clubs

-At 1<sup>st</sup> July 2018 we counted 2137 members (this number change regarding the dues we receives)

Our district belongs 33,34 zones and included, all Caribbean islands and south of America.

I was fortunate to be part of the new process which involves handing over 100% of the budget to the governor.

This is an advantage, because we know precisely how much we have.

It is important to note that the expenses incurred by the governor begin upon his appointment, three years before taking office as governor.

Indeed, the zone meetings which take place in November of each year are an integral part of its training.

Of course, these amounts are advanced on the personal funds of the future governor.

For my part, they represented \$ 12,650.

Le district 7030 se compose de 17 territoires dans le bassin caribéen et le Sud de l'Amérique Latine.

Il s'étend du Nord au Sud de ST KITTS & NEVIS jusqu'aux Iles ABC (ARUBA, BONAIRE et CURACAO) et on y intègre le plateaux des 3 Guyane.

Depuis le décembre 2018, le District comprend :

- 72 clubs.

- 46 clubs ROTARACT

Notre district appartient à la zone 33,34 qui englobe petites et grandes Antilles et le Sud des États-Unis.

J'ai eu la chance de faire partie du nouveau process qui consiste à remettre 100% du budget au gouverneur.

C'est un avantage, car on sait précisément de combien on dispose.

Il est important de signaler que les dépenses engagées par le gouverneur commencent dès sa nomination, soit trois ans avant la prise de fonction de gouverneur.

En effet, les rencontres de zones qui ont lieu en novembre de chaque année, font partis intégrants de sa formation.

Bien entendu, ces sommes sont avancées sur les deniers personnels du futur gouverneur.

Elles représentaient pour ma part 12.650 \$

## B) Financial reporting responsibilities of the District Governor - le bilan annuel et financier du District Gouverneur

The governor must provide to each club in the District an annual statement and report of the district finances

This annual statement and report shall include, the sources of district's fund (district dues) and rotary International (budget of the governor and District Grants) and also all expenditures.

We opened a bank account in Guadeloupe by facility and comfort. And after, we asked the bank to join a dollar account to reduce bank fees.

Le gouverneur doit produire à tous les clubs du District le bilan financier de son année.

Ce bilan tient compte de toutes les sommes perçues du District ( taxes de District) et du Rotary International ( budget gouverneur et district Grants) ainsi que des dépenses effectuées.

Ce rapport sera présenté pour être discuté en assemblée et approuvé.

Nous avons ouvert un compte en euros à la BRED pour recevoir les sommes. Puis par la suite un compte en dollars, pour tenter de réduire les frais bancaires.

## **C) Rotary International allocation - Le budget alloué par le Rotary International**

This budget is calculated on a estimation of the different costs we shall have like travel, accommodation, taxis, phone, office supplies, communication, translation for district conference or others.

The District governor send before the last day of July a report to explain how he has spent money, and if eventually he didn't use all he has to reimburse to the RI

Our geographical position in the district oblige us to take plane to go away, but the complexity of our system of transport oblige us to stay and sleep in the country before to find a fly to come back home.

Ce budget est calculé sur une estimation du cout des déplacements et frais d'hôtels et de repas, taxi, téléphone, fournitures de bureau, communication, frais de traduction engagés pour la conférence de District.

Le gouverneur fournit au plus tard au 30 juillet de l'année de la fin de notre mandat, un justificatif de l'utilisation des fonds et si la totalité de la somme n'est pas utilisée, nous devons la rembourser au Rotary Internationale.

Notre positionnement géographique nous oblige, non seulement à nous déplacer en avion, mais la complexité du transport aérien dans la Caraïbes nous oblige à souvent dormir sur place avant de pouvoir reprendre un vol.

## **D) DISTRICT DUES**

Each member is levied district dues fixes at 27\$ for 2018/2019 include 2\$ for disaster relief per member.

All the clubs paid their district dues with difference sometime because they lost or wine some members.

Only one club didn't pay, the club of DEMERARA .

Some of members of this club have pay for the district conference but couldn't come because of the Visa. So perhaps they judged they can reimburse on it.

But they have to note they are liable of the difference.

Chaque rotarien est redevable de la taxe de District qui s'élevait à 27\$ pour l'année 2018/2019 incluant 2 \$ pour le fond de catastrophe naturel.

L'ensemble des Clubs ont réglé leurs taxes de District excepté le Club DEMERARA de GUYANA.



Les membres du RC DEMERARA ayant réglé leurs participations à la conférence de District et n'ayant pu se déplacer pour des raisons de Visa, ont sans doute jugé qu'ils devaient se rembourser sur la taxe de District.

Ils restent toutefois redevables de la différence.

## D) DISTRICT GRANTS

With the mechanism of the redistribution of the District Funds, Rotary International send 52.745\$.

Par le biais du mécanisme de redistributions des fonds de District, le Rotary International a reversé la somme de 52.745 \$ au district.

Clubs rotary	Projet	Montant retenu
BARBADOS WEST	Providing equipment for the set up of a level 1 Emergency Medical Team Facility assisting those affected by natural or man-made disasters through the provision of emergency health care	18,375 \$
BARBADOS	Scholarship for a Masters in Oil, Gas & Renewable Energy Law	3,500 \$
GEORGETOWN	Providing a mobile library in areas where no library exists; increase membership of the National Library; encourage reading at an early age; improve literacy in Guyana	17,000 \$
PARAMARIBO	Model United Nations	5,250 \$
PENAL	Training of 10 pre-school teachers and 10 volunteers in the utilization of SOUNDS techniques (Montessori approach to pronunciation of words & letters) to 100 - 150 pre-school children in the poorest communities in South Trinidad	5,000 \$
ST LUCIA	Providing the Lady Gordon Opportunity Centre, an educational establishment for children with hearing and learning difficulties, with a fully functioning library equipped with books & chairs to provide an environment conducive to interactive learning	3,745 \$

## E)Travel/accommodation/meals/taxis- Voyages/Hébergement/repas/taxis

This expenditure are in connection with my official visits with the club, official meetings and invitations.

Toutes les dépenses de ce poste, sont en lien avec mes visites ou invitations officielles auprès des Clubs.

## **F) District conference, other conference and training - Conférences de District, autres conférences et formations.**

These expenditures are in link with the charges of the joint district conference, training of president and secretaries Elect, assistant Governors, and also District governor handing over in ST KITTS.

Ces dépenses sont inhérentes aux prises en charge dans le cadre de la conférence de District conjointe, de la formation des Présidents, Secrétaires et Assistant du gouverneur, mais également la passation du gouverneur Élu à ST KITTS

## **G) RI Convention, Zone Institute**

This expenditures is in link with official meetings the District governor assumes. It's include the annual zone fee for the District

Ces dépenses sont liées à des rendez-vous obligatoires et officiels au cours de la fonction du gouverneur. Il inclut le montant de la taxe de zone payée par le District chaque année.

## **H) Cadeaux de reconnaissances, pins, bannières**

It's important to reward rotarians who all contribute one way or another to the existence of this district, in their clubs, in the district or during the preparation of the District conference. I saw that members were very happy to receive a pin's, mark of recognition of their membership in this district that they are very proud.

Il est important de récompenser les rotariens qui contribuent tous d'une manière ou d'une autre à l'existence de ce district, aussi bien dans leurs clubs, qu'au sein du District ou à l'élaboration de la conférence de District.

J'ai pu me rendre compte, que les membres appréciaient de recevoir un PIN'S marque de reconnaissance de leur appartenance à ce district dont ils sont très fiers.

## **I) Other expenditures - Autres dépenses**

The other expenditures concern communication, telecommunication, club Runner fees, cost of expedition by la Poste or Fedex, bank fees.

Les autres dépenses concernent la communication, télécommunications, les frais de Club Runner, les couts d'expéditions La Poste et FEDEX, les frais de banque.

District 7030 clubs Contribution to the Rotary Foundation – Contribution à la fondation Rotary

Year	Annual Fund USD	Non giving Club	End polio	Non giving Club	Total contribution USD
2018-2019	184.769	14	50.824	29	334.085
2017-2018	180.987	16	51.415	33	256.308
2016-2017	190.111	17	57.905	34	256.288
2015-2016	215.334	16	39.369	35	254.753



## FSD DISPONIBLE PAR DISTRICT

FSD du district 7030 pour l'année 2018 - 2019

Opération	Description	Montant	Solde
50 % des contributions au Fonds annuel-Share en 2015 - 2016		\$105 490,58	\$105 490,58
50 % des revenus disponibles en provenance du Fonds de dotation		\$311,73	\$105 802,31
Report de l'année 2017 - 2018		\$83 098,12	\$188 900,43
Transfert	Au Polio Plus Pool	(\$22 000,00)	
Transfert	Au Rotary Center for International Studies	(\$25 000,00)	
<b>Total de FSD reçu ou (transféré)</b>		<b>(\$47 000,00)</b>	<b>\$141 900,43</b>
Project Funding	DG1982028	(\$52 870,00)	
Project Funding	GG1636797	(\$20 000,00)	
Project Funding	GG1758661	(\$1 000,00)	
Project Funding	GG1865807	(\$20 000,00)	
Project Funding	GG1866760	(\$500,00)	
<b>Financement total provenant du FSD</b>		<b>(\$94 370,00)</b>	<b>\$47 530,43</b>
<b>Montant du report pour le district 7030</b>			<b>\$47 530,43</b>

**ROTARY DISTRICT 7030**  
**AMENDMENTS TO DISTRICT MANUAL OF PROCEDURE**  
**21<sup>st</sup> May 2020**

PAGE	CLAUSE	AMENDMENT
3	1	<p><i>Updated to reflect addition of ABC Islands. Now reads:</i></p> <p>District 7030 comprises seventy-two (72) clubs in seventeen (17) countries/territories, with over two thousand two hundred (2,200) Rotarians.</p>
5	3 (14)	<p><i>Clause added:</i></p> <p>Shall administer the District from the funding received from Rotary International and the District Dues disbursed by the District Finance Committee from the District's account maintained by the Committee.</p>
6	4 (a)	<p><i>Clauses added:</i></p> <p>The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best-qualified candidate for District Governor. The District Governor will inform the clubs of the name and club of the nominee. The DG will put forward that nomination to the District Conference.</p> <p>The selection and nomination procedure will follow the Rotary International Bylaws.</p> <p>The Governor shall declare the candidate of the District nominating committee to be the Governor-nominee where no such challenging nomination has been received by the established date. This declaration shall be made to all clubs in the District within fifteen (15) days of the deadline.</p>
6	4 (b)	<p><i>Date changed from 31<sup>st</sup> December. Clause now reads:</i></p> <p>The current District Governor shall notify all clubs by October 15<sup>th</sup> that nominations are solicited from the Clubs for the future District Governor. Those nominations should be sent to the Nominating Committee for consideration no later than <u>November 15<sup>th</sup></u> of each year.</p>
8	5 (a)	<p><i>Composition of Council of Governors amended. Now reads:</i></p> <p>Past District Governors provide a reservoir of talent and experience. Therefore, all Past District Governors, the District Governor Elect, the District Governor Nominee and the District Governor Nominee Designate, shall constitute a Council of Governors, to assist the District Governor at his/her request and under whose direction and supervision the Council shall function.</p>
8	5 (b)	<p><i>Role of Council Secretary clarified. Now reads:</i></p> <ol style="list-style-type: none"> <li>1. Shall serve as recording secretary for all / any meetings during the year.</li> <li>2. Shall assist the District Governor in organizing the agenda for meetings.</li> <li>3. Shall assist the Council in ensuring that the District is following the rules of Rotary.</li> </ol>

9	6	<p><i>District Secretary role amended:</i></p> <p>iv. He/she will also follow up with clubs to ensure timely and accurate reporting on Club Central.</p> <p>v. This position is appointed on an annual basis, by the District Governor.</p>
10	6	<p><i>Addition of Finance Committee Chair. Clause now reads:</i></p> <p>However, the Chairs of the Rotary Foundation, Finance and Membership Committees are appointed for a three (3) year term in order to provide for continuity.</p>
13	8	<p><i>Addition of District Finance Committee:</i></p> <p>A District Finance Committee shall be set up to i) oversee the finances of the District; and ii) safeguard the assets of the District.</p> <p>The Committee shall comprise the Chair who shall be appointed for a three (3) year term, the District Treasurer, the Incoming District Treasurer and two (2) other members chosen by the District Governor, in consultation with the Committee Chair.</p> <p>The Committee shall establish and maintain a permanent District Fund.</p> <p>All incoming funds to the District, including the RI funding for the District Governor and District Dues, shall be received into the District Fund by the Committee and all District expenditures shall be paid out of the fund by the Committee. However, any existing separate fund(s) for specific purposes (eg Disaster Fund), may continue to operate as established.</p> <p>The Committee may also establish any separate fund for a specified purpose, as may be approved by resolution of the District in conference.</p> <p>The assets of the District Fund(s) shall be held in one or more District Account(s) maintained in US dollar funds in commercial bank(s) in a jurisdiction within the District. In selecting the bank(s) in which the District's account(s) will be maintained, the Committee shall take into consideration the ease of cross-border operability, in terms of exchange control regimes, online/electronic banking functionalities, and branch network.</p> <p>The Committee shall be responsible for the maintenance and operations of All District funds and accounts, subject to the special exception of the District Disaster Fund (see below).</p> <p><b>Functions of the District Finance Committee</b></p> <ol style="list-style-type: none"> <li>1. Budget – The Committee will ensure that the Incoming District Treasurer, in consultation with the District Governor Elect, prepares a budget for the ensuing Rotary year, for approval at the District Conference immediately preceding the year to which it relates.</li> <li>2. Current Finances – The Committee will ensure that the District Treasurer reports on the status of current finances of the District at the District Conference during his year in office.</li> <li>3. Audit – The Committee will ensure that the District Treasurer represents the audited financial statements to the District Conference immediately after his year of office. The financial statements should conform to all international accounting standards. Audits should be done by an independent accounting firm or the District Audit Committee.</li> <li>4. District dues – The Committee shall review the District dues at least once in every three (3) years, and recommend any changes to the annual per capita levy that it may deem</li> </ol>

		<p>necessary. The District Treasurer must ensure that every club pays their District dues on time. If not, recommendation should be made to the District Governor to suspend the club because of lack of payment of District dues. The District Treasurer must work with the AGs in respect of the collection of dues.</p> <p>5. Accounts - The Committee must ensure that complete and accurate accounts are kept as related to all District Dues and monies received by the District for use by the District Governor.</p> <p>6. Funding from Rotary International – The Committee should ensure, in collaboration with the DG Elect, that accurate forecasting is made for Rotary International to determine the best allocation for the District Governor’s expenses for the ensuing year.</p> <p>The Committee shall reconcile the funding received with actual expenses to ensure the District receives complete reimbursement, or to determine the quantum of unused funds to be refunded to RI, whichever may be applicable. The Committee shall submit the DG funding report form to RI by 31 July, and refund any unused funds to RI by 30 September.</p> <p>Donations in kind – The District Treasurer should ensure that donations in kind are accounted for on a cost basis to ensure that the true cost of the activities of the DG is documented.</p> <p>Accounts Payable – The Committee will ensure that the all accounts payable should be paid within sixty (60) days of the year-end. Refunds to RI, however, shall be made by 30<sup>th</sup> September.</p> <p>District Governor Funding – The Committee shall disburse funds from the District account to the DG to cover all eligible expenses, preferably on a reimbursement basis. However, the Committee may agree to disburse in advance.</p> <p>In case of reimbursement, disbursement will be made on the submission of the DG of a statement of actual expenditure incurred, together with the supporting receipts and other proof of expenditure, preferably on a monthly basis.</p> <p>In the case of disbursement in advance, the Committee shall disburse to the DG an agreed percentage of the expenditure to be incurred in a specified period. The DG will submit receipts and other proof of expenditure for the funds advanced, prior to receiving any further advances.</p>
15	District Disaster Fund	<p><i>Addition of District Finance Chair:</i></p> <p>District Finance Chair, District Treasurer, District Disaster Relief Chair and two (2) other members who have worked at District level before.</p>
16	9	<p><i>District meetings amended with the addition of clause:</i></p> <p>However, virtual District meetings and training events using electronic media, such as Zoom, are encouraged to overcome the geographic limitations and provide enhanced flexibility in scheduling.</p>
16	PETS	<p><i>Clause 3 amended to read:</i></p> <p>The PETS program will be arranged either as in person, virtual or a combination of both, in a format as agreed by the DG and DGE according to circumstances.</p>
19	Council on Legislation	<p><i>Changes in language:</i></p> <p>iii. The DG, <u>after consultation with</u> the Council of Governors, selects an individual and an alternate in case the representative cannot attend for some reason.</p>

		<p>iv. These individuals are thought by the DG, <u>in consultation with</u> the Council of Governors, to be able to best represent the interests of the District at the Council on Legislation.</p> <p>v. The DG <u>recommends these individuals</u> to the District Conference for ratification.</p>
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# **District 7030**

Southern Caribbean Islands and the  
Guyanas

# **Manual of Procedure**

Version 1.02 – May 2020



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## 1. Introduction

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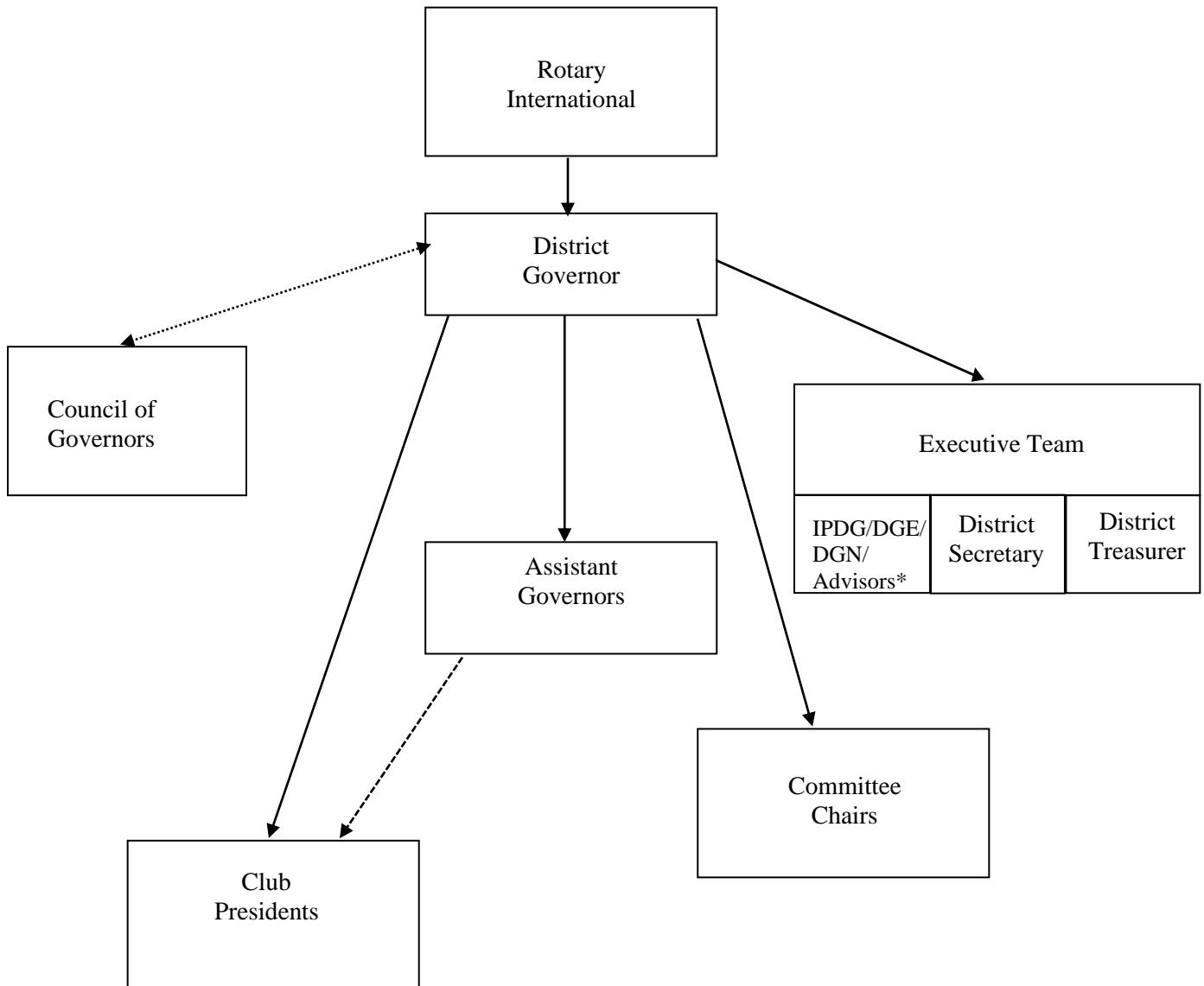
District 7030 is unique as a District within Rotary International and needs to set certain guidelines in place to assist the incoming and current leadership in their administration of the District. This Manual of Procedure is intended to be a guide to the procedures that have worked over the years.

In no way, should any recommendation in this Manual of Procedure contradict or supersede the RI Manual of Procedure or Code of Policies. The rules of Rotary International must always apply and are adhered to by the leadership.

Therefore this Manual of Procedure is consistent with the RI Manual of Procedure but provides more detail in some cases and applies the rules to the unique aspects of the District.

District 7030 comprises seventy-two (72) clubs in seventeen (17) countries/territories, with over two thousand two hundred (2,200) Rotarians.

## 2. Organization Chart



### 3. The District Governor

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The District Governor:

1. Shall meet all the qualifications for the position as outlined in the RI Manual of Procedure. It is recommended that he/she has served as Assistant Governor or District Secretary prior to taking office.
2. Is recommended by the Nominating Committee of the Council of Governors and then approved by the clubs of the District at the District Conference.
3. Shall begin his/her term of office on July 1<sup>st</sup> of the year for which he/she was elected.
4. Shall participate in all training designed for incoming Governors by the District, Zone and Rotary International.
5. Shall be prepared to administer the District in an organized and efficient manner.
6. Shall assist in training future District Governors.
7. Shall involve the incoming Governors in all District meetings and keep them informed of activities within the District.
8. Shall be knowledgeable of the rules outlined in the RI Manual of Procedure and the District Manual of Procedure.
9. Shall, prior to taking office, arrange to obtain the appropriate regalia from the soon to be Immediate Past District Governor.
10. Must ensure that a report is made to the District Conference on the current finances, the last audit and the budget for the upcoming year.
11. Shall follow up with clubs to ensure that the club responsible is supporting any global grants from The Rotary Foundation or district grants from the District. He/she shall also seek to ensure that the documentation process is completed in a timely manner and any outstanding projects are brought to completion.
12. May organize a hand-over event in order to turn the District officially over to the incoming Governor. However, this is at the discretion of both District Governors who will take into consideration the cost of the event as well as the need to support club hand-overs at the end of the year.
13. The District Governor may also design a District logo for the year if he/she so chooses, but this shall not detract from the Rotary International's logo.
14. Shall administer the District from the funding received from Rotary International and the District Dues disbursed by the District Finance Committee from the District's account maintained by the Committee.

## 4. Election of District Governors

### (a) Nominating Committee

The Nominating Committee for District Governor shall be made up of the five (5) most recent Past District Governors, who are available and willing to serve and are still ordinarily resident in the District.

The Immediate Past District Governor, (or if he/she is unavailable or unwilling to serve or is not ordinarily resident in the District, the next most recent Past District Governor) shall serve as Chair of the Nominating Committee..

The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best-qualified candidate for District Governor. The District Governor will inform the clubs of the name and club of the nominee. The DG will put forward that nomination to the District Conference.

The selection and nomination procedure will follow the Rotary International Bylaws.

The Governor shall declare the candidate of the District nominating committee to be the Governor-nominee where no such challenging nomination has been received by the established date. This declaration shall be made to all clubs in the District within fifteen (15) days of the deadline.

### (b) Notification to Clubs

The current District Governor shall notify all clubs by October 15<sup>th</sup> that nominations are solicited from the Clubs for the future District Governor. Those nominations should be sent to the Nominating Committee for consideration no later than November 15<sup>th</sup> of each year.

### (c) Selection Process

The candidate must prepare a one-page résumé giving particulars of his/her personal, business and Rotary life and a vision statement for the District. This résumé should be provided to the Nominating Committee along with the completed form H. At the District Conference where the delegates nominate the candidate, he/she should introduce himself/herself to the Conference providing a brief acceptance speech.

### INSERT NEW INTERVIEW PROCESS

### (d) Approval of Nominee

The District must approve its District Governor during the District Conference held two (2) years prior to his/her term, and the nominee will attend the Zone Institute first as DGN and again as DGE. Essentially, this provides two (2) years for the Rotarian to prepare for his/her year as District Governor.

### (e) Challenge to Nomination

Any club which has been in existence for at least one year as at the beginning of that Rotary year may propose a challenging candidate for governor-nominee, provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor within fourteen (14) days of the announcement of the selection for governor-nominee.

The Governor will inform the clubs of the name of any challenging candidate. The Governor will inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with the challenge. Such resolutions must be filed with the Governor by the date determined by the Governor. Only challenges that have been concurred to by at least five (5) other clubs which have been in existence for at least one (1) year as of the beginning of that year or 10% of the total number of clubs as at the beginning of that year in the

District which have been in existence for more than one (1) year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club's bylaws as determined by the Governor shall be considered valid.

The Governor shall notify, within seven (7) days following the deadline, all clubs in the District where a valid challenging nomination has been received by the deadline. Such notice shall include the name of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon at the District conference if the challenge remains effective up to the date set by the Governor.

(f) Voting

The ballot at the District conference shall follow Rotary International Bylaws. All clubs with more than one (1) vote shall be cast for the same candidate, failing which, the votes from such club will be declared to be spoiled ballots.

## 5. Council of Governors

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### (a) Composition

Past District Governors provide a reservoir of talent and experience. Therefore, all Past District Governors, the District Governor Elect, the District Governor Nominee and the District Governor Nominee Designate, shall constitute a Council of Governors, to assist the District Governor at his/her request and under whose direction and supervision the Council shall function.

### (b) Chair and Secretary

A Chair shall be selected by the Council. The DGN will act as Secretary.

The Council Secretary (DGN):

1. Shall serve as recording secretary for all / any meetings during the year.
2. Shall assist the District Governor in organizing the agenda for meetings.
3. Shall assist the Council in ensuring that the District is following the rules of Rotary.

### (c) Meetings

The Council shall attempt to meet at least twice each year, at times and locations convenient, including during the District Conference.

### (d) Role

The Council of Governors serves in an advisory capacity and is expected to assist the District Governor wherever possible. The Council will use some of its meeting time to “brainstorm” and consider creative and innovative ways to resolve difficult situations in the District, establish structures and protocols and align with changes in RI and Zone where necessary.

The District Governor will provide an update on the District at each Council meeting, including information about the clubs (strong and weak), the financial position, Rotary Foundation and any other pertinent situations about which the Council needs to be aware or with which it may be able to assist.

### (e) Audit Committee

The Audit Committee shall be made up of three (3) members of the Council of Governors, appointed by the Governor on the recommendation of the Council and should rotate on an annual basis. The Audit Committee should ensure that annual District audits are conducted as required by the RI Manual of Procedure.

## 6. District Appointments

The District Governor must announce his/her appointments to the District as early as possible, but no later than the District Conference prior to taking office. The following positions must be appointed at a minimum, along with any additional requirements made by Rotary International:

### *District Secretary*

- i. This Rotarian should be a Past President/Assistant Governor who has a good understanding of the RI Manual of Procedure and the workings of the District.
- ii. He/she must be readily accessible to the District Governor.
- iii. The District Secretary will assist the District Governor with all secretarial aspects of the administration of the District, including correspondence and reporting requirements.
- iv. He/she will also follow up with clubs to ensure timely and accurate reporting on Club Central.
- v. This position is appointed on an annual basis, by the District Governor.

### *District Treasurer*

- i. This Rotarian should also be a Past President/Assistant Governor who has a good understanding of the rules of Rotary and the workings of the District.
- ii. He/she must ensure that the financial position of the District Governor is properly recorded and all reporting is provided on a timely basis.
- iii. He/she also must ensure that all clubs remit dues to the District and to Rotary International by the deadlines provided.
- iv. All records need to be submitted for an external audit at the completion of the year.
- v. He/she will report to the District Conference prior to their year of office the budget of the District and will report to the District Conference after their year of office the audited statements of the District.
- vi. The District Treasurer will ensure that proper financial procedures are followed.
- vii. He/she will also see that the distribution of funds is in accordance with the District rules and the rules of Rotary International.
- viii. This position is appointed on an annual basis.
- ix. It is important that the District Treasurer notify his/her successor prior to June 30<sup>th</sup>, at the end of the year, of any unpaid district dues. This information will allow the new Treasurer to follow up on outstanding dues.
- x. All accounts payable should be settled within sixty (60) days of the Rotary year-end.

### *District Trainer*

- i. This Rotarian should be a Past President or PDG who is well versed on the rules of Rotary as well as the District.
- ii. He/she must be able to train and motivate Rotarians as well as teach them how to use the materials of Rotary International to organize successful clubs.
- iii. The District Trainer must be available to the Clubs to assist them with training, but primarily organizing in collaboration with the Conference Committee the annual District training (Assistant Governors, including other District Leadership; PETS, including Presidents and Secretaries; and the District Assembly, for all other club leaders).



- iv. His/her training, planning and organization are done in conjunction with the District Governor who has the ultimate responsibility.
- v. This position is appointed on an annual basis.

***Committee Chairs***

- i. The District Governor will appoint a number of individuals to chair certain District Committees to oversee and develop specific areas of Club or District administration.
- ii. These Chairs are responsible for the specific area appointed by the District Governor and report to the District Governor with their activities and projects. Examples would be Conference, Alumni, Publications, Website, aspects of the five (5) avenues of service and The Rotary Foundation.
- iii. These positions are appointed on an annual basis. However, the Chairs of the Rotary Foundation, Finance and Membership Committees are appointed for a three (3) year term in order to provide for continuity.
- iv. Committee Chairs must strive to appoint Rotarians who will form strong and functional working committees by allowing for the involvement of as many Rotarians as possible in the affairs of the District.
- v. The DG should provide each Committee with the aims and objectives for that Rotary year no later than the District Conference.
- vi. The District Governor may appoint other committees from time to time in order to achieve the goals and objectives of the District and Rotary International. Every effort will be made to make these functional and effective committees for a specific purpose.

## 7. Assistant Governors

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The Assistant Governors (AGs) of the District are crucial to the efficient administration of the District and are appointed by the District Governor. Each AG is responsible for a number of clubs in a particular geographic area, with which he/she works to support club development, report on a timely basis and provide programs as required by Rotary International and the District.

The AG is responsible for assisting the DG in the execution of his/her tasks and duties, in particular - coordination of the official DG visit; acting as a liaison between clubs and the DG; interacting with other AGs, committee members, and other District leaders; and helping to promote Rotary International and Rotary Foundation activities and programs within the District.

Club Presidents should receive the AG with the dignity deserved as the District Officer responsible for that Club and representing the DG.

Minimum requirements for an AG are:

1. Service as a Club President for a full term of office and performed in an effective manner.
2. Membership in good standing in a club in the District for at least three (3) years.
3. Willingness and ability to accept the responsibilities of AG.
4. Demonstrated outstanding performance at the Club and/or District level, and
5. Potential for future leadership in the District.

The AG:

1. Shall meet with and assist the incoming club Presidents before the beginning of the Rotary year and before PETS to discuss club goals. They should encourage their clubs to set challenging goals, record them in Rotary Club Central, monitor their progress in Rotary Club Central and offer support to help clubs achieve their goals.
2. Shall encourage the Clubs to complete the goals and objectives as recorded in Rotary Club Central.
3. Reports to the District Governor immediately after each club visit through Rotary Club Central.
4. Schedules and plans for the official visit of the DG, whose primary purpose should be to advance Rotary in the District. The DG issues final schedule approval.
5. Should monitor club activities as an important part of the job, which should include:
  - Review and support the implementation of club budgets, focusing on timely budget preparation, separation of charitable and club expenditures, and specific allocations for proposed service projects.
  - Ensure all reporting requirements to Rotary International and the District are met.
  - Ensure timely payment of dues to Rotary International and the District.
  - Review and report on each club's performance with respect to service projects.
  - Updates the DG on progress within the assigned clubs, including attendance at local and District meetings, local net membership growth, and financial status.
6. Assists the DG in organizing and strengthening new clubs; overseeing the extension survey; making recommendations for special representatives and "sponsor clubs"; ensuring that clubs adopt and adhere to the Standard Rotary Club Constitution and recommended Rotary Club Bylaws.
7. Participates in meetings with District leaders.
8. Encourages clubs to follow through on requests by, and recommendations of, the DG.
9. Must attend and participate in
  - The Assistant Governor and District Leadership training session.
  - The President Elect Training Seminar
  - The District Assembly, and
  - The District Conference.
10. Must visit each assigned club in his/her area regularly with a minimum of one (1) visit each quarter of the

Rotary year.

11. Holds regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the District and Rotary International.
12. Promotes cordial relationships among the clubs, between the clubs and the District, and between the clubs and Rotary International.
13. Apprises (formally and informally) the DG and other District leaders of clubs' progress and concerns.
14. Identifies outstanding Rotarians and/or club projects to be recognized by the DG.
15. Works with the DG and other District leaders to develop District goals.
16. Advises the incoming DG (when asked) on selections for District committees.
17. Suggests ways to advance Rotary and to address organizational concerns.
18. Promotes attendance at PETS, the District Assembly, the District Conference and other District meetings.
19. Identifies potential District officers and encourages them to participate in District activities.
20. Supports decisions made by consensus among District leaders.
21. Participates in Rotary Foundation programs, annual and special giving events and other assignments related to The Rotary Foundation as necessary.
22. Attends and participates in club meetings as requested by the DG for a specific purpose. This involvement may be in addition to the routine meetings attended by the Assistant Governor.
23. Attends and participates in club assemblies, if invited by the club President.
24. Assists in the maintenance of all Rotary standards and values, as well as in the motivation, inspiration, and education of all Rotarians in the District. Also assists in the promotion of all Rotary activities and programs and in the explanation of the Rotary International theme for the year.

The DG appoints AGs because of their reputation as good motivators, organizers and leaders. They are expected to do an excellent job for the District and Rotary International. If, for some reason, the AG is not effective in his/her role, the DG is obligated to replace him/her.

The AGs shall be appointed annually, but it is recommended that they hold office for a maximum of three (3) consecutive terms once they are effective in the role.

## 8. District Finance

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The District must follow all the recommended rules of Rotary International as spelled out in the RI Manual of Procedure. The District Treasurer must ensure accountability and efficiency.

### District Finance Committee

A District Finance Committee shall be set up to i) oversee the finances of the District; and ii) safeguard the assets of the District.

The Committee shall comprise the Chair who shall be appointed for a three (3) year term, the District Treasurer, the Incoming District Treasurer and two (2) other members chosen by the District Governor, in consultation with the Committee Chair.

The Committee shall establish and maintain a permanent District Fund.

All incoming funds to the District, including the RI funding for the District Governor and District Dues, shall be received into the District Fund by the Committee and all District expenditures shall be paid out of the fund by the Committee. However, any existing separate fund(s) for specific purposes (eg Disaster Fund), may continue to operate as established. The Committee may also establish any separate fund for a specified purpose, as may be approved by resolution of the District in conference.

The assets of the District Fund(s) shall be held in one or more District Account(s) maintained in US dollar funds in commercial bank(s) in a jurisdiction within the District. In selecting the bank(s) in which the District's account(s) will be maintained, the Committee shall take into consideration the ease of cross-border operability, in terms of exchange control regimes, online/electronic banking functionalities, and branch network.

The Committee shall be responsible for the maintenance and operations of All District funds and accounts, subject to the special exception of the District Disaster Fund (see below).

### *Functions of the District Finance Committee*

1. Budget – The Committee will ensure that the Incoming District Treasurer, in consultation with the District Governor Elect, prepares a budget for the ensuing Rotary year, for approval at the District Conference immediately preceding the year to which it relates.
2. Current Finances – The Committee will ensure that the District Treasurer reports on the status of current finances of the District at the District Conference during his year in office.
3. Audit – The Committee will ensure that the District Treasurer represents the audited financial statements to the District Conference immediately after his year of office. The financial statements should conform to all international accounting standards. Audits should be done by an independent accounting firm or the District Audit Committee.
4. District dues – The Committee shall review the District dues at least once in every three (3) years, and recommend any changes to the annual per capita levy that it may deem necessary. The District Treasurer must ensure that every club pays their District dues on time. If not, recommendation should be made to the District Governor to suspend the club because of lack of payment of District dues. The District Treasurer must work with the AGs in respect of the collection of dues.
5. Accounts - The Committee must ensure that complete and accurate accounts are kept as related to all District Dues and monies received by the District for use by the District Governor.
6. Funding from Rotary International – The Committee should ensure, in collaboration with the DG Elect, that accurate forecasting is made for Rotary International to determine the best allocation for the District Governor's expenses for the ensuing year.

The Committee shall reconcile the funding received with actual expenses to ensure the District receives complete reimbursement, or to determine the quantum of unused funds to be refunded to RI, whichever may be applicable. The Committee shall submit the DG funding report form to RI by 31 July, and refund any unused funds to RI by 30 September.

7. Donations in kind – The District Treasurer should ensure that donations in kind are accounted for on a cost basis to ensure that the true cost of the activities of the DG is documented.
8. Accounts Payable – The Committee will ensure that the all accounts payable should be paid within sixty (60) days of the year-end. Refunds to RI, however, shall be made by 30<sup>th</sup> September.
9. District Governor Funding – The Committee shall disburse funds from the District account to the DG to cover all eligible expenses, preferably on a reimbursement basis. However, the Committee may agree to disburse in advance.
  - In case of reimbursement, disbursement will be made on the submission of the DG of a statement of actual expenditure incurred, together with the supporting receipts and other proof of expenditure, preferably on a monthly basis.
  - In the case of disbursement in advance, the Committee shall disburse to the DG an agreed percentage of the expenditure to be incurred in a specified period. The DG will submit receipts and other proof of expenditure for the funds advanced, prior to receiving any further advances.

Some agreed rules on the appropriate use of funds for the DG:

1. Travel and accommodations to visit all the Rotary clubs in the District.
2. Cost to attend meetings related to the position. These would include the Rotary Institute and the International Convention in the year in office. The Rotary Institute in the Zone should be attended for training purposes from nomination through the year as DG.
3. Reimbursement shall be for economy travel and reasonable accommodation only.
4. As Rotary International and the District encourage the spouse to travel with the DG around the District, his/her travel cost is reimbursable at the economy rate.
5. If a club or individual provides the DG with “free” accommodations or any other assistance that the DG would normally pay for, the DG must account for the approximate cost as a donation in kind and equivalent expense for accounting purposes. This process ensures that Rotary International and the District understand the true cost of administering this District.
6. Although all the above and those specified in the RI Manual of Procedure are costs that may be reimbursed, the DG should be cautious to not overspend the budget that is allocated. The budget does not necessarily cover all costs of the DG. Any expenditure over the allocated budget is the responsibility of the DG.

***District Dues***

District Dues are determined and agreed at the annual District Conference and currently are US\$ 27 per member per year. The calculation is based on the number of active members on July 1<sup>st</sup> and payable in full on July 1<sup>st</sup>.

The present breakdown is as follows:

District Administration	US\$ 25
Disaster Fund	US\$ 2
Total	US\$ 27

Dues collected from members joining after July 1<sup>st</sup> are to be remitted to the District in full.

### ***District Disaster Fund***

As District 7030 is prone to natural disasters this fund was established to enable the District to quickly provide support to clubs whose communities have been hit by disaster.

1. The District Disaster Fund was established for the purpose of providing financial relief in cases of natural disasters within the District. It shall be maintained in US dollars in a territory where it is lawful so to do and shall be administered by and under the control of a committee comprised of the DG, who shall be the Chair, District Finance Chair, District Treasurer, District Disaster Relief Chair and two (2) other members who have worked at District level before.
2. Disbursements from the fund shall require the approval of a simple majority of members of the committee either at a regular meeting or by electronic or other contact. However, to expedite response time to assist in a Disaster, the District Governor may disburse up to US\$2,500 for each disaster and report to the committee at the next regular meeting. The committee shall send a statement of account to the District Finance Committee of any receipts and disbursements for inclusion in the accounts.
3. The Fund shall be financed by contributions allocated and approved as part of the annual District dues as were proposed in the resolution, and approved by a simple majority, at the 2012 District Conference.

## 9. District Meetings

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District 7030 is spread out over a large geographical area and it is, therefore, only practical for the District to come together once per year. For this reason all training sessions and the District Conference are usually organized during the same time period. This tradition allows the District, clubs and Rotarians to minimize costs and maximize attendance and participation. However, virtual District meetings and training events using electronic media, such as Zoom, are encouraged to overcome the geographic limitations and provide enhanced flexibility in scheduling.

As the meetings mostly are plenary sessions, District trainers shall strive to minimize duplication in the presentations in order to allow for an overall interesting and diverse program.

These meetings are generally held in the country of the District Governor in order to ensure his/her ability to be closely involved with the organization of the event. However the DG can choose to hold the Conference in another country if he/she so chooses.

The week of meetings must take place between the International Assembly where the District Governor Elect receives training, and seven (7) days before the Rotary International Convention. This allows for the incoming District Governor to be prepared and trained, and avoids interfering with the Convention.

Each of the sessions must abide by all the rules for that session as spelled out by the RI Manual of Procedure and Rotary International.

It is recommended that the organizers utilize the Past District Governors, Incoming District Governors, Assistant Governors and District Chairs as presenters wherever possible. There should also be some external speakers who can bring new and different perspectives on current issues. All speakers should be able to present in an informative and motivational manner.

### ***Leadership Team Training***

1. This training seminar is aimed at incoming Assistant Governors, Committee Chairs and other District Officers to ensure that they are well prepared.
2. Roles will also be discussed in order to ensure that the entire team has a good understanding of the District organization as well as the plans for the year.
3. The goal is to provide each Leader with motivation, inspiration and training to allow an excellent job to be done for the District and Rotary International.
4. The Leadership Team Training will take place as soon after the International Assembly as is practicable.
5. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

### ***President Elect Training Seminar (PETS)***

1. All Presidents Elect and Secretaries Elect must attend PETS. If a President Elect is unable to attend the PETS, the appropriate AG must organize a special training session prior to the President Elect taking office, in agreement with the DG.
2. All Club Treasurers are strongly encouraged to attend PETS.
3. The PETS program will be arranged either as in person, virtual or a combination of both, in a format as agreed by the DG and DGE according to circumstances..
4. PETS is designed to provide training, motivation and inspiration to Presidents Elect and Secretaries Elect as they must be prepared to administer their clubs in the best possible manner following the guidelines of Rotary International.

5. Other District Officers are welcome to attend as well as other club officers.
6. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.



### ***District Assembly***

1. All Presidents Elect, Secretaries Elect, Club Committee Chairs and other interested Rotarians are invited to attend the District Assembly.
2. The District Assembly will usually take place during the week of meetings.
3. The District Assembly is designed to provide training, motivation and inspiration to all club leaders to allow them a complete understanding of how to organize and administer a Rotary Club based on the intentions of Rotary International.
4. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

### ***District Conference***

1. All Rotarians are invited to the District Conference.
2. The District Conference will usually take place on the Friday and Saturday of the week of meetings. The official opening may take place on the Thursday evening or Friday morning.
3. The District Conference should update the District on the status and programs of the District and of Rotary International. The meeting should be motivational and inspirational as well as informative.
4. The current District Governor organizes the District Conference with assistance from the District Conference Committee and the Council of Governors as required.
5. Past District Governors should be recognized at the Conference and a moment of silence should be held for those Past District Governors who are deceased.
6. There will be a business section of the District Conference to allow for District business. The financial reports, nomination process, and any resolutions may be brought forward at that time. The delegates must submit any substantive resolutions to the District Secretary twenty-one (21) days prior to the Saturday of the meeting in order to ensure appropriate time for review and consideration. Voting will be according to the rules outlined in the RI Manual of Procedure therefore it is important to be financially current as a club and to bring to the District Conference the appropriate voting credentials.

### ***District Conference Committee***

1. This Committee is responsible for organizing all the events for the entire week of meetings. They must arrange for the hotel, travel to and from venues, registration, funding, entertainment, organization of the rooms appropriate for the sessions, translation, training material and any other facilities normally afforded at conferences of this nature.
2. The Chair and the Committee should be appointed as soon as possible in order to ensure sufficient planning time. It is recommended that he/she has worked at District level.
3. The Committee shall organize an evening of Home Hospitality.
4. The Committee will ensure that professional translators provide excellent English-French translation for all sessions. All speakers who provide handouts should be asked to provide them in both English and French.
5. All supplies owned by the District should be handed over at the end of the District Conference to the incoming District Conference Chair or incoming District Governor in order that he/she can take them back to prepare for the next year's meetings.
6. The Committee covers the cost of accommodation for the Representative of the President of Rotary International and his / her spouse if in attendance.

## 10. Rotary International Nominations

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There are opportunities for District representatives to be nominated for involvement in Rotary International activities. District 7030 strongly encourages Past District Governors to agree to any appointments or nominations and to do an exemplary job. This involvement will assist District 7030 to develop its reputation as an effective District in the Rotary world. There are some specific positions that need to go through a selection process as outlined by Rotary International.

The Director of Rotary International representing Zone 34 will appoint an Advisory Committee with whom he/she meets once during each year at the Rotary Institute within the Zone. The current District Governor will appoint a Past District Governor to serve on that Committee when requested by the RI Director to do so.

### *Council on Legislation (COL)*

- i. Every three (3) years the Council on Legislation meets and has one representative from each District around the world.
- ii. The qualifications for this representative are spelled out in the RI Manual of Procedure and he/she must be a Past District Governor.
- iii. The DG, after consultation with the Council of Governors, selects an individual and an alternate in case the representative cannot attend for some reason.
- iv. These individuals are thought by the DG, in consultation with the Council of Governors, to be able to best represent the interests of the District at the Council on Legislation.
- v. The DG recommends these individuals to the District Conference for ratification.
- vi. This information is then forwarded to Rotary International.
- vii. The representative should consult with the DG and any interested Rotarians in order to get input on the issues to be addressed at the Council on Legislation.
- viii. The representative should share in writing a summary of the information from the Council on Legislation with the District at the first possible opportunity.
- ix. He/she should also present it at the District Conference immediately following the Council on Legislation.
- x. It is recommended that the representative attend at least two (2) consecutive COL meetings in order to bring the experience from the first one to future meetings. It is a complex process that needs individuals with experience to assist the process in being efficient and effective.

***Nominating Committee for Director of Rotary International***

- i. Every fourth year, Zone 34, of which District 7030 is a member, has the opportunity to nominate a Director and alternate to the Board of Rotary International.
- ii. One Past District Governor from District 7030 needs to be appointed to the Nominating Committee for the Zone to select the nominee and alternate.
- iii. The same process for the selection of the Council on Legislation representative is followed by the District to select the representative for the Nominating Committee..
- iv. Any club in the District may suggest an individual to be nominated as a Director of Rotary International.
- v. The Nominating Committee of the Zone will select the best candidate and alternate for the position.

## 11. District Awards

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- i. It is recommended that the DG reward productive and successful clubs and Rotarians during the District Conference through an awards process.
- ii. There are awards available from Rotary International and The Rotary Foundation that can be given to deserving individuals in the District.
- iii. The DG should be familiar with these awards and ensure that they are presented to the appropriate individuals or clubs. All awards should be budgeted for in advance.
- iv. The District may also have an awards program that recognizes both the clubs and individuals for outstanding work.
- v. These awards should be related to the goals and objectives as set by the DG prior to the start of his/her year in order that everyone clearly understands what the goals and objectives of the District are and what a club or Rotarian needs to do to be recognized for accomplishment.
- vi. These awards can include attendance, vocational service, community service, international service and donations to the Rotary Foundation.
- vii. The DG should make every attempt to align the awards with the goals of Rotary International and the District in order that the entire District is working in the right direction.

## 12. Amendments

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- i. This manual may only be amended at a District Conference by a poll.
- ii. All amendments shall require an affirmative vote of at least seventy-five per cent (75%) of the electors present.
- iii. Voting in person or by permitted proxy shall be allowed.
- iv. A majority of clubs in the District shall constitute a quorum at a District Conference.
- v. All clubs will be notified of the amendments approved, in writing.

## 13. Resolutions

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- i. Resolutions of a substantial nature may be brought to the District Conference for a vote.
- ii. They shall be presented in writing to the District Secretary or the Council Secretary at least twenty-one (21) days prior to the District Conference.
- iii. Resolutions may be presented by a Rotary Club in the District or by an individual Rotarian or the Council of Governors.
- iv. Approval of resolutions requires an affirmative vote of seventy-five percent (75%) of the electors present
- v. Voting in person or by permitted proxy shall be accepted.
- vi. A majority of clubs in the District shall constitute a quorum at a District Conference.

## **14. Statement of Conduct for Working with Youth**

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- i. Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities.
- ii. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

## 15. District 7030 Strategic Plan



## 16. Appendix One: Listing of District Governors

### DISTRICT 404

Year	RI Theme	District Governor	Club	Territory
1974-1975		<i>John WATTS*</i>	Grenada	Grenada
1975-1976		<i>Jean PAYSANT*</i>	<i>Fort-de-France</i>	<i>Martinique</i>
1976-1977		<i>Serge MEES*</i>	<i>Pointe-à-Pitre</i>	<i>Guadeloupe</i>
1977-1978		<i>Osmond HALE*</i>	<i>Port-of-Spain</i>	<i>Trinidad</i>
1978-1979		Fitz HUMPHREYS	St-Thomas	Virgin Islands
1979-1980		<i>Miles A. ROTHWELL*</i>	<i>Barbados West</i>	<i>Barbados</i>
1980-1981		<i>Charlie BRAHAM*</i>	<i>Kingston</i>	<i>Jamaica</i>
1981-1982		<i>Costas COULIANOS*</i>	<i>St.Thomas</i>	<i>Virgin Islands</i>

### DISTRICT 405

Year	RI Theme	District Governor	Club	Territory
1981-1982	World Understanding and Peace through Rotary	<i>Harry SEGAL*</i>	<i>Port Of Spain</i>	<i>Trinidad</i>
1982-1983	Mankind Is One — Build Bridges of Friendship throughout the World	<i>Georges-Louis CLEMENT*</i>	<i>Fort-de-France</i>	<i>Martinique</i>
1983-1984	Share Rotary, Serve People	<i>Neil M. ISAACS*</i>	<i>Georgetown</i>	<i>Guyana</i>
1984-1985	Discover a New World of Service	<i>Richard W. JOACHIM*</i>	<i>St. Vincent</i>	<i>St. Vincent</i>
1985-1986	You Are the Key	<i>Stanley A. BLANCHETTE*</i>	<i>Barbados</i>	<i>Barbados</i>
1986-1987	Rotary Brings Hope	<i>Richard W. JOACHIM*</i>	<i>St. Vincent</i>	<i>St. Vincent</i>
1987-1988	Rotarians - United in Service - Dedicated to Peace	<i>Virgil PESTANA*</i>	<i>St. Augustine</i>	<i>Trinidad</i>
1988-1989	Put Life into Rotary - Your Life	L. Earle JOHNSON	Dominica	Dominica
1989-1990	Enjoy Rotary!	<i>Harold DAVIS*</i>	<i>Georgetown</i>	<i>Guyana</i>
1990-1991	Honor Rotary with Faith and Enthusiasm	<i>Valentine MOHABIR*</i>	<i>St Augustine West</i>	<i>Trinidad</i>
1991-1992	Look Beyond Yourself	<i>Gerald THOMAS*</i>	<i>Antigua</i>	<i>Antigua</i>

**DISTRICT 7030**

<b>Year</b>	<b>RI Theme</b>	<b>District Governor</b>	<b>Club</b>	<b>Territory</b>
1992-1993	<i>Real Happiness Is Helping Others</i>	Alfred LAM*	St. Kitts	St. Kitts
1993-1994	<i>Believe in What You Do - Do What You Believe in</i>	Gérard PETIT*	Basse-Terre Fort S. Charles	Guadeloupe
1994-1995	Be a Friend	Rupert CHEEKES	Port of Spain West	Trinidad
1995-1996	Act with Integrity, Serve with Love, Work for Peace	Kristendath (Joe) RAMKISSOON	Port Of Spain	Trinidad
1996-1997	Build the Future with Action and Vision	Malcom EDWARDS	Antigua Sundown	Antigua
1997-1998	Show Rotary Cares — for your community, for our world, for its people	Henri GUDA	Paramaribo	Suriname
1998-1999	Follow Your Rotary Dream	Harry LOUIS	Poine-à-Pitre	Guadeloupe
1999-2000	<i>Rotary 2000: Act with Consistency, Credibility, Continuity</i>	Suresh RAMLOGAN*	St. Augustine	Trinidad
2000-2001	Create Awareness – Take Action	Ethelbert THOMPSON	Barbados West	Barbados
2001-2002	Mankind is our Business	Paul RODAP	Lamentin	Martinique
2002-2003	Sow the Seeds of Love	Leslie HARRIPAUL	Piarco	Trinidad
2003-2004	Lend a Hand	Jean-Claude BLANCANEUX	Remire-Montjoly	French Guiana
2004-2005	Celebrate Rotary	David EDWARDS	Barbados	Barbados
2005-2006	Service Above Self	Dunstan BARROW	Georgetown	Guyana
2006-2007	<i>Lead the Way</i>	Victor PILGRIM*	St Augustine West	Trinidad
2007-2008	Rotary Shares	Cornelis (Cees) DILWEG	Paramaribo	Suriname
2008-2009	Make Dreams Real	Georges NOUH CHAIA	Cayenne	French Guiana
2009-2010	The Future of Rotary Is in Your Hands	Astra DA COSTA *	Central Port Of Spain	Trinidad
		Georges NOUH CHAIA	Cayenne	French Guiana
2010-2011	Building Communities — Bridging Continents	Williams A. (Tony) WATKINS	Barbados	Barbados
2011-2012	Reach Within to Embrace Humanity	Lara OUENTRALL-THOMAS	Central Port Of Spain	Trinidad
2012-2013	Peace Through Service	Stephen RAMROOP	San Fernando South	Trinidad
2013-2014	Engage Rotary, Change Lives	Hervé HONORE	François	Martinique
2014-2015	Light up Rotary	Elwin ATMODIMEDJO	Paramaribo Residence	Suriname
2015-2016	Be a Gift to the World	Milton INNISS	Barbados West	Barbados
2016-2017	Rotary Serving Humanity	Roger BOSE	San Fernando	Trinidad
2017-2018	Rotary: Making A Difference	Waddy SOWMA	Paramaribo Residence	Suriname
2018-2019	Be the Inspiration	Dominique VENERE	Basse Terre	Guadeloupe
2019-2020	Rotary Connects the World	Trevor E BLAKE	St Kitts	St Kitts-Nevis

(\*) *Deceased*

## 17. Appendix Two: Form H

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# Form H: Governor-nominee Data Form

**District governor candidate:** Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year \_\_\_\_\_ District \_\_\_\_\_ Zone \_\_\_\_\_

Title (e.g., Mr/Ms/Mrs/Dr/Rev) \_\_\_\_\_ Suffix (e.g., Jr/Sr/III) \_\_\_\_\_

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Call name as it should appear on your badge \_\_\_\_\_

Male  Female  Single  Married  Widowed  Divorced

City, country, and year of birth \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_  
*(official name of club, including country)*

RI membership ID number \_\_\_\_\_ Year you first joined Rotary \_\_\_\_\_

Current (or former, if retired) classification \_\_\_\_\_

Current (or former, if retired) firm and position \_\_\_\_\_ If retired, year of retirement \_\_\_\_\_

**Per RI Bylaws 15.070.3, a qualified Rotarian must have served a full term as club president, or as charter president from the date of charter to 30 June (six-month minimum), at the time of nomination.**

Rotary club(s)	Length of membership	Rotary year served as president
_____	Years _____	_____ - _____
_____	Years _____	_____ - _____

**Phone** *(include country/city or area codes)*

Residence \_\_\_\_\_

Business \_\_\_\_\_

Mobile \_\_\_\_\_

**Fax** *(include country/city or area codes)*

Residence \_\_\_\_\_

Business \_\_\_\_\_

**E-mail address** (for RI correspondence and publication in *Official Directory* and *International Assembly Participants* book)

\_\_\_\_\_

**Preferred mailing address\***

\*If this address is a post office box, please provide an alternate address for courier delivery.

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Country \_\_\_\_\_



# Form H

### Alternate mailing address

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Country \_\_\_\_\_

### Language Preferences

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read \_\_\_\_\_

Speak \_\_\_\_\_

For each of the following, please choose *one*:

International Assembly sessions

- English     French     Japanese     Korean     Portuguese     Spanish

Rotary publications produced in 6 languages

- English     French     Japanese     Korean     Portuguese     Spanish

Rotary publications produced in 9 languages

- English     French     German     Italian     Japanese     Korean  
 Portuguese     Spanish     Swedish

Rotary publications produced in 12 languages

- Chinese     English     Finnish     French     German     Italian     Japanese  
 Korean     Portuguese     Spanish     Swedish     Thai

### Personal History (please do not use abbreviations)

**Business and Professional Organizations** (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Social and Civic Organizations** (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Business/Professional Career** (please provide a brief outline, including each firm and dates):

Principal Hobbies (list two):



## Form H

### Spouse Information (if applicable)

 Male     Female

Title (e.g., Mr/Ms/Mrs/Dr/Rev)

Suffix (e.g., Jr/Sr/III)

Family name

First name

Middle initial

Name as it should appear on your badge

Phone

E-mail

Fax

Language fluency for International Assembly discussions (choose one):

 Chinese     English     French     German     Hindi     Italian

 Japanese     Korean     Portuguese     Spanish     Swedish

Language preference for RI mailings (choose one):

 English     French     Japanese     Korean     Portuguese     Spanish

#### *For Rotarian spouses only:*

Spouse ID number \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_

Highest office held \_\_\_\_\_

(official name of club, including country)

### Photos

If you are selected as governor-nominee, RI will need a head-and-shoulders photograph of you and of your spouse (individually, not as a couple) for the *International Assembly Participants* book. **Digital photos in high-resolution .jpg format are preferred.** E-mail your photo, along with your full name, district number, and the Rotary year in which you will serve, to **dgn.photo@rotary.org**. Photos are due by 30 June.

If you choose to submit a hard-copy photograph, it must measure at least 4 x 5 in./10 x 12.5 cm. The photo with your full name, district number, and the Rotary year in which you will serve clearly printed on the back **must** be submitted with this form.

Please indicate how your photos are being submitted:

 Digital photos e-mailed to dgn.photo@rotary.org

 Hard-copy photos attached (**do not staple** photo to this form)



# Form H

All signatures on this page must be handwritten (electronic signatures are not acceptable).

### CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of \_\_\_\_\_. The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 13.020.4 and meets the qualifications as specified in RI Bylaws 15.070 and that the club membership information on this form is accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Secretary's Name

\_\_\_\_\_  
Club Secretary's Signature

### CERTIFICATE OF DISTRICT NOMINATING COMMITTEE

The undersigned members of the District \_\_\_\_\_ Nominating Committee hereby certify that the candidate whose name appears on this form, to the best of the committee's knowledge, has not violated any of the rules on campaigning, electioneering, or canvassing as stipulated in RI Bylaws 13.010. (If the committee has more than five members, please attach a separate list.)

Names
_____
_____
_____
_____
_____
_____

Signatures
_____
_____
_____
_____
_____
_____

### CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Governor's Name

\_\_\_\_\_  
District Governor's Signature

**District governor:** Please mail, fax, or e-mail *all* pages of this form, including any additional sheets or photos, to your CDS representative by 30 June.



# **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

## **INTRODUCTION**

This Rotary District Strategic Plan is intended to guide leaders of both Rotary District 7030, as well as, those of Rotary clubs within District 7030 during the period 2020 – 2023.

The guidelines and goals herein are synchronous with the vision, values, and strategic plan of Rotary International and do not diminish Rotary club autonomy nor impact established Rotary club projects and goals.

The guidelines and goals herein are subject to review and revision each year during the 2020 – 2023 period so as to better accommodate and adapt to the needs of Rotary District 7030 and the Rotary clubs under its purview.

## **ROTARY INTERNATIONAL VISION STATEMENT**

Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.

## **ROTARY INTERNATIONAL CORE VALUES**

1. Fellowship
2. Integrity
3. Diversity
4. Service
5. Leadership

## **ROTARY INTERNATIONAL STRATEGIC PRIORITIES AND GOALS**

### **1. Increase Our Impact**

Rotary strives to change the lives of others for the better. Whether investing in relationships, making decisions grounded in evidence, or mobilizing networks to create solutions that last, Rotary and its members are always learning from

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

experiences in projects, clubs, and careers. Rotary has shown what it can do when it draws on its collective strengths and creates solutions that match the people it serves and evaluates the results to learn from both successes and setbacks.

Rotary members aim to be people of action who are effective problem-solvers. Members have always invested significant man-hours and financial resources into a broad range of service activities and shall now better measure and report the results and impact of such work and activities. Rotary shall also focus its array of service projects and activities centered on its six areas of focus, as well as, its variety of programs such as peace fellowships, scholarships, youth exchange and grants, which are all designed to develop the next generation of leaders and make the world a better place. Together with translating member expertise into making a difference in communities and across the globe, Rotary shall actively produce evidence of its sustainable impact so as to continue to attract members, partners and donors and prove that its impact on the world has only just begun.

Priority Objectives:

- Eradicate polio and leverage the legacy (to expand to other initiatives)
- Focus our programs and offerings
- Improve our ability to achieve sustainability and measure impact

### **2. Expand Our Reach**

People are always seeking ways to make a difference in the world and connect with others. Rotary members are meant to be people of action who activate and inspire one another, as well as, increase the capacity to make a difference by uniting persons whether members of Rotary or not. By creating unique opportunities for more people and organizations to get involved, Rotary and its members help them find the conduits they are seeking. Told widely and emphatically, Rotary stories give people hope that the world can change for the better, inviting listeners to imagine themselves as part of that change, too.

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

While Rotary clubs will always be important, to better extend Rotary's global reach, the current structure shall be expanded to include innovative models that welcome more (non-rotary) participants into Rotary and give them meaningful ways to unite and take collective action and thus build connections and opportunities that will allow people who share our drive to do the same.

### Priority Objectives

- Grow and diversify our membership and participation
- Create new channels into Rotary
- Increase Rotary's openness and appeal
- Build awareness of our impact and brand

### **3. Enhance Participant Engagement**

Rotary aims to understand the needs of others. Just like the people and communities it serves; Rotary's participants need to feel seen and heard. Rotary members are seeking experiences that feel personally and professionally relevant and fulfilling. When they see Rotary's dedication to investing in them at every stage of their professional life, participants are eager to go the distance – even at a time when there are many other options for networking and humanitarian service.

Because the challenges clubs face in today's changing world are recognized, Rotary will support clubs' efforts to deliver an experience that engages and retains members. When the needs, expectations, and growth of our participants are placed at the center of Rotary's efforts and clubs are helped to focus on the experience and value they give their members, Rotarians and other participants are given the opportunity to serve together, connect with one another, and have a more satisfying experience with Rotary.

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

Priority Objectives:

- Support clubs to better engage their members
- Develop a participant-centered approach to deliver value
- Offer new opportunities for personal and professional connections
- Provide leadership development and skills training

#### **4. Increase Our Ability To Adapt**

To achieve our vision and keep pace with ever-changing global trends, Rotary's structure and culture must evolve. Rotary and its members must be ready to seek out fresh opportunities, create more paths to leadership, open up our conversations to diverse voices, and simplify operations where necessary. To lead such an evolution, Rotary shall ensure that its operating and governance structures are efficient, flexible, and effective in delivering services to all of our members.

Priority Objectives:

- Build a culture of research, innovation, and willingness to take risks
- Streamline governance, structures and processes
- Review governance to foster more diverse perspectives in decision-making

### **ROTARY DISTRICT 7030 PROFILE**

District 7030 includes seventeen (17) countries and territories with seventy-two (72) Rotary clubs across the Southern Caribbean, spanning from St. Kitts and Nevis in the North, to Suriname, Guyana and French Guiana in the South, and the islands of Aruba, Bonaire and Curacao to the West.

### **ROTARY DISTRICT 7030 MISSION STATEMENT**

The Mission of District 7030 is to be a dynamic, fully integrated and united Rotary District, channeling the energies and innovation of our Caribbean people into coordinated activities to make lasting and positive changes to humanity.

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

### **ROTARY DISTRICT 7030 OBJECTIVES**

To strengthen the administration of District 7030 with transparent, cohesive and sustainable management plans and systems which produce measurable and reportable results that may be tracked and monitored so as to best inform District personnel and provide corrective feedback where necessary.

- **Administration and Finances**

- Review and update of the District Manual of Procedure and align with current RI Manual of Procedure
- Centralize District banking operations.
- Establish clear and transparent guidelines for management of District funds and District financial statements
- Audit District financial statements on a pre-determined regular basis
- Archive District financial statements and other District records (e.g. budgets, committee plans, strategic plan, manual of procedure, etc.)
- Establish and maintain a sustainable plan for District communication inclusive of adaptive mechanisms and guidelines
- Establish and maintain best practices for District Secretariat
- Improve our District Structure to build more robust interconnections with Zone 34 and Rotary International

- **Training and Development**

- Create a District training team and sustainable District training plan to implement district-wide training in areas such as: Foundation, Membership, Public Image, Public Relations and Communications, Rotary Leadership Institute, Club Administration, Leadership and Grants.
- Provide financial support for District Training Team
- Ensure preparation of future District leaders and effective succession planning
- Encourage Rotarians to explore various training opportunities including Rotary Leadership Institute and Rotary Learning Center

**STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030  
(DSP 2020 – 2023)**

- **District Disaster Management, Relief and Risk Reduction Plan**
  - Create a District Disaster Management, Relief & Risk Reduction Plan that focuses on annual preparedness and mitigation and that can also serve as a template for club's disaster plans
  - Establish a District-wide disaster response strategy which aligns with existing disaster response mechanisms of the region and that ensures prompt, appropriate and effective response
  - Have effective rules and regulations in place for management and sustainability of District disaster funds
  
- **District Governor Citation, Club Awards and Recognition**
  - To implement a sustainable and transparent District Governor Citation program which recognizes and awards excellence among Rotary clubs based on criteria which are supportive of and synchronous with the annual Rotary International Citation and other relevant Rotary International or Rotary Zone awards

**ROTARY DISTRICT 7030 CLUB OBJECTIVES**

**1. Club Administration**

To support and strengthen the governance, operations and procedures of Rotary clubs within District 7030

Each club should:

- Create, implement and maintain an effective club strategic plan for the next three (3) years
- Train club leaders on Rotary Grants
- Develop club leaders with transition, training and development plans

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

- Include Disaster Management, Relief and Risk Reduction awareness in club program of activities designed to mitigate risk and improve recovery
- Implement the Club Leadership Plan as recommended by Rotary International
- Undertake a Rotary club Health Check annually
- Develop, implement and maintain appropriate financial best practices and responsibility
- Determine and maintain a sustainable club communication plan and related activities to accommodate both internal and external parties
- Add, update and maintain club and member information on My Rotary
- Add, update and maintain club goals, objectives and projects on Rotary Club Central

### **2. Club Membership**

To expand the reach of Rotary within District 7030 by growing and diversifying club membership and enhance member engagement within clubs

Each club should:

- Appoint an active membership committee
- Develop, update and maintain an appropriate and adaptive club membership plan which incorporates active club membership growth, retention, education and engagement
- Conduct a membership satisfaction survey to determine what motivates and/or discourages member participation and engagement
- Review and, where necessary, amend club bylaws to relax prohibitive and/or restrictive membership and attendance requirements
- Review the time and format of club meetings to ensure the flexibility necessary to attract and retain members
- Achieve a net gain in club membership each year (with specific targets as outlined by Rotary International or District objectives)

**STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030  
(DSP 2020 – 2023)**

- Improve club membership retention rate by at least 1%, if below 90%, or maintain the rate, if 90% or higher
- Actively seek to attract new female club members, if current female club members are less than 40% of club membership
- Actively seek to attract new club members below age 40, if current club members under age 40 are less than 40% of club membership
- Actively seek to transition Rotaractors, or attract former Rotaractors and/or other Rotary Alumni to club membership
- Actively seek to attract new club members from classifications not currently represented in club (particularly if membership is not already representative of the mix of businesses and professions in the community)
- Actively encourage and facilitate regular member training and education

**3. Club Service Projects**

To focus on, supporting, strengthening and increasing humanitarian service afforded by clubs in District 7030

Each club should:

- Effectively seek out club service projects, driven by needs of the community, that create as wide and sustainable an impact on their community as possible
- Investigate service project partnering opportunities with other clubs within a respective country or territory, the District, as well as, with clubs in other Districts
- Build effective relationships with other Non-Governmental Organizations, Non-Profit Organizations, media, corporate partners and other stakeholders towards effecting better club service projects
- Strive for the development of a three-year club strategic plan which seeks to utilize and benefit from the Rotary Grants system to carry out bigger, better and more long-lasting and sustainable service projects



**STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030  
(DSP 2020 – 2023)**

- Develop club service projects that allow members to use their businesses, professional resources and skills to the benefit of young people and the community
- Utilize Rotary Showcase to promote and report on completed club service projects
- Utilize Rotary Ideas to seek additional support (financial or otherwise) for club service projects
- Participate and maintain activities in annual District-wide projects
- Promote high ethical standards in business and professions

**4. Youth Service**

To support youth development among clubs and nurture future Rotarians

Each club should:

- Form and support Rotaract, Interact and EarlyAct clubs in their community/country
- Seek to support, encourage, guide, mentor, advise and build relationships with respective Rotaract, Interact and/or EarlyAct clubs that it sponsored, so as to ensure effective development and growth
- Develop and implement a structured training program in Rotaract to enhance the personal and professional development of Rotaractors
- Seek to engage in joint projects with Rotaract, Interact and EarlyAct clubs
- Develop strategies to ensure effective transition of potential members from Rotaract to Rotary clubs and Interact to Rotaract clubs
- Meet obligations stipulated in the Rotaract, Interact and EarlyAct by-laws
- Support participation in District youth programs such as Rotary Youth Leadership Awards, Model United Nations and Youth Exchange within our District.
- Form and support other (Rotary-centered) youth oriented clubs such as RotaKids

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

- Investigate and utilize educational opportunities for youth through Rotary such as Peace Fellowships and Scholarships

### **5. Club Public Image**

To support club efforts towards enhancing the public image and awareness of Rotary

Each club should:

- Develop an effective club public image strategy to give more exposure to club activities, as well as, the service of Rotary and of the impact of its global programs
- Utilize the People of Action campaign from Rotary International and adapt to best fit promotion and reporting of club activities and projects, as well as, overall club public image
- Create awareness of club activities and projects among club members, media, and the community
- Develop, disseminate and maintain a regular club bulletin / newsletter that is distributed to both internal and external stakeholders
- Train club members in effective public relations and best practices as far as public image and communication
- Learn key points for talking about Rotary and use them when speaking in public
- Share club's Rotary stories with local media
- Build strong relationships with local media
- Effectively use social media and websites in club public image strategy to promote awareness of Rotary and your club activities in the community
- Encourage club members to wear their Rotary pins at all time
- Promote club members and all Rotarians as People of Action
- Utilise Rotary Brand Centre tools to develop impactful club public image strategies

## **STRATEGIC PLAN FOR 2020 – 2023 ROTARY INTERNATIONAL DISTRICT 7030 (DSP 2020 – 2023)**

- Utilize and follow Rotary International’s Visual Identity guidelines for use and application of Rotary logos, etc
- Make sure your club’s image is in line with Rotary’s public image
- Update club social media and websites regularly to ensure relevance and that club activities are adequately and appropriately reflected
- Become familiar with Rotary’s public image and public relations resources
- Share club stories with District

### **6. Club Rotary Foundation**

To support club efforts towards the Rotary Foundation and its humanitarian service including the eradication of polio

Each club should:

- Develop strategies and implement efforts to ensure that members understand the Rotary Foundation, its work and the importance of making contributions
- Consider applying for Rotary Foundation grants and accessing the different Foundation Programs
- Educate club members on various Rotary Foundation club and member recognitions
- Ensure at least 50% of club members are Sustaining Members every year
- Execute at least one (1) annual Polio Plus club fundraiser and ensure club contribution to Polio Plus program
- Encourage member support of Every Rotarian Every Year (EREY) and become a 100% EREY club
- Encourage club members to become Paul Harris Society members
- Have members contribute to the Rotary Foundation with a minimum amount of US\$100 per member per year
- Ensure club and/or member contributions to Annual Fund / SHARE program