



DISTRICT 5020 POLICY MANUAL

**THIS DISTRICT POLICY MANUAL SHOULD BE READ IN CONJUNCTION WITH THE
DISTRICT PROCEDURES MANUAL**

REVISIONS TO THIS POLICY MANUAL REQUIRE DISTRICT APPROVAL

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ARTICLE 1. REVISION HISTORY

DATE	AUTHORITY	VERSION	COMMENTS
14 Aug 2010	DC Feb 19, 2010	1	Added Section 4.04 (c)
14 Aug 2010	DC June 3, 2010	1	Concerning District Council authority.
3 Nov 2010	DC Sept 26, 2010	2	See DGE Report to Council re DPM
11 April 2011	DC April 2, 2011	3 d	See Council reports & minutes
2 Feb 2012	DC Jan 14, 2012	4.1	See DC Minutes
14 April 2013	DC Jan 11, 2013	4.2	See DC Minutes. AGD vice AGE. Also AF vice APF.
5 June 2013	DC May 30, 2013	5	See DC Minutes. Primarily Article II. Also "Youth" vice "New Generations".
23 July 2013	DC May 30, 2013	5 a	Additional duty for DGE in Section 2.01(b) to review the District Plan.
9 Feb 2014	DC Jan 11, 2014	6 a	Article III and related Appendixes
31 Mar 2014	DC March 28, 2014	7	Articles IV, V, and related Appendixes
10 May 2014	Request from DRFC	7 a	Deleted Appendix F
25 Sep 2014	DC Sep 20, 2014	8	Extensive changes to Articles II, III, & IV and Appendixes A, B, F, G, & H.
1 Jan 2015	DC 17 Jan 2015	9 a	Extensive changes
2 July 2015	DC 19 June 2015	10	Added Section 3.01 (a) and Appendix B.8.
23 Nov 2015	DC Sep 2015	11	Revised B.1.3.c and added 8.03
16 July 2016	DC 24 June 2016	12	Changed DLTA to DLA
28 July 2016	DC 24 June 2016	13	Added COS material in 2.01f, 2.02, and 2.04a. Also DRFC material in Appendix B and VLA material in Appendix F.
21 April 2018	DC 12 Apr 2018	14	See DC Minutes. Changed Continuity Team to Governance Team. DG approvals and DC reviews updated. Abbreviations - added DDF & SHARE, updated Zone. Appendix D Reimbursement updates. Finance related items & Appendix H added.
2 April 2019	DC 2 Apr 2019	15	See DC Minutes. Text changes to 3.12 Vocational Service Committee and Appendix B – B.6.1 Membership (on Vocational Service Committee).
17 Dec 2019	DC 17 Dec 2019	16	See DC Minutes. Text updates to Treasurer & Finance related items 5.02b (iv) Appendix

DATE	AUTHORITY	VERSION	COMMENTS
			A.3, Appendix B 2.4, added 2.6 Document retention.
18 Oct 2020	DC 18 Dec 2020	17	See DC Minutes. *New 3.18 and B.9 to recognize Rotaract as separate committee. Updated B.8.2 membership of Youth Services to remove Rotaract. *Updated B.10. to add DG appointed V. Chair to RYE Committee. *Updated 3.10 to clarify that the RYE chair is a voting member of D.C. *Article II B.4.7 recognizes R.I. policy, changed the title of the Councils on Resolution & Legislation to R.I. Council Representative and added position to the District Leadership Team. *Article V Sec. 5.02 waives District dues for new clubs under certain conditions. *Article V Sec. 5.05 (f) changes "District Restricted Fund" calculation. *Updates references throughout for consistency.
15 May 2021	DC 18 May 2021	17	*Article III Sec. 3.13 & 3.14 and B. 5.1 & B. 6.1 split the duties of the Public Image & Communications Committee into two separate committees. Article II Sec. 2.04 (a) District Council Membership updated to reflect change.
23 June 2023	DC 19 May 2023	18	Articles 1 Revision History and Article II Abbreviations were added to the Policy Manual. Consequentially the numbering of the Articles III through IX and their sections were renumbered V through XI respectively. Section 5.02 –International Service Committee to be a subcommittee. Consequential revision to Appendix B.2 and G.2. Section 4.04 District Council Membership and reimbursement. Section 5.18 Crisis Management Plan clarified.

DATE	AUTHORITY	VERSION	COMMENTS
			B 11: Clarify Youth Protection Plan and Crisis Management Plan, implementation of Crisis Management Team. C: changes to District Crisis Communications Plan. Section 11.01: revised timeframe for submitting changes to the policy manual.
September 9 2025	District Governor	19	Major revisions to comply with RI and District requirements. Procedures removed pending inclusion in the District Procedures Manual (to be developed). Previous appendices removed. Policy content from the previous appendices included in the body of the District Policy Manual. Formatting revised changing numbering.
November 11, 2025	Policy Manual	v1	Editorial consequential to drafting the District Manual of Procedures. Addition of Expenses Policy 5.3.3 to be approved
January 28, 2026	Policy Manual	v1	Editorial consequential to receiving additional comments

ARTICLE 2. ABBREVIATIONS AND DEFINITIONS

Annual Fund of The Rotary Foundation: means the fund formerly called “Annual Programs Fund” <https://my.rotary.org/en/annual-fund>

Area: means the division of the District into geographic areas with an Assistant Governor appointed in each. The number of Areas may vary; there are currently 18 Areas.

Club Management System: means the database that the District and the clubs in the District use to operate. At present, that includes DACdb and ClubRunner.

Club Representatives: are deemed to be the Presidents Elect at the Presidents Elect Learning Seminar, the club electors at the District Conference and as such, have the authority to act on behalf of their clubs.

Council on Legislation: means the RI legislative body that meets every three years to review and vote on proposed changes to the RI constitutional documents: the RI constitution and bylaws and the Rotary club constitution: RI Bylaws Article 1, Definitions.

Council on Resolutions: means the RI body that meets electronically (online) every year to vote on resolutions proposed by clubs, districts, the RI Board and the RI General Council for consideration by the RI Board or the Rotary Foundation Trustees. The proposals deal with matters that are outside of the RI constitutional documents. The Council on Resolutions will also consider urgent enactments proposed by the RI Board. Sources: RI Bylaws Article 8 and <https://my.rotary.org/en/learning-reference/about-rotary/councils>

Crisis: means an incident within the District (e.g., allegations of abuse) that could cause harm to the District as a whole, a District club or clubs, a District member or members, or participant(s) in a District event.

District Budget: means the overall budget for the District including all budgeted amounts allocated to the District committees and programs. Within the District Budget are the funds established to manage those committees and programs with bank accounts.

District Council: means the advisory body to the District Governor and the District generally.

District: means RI District 5020 <https://www.rotary5020.org/>

District Designated Funds (DDF): means the funds received by the District from The Rotary Foundation. The funds are generated through the investment over three years of donations to the Annual Fund (SHARE). The District may spend these funds on Foundation, District Grants and Global Grants (for more information see <https://my.rotary.org/en/participate/support-our-foundation/annual-fund>). Accountability for the use of these funds differs in that reports go directly to The Rotary Foundation and do not go through the District.

District Governor Elect: means the person elected by RI to serve as District Governor in the next Rotary year.

District Governor Nominee: means the person nominated by the District to RI to serve in the year following the District Governor Elect.

District Governor Nominee Designate: means the person nominated by the District to RI to serve as District Governor in the year following the District Governor Nominee.

District Leaders: means all those who serve on the District Council.

District Officers: means the District Governor, District Governor Elect, District Secretary, District Finance Chair, and District Treasurer.

Disaster: means a natural or manmade event internal or external to the District that could affect a community (e.g., environmental events such as floods, fires, and earthquakes).

OpCom: means the committee responsible for the Presidents Elect Learning Seminar; composed of the District Governors Elect of the participating districts.

Partner: means one of a couple of the same or opposite sex, with legally married or civil union status or in a mutually recognized relationship.

RI: means Rotary International.

RI Code of Policies: means the manual containing the policies of RI
[file:///C:/Users/User/Downloads/code_of_policies_rotary_international_en%20\(9\).pdf](file:///C:/Users/User/Downloads/code_of_policies_rotary_international_en%20(9).pdf)

RI Manual of Procedure: means the compilation of RI procedures, revised following each Council on Legislation <https://my.rotary.org/en/document/manual-procedure-035-en>

RI governance documents: means the RI Bylaws, RI Code of Policies, and RI Manual of Procedures.

Secure (financial) instruments: means Certificates of Deposit or other instruments where the principal is insured and not at risk of loss.

SHARE: means the information found at <https://my.rotary.org/en/annual-fund>

The Rotary Foundation <https://www.rotary.org/en/about-rotary/rotary-foundation>

The Rotary Foundation Annual Fund: <https://my.rotary.org/en/annual-fund>

The Rotary Foundation Code of Policies [file:///C:/Users/User/Downloads/code-of-policies-the-rotary-foundation-en%20\(1\).pdf](file:///C:/Users/User/Downloads/code-of-policies-the-rotary-foundation-en%20(1).pdf) (see COP above)

Zone: means the organization between a Rotary District and Rotary International. District 5020 is in Zone 25. Each pair of Zones (e.g., Zones 25 & 26) selects one RI Director.

ARTICLE 3. INTRODUCTION

3.1 PURPOSE

This Rotary District 5020 Policy Manual describes the District structure and provides the policies that govern how the District operates.

If there is a conflict between this document and the Rotary International (RI) Manual of Procedure or the Rotary International Code of Policies, the RI documents prevail.

If there is any conflict with Canadian or American laws, then the laws of that country will prevail.

3.2 AUTHORITY

District Council is responsible for reviewing and making recommendations on all proposed policies and changes to existing District policies in this District Policy Manual.

The District Resolutions & Policy Review Committee is responsible for reviewing all proposed changes to the District Policy Manual and to the District Manual of Procedures and submitting them to the District Council for consideration.

The committees that carry out the policies are responsible for maintaining the current implementation procedures found in the District Manual of Procedures.

3.3 STRUCTURE

The manual describes the:

- roles of the key officials and committees of the District;
- reporting structure of those roles;
- authorities granted to those roles; and
- main processes in which those roles participate.

ARTICLE 4. DISTRICT LEADERSHIP

This section describes the District Leadership positions, how they are filled, and the responsibilities.

Their responsibilities include regularly reviewing the policies that pertain to their areas of responsibility and for requesting new policies or proposing changes to the policies as required. They are also responsible for maintaining the associated procedures in the District Manual of Procedures.

4.1 GOVERNANCE STRUCTURE

The authority, responsibility and accountability for the District is held by:

- The District Governor who alone is recognized by Rotary International as the legal and executive authority;
- The District Continuity Team, composed of the District Governor, District Governor Elect, District Governor Nominee, Immediate Past District Governor, and District Governor Nominee Designate, holds responsibility for District management;
- The District Council is an advisory body to the District Governor and the District generally.

4.2 DISTRICT GOVERNOR

(a) Purpose

The District Governor's purpose is to be the duly elected Executive Officer of District 5020, be the sole officer of RI in the District, and ensure the proper operation of the District.

(b) Nomination and election

The District Governor:

- is nominated by the District Nominating Committee;
- is ratified by the District clubs; and
- is elected by the Rotary International Convention approximately one year before taking office.

(c) Qualifications

The District Governor:

- must have been a Rotary member for a minimum of seven years;

- must have served as a club president for a full term or been a charter president of a club having served the full term from the date of the charter to 30 June, for at least six months;
- must be able to travel to/from Canada and the USA;
- must be Youth Protection compliant and have taken District Youth Protection training;
- must understand the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws and be willing to fulfill these duties;
- should have served as a District Council member;
- should have:
 - competent technology skills;
 - effective verbal and communication skills;
 - demonstrated ability to lead and facilitate; and
- must be able to articulate a vision and goals for the District.

(d) Responsibilities

The District Governor is responsible for:

- being a member of the District Council and the District Continuity Team;
- serving *ex officio* as a member of all District committees or may appoint a designee to serve;
- being a signatory on the District bank accounts;
- appointing members to fill unfilled positions and vacancies in District Council Officers, District Council members, and committee chair positions that arise during their year in office;
- accomplishing the District goals, objectives and action plan;
- carrying out the duties in the RI Bylaws, section 16.030:
 - organizing new and strengthening existing clubs;
 - promoting membership growth;
 - working with District and club leaders to encourage:
 - participation in a district leadership plan as developed by the RI Board;
 - promotion of the RI strategic plan;
 - participation in grant programs of The Rotary Foundation;
- furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- supporting The Rotary Foundation;
- promoting cordial relations among and between the clubs and RI;
- planning for and presiding at the district conference;
- assisting the District Governor Elect in planning and preparing the Presidents Elect Learning Seminar and the Club Leadership Learning Seminar;
- working with the District Learning Co-Chair to plan and deliver other learning opportunities;
- conducting an official visit to each club to:

- focus attention on important Rotary issues;
- provide special attention to weak and struggling clubs;
- motivate Rotarians to participate in service activities;
- ensure that the club constitution and bylaws comply with the constitutional documents, especially following Councils on Legislation; and
- personally recognize the outstanding contributions of Rotarians in the district;
- issuing a monthly communication to the District clubs (RI requirement);
- reporting promptly to RI as required by RI;
- assuring that district nominations and elections comply with the constitutional documents and RI's established policies;
- inquiring regularly about the activities of Rotarian organizations in the district;
- transferring district files to the District Governor Elect;
- providing support to Assistant Governors so that they can further the development of the District and the cohesiveness of the members;
- informing all clubs of any challenge of any candidate for District Governor and asking for any concurrence with the challenge;
- accepting any challenge concurred to by the greater of 20 other clubs in the District or 30% of the total number of clubs in the District; and
- performing any other duties as are inherent of an RI officer.

4.2.1 DISTRICT COUNCIL CHAIR

(a) Purpose

The District Council Chair's purpose is to ensure the smooth running of the District Council.

(b) Appointment

The District Council Chair:

- serves a one-year term of office; and
- is appointed by the District Governor Elect.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualification

The District Council Chair:

- will normally have served previously as a voting member on District Council; and
- should be knowledgeable about governance practices, in particular, Robert's Rules of Order and familiar with policy 5.2.1 Rules of Order.

(d) Responsibilities

The District Council Chair is responsible for:

- being a non-voting member of the District Council;
- scheduling District Council meetings;
- setting the District Council meeting agenda with the District Governor;
- presiding at the meeting;
- making administrative arrangements for the District Council meetings:
 - coordinating the meeting venue; and
 - arranging lodgings if required.

4.2.2 DISTRICT COUNCIL

The Council is established by the District Governor.

(a) Purpose

The District Council's purpose is to be the advisory body of the District and provide advice to the District Governor on matters of District operation.

(b) Appointment

All District Council members:

- serve on the basis of the positions they hold; and
- for the term of office for the position held.

District Council members with voting rights are:

- District Governor;
- District Governor Elect;
- District Governor Nominee;
- District Governor Nominee Designate;
- Immediate Past District Governor;
- District Secretary;
- District Finance Chair;
- District Treasurer;
- Assistant Governors;
- District Membership Chair;
- District Rotary Foundation Chair;
- District Communications Chair
- District Public Image Chair;
- District Learning Co-Chair;
- District Vocational Service Chair;
- District Youth Protection Chair;
- District Youth Services Chair;
- District Rotary Youth Exchange Chair;
- District Rotaract Representative; and

District Council members without voting rights are:

- District Council Chair;
- District Vice-Governor;
- District Resolution & Policy Review Committee Chair;
- District Literacy Chair; and
- District Environmental Sustainability Committee Chair.

Other participants without voting rights:

- Chief of Staff;
- others invited by the District Governor.

(c) Qualifications

All District Council members:

- qualify based on the position held; and
- should attend a learning session on governance provided by the District Governor Elect.

(d) Responsibilities

The District Council is responsible for:

- participating in learning sessions provide by the District Governor Elect prior to taking office;
- meeting approximately quarterly
 - in early autumn;
 - in January / February;
 - immediately before the Club Leadership Learning Seminar to be held preferably between March and May;
 - immediately before the District Conference if one is held or if there is no District Conference, between March and May; and
- meeting at other times as the District Governor in consultation with the District Council Chair, deems necessary; and
- having a quorum of a simple majority of the voting members.

The District Council:

- will follow the Rules of Order in section 5.2.1 Rules of Order;
- will review the District Budget before final approval;
- may recommend that the District Governor solicit special project contributions; and
- will review the status of District funds at each District Council meeting and the financial statements at the end of the financial year.

4.2.3 DISTRICT CONTINUITY TEAM

This team is established by the District Governor.

(a) Purpose

The District Continuity Team's purpose is to manage the operations of the District, with full authority to lead and oversee all District functions in alignment with the responsibilities of the District Governor.

(b) Appointment

The District Continuity Team is appointed based on the positions held.

(c) Qualification

The District Continuity Team is composed of:

- District Governor;
- District Governor Elect;
- District Governor Nominee;
- District Governor Nominee Designate; and
- Immediate Past District Governor.

(d) Responsibilities

The District Continuity Team is responsible for:

- ensuring that the District operates smoothly between District Council meetings.

4.2.4 CHIEF OF STAFF**(a) Purpose**

The Chief of Staff's purpose is to be a resource, sounding board and confidant to the District Governor and assist in developing and supporting the District Governor's:

- strategies and tactics for implementing the District Governor duties, priorities, and projects; and
- programs, vision and action plan.

(b) Appointment

The District Governor Elect may appoint more than one person to carry out the Chief of Staff duties.

The Chiefs of Staff:

- may be assigned different titles;
- report(s) directly to the District Governor Elect / District Governor;
- serves for a term of 18 months, starting with the appointment by the District Governor Elect; and
- will not normally be appointed to a consecutive term.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The Chiefs of Staff:

- should ideally:
 - be a Past President;
 - have been an Assistant Governor;
 - have good organizational, time management, and computer skills;

- be knowledgeable about RI governance documents (i.e., the RI Bylaws, RI Manual of Procedures and RI Code of Policies);
- be knowledgeable about Rotary tools and reports as well as the District Policy Manual;
- be able to work with District-level and club members; and
- have a desire to make a difference beyond the club level;

(d) Responsibilities

The Chief(s) of Staff is/are responsible for:

- attending District Council meetings as requested by the District Governor;
- directly serving the District Governor;
- supporting District functions;
- working closely with District officers and committees to ensure the successful execution of the District Governor's vision, goals, and action plans;
- managing the status of the District Governor's functions, events, projects, and goals;
- coordinating activities and periodically meeting with the Assistant Governors;
- serving as a consultant and assistant to the District Governor, District Council, and District Committees in the application and implementation of policy matters;
- representing the District Governor in meetings and/or sits on designated District committees as the District Governor's representative;
- assisting the in planning District meetings and specified learning programs (e.g., Presidents Elect Learning Seminar, Learning Assemblies, District Conference);
- accompanying the District Governor on official club visits as requested;
- carrying out assigned specific tasks in the communications (such as the District Governor's monthly communication to the District clubs, RI requirement);
- communicating with RI staff on routine matters at the District Governor's request and under the District Governor's direct control/supervision; and
- carrying out special tasks as assigned by the District Governor.

4.2.5 DISTRICT DISASTER MANAGEMENT COMMITTEES

These committees are established by the District Governor.

(a) Purpose

The Disaster Management Committees' purpose is to manage the District response to an emergency situation (e.g., fire, flood, earthquake) regardless of the location of the emergency within the District.

(b) Appointment

The District Disaster Management Committees (British Columbia and Washington State):

- are established and chaired by the District Governor; and
- do not have representatives on the District Council.

(c) Qualifications

The District Disaster Management Committee is composed of:

- District Governor;
- District Governor Elect, serving as assistant to the District Governor;
- District Public Image Chair;
- District Communications Chair;
- the Assistant Governor(s) of the Area(s) affected by the disaster;
- the District Treasurer in the event that there are expenses;
- Fundraising Leader(s) for Washington State and / or British Columbia as appropriate; and
- a spokesperson to serve as a liaison to the media.

The District Governor may include:

- a licensed attorney in active practice who is familiar with local law; and
- others at the District Governor's discretion.

The District Governor, in consultation with the District Leadership Team:

- will appoint members to serve on the Disaster Management Team based on the nature of the emergency.

(d) Responsibilities

The two Disaster Management committees are responsible for:

- guiding actions to be taken by the District and District clubs in response to a disaster that affects the community or communities within which at least one District club is located.

The Chairs will call meetings as required.

4.2.6 DISTRICT CRISIS MANAGEMENT COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Crisis Management Committee's purpose is to guide actions taken by the District and District clubs in response to situations that could:

- affect the health, safety, or security of members in the District, volunteers, or participants in District or club activities;
- create a public perception that something has gone wrong; or
- reflect negatively or create a negative opinion of Rotary within the District.

(b) Appointment

The District Crisis Management Committee:

- is chaired by the District Governor;
- does not have a representative on the District Council.

The Committee is composed of:

- District Governor Elect, serving as assistant to the District Governor;

- District Youth Protection Chair (if the situation affects a youth);
- District Public Image Chair;
- District Communications Chair; and
- a licensed attorney in active practice who is familiar with local law and can give immediate advice regarding confidentiality, potential legal action, and liability.

The District Governor may include:

- the Assistant Governor of the Area where the crisis is taking place;
- the chair of the District committee responsible for the activity giving rise to the crisis;
- the District Treasurer in the event that there are expenses to be paid;
- a Fundraising Leader if the District decides to initiate a fundraising effort in the wake of a crisis;
- a spokesperson who serves as a liaison to the media; and
- others at the District Governor's discretion.

(c) Qualifications

The members of the District Crisis Management Committee:

- qualify on the basis of the positions they hold.

(d) Responsibilities

The Chair of the District Crisis Management Committee will call meetings as required.

The District Crisis Management Committee is responsible for:

- carrying out tasks and procedures guided by the:
 - Rotary International Media Crisis Handbook
<https://clubrunner.blob.core.windows.net/00000050157/en-ca/files/homepage/media-crisis-handbook/515-en---Media-Crisis-Handbook.pdf> ;
 - Rotary Youth Protection Guide <https://my.rotary.org/en/knowledge-and-resources/resources-and-reference/youth-protection> ;
 - District 5020 Youth Protection Policy;
 - District 5020 Rotary Youth Crisis Management Policy; and
 - District Crisis Management Plan.

4.2.7 DISTRICT CONFERENCE CHAIR

This position is established by the District Governor.

(a) Purpose

The District Conference Chair's purpose is to bring together members and community leaders in the District to inspire greater involvement with Rotary, strengthen existing relationships, and showcase the impact and outreach of Rotary in the world, and to manage the activities of the District Conference Committee.

(b) Appointment

The District Conference Committee Chair:

- is appointed by and reports to the District Governor;

- serves a one-year term; and
- is not a member of the District Council.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Conference Chair:

- must be a Rotarian in good standing;
- should have good organizational, time management, and communication skills; and
- should have experience with organizing events.

(d) Responsibilities

The District Conference Chair, on behalf of the District Governor, is responsible for:

- calling meetings as required;
- planning, organizing and conducting the conference;
- appointing a District Conference Treasurer with assistance from the District Treasurer and approval from the District Finance Committee;
- developing a comprehensive and well-balanced program within the guidelines provided by the District Governor;
- ensuring that there is an approved budget
- working with the District Treasurer to manage revenues and expenditures against the approved budget
- reporting to the District Governor, and District Treasurer against that budget;
- ensuring that the bank account for the funds and signatories to that account have been pre-approved by the Finance Committee;
- ensuring maximum representation from every club in the district by involving them in conference programs and activities;
- encouraging the involvement of the local community by conducting a well-planned public image effort - that includes media relations - before, during and after the conference;
- inviting representatives of the local community to participate in the program; and
- making a special effort to have the entire membership of all newly organized clubs attend the conference.

4.2.8 DISTRICT CONFERENCE COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Conference Committee's purpose are to:

- plan the District Conference offering an opportunity for clubs to exchange ideas and showcase their achievements;

- provide a relevant, motivational, and informative program; and
- promote maximum attendance.

(b) Appointment

The District Conference Committee is composed of the:

- District Governor;
- District Conference Committee Chair;
- District Conference Treasurer; and
- members as required.

The District Conference Treasurer:

- appointment is recommended by the District Conference Chair with the concurrence of the District Treasurer; and
- is approved by the District Finance Committee.

The District Conference Committee members:

- are appointed by the District Conference Committee Chair with the concurrence of the District Governor.

(c) Qualifications

Members, apart from those in the Governor line:

- are selected based on their knowledge, skills and experience in their assigned roles.

The District Conference Treasurer:

- must understand accounting principles and practices; and
- must have a working knowledge of budgeting and budget control.

(d) Responsibilities

The District Conference Committee is responsible for:

- helping to plan and budget for the District conference;
- establishing the conference program:
 - in consultation with the District Governor and the District Membership and Rotary Foundation committees; and
 - in accordance with the RI Manual of Procedures (articles 15.040 and 15.050) and information on My Rotary <https://my.rotary.org/en/events-and-connections/events/district-conferences>;
- coordinating promotion activities with the District Public Image and District Communications committees;
- coordinating with the Club Leadership Learning Seminar Committee if the two events are to be held consecutively or concurrently:
 - assisting with the planning of the Club Leadership Learning Seminar as required;
 - assisting with the promotion of the Club Leadership Learning Seminar in coordination with the District Public Image Committee and the District Communications Committee;
 - arranging for the facilities required by the District Learning Co-Chair at the Club Leadership Learning Seminar; and

- coordinating with the District Council Chair for:
 - the required assemblies of the Club Representatives to vote on District matters; and
 - presentations by the District RI Council Representative on RI legislative changes and resolutions.

The District Conference Treasurer is responsible for:

- using financial accounting software that is pre-approved by the District Treasurer;
- following generally accepted accounting procedures;
- being a signatory on the bank account or delegate the responsibility with the District Conference Chair's approval;
- supporting the District Conference Chair manage revenues and expenditures within the approved budget;
- reconciling and balancing the account each month;
- reporting to the District Conference Chair and District Treasurer against the District Conference budget;
- ensuring that no contract is signed where the cost may exceed the amount approved in the budget;
- raising expenditure and revenue issues or concerns with the District Conference Chair and District Treasurer;
- providing a final accounting to the District Treasurer within 30 days of the end of the District Conference;
- having the final accounts reviewed by an independent accounting firm as contracted by the District Treasurer; and
- providing the review reports to the District Treasurer within three months of the end of the District Conference.

4.2.9 DISTRICT INSURANCE COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Insurance Committee's purposes are to:

- promote and raise awareness about the insurance coverage; and
- be a valuable resource to District clubs on the insurance coverage based on their location within the District:
 - the US Clubs Program for Washington-based District clubs; and
 - the commercial insurance coverage for British Columbia-based District clubs.

(b) Appointment

The two District Insurance Representatives (Washington) and (British Columbia):

- are appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service;
- do not normally serve consecutive terms.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

They do not have a representative on the District Council.

(c) Qualifications

The District Insurance Representatives should be:

- Rotary members who are:
 - familiar with liability insurance based on experience as a broker; and
 - risk management professionals or underwriting professionals.

(d) Responsibilities

The District Insurance Representatives are responsible for:

- promoting and raising awareness about the insurance coverage for the District clubs; and
- being a resource for the clubs related to the insurance coverage.

The District Insurance Representative (Washington) is responsible for:

- assisting Washington-based District Rotary and Rotaract clubs to optimize their use of the US Club Program;
- connect Rotary members to documents, forms, and other materials available on the US Rotary Insurance Portal;
- answer basic questions about the coverages, exclusions, and limitations of the US Club Program;
- direct complex questions to RI Risk Management; and
- post and update information about the US Club Program on the District's website.

The District Insurance Representative (British Columbia) is responsible for:

- assisting British Columbia-based District Rotary and Rotaract clubs to optimize their use of the commercial insurance policy for British Columbia-based clubs in the District;
- connect Rotary members to documents, forms, and other materials to be used in conjunction with the insurance policy;
- answer basic questions about the coverages, exclusions, and limitations of the insurance;
- direct complex questions to the insurance broker; and
- post and update information about the insurance on the District's website.

4.2.10 DISTRICT AWARDS COMMITTEE

This committee is established by the District Governor.

It is represented on the District Council by the District Membership Chair.

(a) Purpose

The Awards Committee's purpose is to recognize outstanding achievements and contributions made by clubs in the District.

(b) Appointment

The District Awards Committee Chair is the District Membership Chair.

The Members are:

- the District Literacy Chair; and
- the District Foundation Chair.

In case of a vacancy, the District Governor:

- must appoint a qualified Rotarian to fill the unexpired term in accordance with the appointment of the position held.

(c) Qualifications

The members must meet the qualifications of the positions held.

(d) Responsibilities

The District Awards Committee Chair is responsible for:

- calling meetings as required.

The Awards Committee is responsible for:

- identifying clubs and individuals for recognition in the following categories:

Club Awards

These awards recognize clubs that have achieved their goals and have demonstrated exceptional membership development and retention efforts including:

- Rotary Club, Rotaract Club, and Interact Club Excellence Award to recognize clubs that have achieved their goals;
- Membership Absolute Growth Award to recognize clubs with the highest net member gain; and
- Membership Retention Award for clubs with the highest retention percentage over three years based on membership numbers on April 15 in the current Rotary year;

Literacy Awards

These awards acknowledge clubs and individuals who have significantly contributed to improving literacy rates in their communities including;

- Club Literacy Awards for five or more literacy / education projects or events; and
- the Aleph Swanson Literacy Champion Award recognizing individuals who have devoted their lives toward promoting literacy among children in their local communities;

RI Awards

These awards from RI, to be awarded in the year following achievement, recognize clubs whose members have made exceptional contributions to The Rotary Foundation:

- 100% Foundation Giving awarded to clubs that achieve an average of \$100 in per capita giving and 100% participation, with every dues-paying member

contributing at least \$25 to any or all of the following during the Rotary year: Annual Fund, PolioPlus Fund, approved global grants, or Endowment Fund;

- 100% Every Rotarian, Every Year to clubs that achieve a minimum Annual Fund contribution of \$100 per capita during the Rotary year, and every dues-paying member personally contributing at least \$25 to the Annual Fund during the year;
- Top Three per capita in Annual Fund Giving to the three clubs that give the most per capita to the Annual Fund., with a minimum of \$50 in per capita annual giving;
- Paul Harris Society Club to clubs in which every dues-paying member has contributed a minimum of \$1,000 to the Annual Fund, the PolioPlus Fund, or an approved global grant during the Rotary year.

4.3 DISTRICT GOVERNOR ELECT

(a) Purpose

The purposes of having a District Governor Elect are to allow sufficient time to prepare for the next Rotary year and have a smooth transition to that next Rotary year.

(b) Nomination and election

The District Governor Elect:

- is confirmed at an RI Convention; and
- will assume the District Governor position on July 1st in the year after confirmation.

If the District Governor Elect becomes unable or unwilling to serve as governor:

- the District Governor Nominee will automatically fill the vacancy if:
 - the selection process for the District Governor Nominee has been completed by the district; and
 - the District Governor Nominee is willing to do so.

If the District Governor Nominee becomes unable or unwilling to fill the vacancy:

- the RI board will elect a Rotarian who meets the qualifications to be a District Governor as stated in RI Manual of Procedures 16.010.

(c) Qualifications

The District Governor Elect:

- must have been a Rotary member for a minimum of six years;
- must have served as a club president for a full term or been a charter president of a club having served the full term from the date of the charter to 30 June, for at least six month;
- must be able to travel to and from Canada and the USA;
- must be Youth Protection compliant and have taken District Youth Protection training;
- must understand the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws and be willing to fulfill these duties;
- should have served or be serving as a District Council member;

- should have:
 - competent technology skills;
 - effective verbal and communication skills;
 - demonstrated ability to lead and facilitate; and
- should be able to articulate a vision and goals for the District.

(d) Responsibilities

The District Governor Elect is responsible for:

- being the next most senior District officer to the District Governor;
- serving as a member of the District Council, District Continuity Team, and District Finance Committee;
- preparing for the next Rotary year in close coordination with the District Governor, District Governor Nominee, and other District leaders;
- reviewing the District Strategic Plan and Action Plan with the District Governor and District Governor Nominee and making recommendations to the District Council for their amendment;
- preparing the District Budget for their year in office in accordance with policy 5.3.1 Budgeting Policy;
- presenting the District Budget to the Presidents Elect at the Presidents Elect Learning Seminar for approval;
- appointing chairs of District committees in accordance with policies;
- advising on the appointment of District Committee members;
- organizing learning sessions for those who will serve during their year as District Governor:
 - Presidents Elect by organizing the 5020 meetings that occur during the Presidents Elect Learning Seminar;
 - Assistant Governors Elect by including learning sessions at the Club Leadership Learning Seminar or at other times; and
 - District Council Members by including orientation and governance learning sessions during the Club Leadership Learning Seminar or at other times;
- providing the Presidents Elect, Assistant Governors Elect, and District Council members with a link to the:
 - District Policy Manual,
 - District Procedures Manual;
 - District Budget; and
 - District Strategic Plan and Action Plan; and
- recommending that they read these documents prior to taking office.

4.4 DISTRICT GOVERNOR NOMINEE

(a) Purpose

The purpose of having a District Governor Nominee is to have and execute a smooth succession plan.

(b) Nomination and election

The District Governor Nominee:

- is nominated between 24 and 36 months before taking office;
- will become the District Governor Nominee Designate upon selection by the RI Board;
- is elected as District Governor at the RI convention held in the second year after nomination; and
- will follow the District Governor Elect as District Governor.

If the District Governor Nominee becomes unable or unwilling to serve:

- the RI board will elect a Rotarian who meets the qualifications to be a District Governor.

(c) Qualifications

The District Governor Nominee:

- must have been a Rotary member for a minimum of five years;
- must have served as a club president for a full term or been a charter president of a club having served the full term from the date of the charter to 30 June, for at least six month;
- must be able to travel to and from Canada and the USA;
- must be Youth Protection compliant and have taken District Youth Protection training;
- must understand the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws and be willing to fulfill these duties;
- should have served or be serving as a District Council member;
- should have:
 - competent technology skills;
 - effective verbal and communication skills;
 - demonstrated ability to lead and facilitate; and
- should be able to articulate a vision and goals for the District.

(d) Responsibilities

The District Governor Nominee is responsible for:

- closely coordinating with the District Governor and the District Governor Elect to assume a position of leadership in the District;
- being a voting member of the District Council, the District Continuity Team, District Finance Committee, and the District Youth Exchange Committee;
- serving on the District Continuity Team;
- serving on the District Rotary Youth Exchange committee; and
- serving on the District Finance Committee.

4.5 DISTRICT GOVERNOR NOMINEE DESIGNATE**(a) Purpose**

The purpose of having a District Governor Nominee Designate is to have and execute a smooth succession plan.

(b) Nomination and election

The District Governor Nominee Designate:

- is next in line after the District Governor Nominee; and
- is nominated by the Nominations Committee.

If the District Governor Nominee Designate becomes unable or unwilling to serve as District Governor:

- the District will repeat the selection process.

(c) Qualifications

The District Governor Nominee Designate:

- must have been a Rotary member for a minimum of four years;
- must have served as a club president for a full term or been a charter president of a club having served the full term from the date of the charter to 30 June, for at least six month;
- must be able to travel to and from Canada and the USA;
- must be Youth Protection compliant and have taken District Youth Protection training;
- must understand the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws and be willing to fulfill these duties;
- should have served or be serving as a District Council member;
- should have:
 - competent technology skills;
 - effective verbal and communication skills;
 - demonstrated ability to lead and facilitate; and
- should be able to articulate a vision and goals for the District.

(d) Responsibilities

The District Governor Nominee Designate is responsible for:

- being a voting member of the District Council and District Continuity Team; and
- coordinating with the District Governor, District Governor Elect, and District Governor Nominee to assume a position of leadership in the District.

4.6 IMMEDIATE PAST DISTRICT GOVERNOR**(a) Purpose**

The Immediate Past District Governor's purpose is to provide for continuity, provide guidance to the District Governor; and be a resource for the District Governor.

(b) Appointment

The Immediate Past District Governor:

- serves on the District Council *ex officio*.

(c) Qualifications

The Immediate Past District Governor:

- must have served as the District Governor in the previous year.

(d) Responsibilities

The Immediate Past District Governor is responsible for:

- being a voting member of the District Council and District Continuity Team;
- working with the District Governor and District Governor Elect to ensure continuity of leadership and succession planning;
- serving on the District Continuity Team and participating in the District Continuity Team meetings;
- assisting in extension efforts;
- providing learning opportunities for incoming District Governors;
- promoting the RI convention; and
- providing direct assistance to weaker clubs;
- assisting with learning sessions at the District Conference;
- within one year of serving as District Governor, providing each club with an independently reviewed annual statement and report; and
- presenting the annual statement and report at a District meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given, for discussion and adoption.

4.7 DISTRICT VICE-GOVERNOR**(a) Purpose**

The Vice-Governor's purpose is to be available if the current or a future District Governor is unable to perform their duties.

(b) Appointment

The District Vice-Governor:

- serves a one-year term of office;
- is appointed by the District Governor Elect on an annual basis; and
- once selected, is not subject to a challenge.

(c) Qualification

The District Vice-Governor must be a Past District Governor.

(d) Responsibilities

The District Vice-Governor is responsible for:

- serving as District Governor only if:
 - confirmed that the current or a future District Governor is unable to perform their duties; and
 - the District Governor Elect, confirmed by RI, is unable to attend the International Assembly before taking office as the District Governor.

The District Vice-Governor is not a member of the District Council in that capacity.

4.8 DISTRICT SECRETARY

(a) Purpose

The District Secretary's purpose is to ensure that District records are managed and maintained.

(b) Appointment

The District Secretary:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service; and
- does not normally serve consecutive terms.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Secretary:

- should be knowledgeable about the District structure;
- have excellent communication skills; and
- should have experience with managing documents.

(d) Responsibilities

The District Secretary is responsible for:

- being a voting member of the District Council;
- being the District archivist and maintaining custody and control of historical records;
- handling District correspondence;
- taking and maintaining minutes of District meetings;
- keeping District non-financial records;
- maintaining the inventory of District equipment with a significant value if any;
- presenting the resolutions at the District Council;
- annually ensuring that the District Policy Manual is posted on the District website and sending the current District Policy Manual to the Assistant Governors and club Presidents;
- ensuring that any revisions to the District Strategic Plan and Action Plan are posted on the District website; and
- assisting District officers on District matters.

4.9 DISTRICT FINANCE CHAIR

(a) Purpose

The District Finance Chair's purpose is to oversee and safeguard the District assets by ensuring that there are appropriate policies, procedures and systems to provide

transparent and accurate financial information; and provide full support for the District Governor's fiduciary responsibilities.

(b) Appointment

The District Finance Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service; and
- does not normally serve consecutive terms.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Finance Chair:

- must have management and financial experience;
- must have competent technology skills;
- must have effective verbal and written communication skills;
- must have significant experience in accounting and financial reporting; and
- must be able to travel to and from Canada and the USA..

(d) Responsibilities

The District Finance Chair is responsible for:

- being a voting member of the District Council;
- chairing the District Finance Committee;
- suspending non-budgeted expenditures or expenditures that exceed the budget and bringing such issues to the Finance Committee.
- reviewing the management of the District's income and expenditures;
- ensuring that appropriate financial procedures and processes are followed;
- providing oversight and support to the District Treasurer;
- calling meetings as required;
- ensuring financial reporting to the Finance Committee and the District Council; and
- ensuring all year-end reporting is completed.

The District Treasurer and the District Finance Chair are jointly responsible for:

- applying and maintaining the District financial policies;
- advising the District Governor on all District financial matters;
- safeguarding the financial assets of the District;
- identifying and mitigating risks to protect the District and District clubs;
- administering the funds of the District; and
- keeping expenditures within the budgeted amount.

4.9.1 DISTRICT FINANCE COMMITTEE

This is an RI required committee.

(a) Purpose

The District Finance Committee's purpose is to safeguard the assets of the District assets.

(b) Appointment

District Finance Committee members other than those in the Governor categories:

- serve for three one-year terms; and
- will not normally be appointed to additional terms; and
- are appointed by the District Finance Chair in consultation with the District Governor and District Governor Elect.

The District Finance Committee is composed of the following:

- District Governor;
- District Governor Elect;
- District Governor Nominee;
- Immediate Past District Governor;
- District Finance Chair;
- District Treasurer (*ex-officio* and non-voting);
- one Member-at-large from a District club based in Washington State; and
- one Member-at-large from a District club based in British Columbia.

In case of a vacancy, the District Governor:

- must appoint a Rotarian meeting the same qualifications to fill the unexpired term.

(c) Qualifications

Members, apart from those in the Governor line:

- should preferably have served as a club treasurer; and / or
- have accounting / finance experience; and
- should be experienced in business management.

(d) Responsibilities

The District Finance Committee is responsible for:

Accounting

- ensuring that all financial transactions adhere to generally accepted accounting principles (GAAP) and are recorded in an approved financial program; and
- establishing funds as specified in the Fund Management Policy;

Budget and budgetary control

- preparing the District Budget for the upcoming Rotary year;
- basing the proposed District Budget on committee input and goals;
- reviewing the per capita levy and District administration expenses;

- submitting the District Budget to the clubs prior to approval of the District dues at a meeting of the Presidents Elect at the Presidents Elect Learning Seminar;
- facilitating the approval process;
- calculating District dues based on the approved per capita amount; and
- providing a copy of the approved annual District Budget to the District Treasurer;

Investments

- advising on the management of funds not required for immediate commitment or expenditure; and
- varying cash instruments to maximize returns with flexibility to respond to cash flow requirements;

Monitoring

- monitoring revenues, expenditures and cash flow, advising on addressing significant variances;
- submitting items that are not within the approved District Budget to the District Council for decision;
- transferring residual funds from the District Conference, Club Leadership Learning Seminar, special funds, or unused surpluses of District committee funds to the General Fund; and
- retaining sufficient funds for meeting expenses before revenues are available for District events;

Reporting

- providing annual, quarterly and monthly reports, bank statements, and bank reconciliations to the District Treasurer;
- preparing the District Governor funding report for the Immediate Past District Governor and submit to RI;
- preparing the RI annual statement and report of District finances; and
- having an annual review of the District financial statements and report of district finances conducted by a qualified accountant with the support of the District Treasurer and District Finance Chair;

Records

- retaining reviewed financial documents for a minimum of seven years; and
- archiving significant financial documents as outlined in the District Manual of Procedures;

Policies

- reviewing the District financial policies, reimbursement items, and rates each year; and
- recommending any changes to the District Council following the process in the District Manual of Procedures.

4.10 DISTRICT TREASURER**(a) Purpose**

The District Treasurer's purpose is to ensure that all District financial transactions and records are executed in accordance with generally accepted accounting practices (GAAP).

(b) Appointment

The District Treasurer:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service; and
- does not normally serve consecutive terms.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Treasurer:

- must have an understanding of accounting principles;
- must have competent technology skills;
- must have effective verbal and written communication skills;
- must have significant experience in accounting and financial reporting;
- must be able to travel to and from Canada and the USA; and
- .

(d) Responsibilities

The District Treasurer is responsible for:

- being a voting member of the District Council, independent from the District Finance Chair;
- reporting to the District Finance Chair;
- being a member of the District Finance Committee (*ex officio* and non-voting);
- assisting the District Governor Elect and District Finance Chair to develop the District Budget;
- issuing annual District dues and /or assessment statements to each Club;
- approving the accounting firm(s) that can conduct the reviews of accounts and the approved rates;
- assisting with the selection of the Treasurers to serve on the District Conference Committee, District Rotary Foundation Committee, District Youth Leadership Awards (Vancouver Island) Committee, and District Youth Exchange Committee;
- providing oversight of all District, District programs, and District committee budgets;

- administering and accounting for the District funds;
- maintaining the District books of accounts and financial records on all funds coming under the District Governor's jurisdiction;
- managing and monitoring all signatures for all District bank accounts;
- being a signatory on all District bank accounts or delegating the responsibility to the District Vice-Treasurer, the chair of a District committee, or the person responsible for a District program;
- receiving and depositing all funds for the General Fund and making all authorized disbursements from that fund;
- paying requests for payments that have been approved by the appropriate committee chairs or District Officers;
- posting the monthly bank reconciliations and copies of bank statements on the District Management System (DACdb at present);
- providing financial statements and budget status reports for each District Finance Committee meeting and District Council meeting, and at the end of each fiscal year;
- collecting financial statements and documentation of funds received and expended by the District and all District Committees or programs with bank accounts;
- preparing a preliminary summary statement of all funds for presentation to the District Finance Committee;
- submitting the financial records required for inclusion in the General Fund's annual financial review to the District Finance Chair by no later than 31 calendar days after the end of the financial year (i.e., by July 31st);
- ensuring that annual tax returns and reports are submitted as required in the USA and Canada;
- assisting the District Governor to complete the RI District Governor Funding Report before July 31st; and
- delivering books of accounts and any properties of the District in the possession of the Treasurer to the successor Treasurer.

4.10.1 DISTRICT VICE-TREASURER

(a) Purpose

The District Vice-Treasurer's purpose is to:

- provide financial assistance to District Chairs with programs and services with budgets and bank accounts;
- provide oversight of the management of those funds to ensure that their financial transactions and records are executed in accordance with accepted standards; and
- provide support to the District Treasurer as requested.

(b) Appointment

The District Vice-Treasurer:

- Is appointed for a three-year term of office by the District Treasurer subject to the approval of the District Finance Chair and the District Governor Elect; and

- does not normally serve consecutive terms.

In case of a vacancy:

- the District Treasurer must appoint a qualified Rotarian to fill the upcoming term subject to the approval District Governor Elect; and
- the District Treasurer must appoint a qualified Rotarian to fill the unexpired term subject to the approval of the District Governor.

(c) Qualifications

The District Vice-Treasurer:

- must have an understanding of accounting principles;
- must have competent technology skills;
- must have effective verbal and written communication skills;
- must have significant experience in accounting and financial reporting; and
- must be able to travel to and from Canada and the USA
- .

(d) Responsibilities

The District Vice-Treasurer:

- is not a member of the District Council or the District Finance Committee.

The District Vice-Treasurer is responsible for:

- assisting the District Treasurer with budgets and budgeting;
- providing back-up for the District Treasurer;
- providing oversight of all budgets approved for District programs and committees;
- providing support to the District Chairs that have bank accounts;
- providing oversight and review of the associated financial and accounting practices;
- providing independent oversight and review for those committees maintaining individual accounting and any special fund programs;
- collecting financial statements and documentation of funds received and expended for all District Committees or programs with bank accounts;
- assuring completion of year-end financial information from Committees and approved programs by July 31st;
- managing and monitoring all signatures for the approved bank accounts;
- being a signatory on District bank accounts as designated by the District Treasurer;
- scheduling the annual year-end financial reviews of District programs and committees;
- working with and supporting all Committee and approved program Treasurers; and
- monitoring all financial activity of the programs and committees with bank accounts for compliance to policy.

4.11 ASSISTANT GOVERNORS

The District is divided into Areas. Each Area consists of a number of clubs in the same general geographic location. Each Area is assigned an Assistant Governor.

(a) Purpose

The Assistant Governors' purpose is to be the primary contact between the District Governor and the clubs within their Areas and a valuable resource, advisor, and communication link within the District.

(b) Appointment

Assistant Governors:

- serve no more than three one-year terms but can be extended if no successor is found;
- are appointed on an annual basis by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee;
- are appointed in the December six months before taking office; and
- are voting members of the District Council.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term..

(c) Qualifications

Each Assistant Governor:

- must be an active member in good standing in a club in the District for at least three years; and
- must have been a Club President for a full year.

(d) Responsibilities

The Assistant Governors are responsible for:

- assisting the District Governor with the administration of their clubs;
- assisting the District Governor with the administration of the District;
- being the primary contact between the clubs and the District;
- participating in learning sessions provided by the District Governor Elect prior to taking office; and
- assisting the District Governor with new clubs by:
 - helping to promote, organize, establish and support new and different types of clubs; and
 - collaborating with the District Membership Committee and the District Rotaract representative in carrying out this work.

4.12 ROTARY INTERNATIONAL COUNCIL REPRESENTATIVE**(a) Purpose**

The RI Council Representative's purpose is to represent the District at meetings of the RI Council on Legislation and the RI Council on Resolutions and consider proposed resolutions and proposed changes to the legislation that governs Rotary.

(b) Appointment

The RI Council Representative:

- should, whenever possible, be selected three years ahead of the RI Council on Legislation at which they will take office;
- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee;
- but can be extended if no successor is found;
- serves beginning on July 1 in the year after selection; and
- is appointed on an annual basis.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The RI Council Representative:

- must be a member of a club in the District;
- must have:
 - served a full term as a Past District Governor; or
 - if none is available, may with the RI President's agreement, have served less than a full year or be a District Governor Elect; and
- must understand and be qualified, willing, and able to perform the duties and responsibilities of a Representative.

(d) Responsibilities

The RI Council Representative is responsible for:

- helping clubs prepare enactments and resolutions;
- discussing legislation and resolutions at district conferences and other district meetings;
- being knowledgeable about the attitudes of Rotarians within the District;
- carefully considering all legislation and resolutions presented to the councils and effectively communicate their views to the councils;
- acting as an objective legislator of RI;
- attending the meeting of the council on legislation for its full duration;
- participating in the council on resolutions; and
- reporting on council deliberations to the clubs of the district.

- participating:
 - online every year as a member of the Council On Resolutions; and
 - as a member of the Council On Legislation.

4.13 DISTRICT NOMINATIONS CHAIR

(a) Purpose

The Nominations Chair's purpose is to chair the Nominations Committee.

(b) Appointment

The District Nominations Vice-Chair:

- is the Immediate Past District Governor; and
- serves a two-year term:
 - the 1st year as Committee Vice-Chair; and
 - the 2nd year as Committee Chair.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Nominations Chair:

- must be a Past District Governor.

(d) Responsibilities

The District Nominations Chair is responsible for:

- chairing the District Nominations Committee; and
- ensuring that the selection process adheres to the requirements in RI Bylaws 12.030.1.

4.13.1 DISTRICT NOMINATIONS COMMITTEE

This committee is established by the District Governor Elect.

It does not have a representative on the District Council.

(a) Purpose

The District Nominations Committee's purpose is to recommend candidates to the District Continuity Team for the positions of District Governor Nominee Designate (see 4.4 District Governor Nominee Designate) and Rotary International Council Representative (see 4.11 RI Council Representative).

(b) Appointment

The District Nominations Committee is composed of eight Rotarians consisting of:

- two Past District Governors as Chair and Vice-Chair;
- five past or present club Presidents:
 - with no more than one per Area; and
 - in rotation so that, over time, all Areas have the opportunity to serve; and

- one current Assistant Governor.

The District Nominations Committee members:

- are selected by the District Nominations Chair in consultation with the District Governor Elect and the District Governor Nominee; and
- may not serve more than three one-year terms (RI Code of Policies 17.40.2).

The members from each Area normally serve:

- no more than two one-year terms, staggered by Areas (see the District Manual of Procedures).

The current Assistant Governor serves:

- a one-year term.

(c) Qualifications

The District Nominations Committee members:

- must have served at least one full term as a club president.

(d) Responsibilities

The District Nominations Committee is responsible for:

- meeting annually, normally in the first quarter of the Rotary Year;
- meeting at other times as they consider appropriate;
- taking into consideration that the District must select the nominee for District Governor between 24 and 30 months before the District Governor will take office;
- soliciting nominations from the District clubs but is not limited to those nominations;
- obtaining the candidate's club's concurrence unless the nomination comes from that club; and
- confirming that the nominees for the positions of District Governor and the RI Council Representative meet the required RI qualifications (RI Bylaws, 15.70) and are willing to serve.

4.14 DISTRICT MEMBERSHIP CHAIR

(a) Purpose

The District Membership Chair's purpose is to assist clubs recruit and retain members.

(b) Appointment

The District Membership Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and

- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) **Qualifications**

The District Membership Chair:

The District Membership Committee Chair:

- must have significant knowledge of, commitment to, and experience with membership attraction and engagement;
- should have served as a club Membership Chair;
- must be youth protection-compliant;
- must have participated in District learning opportunities related to membership;
- must have competent technology skills; and
- must be familiar with membership-related resources.

(d) **Responsibilities**

The District Membership Chair is responsible for:

- being a voting member of the District Council;
- supporting the District Governor in matters related to membership;
- liaising with the Zone Coordinator;
- chairing the District Awards Committee and representing it on District Council;
- identifying opportunities for new clubs and assisting with their establishment;
- ensuring membership changes are reported to RI;
- providing learning opportunities with respect to membership; and
- coordinating district-wide membership development and retention activities.

4.14.1 DISTRICT MEMBERSHIP COMMITTEE

This is an RI required committee.

(a) **Purpose**

The District Membership Committee's purpose is to identify, market and implement membership development strategies for the District.

(b) **Appointment**

The District Membership Committee members:

- are appointed by the District Membership Chair in consultation with the District Governor.

The members serve:

- three one-year terms; but
- the term can be extended by the District Governor on the recommendation of the Chair.

The District Membership Committee is composed of:

- the District Membership Chair; and

- nine Committee members balanced to represent the proportion of members in Washington State and British Columbia.

The District Membership Committee Chair, in consultation with the District Governor, may establish sub-committees or appoint advocates including but not limited to:

- District membership attraction;
- District member engagement; and
- District new club development
- Membership development; and
- Membership retention and extension.

The District Membership Committee sub-committees are:

- New Club Advocate; and
- New Member Advocate.

(c) **Qualifications**

District Membership Committee Members:

- should be Rotarians and Rotaractors who:
 - have significant knowledge of, commitment to, and experience with membership attraction and engagement;
 - have been successful in inviting new members to join Rotary or Rotaract;
 - have implemented membership programs;
 - have been active and successful in establishing and nurturing new clubs;
 - are members of clubs that have diversified membership; and
 - have served as chairs of club committee(s) related to membership.

(d) **Responsibilities**

The District Membership Committee is responsible for:

- supporting the District Governor on membership matters by:
 - assisting with organizing, establishing, and supporting new and different club types and models, where Rotary is and is not already active;
 - communicating progress, challenges, and opportunities to the District Governor and District Council;
 - interfacing with the Zone Coordinator on membership matters;
 - advising on awards and recognition through the Awards Committee;
 - monitoring and advising on the District demographic composition and membership diversification;
- assisting club membership committee chairs by:
 - strengthening the clubs of tomorrow by attracting new members and keeping existing members;
 - supporting the work of the clubs' membership committees;
 - assisting with the formation of Rotary and Rotaract clubs;
 - managing the membership leads page on My Rotary;
 - directing membership enquiries and referrals from RI;
 - assigning prospective, referred, or relocating members to District clubs;

- conducting workshops in conjunction with the District Governor, District Learning Coordinator, District Public Image and Rotary Foundation chairs;
- providing information on:
 - practices proven to be effective;
 - resources available;
 - requirements and processes for establishing new clubs; and
 - attraction and engagement of new members and engaging existing members.

4.15 DISTRICT ROTARY FOUNDATION CHAIR

(a) Purpose

The District Foundation Chair's purpose is to assist clubs to educate, motivate, and inspire members to participate in The Rotary Foundation program and fundraising activities in the District.

(b) Appointment

The District Rotary Foundation Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service; and
- may be appointed for one-year extensions with the concurrence of the District Governor Elect.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualification

The District Rotary Foundation Chair:

- should preferably be a Past District Governor (not mandatory); and
- should have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

(d) Responsibilities

The District Rotary Foundation Chair is responsible for:

- being a voting member of the District Council;
- supporting the District Governor on matters related to The Rotary Foundation;
- assisting with setting The Rotary Foundation goals;
- planning, coordinating, managing, and promoting all District Foundation activities;
- appointing a District Rotary Foundation Treasurer with assistance from the District Treasurer and approval from the District Finance Committee;

- ensuring that the bank account for the funds allocated to the District Foundation Committee and signatories to that account have been pre-approved by the Finance Committee;
- ensuring that there is an approved budget, managing revenues and expenditures, and reporting to the District Governor, and District Treasurer against that budget;
- advising the District Governor and District Governor Elect on how to use the District Designated Fund;
- participating in the District Designated Fund allocation process;
- presenting the Letter of Findings and Recommendations of the review of the District Designated Funds to the District Continuity Team and District Finance Committee at their next meeting;
- coordinating The Rotary Foundation fundraising and program participation;
- signing the SHARE Decision Worksheet submitted to The Rotary Foundation;
- attending The Rotary Foundation Zone seminars;
- assisting District Clubs by:
 - providing learning opportunities, seminars and workshops to District clubs on grant management;
 - encouraging clubs to provide information on The Rotary Foundation annually;
- attending and participating in the Club Leadership Learning Seminar and other District learning meetings;
- holding a minimum of three District Rotary Foundation seminars, one to be held at the Club Leadership Learning Seminar;
- serving on the District Awards Committee; and
- attending a Rotary Foundation Seminar conducted by Zone leaders when new information is offered from The Rotary Foundation.

4.15.1 DISTRICT ROTARY FOUNDATION COMMITTEE

This is an RI required committee.

(a) Purpose

The District Rotary Foundation Committee's purpose is to:

- educate clubs about The Rotary Foundation;
- motivate and inspire Rotarians in the District to support and participate in The Rotary Foundation program and fundraising activities;
- authorize the use of District Designated Funds for grants;
- qualify District clubs to apply for global grants; and
- be the liaison between The Rotary Foundation, the District clubs, and members.

(b) Appointment

District Rotary Foundation Committee is composed of the:

- District Rotary Foundation Chair;

- chairs of the sub-committees; and
- District Rotary Foundation Treasurer.

The District Foundation Treasurer:

- appointment is recommended by the District Rotary Foundation Chair with the concurrence of the District Treasurer; and
- is approved by the District Finance Committee.

The District Rotary Foundation Sub-committee chairs:

- are appointed by the District Rotary Foundation Chair in consultation with the District Governor, Immediate Past District Governor and/or the District Governor Elect with the concurrence / approval of the District Governor.

The District Rotary Foundation Sub-committee members:

- are appointed by the Sub-committee chairs with the concurrence of the District Rotary Foundation Committee Chair.

Chairs of the other sub-committees and the members of those committees:

- serve three one-year terms; and
- will not normally be appointed to additional terms.

(c) Qualifications

Members must:

- be experienced, dedicated Rotarians; and
- have significant knowledge of, commitment to, and experience with The Rotary Foundation.

The District Rotary Foundation Treasurer:

- must understand accounting principles and practices; and
- must have a working knowledge of budgeting and budget control.

(d) Responsibilities

The District Rotary Foundation Treasurer is responsible for:

- ensuring that the District Foundation Committee and the sub-committees use financial accounting software that is pre-approved by the District Treasurer;
- maintaining a separate bank account for the District Designated Funds;
- having the District Treasurer or delegate as a signatory on the account;
- having the District Foundation Chair or delegate as a signatory on the account;
- following generally accepted accounting procedures;
- using approved financial software for maintaining the accounts;
- being a signatory on the bank account or delegate the responsibility with the District Rotary Foundation Chair's approval;
- reconciling and balancing the account each month;
- ensuring that no contract is signed where the cost may exceed the amount approve in the budget;
- ensuring the careful management of The Rotary Foundation grant funds;

- monitoring grants to ensure timely reporting and successful grant completion;
- submitting monthly and annual reports to the District Treasurer for inclusion in the District Finance Committee reports.
- report to The Rotary Foundation on the District Designated Funds Spending Plan.
- raising expenditure and revenue issues or concerns with the District Rotary Foundation Committee;
- providing a final accounting to the District Treasurer within 30 days of the end of the Rotary year;
- having the final accounts reviewed by an independent accounting firm as contracted by the District Treasurer;
- reporting to The Rotary Foundation against the District Rotary Foundation budget; and
- providing the review reports to the District Treasurer within three months of the end of the Rotary year.

The District Rotary Foundation sub-committees are responsible for:

- managing the amount allocated in the District Budget;
- providing monthly and annual reports to the District Rotary Foundation Treasurer; and
- working with other District committees as appropriate.

4.15.2 DISTRICT ROTARY FOUNDATION SUB-COMMITTEES

The Rotary Foundation sub-committees are responsible for:

- Foundation promotion;
- grant management;
- Polio Plus;
- scholarships and fellowships;
- international service;;
- championing The Rotary Foundation; and
- stewardship.

(a) Foundation Promotion

The following District Rotary Foundation sub-committees are responsible for the promotion of Foundation programs and encouraging club fundraising for The Rotary Foundation:

- British Columbia Foundation Promotion Sub-committee and Washington State Foundation Promotion Sub-committee work with the Assistant Governors and the clubs in their respective areas and are responsible for supporting Rotary Foundation activities, promotion, education, and fundraising;

(b) Grant management

The following District Rotary Foundation sub-committees are responsible for managing grants:

- District Stewardship Sub-committee is responsible for ensuring the careful management of Rotary Foundation grant funds, educating Rotarians on grant management; and monitoring all open grants to ensure timely reporting and successful grant completion;
- District Global Grants Sub-committee is responsible for informing clubs and/or district project committees of the available Rotary Foundation grants, assisting clubs in applying for Global Grants, and reviewing all grant applications, certifying complete, accurate applications prior to submission to The Rotary Foundation
- District Community Grants Sub-committee is responsible for assisting clubs applying for District Community Grants
- District International Service Sub-Committee is responsible for assisting clubs to identify and fund international service projects, providing learning opportunities for the clubs' international services committee members;

(c) PolioPlus

The following District Rotary Foundation sub-committee is responsible for managing the District participation in PolioPlus.

- District PolioPlus Sub-committee is responsible for supporting Rotary's commitment to polio eradication and encouraging participation in PolioPlus activities;

(d) Scholarships and fellowships

The following District Rotary Foundation sub-committee is responsible for managing Rotary scholarships and fellowships:

- District Scholarship and Fellowship Sub-committee is responsible for promoting club and district participation in the District Ambassadorial Scholarships, Peace Fellowships and Global Grant Scholarships and ensuring that former Ambassadorial and Peace scholars continue to be a valuable resource in Rotary activities.

(e) Championing the Rotary Foundation

The following District Rotary Foundation appointee is responsible championing the Rotary Foundation:

- The Foundation Champion (Endowment, Major Gifts) is responsible for securing endowments and major gifts.

(f) Stewardship

The District Rotary Foundation Chair and the District Rotary Foundation Treasurer are responsible for stewardship of the District Designated Funds and report on the use of those funds directly to The Rotary Foundation.

4.16 DISTRICT COMMUNICATION CHAIR

(a) Purpose

The District Communication Chair's purpose is to support all internal and external communications

(b) Appointment

The District Communication Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Communications Chair:

- should have significant knowledge of and experience with all forms of communication; and
- have significant knowledge of and experience with RI branding requirements.

(d) Responsibilities

The District Communication Chair is responsible for:

- being a voting member of the District Council;
- supporting the District Governor's internal and external communications strategy;
- focusing on communications within the District and by the District clubs;
- overseeing the maintenance of the District:
 - District and Club Management System (at present, ClubRunner and DACdb);
 - virtual meeting services;
 - managing the District website and social media;
 - the District digital media archives;
- supporting the required District Governor's communication to the clubs;
- publishing:
 - a DG's newsletter on a frequency directed by the District Governor and distributing it electronically; and
 - the District magazine;
- conducting District surveys and communication campaigns;
- analyzing and tracking surveys and campaigns;
- creating press releases; and
- responding to inquiries.

4.16.1 DISTRICT COMMUNICATIONS COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Communications Committee's purposes are to support all internal communications and create branded content on behalf of the District.

(b) Appointment

The District Communications Committee members:

- are appointed by the District Communications Chair in consultation with the District Governor; and
- serve three one-year terms but the term can be extended by the District Communication Chair with the agreement of the District Governor.

The District Communications Committee is composed of:

- the District Communications Chair; and
- members as appointed.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Communications Committee members should have:

- strong technology skills related to social media;
- experience with social media;
- sound knowledge of the District; and
- effective written skills.

(d) Responsibilities

The District Communications Committee is responsible for:

- developing materials and making them available to District clubs and members electronically.
- sharing publicity materials;
- assisting with branding promotional events;
- promoting attendance at the Rotary International Convention and District Conference; and
- supporting District clubs by:
 - assisting District Committee Chairs develop communications materials relevant to their areas of focus;
 - overseeing that the website is kept up to date, presents an attractive appearance, and creates a positive impression to the public;
 - helping to promote attendance by Rotarians at the annual Rotary International Convention and the District Conference; and
 - helping to promote any District Learning events;
 - overseeing the creation of all Rotary District 5020 branded material to ensure compliance with the RI branding guidelines; and
 - liaising with the District Public Image Chair to ensure that all external and internal District communication includes appropriate branding.

4.17 DISTRICT PUBLIC IMAGE CHAIR**(a) Purpose**

The District Public Image Chair's purpose is to create awareness and enhance the public image of Rotary within the geographic area covered by the District clubs.

(b) Appointment

The District Public Image Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Public Image Chair:

- should have significant knowledge of and experience with RI branding requirements ; and
- should have significant knowledge of and experience with all forms of visual communication.

(d) Responsibilities

The District Public Image Chair is responsible for:

- being a voting member of the District Council;
- creating branded content for the District;
- assisting in branding promotional events;
- sharing branded publicity material;
- creating press releases;
- responding to inquiries; and
- serving on the District Conference Committee.

4.17.1 DISTRICT PUBLIC IMAGE COMMITTEE

This is an RI required committee.

(a) Purpose

The District Public Image Committee's purposes are to:

- focus on communications with audiences that are external to the District clubs;
- promote Rotary to the public, fostering community support for Rotary programs within the geographic area covered by the District;
- increase understanding of what Rotary and the District clubs do and how that makes a difference; and
- be the liaison with the Public Image chairs in the District clubs.

(b) Appointment

The District Public Image Committee is composed of:

- the District Public Image Chair;
- District Communications Chair; and
- may include club members with experience in communication with the public.

The District Public Image Committee members:

- are appointed by the District Public Image Chair in consultation with the District Governor Elect.
- serve three one-year terms; but
- a term can be extended by the District Governor on the recommendation of the Chair.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The members should have:

- strong technology skills related to social media;
- experience with social media;
- experience or a strong interest in marketing; and
- effective written skills.

(d) Responsibilities

The District Public Image Committee is responsible for:

- supporting the District Governor and District by:
 - seeking opportunities to create awareness and enhance the public image of Rotary;
 - creating materials that are distinctly Rotary and RI brand-compliant communications materials for use throughout the District;
 - liaising with the District Council to ensure that all external and internal District communication includes appropriate branding;
 - promoting the End Polio Now campaign, and RI and District areas of focus;
- liaising with the media by:
 - responding to inquiries;
 - ensuring a District presence on social media;
 - writing press releases;
 - providing information on grant successes and alumni activities;
 - sharing stories that show the District as people of action through social and other media;
 - getting media coverage for local projects by cultivating relationships with journalists;

- working on the District Learning Committee;
- providing learning opportunities with the District Rotary Foundation Chair and District Membership Chair to support membership development and retention; and
- maintaining digital media archives; and
- supporting District clubs by:
 - maintaining a public image network of Club Public Image Committee Chairs to provide motivation and share ideas to raise the clubs' profile in their communities;
 - assisting clubs develop their own public image plan;
 - encouraging them to communicate with external audiences to promote the impact they make in their communities;
 - working with clubs to use the resources available on the Brand Center; and
 - educating and motivating Clubs and individual Rotarians to promote the Rotary story by highlighting work done in local communities and internationally; and.
 - providing public image educational and learning opportunities for Club Public Image Committees;
 - conducting a District Vibrant Club Workshop in conjunction with the DG, District Learning Coordinator, District Membership, and Rotary Foundation chairs;
 - establishing network of Club Public Image Committee Chairs to provide motivation and to share ideas; and
 - hosting public image learning opportunities for Club Public Image Committees to attend both in person and online within the approved budget.

4.18 DISTRICT LEARNING CHAIR

(a) Purpose

The District Learning Chair's purpose is to provide learning opportunities so that club and District leaders are prepared for their roles.

(b) Appointment

The District Learning Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to complete the unexpired term.

(c) Qualifications

The District Learning Chair:

- should have experience in adult learning.

(d) Responsibilities

The District Learning Chair is responsible for:

- being a voting member of the District Council;
- supporting the District Governor and District Governor Elect in providing learning opportunities for District and club leaders, and District members;
- overseeing the overall District Learning Plan;
- serving as Chair of the Learning Committee;
- developing a learning sequence and materials for leaders;
- assisting with the provision of learning opportunities for Rotaract and Interact club leaders;
- serving on the Club Leadership Learning Seminar Committee;
- developing the program and schedules for the Club Leadership Learning Assembly with the District Governor Elect, Assistant Governors, and Assistant Governors Elect;
- coordinating with the District Conference Committee if the two events are to be held consecutively or concurrently:
 - coordinating the planning of the two events as required;
 - coordinating the promotion of the two events with the District Public Image Committee and the District Communications Committee; and
 - identifying and coordinating the facilities required;
- working with the Pacific North-West Presidents Elect Learning Seminar Curriculum Team on the program and schedules for the Presidents Elect Learning Seminar;
 - securing speakers, learning leaders, and other positions selected / approved by the District Governor Elect; and
 - advising on meeting site logistical matters and the registration process; and
- working with the District Youth Protection Chair to develop and maintain training on youth protection for Rotarians, other volunteers and youth program participants.

4.18.1 DISTRICT LEARNING COMMITTEE

This is an RI required committee.

The District Governor Elect or the District Learning Co-Chair will call meetings as required to plan, prepare for, and manage learning opportunities.

(a) Purpose

The District Learning Committee's purpose is to:

- support the District Governor and District Governor Elect in preparing District and club leaders for their roles;

- develop club presidents and club leaders to have the necessary skills, knowledge, and motivation to:
 - sustain and expand their membership base;
 - implement successful projects that address the needs of their communities and communities in other countries; and
 - support The Rotary Foundation through both program participation and financial contributions;
- support the Rotary Learning Institute sub-committee if requested;
- provide opportunities for those leaders to connect with each other; and
- support club learning facilitators.

(b) Appointment

The District Learning Committee is composed of the:

- District Governor Elect (Chair);
- District Learning Chair (Co-Chair); and
- may include members who are subject matter experts and those with adult learning facilitation experience.

The District Learning Committee members other than those in the Governor categories:

- are appointed by the District Governor with the concurrence of the District Governor Elect.
- serve for up to three one-year terms of office; and
- will not normally be appointed to a consecutive term.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Learning Committee members:

- must be members in good standing in a District Rotary Club.

(d) Responsibilities

The District Learning Committee is responsible for:

- supporting the District Governor on learning matters by:
- working with the District Governor and District Governor Elect to develop the District Learning Plan;
- helping to execute the District Learning Plan events including logistics, program, speakers, learning leaders, and evaluations;
- organizing the Club Leadership Learning Seminar by:
 - operating for this task under the direction of the District Governor Elect;
 - working with the District Conference Committee when the two events are concurrent or consecutive;

- assisting with the planning for the event to be held, preferably between March and May;
- arranging for the facilities required for the Club Leadership Learning Seminar, or advises on room and equipment requirements if combined with a District conference;
- consulting with the District Governor and the District Membership and District Rotary Foundation committees;
- promoting the Club Leadership Learning Seminar in coordination with the District Public Image Chair and the District Conference Committee Chair; and
- assisting District clubs as requested by:
 - conducting workshops in conjunction with the District Governor, and the District Membership, Public Image, and Rotary Foundation chairs;
 - conducting or supporting events of the Rotary Learning Institute sub-committee, both Rotary Learning Institute workshops and supporting the learning facilitators; and
 - supporting the District strategic planning (Visioning) facilitators.

4.19 DISTRICT VOCATIONAL SERVICES CHAIR

(a) Purpose

The District Vocational Services Chair purpose is to stimulate and promote Club Vocational Service and assist clubs to inspire integrity, encouraging professional development and foster mentoring to help achieve career and life goals.

(b) Appointment

The District Vocational Services Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Vocational Services Chair:

- should have competent technology skills
- should have effective verbal and communication skills;
- must be able to manage, lead, and guide volunteers ;
- must be able to travel to/from British Columbia and Washington State;
- must be Youth Protection compliant and have taken District Youth Protection training.

(d) Responsibilities

The District Vocational Services Chair is responsible for:

- being a voting member of the District Council;
- promoting Vocational Service and Vocational Training Teams throughout the District;
- working with the District Rotary Foundation Chair and Treasurer to establish a balanced budget for funding Vocational Training Teams with funds being allocated out of the District Rotary Foundation budget and managed comparable to a Global Grant and funds for other vocational services;
- working with the District Rotary Foundation Treasurer to manage revenues and expenditures of approved submissions for funding and report to the District Rotary Foundation Chair, District Governor and District Treasurer against that budget;
- ensuring that no financial commitment is made where the cost may exceed the amount approved in the budget;
- encouraging clubs to:
 - present vocational and business excellence awards;
 - mentor young people to help them succeed in their vocational pursuits;
 - have club members share information about their profession;
 - participate in business networking events that introduce non-Rotarians to the principles of vocational service; and
 - to implement an activity to celebrate Vocational Service Month in January.

4.19.1 DISTRICT VOCATIONAL SERVICES COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Vocational Services Committee's purposes are to:

- promote the Object of Rotary <https://my.rotary.org/en/guiding-principles>, in particular:
 - the application of high ethical standards in business and professions;
 - the worthiness of all useful occupations;
 - the dignifying of each Rotarian's occupation as an opportunity to serve society; and
 - the application of the ideal of service in each Rotarian's personal, business, and community life;
- promote the recognition and application of the 4-Way Test in business;
- support the contribution of members' vocational talents to the problems and needs of society; and
- keep Vocational Service front and center in our minds and actions.

(b) Appointment

The District Vocational Services Committee is composed of:

- the District Vocational Services Committee Chair;
- the leaders of Vocational Training Teams;
- the New Member Advocate; and
- other members as appointed as committee members.

The District Vocational Services Committee members:

- are appointed by the District Vocational Services Committee Chair in consultation with the DG.

The District Vocational Services Committee members serve:

- three one-year terms; but
- the term can be extended by the District Governor on the recommendation of the District Vocational Services Chair.

In case of a vacancy, the District Governor:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Vocational Services Committee members:

- are not limited by geography, club membership, or other leadership roles the member might have; and
- should represent clubs across the District.

The District Vocational Services Committee Chair and members:

- must have an interest in the goals, objectives, and helping the committee fulfill its responsibilities.

(d) Responsibilities

The District Vocational Services Committee is responsible for:

- stimulating and promoting Club Vocational Service;
- assisting clubs to inspire integrity;
- encouraging professional development;
- fostering mentoring to help achieve career and life goals; and
- encouraging clubs to present Vocational or Business Excellence Awards.

4.20 DISTRICT YOUTH PROTECTION CHAIR

(a) Purpose

The District Youth Protection Chair's purpose is to ensure that the District and all clubs in the District comply with all District and RI Youth Protection requirements related to all youth programs.

(b) Appointment

The District Youth Protection Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and

- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Youth Protection Chair:

- would find it to be advantageous to have professional experience in counselling, social work, law enforcement or child development;
- must have competent computer skills;
- should have prior experience using a database;
- must be able to articulate the rationale behind the use of the YVM and YEAH systems;
- must be able to describe the benefits of using the database to the clubs and their program volunteers;
- must have completed training on administering the YVM system;
- must have completed training on the use of the YEAH system; and
- must be youth protection compliant, including having taken youth protection training.

(d) Responsibilities

The District Youth Protection Chair is responsible for:

- being a voting member of the District Council;
- chairing the District Youth Protection Committee;
- monitoring changes in local laws and RI policies related to youth protection;
- working with the District Learning Chair to develop and maintain appropriate training on youth protection for Rotarians, other volunteers, and youth program participants;
- tracking screened youth exchange volunteer compliance using the Youth Exchange Administrative Hub (YEAH);
- tracking all other screened youth program volunteers maintaining the information on the Youth Volunteer Management (YVM) system;
- using the YEAH and YVM systems to monitor club compliance;
- confirming that appropriate screening measures are conducted for all youth programs;
- reporting all allegations of abuse, harassment, or other youth-related crises to the District Governor;
- working with the District Governor to:
 - develop an incident response plan;
 - oversee the handling of allegations; and
 - protect the interests of all those involved;
- maintaining records of all allegations in the YVM and/or YEAH systems; and
- reviewing the District Youth Protection policy annually to ensure that it meets all Rotary International, State / Provincial, and National requirements.

4.20.1 DISTRICT YOUTH PROTECTION COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The Youth Protection Committee's purpose is to ensure that the clubs in the District and all those participating in youth-related programs in the District:

- comply with all District and RI Youth Protection requirements; and
- follow all RI and District Youth Protection Guidelines.

(b) Appointment

The District Youth Protection Committee is composed of:

- the District Youth Protection Chair;
- two members, one from a club based in Washington State and the other from a club based in British Columbia; and
- may include club members with experience or interest in youth protection.

The District Youth Protection Committee members:

- are appointed by the District Youth Protection Chair in consultation with the District Governor Elect.
- serve three one-year terms; but
- a term can be extended by the District Governor on the recommendation of the Chair.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Youth Protection Committee members:

- must have competent computer skills;
- should have prior experience using a database;
- must be able to articulate the rationale behind the use of the YVM and YEAH systems;
- must be able to describe the benefits of using the database to the clubs and their program volunteers;
- must have completed training on administering the YVM system;
- must have completed training on the use of the YEAH system; and
- must be youth protection compliant, including having taken youth protection training.

(d) Responsibilities

The two Youth Protection Committee members are responsible within their respective areas of Washington State and British Columbia for:

- training Youth Protection Officers in the District clubs on the use of the YVM system;

- working with the Assistant Governors to assist clubs to become youth protection compliant;
- relaying any changes to youth protection requirements to the Club Youth Protection Officers;
- working with Area Learning specialists to ensure that clubs in the District conduct a Youth Protection training session at a regular Club meeting at least once per year; and
- working with the District Youth Services Committee and Rotary Youth Exchange Committee to ensure that the RI and District Youth Protection Guidelines are followed.

4.21 DISTRICT YOUTH SERVICES CHAIR

(a) Purpose

The District Youth Services Chair's purpose is to assist clubs develop activities and programs that have a youth focus and have the training they need.

(b) Appointment

The District Youth Services Chair:

- is appointed for a three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Youth Services Chair:

- should have competent computer skills;
- should have demonstrated organizational, leadership and facilitation skills;
- should have effective verbal and written communication skills;
- should have been a club Youth Services Chair or served on the District Youth Services Committee;
- must be able to travel to and from British Columbia and Washington State; and
- must be youth protection compliant, including having taken youth protection training.

(d) Responsibilities

The District Youth Services Chair is responsible for:

- being a voting member of the District Council;
- chairing the District Youth Services Committee;
- appointing a District Youth Services Treasurer with assistance from the District Treasurer and approval from the District Finance Committee;

- promoting connections between District youth programs to advance youth service leadership and participation;
- calling meetings as required;
- ensuring that the bank account for the funds allocated for the Rotary Youth Leadership Awards (Vancouver Island) and the signatories to that account have been pre-approved by the Finance Committee;
- having the District Treasurer as a signatory on the bank account;
- having the Rotary Youth Leadership Awards Chair as a signatory on the bank account (optional); and
- providing monthly and annual reports to the District Treasurer for inclusion with the District Finance Committee reports.

4.21.1 DISTRICT YOUTH SERVICES COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Youth Services Committee's purposes are to:

- advance youth service leadership and participation, both locally and globally;
- advance the success of the District Youth Service programs such as Interact and Rotary Youth Leadership Award; and
- provide youth in the District with learning opportunities to develop life skills; ethical awareness; leadership capacity; and family, civic and professional responsibilities.

(b) Appointment

The District Youth Services Committee is composed of:

- the District Youth Services Chair;
- the District Youth Services Vice-Chair;
- the District Youth Protection Chair;
- the District Youth Services Treasurer;
- the District Interact Representative (see Interact Committee Co-Chair);
- one Interact representative from British Columbia;
- two Interact representatives from Washington State (Olympic Peninsula area and South Puget Sound area);
- one representative from the Rotary Youth Leadership Award Planning Committee (US); and
- one representative from the Rotary Youth Leadership Awards Planning Committee (Vancouver Island).

The District Youth Services Committee members who are appointed to District positions:

- serve in accordance with their terms of office in their positions.

The District Youth Service Treasurer:

- appointment is recommended by the District Youth Services Chair with the concurrence of the District Treasurer; and

- the appointment is approved by the District Finance Committee.

The District Youth Services Committee members who are not appointed to District positions:

- are appointed by the District Youth Services Chair in consultation with the District Governor; and
- serve for three one-year terms which can be extended by the District Governor Elect on the recommendation of the Chair.

(c) **Qualifications**

The District Youth Services Committee members:

- must have an interest in the goals, objectives, and helping the committee fulfill its responsibilities; and
- must be youth protection compliant, including having taken youth protection training.

The District Youth Services Treasurer:

- must understand accounting principles and practices; and
- must have a working knowledge of budgeting and budget control.

(d) **Responsibilities**

The District Youth Services Committee is responsible for:

- working with the District Youth Protection Chair to ensure that RI Youth Protection guidelines are followed;
- advancing the success of the District Youth Services programs;
- considering public relations strategies, activities and projects, and cross-promotional activities between the District youth programs;
- considering strategies to:
 - develop youth and young adult capabilities; and
 - assist District clubs with respect to Interact and Rotary Youth Leadership Award;
- developing programs to share ideas about youth services throughout the District;
- assisting clubs:
 - with the development of youth services and projects; and
 - in training club youth services committee chairs and members on youth programs;
- informing the District Governor with respect to:
 - youth activities within the District;
 - Rotary Youth Leadership Award activities within the District and District 5030;
- collaborating with the District Youth Exchange Committee; and
- having a teacher or suitable staff member be an advisor to the Interact Club to ensure compliance with school policies and regulations and assist with making the Interact Club successful (strongly recommended).

The District Youth Services Treasurer is responsible for:

- using financial accounting software that is pre-approved by the District Treasurer;
- following generally accepted accounting procedures;
- being a signatory on the bank account or delegate the responsibility with the District Youth Services Chair's approval;
- reconciling and balancing the account each month;
- reporting against the District Youth Services budget;
- ensuring that no contract is signed where the cost may exceed the amount approve in the budget;
- raising expenditure and revenue issues or concerns with the District Youth Services Chair;
- providing a final accounting to the District Treasurer within 30 days of the end of the Rotary year.
- having the final accounts reviewed by an independent accounting firm as contracted by the District Treasurer; and
- providing the review reports to the District Treasurer within three months of the end of the Rotary year.

4.22 DISTRICT ROTARY YOUTH EXCHANGE CHAIR

(a) Purpose

The District Rotary Youth Exchange Chair's purpose is to manage Youth Exchange activities within the District.

(b) Appointment

The District Rotary Youth Exchange Chair

- is appointed for a single three-year term of office by the District Governor Elect subject to the approval of the District Governor and District Governor Nominee for their year of service.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

The District Youth Exchange Vice-Chair is not a member on the District Council.

(c) Qualifications

The District Rotary Youth Exchange Chair:

- must have served on the District Rotary Youth Exchange Committee for a minimum of two years as a country officer or in a front line role;
- must have a firm understanding of the youth exchange program;
- would find it to be advantageous to have been a club Youth Exchange Chair or have served on the District Youth Exchange Committee;
- should have competent computer skills;
- should have organizational, leadership and facilitation skills;

- should have effective verbal and written communication skills; and
- must be able to travel to and from British Columbia and Washington State;
- must be youth protection compliant, including having taken youth protection training.

(d) Responsibilities

The District Youth Exchange Chair is responsible for:

- being a voting member of the District Council;
- appointing a District Youth Exchange Vice-Chair in conjunction with the District Governor;
- appointing a District Youth Exchange Treasurer with assistance from the District Treasurer and approval from the District Finance Committee;
- ensuring that the bank account for the allocated funds and signatories to that account have been pre-approved by the Finance Committee;
- calling meetings as required or may delegate the responsibility to the District Rotary Youth Exchange Vice-Chair;
- managing Youth Exchange activities within the District; and
- communicating with RI on Youth Exchange matters.

4.22.1 DISTRICT ROTARY YOUTH EXCHANGE COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Youth Exchange Committee purpose is to:

- coordinate, manage and promote the District's international youth exchange activities;
- ensure that the District Rotary Youth Exchange program complies with all applicable RI policies and rules as well as all legal and other governmental regulations and requirements;
- endeavor to maintain individual club participation at a high level throughout the District; and
- work to increase the number of clubs participating in the Youth Exchange program.

(b) Appointment

The District Youth Exchange Committee is composed of:

- the District Youth Exchange Committee Chair;
- the District Youth Exchange Committee Vice-Chair;
- the District Youth Exchange Treasurer;
- the District Governor;
- the District Governor Nominee;
- the District Youth Protection Officer; and
- representatives from the participating clubs or groups of clubs co-sponsoring Youth Exchange students.

The District Youth Exchange Vice-Chair:

- is appointed by the District Governor Elect.

The District Youth Exchange Treasurer:

- appointment is recommended by the District Youth Exchange Chair with the concurrence of the District Treasurer; and
- the appointment is approved by the District Finance Committee.

The District Youth Exchange Committee Members:

- are appointed by the District Youth Exchange Chair in consultation with the District Governor Elect.

Members of the District Youth Exchange committee other than those in the Governor categories:

- are appointed for three one-year terms but the term can be extended by the District Governor on the recommendation of the Chair; and
- will not normally be appointed to a consecutive term.

(c) **Qualifications**

Members of the District Youth Exchange Committee:

- should have a general knowledge of Rotary;
- should have a strong enthusiasm for the Youth Exchange program;
- should be able to communicate in English;
- should have attended a Youth Exchange conference beyond the district level; and
- must be youth protection compliant, including having taken youth protection training.

The District Youth Exchange Treasurer:

- must understand accounting principles and practices; and
- must have a working knowledge of budgeting and budget control.

(d) **Responsibilities**

The District Youth Exchange Committee is responsible for:

- administering, managing and reporting to the District Treasurer on the management of the Youth Exchange program;
- working with the District Youth Protection Officer to ensure that RI Youth Protection guidelines are followed;
- training and educating District clubs on:
 - the positive aspects and benefits of youth exchange; and
 - how to establish and operate a youth exchange program at the club level;
- approving outbound and inbound students;
- coordinating the Youth Exchange with the participating international districts;
- supporting club Youth Exchange Officers;
- coordinating the inbound and outbound Youth Exchange activities;
- communicating regularly with RI, the District Governor, and clubs sponsoring exchange students;

- managing, coordinating, and supervising group student activities including trips;
- working with the District Youth Protection Officer to protect Youth Exchange participants from physical, sexual, and emotional abuse;
- ensuring that the Youth Exchange program adheres to RI certification requirements and local laws; and
- following financial reporting requirements set by RI and the District.

The District Rotary Youth Exchange Vice-Chair is responsible for:

- supporting and assisting the District Youth Exchange Chair; and
- is not a member of District Council.

The District Rotary Youth Exchange Treasurer is responsible for:

- using financial accounting software that is pre-approved by the District Treasurer;
- following generally accepted accounting procedures;
- being a signatory on the bank account or delegate the responsibility with the District Youth Exchange Chair's approval;
- reconciling and balancing the account each month;
- reporting against the District Youth Exchange budget;
- ensuring that no contract is signed where the cost may exceed the amount approved in the budget;
- raising expenditure and revenue issues or concerns with the District Youth Exchange Chair;
- providing a final accounting to the District Treasurer within 30 days of the end of the Rotary year;
- having the final accounts reviewed by an independent accounting firm as contracted by the District Treasurer; and
- providing the review reports to the District Treasurer within three months of the end of the Rotary year.

4.23 DISTRICT ROTARACT REPRESENTATIVE

(a) Purpose

The District Rotaract Representative's purpose is to start, maintain, and connect the District Rotaract clubs, provide learning opportunities for the Rotaract Clubs, and assist the Rotaract Clubs to develop programs and activities.

(b) Appointment

Rotaractors:

- will determine the election process;
- must elect a District Rotaract Representative if the District has two or more Rotaract clubs;
- must appoint the most recent Rotaract Club President if there is only one Rotaract club in the District;
- will approve the election process in advance of elections;

- will resolve all election disputes in consultation with the Rotaract Committee Chair. and
- will guide and counsel the District Rotaract Representative.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Rotaract Representative:

- must have served as a Rotaract Club President or as a member of a Rotaract committee for a full year;
- must have been active in the past in a Rotaract Club; and
- must be in good standing.

(d) Responsibilities

The District Rotaract Representative is responsible for:

- being a voting member of the District Council;
- chairing the District Rotaract Committee;
- educating Rotaract Clubs about Rotary;
- helping to connect Rotaract clubs.
- assisting in the development of programs and activities by sharing ideas among the Rotaract Clubs;
- working with other District leaders to support and implement leadership learning events, including a learning session for Rotaract club officers in collaboration with the District Learning committee;
- supporting Rotaract clubs to set and achieve goals, resolve conflicts, and meet District and RI administrative requirements;
- assisting in establishing new Rotaract clubs and promote membership growth;
- keeping the District Governor informed of the progress and status of Rotaract clubs;
- providing advice and support to Rotaract clubs in implementing their service activities. projects;
- coordinating public relations activities for Rotaract at the district level;
- promoting Rotaract promotion and extension activities;
- helping to coordinate joint Rotary-Rotaract activities;
- staying up to date on Rotary initiatives; and
- sharing the status of the Rotaract clubs with their successor.

4.23.1 DISTRICT ROTARACT COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Rotaract Committee purpose is to support Rotaract clubs in the District.

(b) Appointment

The District Rotaract Committee is composed of equal numbers of Rotarians and Rotaractors.

The District Rotaract Representative is the Rotaract Committee Chair.

The District Rotaract Committee members are appointed by the District Governor Elect on an annual basis subject to the approval of the District Governor, District Governor Nominee, and the District Rotaract Representative.

The District Rotaract Committee members serve:

- up to three one-year terms; but
- some of the terms can be extended for continuity.

(c) Qualifications

The District Rotaract Committee members should be:

- Rotarians:
 - with a deep interest in Rotaract; or
 - Rotaract alumni; and
- Rotaractors:
 - with club-level experience with Rotaract; and
 - who are Rotaract alumni or Rotaract members with leadership potential.

(d) Responsibilities

The District Rotaract Committee is responsible for

- reviewing the election process;
- helping to organize, maintain, and connect individual Rotaract Clubs;
- educating Rotaract Clubs about Rotary;
- collaborating with District Rotaract Clubs on districtwide activities related to Rotaract including joint activities between Rotary and Rotaract clubs;
- promoting engagement through regular contact with the Rotaract clubs;
- promoting Rotaract by inviting Rotaractors to speak at events, partner on service projects, and attend joint leadership and professional development learning events;
- supporting the organization of new Rotaract clubs;
- providing support to Rotaract club officers and advisors; and
- overseeing other administrative functions of the District Rotaract Clubs.

4.24 DISTRICT RESOLUTIONS & POLICY REVIEW CHAIR**(a) Purpose**

The District Resolutions & Policy Review Chair's purposes are to provide advice and assistance to the District Governor to ensure that the District is in compliance with RI policy requirements, and provide advice and assistance to the District leadership to ensure that they have the policies they require.

(b) Appointment

The District Resolutions & Policy Review Chair:

- is appointed by the District Governor Elect on an annual basis subject to the approval of the District Governor and District Governor Nominee;
- normally serves no more than three one-year terms; and
- is a District Council member but does not have voting rights.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Resolutions & Policy Review Chair:

- should have significant knowledge of and experience with RI requirements
 - RI Bylaws;
 - RI Code of Policies;
 - RI Manual of Procedures; and
 - the RI Council on Legislation; and
- should have significant knowledge of and experience with the District governance structure.

(d) Responsibilities

The District Resolutions & Policy Review Chair is responsible for:

- maintaining oversight of legislative, legal, and other legal or policy matters that may affect the District;
- proposing policies or amendments based on changes to RI requirements;
- reviewing all proposed new policies and changes to current District policies;
- providing assistance to District Chairs with respect to policies related to their areas of responsibility;
- working with the RI Council Representative related to RI legislation; and
- working with the District Council Chair, District Secretary, and District Conference Chair to prepare resolutions to be considered at the District Conference.

4.24.1 DISTRICT RESOLUTIONS & POLICY REVIEW COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Resolutions & Policy Review Committee purpose is to ensure that District policies are in compliance with RI Policies, and that District policies meet the requirements of District Leadership, Officers, and Committees as applicable.

(b) Appointment

The District Resolutions & Policy Review Committee members:

- are selected by the Chair in consultation with the District Governor.

The District Resolutions & Policy Review Committee is composed of:

- four to eight Rotarians consisting of:
 - the District Leadership Team; and
 - a balance of members from British Columbia and Washington State.

The members serve:

- three one-year terms; but
- the term can be extended by the District Governor on the recommendation of the Chair.

(c) Qualifications

District Resolutions & Policy Review Committee members must have:

- served or be serving as a club president; or
- have served at least one year on another District Committee, with the recommendation from that committee's chair.

(d) Responsibilities

The District Resolutions & Policy Review Committee is responsible for:

- meeting annually, normally early in the first quarter;
- meeting immediately following each tri-annual Council on Legislation;
- meeting immediately after publication of a new RI Manual of Procedure; and
- meeting at other times as they consider appropriate

The District Resolutions & Policy Review Committee is responsible for:

- maintaining oversight of legislative, legal, and other matters that may or may not affect the District;
- reviewing the District Policy Manual such that all policies are kept up-to-date;
- working with the District Secretary and the District Conference Chair if required to obtain approval of District policy changes at the District Conference; and
- drafting recommended changes subject to review and recommendation by District Council.

4.25 DISTRICT ENVIRONMENTAL SUSTAINABILITY CHAIR

(a) Purpose

The District Environmental Sustainability Chair's purpose is to champion environmental sustainability in the District.

(b) Appointment

The District Environment Sustainability Chair:

- is appointed by the District Governor Elect on an annual basis subject to the approval of the District Governor and District Governor Nominee;
- normally serves no more than three one-year terms; and
- is a District Council member but does not have voting rights.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Environmental Sustainability Chair:

- should have significant knowledge of environmental sustainability issues; and
- be or become a member of the Environmental Sustainability Rotary Action Group (ESRAG).

(d) Responsibilities

The District Environmental Sustainability Chair is responsible for:

- championing the protection of the environment and environmental sustainability in the District; and
- liaising with the Environmental Sustainability Rotary Action Group on environmental sustainability initiatives.

4.25.1 DISTRICT ENVIRONMENTAL SUSTAINABILITY COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Environmental Sustainability Committee's purpose is to promote and support environmental sustainability in the District.

(b) Appointment

The District Environmental Sustainability Committee is composed of:

- the District Environment Chair; and
- additional members as required.

The District Environmental Sustainability Committee members:

- are appointed by the District Environmental Sustainability Chair in consultation with the District Governor Elect.

Members of the committee serve:

- up to three one-year terms; but
- the term can be extended by the District Governor on the recommendation of the Chair.

(c) Qualifications

The District Environmental Sustainability Committee members:

- should have an interest in and commitment to environmental sustainability.

(d) Responsibilities

The District Environmental Sustainability Committee is responsible for:

- facilitating learning about environmental sustainability;
- advising clubs to enable measurement of environmental sustainability projects and the environmental aspects of projects;

- motivating clubs to incorporate environmental sustainability into their activities, events, and projects;
- promoting inter-club sharing and collaboration of environmental initiatives;
- providing environmental sustainability advice and information to the District Council and District clubs; and
- recognizing club and district environmental sustainability accomplishments.

4.26 DISTRICT LITERACY CHAIR

(a) Purpose

The District Literacy Chair's purpose is to promote literacy programs and projects in the District.

(b) Appointment

The District Literacy Chair:

- is appointed by the District Governor Elect on an annual basis subject to the approval of the District Governor and District Governor Nominee;
- normally serves no more than three one-year terms;
- is a member of the District Council without voting rights.

In case of a vacancy:

- the District Governor Elect must appoint a qualified Rotarian to fill the upcoming term; and
- the District Governor must appoint a qualified Rotarian to fill the unexpired term.

(c) Qualifications

The District Literacy Chair:

- should have served as a club literacy chair or
- have served on the District Literacy Committee.

(d) Responsibilities

The District Literacy Chair is responsible for:

- assisting clubs in developing and implementing Literacy programs and projects; and
- advising the District Awards Committee on clubs to be considered for District Literacy Awards.

4.26.1 DISTRICT LITERACY COMMITTEE

This committee is established by the District Governor.

(a) Purpose

The District Literacy Committee purpose is to assist clubs in developing and implementing literacy programs and projects.

(b) Appointment

The District Literacy Committee members and sub-committee chair and members:

- are appointed by the District Literacy Chair in consultation with the District Governor Elect.

The members of the District Literacy Committee and the sub-committee serve:

- three one-year terms; but
- the term can be extended by the District Governor on the recommendation of the Chair.

(c) Qualifications

The District Literacy Committee is composed of:

- the District Literacy Chair;
- the Dolly Parton Imagination Library Sub-committee Chair;
- member(s) of Washington State-based District clubs; and
- member(s) from the British Columbia-based clubs supporting 1000x5.

(d) Responsibilities

The District Literacy Committee is responsible for:

- informing the District Governor about Literacy activities in the District;
- assisting clubs in developing and implementing Literacy programs and projects;
- maintaining active liaison with Zone Literacy leaders; and
- developing a proactive program to assist with the advancement of knowledge of club Literacy committee chairs and members.

ARTICLE 5. DISTRICT POLICIES

5.1 REVIEW AND AMENDMENT

Policy statement

All amendments and additions to this Policy Manual must comply with RI constitutional documents: the Constitution of Rotary International, the Bylaws of Rotary International, and the Rotary International Code of Policies.

The approval process must comply with the RI Manual of Procedures and the District Manual of Procedures.

5.2 GENERAL POLICIES

5.2.1 RULES OF ORDER

Policy statement

All District-level meetings will be conducted in accordance with Robert's Rules of Order Simplified and Applied for all items not specified in the RI Manual of Procedure or in this Policy Manual.

5.2.2 DISTRICT GOVERNOR RECOGNITION

Policy statement

The District will recognize the District Governor's year of service at the District Conference.

Application

Immediately before the District Governor hands over the symbols of authority to the incoming District Governor, the Immediate Past District Governor will present the outgoing District Governor with a suitable Past District Governor's pin with a gemstone.

5.2.3 VOTING POLICY

Policy statement

Electors will only be required to vote if a challenge has been presented.

All members in good standing who are present at the District Conference are entitled to vote as electors on all matters with the exception of those items specified below that may require voting by Certified Electors if a challenge has been presented.

Each Club in the District is entitled to at least one Certified Elector who will vote on the Club's behalf. The number of certified electors for each club is determined by the number of club members as recorded in the most recent semi-annual report to RI.

Number of Certified Electors

Each Club in the District:

- must select, certify in writing, and send at least one elector to the annual District Conference.

Clubs with up to 25 members:

- are entitled to one certified elector.

Clubs with 25 members or more:

- are entitled to an additional certified elector for each additional 25 members or each major part thereof.

The presiding officer at the District Conference:

- must certify these electors in advance of the District Conference.

Voting by Electors and Certified Electors

Each Elector and Certified Elector:

- must be physically present in order to cast a vote; and
- has the right to demand a poll on any matter presented to the conference.

Only Certified Electors:

- may vote on the:
 - selection of a District Governor Nominee;
 - election of a member of the Nominating Committee for RI Director;
 - election of the representative and alternate to the RI Council;
 - decisions on changing the amount of the per capita levy (annual District dues); and
 - challenges to changes in this District Policy Manual; and
- where there are two or more Certified Electors from the same club, all must vote for the same candidate for the position of District Governor Nominee.

Unless otherwise required a simple majority will carry questions, and balloting is only required to resolve challenges that have been made.

5.3 FINANCE POLICIES

Policy statement

The District must safeguard its assets. It must:

- do so based on input and advice from the officers and committees involved; and
- manage the assets in a responsible and transparent manner.

5.3.1 BUDGETING POLICY

Policy statement

The intent is that the consolidated District finances be balanced.

The budgets allocated to each program and committee with bank accounts must in themselves be balanced.

Amounts to be included in the consolidated District finances

The District:

- must set an appropriate amount for the per capita District dues;
- must specify the amounts allocated to each fund (see 5.3.3 Fund Management Policy);
- must revert residual monies from funds that are terminated or finalized to the General Fund; and
- must place contributions, donations, grants and bequests in the appropriate fund.

Expenditures in excess of the approved budget

The Chair of the program or committee with an allocated budget:

- may not spend in excess of the approved budget without approval.

The District Finance Committee:

- must approve the additional funds before any expenditures can be incurred above the amount approved in the budget..

5.3.2 REVENUES POLICY

Policy statement

The District will identify, manage, and report on all sources of income.

District dues (annual District levy)

Dues:

- will be a per capita amount approved by the Presidents Elect at the President Elect Learning Seminar;
- for newly formed clubs will be waived for the first full Rotary year after the club is chartered;
- will not be charged to Rotaract clubs; and
- will be in US dollar equivalents:
 - at the exchange rate established by RI throughout each year; and
 - will be based on the number of members billed by RI on the July 1st RI invoice.

Investments

Investments not required for immediate commitment or expenditure:

- will be invested as required by Banking policy, 5.3.4.

Other sources

- contributions, donations, grants, and bequests made by clubs or individuals:
 - will be allocated appropriately if designated; or
 - will be used for general purposes if undesignated;
- funds provided by RI for use by the District Governor will be tracked separately;
- the District Governor may solicit special project contributions with prior District Council and Finance Committee recommendation; and
- District clubs may not solicit funds for the District without the District Governor's approval.

5.3.3 EXPENSES POLICY

Policy statement

Payments must be approved and supported in accordance with the District Manual of Procedures.

Approvals

All expenditures must be approved in writing by the appropriate authority.

All approvals and substantiating documentation must be retained, including emails.

5.3.4 REIMBURSEMENT POLICY

The District Finance Committee will set reimbursement rates annually.

Policy statement

The District:

- will reimburse reasonable and proper expenses incurred in carrying out District responsibilities;
- will not pay for costs incurred for attendance by club representatives at the Presidents Elect Learning Seminar or the District Conference;
- will not pay for meal costs for the District Governor or Assistant Governors when they attend a meeting in an official capacity and a meal is served; and
- will not approve the reimbursement of expenses for alcoholic beverages.

Clubs:

- will pay for the District Governor's and Assistant Governors' meals if there is a meal at the meeting which they attend on official business.

The reimbursement rates will be published in the District Manual of Procedures.

5.3.5 FUND MANAGEMENT POLICY

Policy statement

The District will establish funds and identify the budgets for each program and committee that has a bank account .

The Chairs of programs or committees with bank accounts:

- must prepare a budget with their expected revenues and expenditures;

- must submit the budget to the District Treasurer;
- will be accountable for managing their respective budgets to the approved amounts; and
- must have an annual review conducted by an approved accounting firm.

General Fund

Funds in the General Fund:

- will be used to meet the approved District budget.

Separate funds

The following are managed as separate funds:

- General Fund;
- District Rotary Foundation Fund;
- District Rotary Youth Exchange Fund;
- District Rotary Youth Leadership Awards Fund (Vancouver Island);
- District Conference Fund; and
- special funds for specific purposes or projects.

These Funds will be set up as separate funds in the accounts.

Restricted Funds

The District will hold an amount equal to the greater of \$100,000 and 45% of the previous year's expenditures in the General Fund, excluding any "pass through" expenditures, in a Restricted Fund.

The Restricted Fund may be used for:

- cashflow during the year provided that the required level is met at the end of the year; and
- responding to emergencies.

5.3.6 BANKING POLICY

Policy statement

The District bank accounts must be held in the name of the District at accredited financial institutions in British Columbia and Washington State.

The bank accounts and signers must be pre-approved by the District Finance Committee.

Authorized signatures

All District committee and programs with bank accounts:

- must submit the names of approved signatories to the District Finance Chair.

District Finance Chair:

- sends recommendations on the signatories to the District Finance Committee.

Receipt and Deposit

All money received by the District Treasurer and committee and program Treasurers:

- must be deposited in the approved financial institutions; and
- must clearly indicate that the funds are the property of District 5020.

Investment of surplus funds

The District Finance Chair and District Treasurer:

- will invest any funds not required for annual expenditures;
- will invest the funds in Certificates of Deposit or other instruments where the principal is insured and not at risk of loss;
- will vary the terms of the investments to generate maximum returns allowing flexibility for short term changes in cash flow requirements; and
- must give advance notification of any changes to the District Governor and must notify the District Finance Committee members.

Management and Expenditures

The Finance Committee:

- will establish guidelines on acceptable expenditures; and
- will review these annually as the new budget process begins.

5.3.7 FINANCIAL REPORTING POLICY**Policy statement**

The District will review the financial status monthly, quarterly, and annually.

ApplicationMonthly

The District Treasurer and Treasurers for committees and programs with bank accounts:

- will provide monthly bank reconciliations and copies of bank statements to the District Finance Chair.

Quarterly

Committee Chairs and program managers with bank accounts:

- will compare their expenditures to their budget and will explain variances to the District Treasurer.

The District Treasurer:

- will provide financial statements and budget status reports at each District Finance Committee and District Council meeting and at the end of each year.

Annually

The District Treasurer:

- will circulate the reviewed financial statement for the concluded year and the “agreed upon procedure for examination” report to the District Finance Committee;
- must provide the reviewed Annual Statement and Report of the District finances in the RI Financial Report format to each club 30 days before the Presidents Elect Learning Seminar; and
- will ensure that annual tax returns to both the Canadian and USA governments are submitted as required.

The Immediate Past District Governor:

- with assistance from the District Treasurer, must submit the RI District Governor Funding Report to RI by July 31st following their year in office;
- must provide an Annual Statement and Report of the District Finances to all clubs;

- must ensure that the statement and report have been independently reviewed before distribution; and
- must present the annual statement and report at a District meeting to which all clubs are entitled to send a representative (currently Presidents Elect Learning Seminar) and for which 30 days' notice has been given, for discussion and adoption.

5.4 DISTRICT RECORDS POLICY

Policy statement

All records related to District governance and activities are the property of the District and do not belong to the position incumbent or committee.

Purpose

The purpose is to maintain a complete record of all District documents, with the exception of working files. The documents must be in easily accessible locations including but not limited to My Rotary, DACdb, and the District website. The records must be accessible as appropriate.

Actions

The District Governor:

- must turn the complete District records over to the District Governor Elect immediately following the District Conference; and
- turn over the remainder of the District 5020 files maintained by the District Governor no later than the end of the District Governor's term.

The District Secretary:

- is the District archivist of the District official records;
- must have knowledge of and access to all District records;
- must maintain an inventory of all District property with a significant value including, but not limited to, equipment and software
- must update the current custody into their records to identify who has the records; and
- must ensure that all District records and property are passed to the new secretary when the new District Secretary takes office.

Committee chairs:

- may maintain the District records for their area with the permission of the District Secretary;
- must pass all records and District property to their successor; and
- report to the District Secretary that this transfer has been completed.

5.5 DISTRICT CONFERENCES AND ASSEMBLIES POLICIES

5.5.1 DISTRICT CONFERENCE POLICY

Policy statement

In accordance with RI requirements, the District Governor has the option of holding a District Conference during the year in which they serve as District Governor.

Purpose

The purposes for the District Conference is to bring together all Rotarians in the District in order to:

- inspire them to greater involvement;
- increase their understanding of Rotary;
- hold the District Annual General Meeting.
- further the program of Rotary through fellowship and inspirational addresses;
- discuss matters related to RI, the District and District clubs;
- vote on proposed enactments to be submitted to the RI Council on Legislation; and
- vote on proposed changes to District policies when there is a challenge.

Actions

District Conference Committee:

- see section 4.2.8, District Conference Committee.

District Council:

- will recommend the time and place to the District Governor for approval.

District leaders, including the District Conference Committee, District Council, and Club boards will:

- strongly urge all Members in the District to attend the District Conference;
- in particular, encourage new Rotarians to attend the District Conference to increase their knowledge of Rotary programs beyond the club level;
- support the publicity effort; and
- make registration and program information available to club members.

The District Governor Nominee:

- may begin planning the District Conference for their year in office when selected and certified to the RI General Secretary;
- will hold the District Conference normally towards the end of their year in office; and
- will ensure that the dates do not conflict with the Club Leadership Learning Seminar, the RI assembly, or the RI Convention.

The district clubs:

- must be in good standing with the District:
 - must have paid the District dues for the Rotary year in which the voting is taking place; and
 - cannot be indebted to the district;
- who are in good standing may select and certify at least one member in good standing to be their elector to the District Conference;

The Club electors:

- must be present at the District Conference in order to vote.

5.5.2 CLUB LEADERSHIP LEARNING SEMINAR POLICY**Policy statement**

The District Governor Elect must hold a Club Leadership Learning Seminar before taking office as District Governor.

Purpose

The District Learning Assembly is primarily held in order to:

- develop Rotary club leaders (club officers, directors, and other club leaders) so that they have the necessary skill, knowledge, and motivation to:
 - sustain and / or grow their membership base;
 - implement successful projects that address the needs of their communities and communities in other countries; and
 - support The Rotary Foundation through both program participation and financial contributions;
- increase the incoming leaders' understanding of their responsibilities; and
- provide the leaders with access to resources that will enable them to more effectively carry out their responsibilities.

Other purposes are to:

- provide information to the leaders on:
 - opportunities for service beyond the club level; and
 - District activities; and
- provide information to all club members to expand their knowledge.

Actions

The District Governor Elect:

- will plan, conduct, direct, and supervise the Club Leadership Learning Seminar;
- will hold the Club Leadership Learning Seminar preferably in the period March to May; and
- will invite the incoming Presidents and Secretaries, other club officers, directors, and club leaders who will serve in key leadership roles to participate.

The District Clubs:

- will usually budget for the registration fees for the President and Secretary; and
- will strongly encourage each club officer, director, and committee chair for the next Rotary year to attend the Club Leadership Learning Seminar.

The President Elect:

- must attend the Club Leadership Learning Seminar unless excused by the District Governor Elect.

Coverage

The learning may cover club administration, club public image, membership, service projects, The Rotary Foundation, the positions of secretary, treasurer, and President Elect.

5.5.3 PRESIDENTS-ELECT LEARNING SEMINAR**Policy statement**

Every incoming club President (President-Elect) must participate in a District Presidents-Elect Learning Seminar as a condition of taking office.

Purpose

To develop club presidents who have the necessary skills, knowledge, and motivation to have a highly successful term as club President.

Actions

The District Governor Elect:

- will take a leadership role in the Presidents-Elect Learning Seminar;
- will plan and conduct special workshops for club Presidents-Elect in advance of the Presidents-Elect Learning Seminar; and
- will provide funds in the annual budget for the Pre-President Elects Learning Seminar.

Clubs in the District:

- are encouraged to budget and pay for the costs for their President-Elect to attend the Presidents-Elect Learning Seminar.

The District Governor:

- may be invited to participate in the Presidents Elect Learning Seminar.

The District:

- will budget and fund the registration fees for the District Governor Nominee, Assistant Governors, and District Learning Chair.

5.5.4 DISTRICT SPECIAL ASSEMBLIES**Policy Statement**

The District Governor may hold special assemblies, workshops, seminars and conferences.

Purpose

The purpose is to facilitate learning and communication.

Actions

The DG:

- should announce the event long enough in advance for all District Clubs that wish to participate may do so.

District Council:

- should review non-budgeted expenses if expenditures exceed the original approved budget.

5.5.5 AREA LEARNING ASSEMBLIES POLICY**Policy Statement**

Assistant Governors and District Leaders may hold learning assemblies for club leaders in their Areas.

Purpose

The purpose is to:

- prepare incoming club officers, directors, and committee chairs for their year as club leaders;

- provide learning opportunities so that they have the necessary skills, knowledge, and motivation to have a highly successful term as club leaders;
- build on or supplement the learning received at the Club Leadership Learning Seminar; and
- provide learning opportunities for those who were not able to attend the Club Leadership Learning Seminar.

Actions

District Leaders and Assistant Governors:

- may hold Learning Assemblies on dates that will not conflict with other RI or District events;
- will be in addition to the learning from the Club Leadership Learning Seminar; and
- will provide learning materials and opportunities as a basis for Club Leaders carrying out their duties.

5.6 DISTRICT LEARNING POLICIES**5.6.1 DISTRICT COUNCIL MEMBERS LEARNING POLICY****Policy statement**

The District will provide learning opportunities to all incoming District Council members, including Assistant Governors Elect prior to them taking office.

Purpose

The purpose is to develop a cohesive team with the skills, knowledge, and motivation to support Rotary clubs in District 5020, the District Council and District committees.

The learning will focus on roles and responsibilities as it relates to developing effective Rotary clubs in the District and in supporting the work of the District Council and District committees.

Actions

The District Governor Elect will oversee the learning opportunities.

The District Learning Chair will schedule the learning opportunities to be held just prior to or during the Club Leadership Learning Seminar.

The District Council members are expected to attend.

The District Governor Elect may invite other District members to participate.

5.6.2 PRESIDENTS ELECT LEARNING POLICY**Policy statement**

Presidents Elect must meet the RI and District learning requirements as a condition of taking office as President.

Purpose

The purpose is to:

- prepare incoming club presidents for their year as president so that they have the necessary skills, knowledge, and motivation to have a highly successful term as club president.

Actions

Operations Committee (OpCom):

- is responsible for organizing the multi-district Presidents Elect Learning Seminar;
- will normally hold the Presidents Elect Learning Seminar in February or March; and
- sets the terms and conditions for participating in the seminar.

The District Governor Elect:

- manages the District 5020 portion of the Presidents Elect Learning Seminar;
- may hold the Presidents Elect Learning Seminar in conjunction with other districts; and
- may excuse attendance by a President Elect.

Presidents Elect:

- must complete the Presidents Elect training before taking office as President;
- may apply to the District Governor Elect to use alternate options if unable or unwilling to attend the seminar in person;
- may be excused by the District Governor Elect for all or part of the learning; and
- are responsible for the associated cost.

Assistant Governors:

- are required to be present;
- must get permission from the District Governor Elect not to attend; and
- will be reimbursed in accordance with the District 5020 Manual of Procedures (DMoP), section 6.5 Reimbursing expenditures.

The District Governor, District Governor Nominee and the District Learning Chair:

- attend at the invitation of the Operations Committee.

Other participants:

- attend at the invitation of the Operations Committee.

5.7 VOCATIONAL SERVICES AND VOCATIONAL LEARNING TEAMS POLICY

Policy statement

The District will provide opportunities to advance vocational knowledge, skills, and experience and learning opportunities for teams carrying out vocational services projects.

Purpose**The purposes are:**

- to strengthen vocational learning and sharing vocational knowledge, skills, and experience;
- to support opportunities for capacity-building, sustainable projects in developing or under-developed countries;
- for project participants and Rotarians in each country to gain mutual understanding and build goodwill; and
- to encourage non-Rotarian participants to join Rotary after their Vocational Learning experience.

Actions

Vocational projects must be within a Rotary Foundation Area of Focus

<https://www.rotary.org/en/our-causes>

District Clubs:

- can identify vocational projects that are consistent with The Rotary Foundation requirements and the needs of the intended Host District;
- must ensure that the proposed project meets the District guidelines for funding; and
- must present the budget with the proposal to the District Finance Committee for approval.

The District and The Rotary Foundation will match Club funding for approved Vocational Learning projects through the Global Grants application process.

The District may allocate any funds to clubs engaged or participating in the application.

The Vocational Project team members:

- must adhere to the District Financial policies (5.3);
- must where feasible, travel together to the Host District;
- may engage in independent travel after the Project is completed at their own expense over the required round trip airfare for the project;
- may not be accompanied by spouses, significant others, or any other persons who are not team members;
- should have adequate medical insurance effective in the Host District during the term of the Project;
- should obtain certification by a proper medical professional that they are fit to travel to the Host District and have any necessary immunizations; and
- must reimburse the District and The Rotary Foundation for all travel expenses if they are ordered to return home for illegal or inappropriate behavior.

Composition

A vocational team will consist of a leader and a minimum of two members, at least one of whom must be from the sponsoring club.

The Leader:

- must be a Rotarian from District 5020;
- must ideally be active in Rotary work; and
- must have experience traveling to other countries outside Canada and the United States.

Team members:

- must be Rotarians in good standing with a club in the District or a non-Rotarian who resides or who is employed in the District;
- must have careers linked to the Area of Focus and the project;
- may have different professions.
- must be selected by the Club;
- have the needed skills;
- may be of any age;

- who are non-Rotarians cannot have a Rotarian parent, sibling, grandparent, aunt, or uncle.

Responsibilities

The Team Leader and Team Members:

- are expected to attend the District Conferences in both District 5020 and the Host District; but
- attendance should not compromise the project schedule.

5.8 ABUSE AND HARASSMENT POLICIES**5.8.1 ALLEGATIONS OF ABUSE OR HARASSMENT POLICY****Policy statement**

Rotary has a zero-tolerance policy against abuse and harassment.

District 5020 will provide a supportive environment respecting the related human rights legislation in Canada and the United States of America, as well as the Object of Rotary.

The District will not tolerate any form of abuse or harassment by members or non-members participating in Rotary activities or any retaliation against those making allegations.

Purpose

The purpose is to ensure that members, volunteers and members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

Definition of harassment

Harassment is any conduct, verbal or physical, that threatens, denigrates, insults or offends a person or group based on: age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity.

Abuse is the intentional infliction of physical harm on another person which can include the intentional deprivation of goods or services necessary to meet essential needs or to avoid physical or psychological harm (USA). Abuse can be a single or pattern of behavior that scares, isolates, or controls another person. It includes physical, sexual, psychological, financial, and neglect (Canada).

Application

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment and will help maintain an environment that promotes safety, courtesy, dignity, and respect to all.

This policy applies to all members of Rotary clubs in District 5020 as well as those non-Rotarians who are involved in Rotary activities related to the District.

Actions

The review and/or investigation will depend on the circumstances including the severity and pervasiveness of the behavior.

The District Governor:

- will review every allegation of harassment or may appoint a committee for this purpose;

- will ensure that allegations are responded to within a reasonable period;
- will make every reasonable effort to ensure that no person is subjected to such behavior in the context of Rotary activities; and
- will not tolerate any form of retaliation against those making allegations.

The Immediate or most recent Past District Governor:

- will review the allegation if the District Governor is the alleged offender, or may appoint a committee for this purpose; and
- will inform the RI President and RI General Secretary of any allegations of harassment by the District Governor, District Governor Elect, and District Governor Nominee.

The District Council will take appropriate action if such behavior occurs.

District leaders, including the District Governor, Assistant Governors, and committee chairs will work with their clubs to:

- create a harassment-free environment; and
- establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership, and with other participants in Rotary;

The District club board, district, or zone leadership will promptly address allegations.

5.8.2 ALLEGATIONS OF CRIMINAL ACTIVITY

The first District Officer, District Council member, or Club president who becomes aware of allegations of criminal activity:

- will refer the matter to the appropriate local law enforcement authorities; and
- will immediately inform the District Governor.

5.9 YOUTH POLICIES

Policy statement

RI and the District strive to create and maintain a safe environment for all youth who participate in Rotary activities.

To the best of their ability, all those who come into contact with children and youth in the Rotary context must safeguard and protect them from physical, sexual, and psychological abuse.

Actions

The District adheres to the RI Statement of Conduct for or working with youth:

“Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians’ spouses ad partners, and all volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.” (Adopted by the RI Board of Directors, November 2006.

5.9.1 YOUTH PROTECTION POLICY

Policy statement

The District and all clubs in the District must follow the abuse and harassment prevention and reporting requirements in the District Procedures Manual.

Actions

The District:

- will have a Youth Protection Crisis Management Plan to protect the health, safety, and security of all youths participating in District youth- related activities and programs; and
- will apply this policy, which takes precedence over the Crisis Management Policy, if a crisis or tragic event involves a youth or an incident occurs that reflects negatively on the District youth programs or activities.

5.10 DISTRICT CRISIS MANAGEMENT POLICY**Policy statement**

The District will have a Crisis Management contingency plan to protect the health, safety, and security of all volunteers and program participants.

Actions

The first person to be made aware of a crisis must contact the President of the club involved or if unavailable, the Immediate Past President or the President Elect.

The Club President (or designee) must contact:

- the District Governor as soon as practicable; and
- the Presidents of other clubs that may be impacted.

The District Governor:

- is the main contact between:
 - the District and RI; and
 - the District and the Club, event or activity manager of the Rotary activity involved in the crisis situation.
- will consult with the Crisis Management Committee to determine:
 - the level of the crisis; and
 - actions to take in response to the crisis according to the response protocols;
- is responsible for overseeing all aspects of the crisis response, including convening meetings and delegating tasks;
- represents the District and is the only spokesperson when answering media inquiries; and
- may appoint a spokesperson.

If the District Governor is unavailable or unable to act, the following, in the order listed, become responsible:

- the Vice-Governor;
- the District Governor Elect; and
- the Immediate Past District Governor.

5.11 DISTRICT DISASTER RELIEF POLICY**Policy statement**

The District will have a contingency plan to deal with a disaster should one occur within the geographic boundaries of the District and form a team to deal with such a disaster should one occur.

Consistent with the intent and practices of RI and The Rotary Foundation, the District will not directly engage in providing relief in the event of natural or manmade disasters. Such activities are more appropriately within the mission of other organizations.

Actions for disasters within District 5020

The District Governor:

- will appoint a committee to develop a contingency disaster management plan to be implemented should a disaster occur;
- will be the sole spokesperson for the District if a disaster has occurred in the District; but may delegate this responsibility;
- will form a committee to deal with a disaster that has occurred;
 - will appoint a Disaster Central Contact to:
 - obtain information on the status of the clubs in the affected area;
 - distribute information within the District;
 - answer questions concerning actions being taken by the District;
 - provide information on reputable organizations that can provide immediate and effective disaster relief; and
 - provide information received from the Rotary organizations in the geographic area;
 - will appoint a Disaster Relief Treasurer to work with the District Treasurer to:
 - establish an account to receive donations for the disaster relief;
 - include any funds donated by the District in District expenditures;
 - advise on the budget implications; and
 - make every reasonable attempt to provide information on secure financial accounts for donations to support disaster relief;
- will encourage clubs and members in the District to support the disaster relief agencies of their own choosing.

Actions for disasters outside District 5020

The District Governor:

- will make the District Council aware of Rotary districts and clubs within a disaster area that have established secure, reputable financial accounts; and
- may encourage clubs and members in the District to support the identified Rotary organizations and / or disaster relief agencies of their choosing.