

5340 District Leadership Plan

Version Date: August 2009

District 5340 District Leadership Plan

Table of Contents

Article I. Introduction..... I-3	(b) District Assembly..... IV-16
Section 1.01 District VisionI-3	(c) Leadership and Development AcademyIV-16
Section 1.02 District MissionI-3	(d) District Conference Committee IV-17
Section 1.03 District Core ValuesI-3	Section 4.06 Public Relations and CommunicationsIV-17
(a) ServiceI-3	(a) Public Relations Committee IV-17
(b) FellowshipI-3	(b) RI Convention Promotion CommitteeIV-17
(c) DiversityI-4	(c) District Directory IV-17
(d) IntegrityI-4	(d) Electronic Communication IV-18
(e) LeadershipI-4	Section 4.07 Membership Development CommitteeIV-18
Section 1.04 District Strategic Objectives.....I-4	(a) Membership Development..... IV-18
Section 1.05 District OrganizationI-4	(b) Club Extension..... IV-18
Article II. District Officers, Advisors, and StaffII-6	(c) Membership Mentors IV-19
Section 2.01 District Officers II-6	Section 4.08 Service Committee..... IV-19
(a) District Governor..... II-6	(a) Club Services IV-19
(b) District Governor- Elect II-6	(b) Vocational and Youth Service CommitteeIV-20
(c) District Governor Nominee II-6	(c) International Service Committee IV-20
(d) District Secretary II-6	(d) Community Service Committee..... IV-20
(e) District Treasurer..... II-7	(e) RI Areas of Focus IV-20
(f) District Trainer II-7	Article V. Budget and Fiscal Policy V-22
Section 2.02 District Advisory Committees II-8	Section 5.01 General V-22
(a) Advisory Council II-8	Section 5.02 Source, Type, Purpose of District Funds..... V-22
(b) Finance Committee..... II-8	(a) Sources of funds..... V-22
Section 2.03 District Staff II-9	(b) District Funds..... V-22
(a) District Administrator..... II-9	Section 5.03 Budget Procedures V-23
(b) Chief of Staff II-10	(a) Purpose..... V-23
Article III. Chief Assistant Governor, AGsIII-11	(b) Committee Submission V-23
Section 3.01 Chief Assistant Governor III-11	(c) Budget Preparation..... V-24
Section 3.02 Assistant Governors III-11	(d) Budget Approval V-24
Article IV. District Committees IV-13	(e) Budget Timeline..... V-24
Section 4.01 Committee Appointments.....IV-13	Section 5.04 Receipt, Deposit, Expenditure V-24
Section 4.02 Committee GuidelinesIV-13	(a) Receipt and Deposit V-24
Section 4.03 District Executive CommitteeIV-13	(b) Management and Expenditures V-25
(a) Membership.....IV-13	Section 5.05 Tax, Legal, and Administrative reporting requirements V-25
(b) MeetingsIV-14	(a) Reports V-25
Section 4.04 Rotary Foundation CommitteeIV-14	(b) Review V-25
(a) StructureIV-14	(c) Annual Review..... V-25
(b) Duties and Responsibilities of the DRFC ChairIV-14	(d) End of Year V-25
(c) TrainingIV-14	(e) Tax Reporting V-25
(d) SubcommitteesIV-15	Article VI. District Election..... VI-26
Section 4.05 Administration and TrainingIV-16	Section 6.01 Elections..... VI-26
(a) District Nominating CommitteeIV-16	Section 6.02 District Nominating Committee... VI-26

District 5340 District Leadership Plan

(a)	Selection of District Governor	VI-26
(b)	Selection of District Representative to Council on Legislation	VI-27
(c)	Selection of Nominating Committee Member for Zone Director	VI-27
	Section 6.03 COL/District Legislative Committee.....	VI-27
Article VII. General Policies.....		VII-28
	Section 7.01 Background	VII-28
	Section 7.02 Policy Development	VII-28
	Section 7.03 Policy Changes	VII-28
	Section 7.04 Change Approval.....	VII-28
	Section 7.05 Conflict of Interest.....	VII-29
	Section 7.06 Robert’s Rules of Order	VII-29
	Section 7.07 District Records and Property	VII-29

(a)	District Governor Records	VII-29
(b)	Committee Records.....	VII-29
(c)	District Property	VII-29
Article VIII. Appendices		VIII-30
	Appendix A – Summary of District Strategic Initiatives.....	VIII-31
	Appendix B – District By Laws (2006)	VIII-33
	Appendix C – Geographic Areas	VIII-34
	Appendix D – Reimbursement Policy	VIII-35
	Appendix E - Event Subsidy Policy.....	VIII-36
	Appendix F – Youth Protection Policy	VIII-37
	Appendix G – Emergency Communication Plan.....	VIII-38

Common Abbreviations in this Leadership Plan

AG.....	Assistant Governor
APF	Annual Programs Fund (of TRF)
COL.....	Council on Legislation – RI Legislative body that meets every 3 years
District.....	Rotary International District 5340
DG.....	current serving District Governor
DGE	District Governor-Elect – the person elected by RI to serve as District Governor in the next Rotary year
DGN.....	District Governor Nominee – the person nominated by the District to RI to serve in the year following the DGE
DGND.....	District Governor Nominee Designate – the person nominated by the District to RI to serve in the year following the DGN
GSE.....	Group Study Exchange
LDA	Leadership and Development Academy
MOP	Manual of Procedure – compilation of RI policies and procedures, revised following the COL
PDG.....	Any previous District Governor
RCP.....	Rotary Code of Policies

District 5340 District Leadership Plan

Article I. Introduction

In January 2008, Rotary International integrated its general and permanent policies into a comprehensive volume called the Rotary Code of Policies (RCP). It was published in June 2008. According to the RCP and the Manual of Procedure (MOP) all districts are required to develop and adopt a District Leadership Plan (DLP) that is in conformity with the RCP.

The purpose of the DLP is to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Foundation and district-level activities, and a more challenging role for the governor as an innovative leader. In addition, it is to provide guidelines for the effective operation of the District. Should there be any conflict between this document and the Rotary International Manual of Procedure and the Rotary International Code of Policies, the aforementioned RI documents shall prevail.

Section 1.01 District Vision

We are a thriving organization whose members improve lives locally and globally through the joys of Service Above Self.

Section 1.02 District Mission

The mission of Rotary District 5340 is to help the individual Rotary Clubs advance the Object of Rotary and the mission of The Rotary Foundation by providing leadership and resources to the clubs and individual Rotarians.

Section 1.03 District Core Values

Core values represent the guiding principles of the culture of District 5340. They guide our members' priorities and actions within the District.

(a) Service

We believe that our service activities and programs bring about greater world understanding and peace. Service is the major element of our mission. Through the plans and actions of individual clubs, we create a culture of service throughout our organization that provides unparalleled satisfaction for those who serve.

(b) Fellowship

We believe that individual efforts focus on individual needs, but combined efforts serve humanity. The power of combined efforts knows no limitation, multiplies resources, and broadens our lives and perspectives. Fellowship leads to tolerance and transcends racial, national, and other boundaries.

District 5340 District Leadership Plan

(c) Diversity

We believe Rotary unifies all people supporting the ideal of service. We encourage diversity of people and vocations within our membership and in our activities and service work to fully represent our community. A club that reflects its business and professional community is a club with a key to its future.

(d) Integrity

We are committed to and expect accountability from our leaders and fellow members, both in the results of our efforts and in the processes we use to accomplish our goals. We adhere to high ethical and professional standards in our work and personal relationships. We are fair and respectful in our interactions, and we conscientiously steward the resources entrusted to us.

(e) Leadership

We are a global fellowship of business, professional and community leaders. We believe in the importance of leadership development and in leadership as a quality of our members. As Rotarians, we are leaders in implementing our core values.

Section 1.04 District Strategic Objectives

The following are derived from the District 5340 Strategic Plan - Appendix A.

- Expand leadership development at all levels to fully use talents and skills of Rotarians
- Offer District events that provide value to all Rotarians
- Enhance club capacity to recruit, retain and extend membership
- Promote cooperation among clubs to strengthen fellowship and service

Section 1.05 District Organization

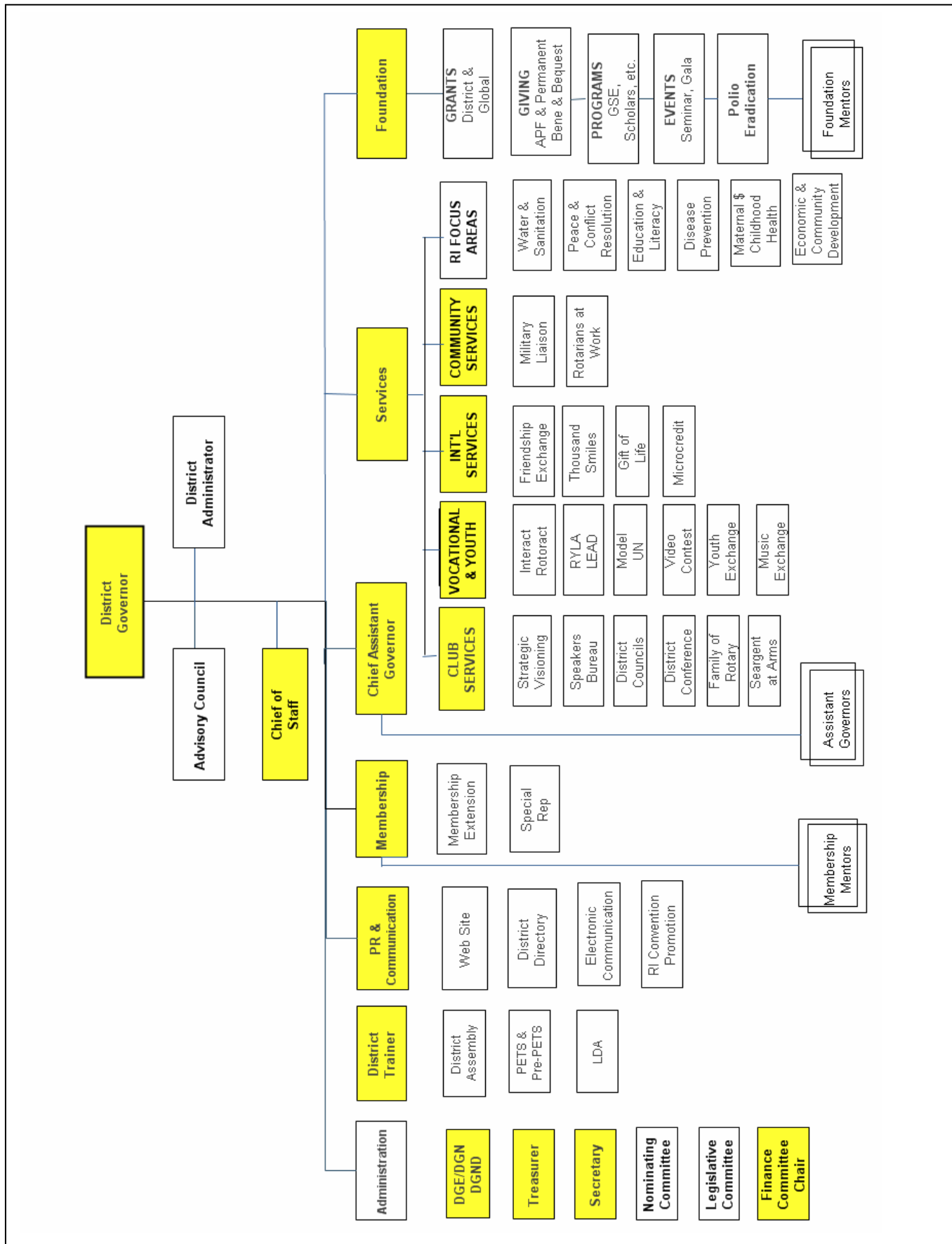
The organization structure flows from District 5340 role, its vision and mission – namely that its activities and structure exist solely to help individual clubs advance the Object of Rotary.

According to the MOP, the purpose of the Club Leadership Plan (CLP) is to strengthen individual Rotary Clubs. The District organization needs to support the clubs that implement the CLP, those in transition to the CLP, and those that operate under the traditional club structure.

The organization chart and roles that follow describe a more effective structure to accomplish this. The highlights are as follows:

1. A senior advisory group called the District Executive Committee. (They are displayed as yellow boxes in the organization chart on the following page.)
2. A Service Group that is club-focused and consistent with the Club Leadership Plan
3. Avenues of Service Chairs are part of a “Services” group
4. RI focus areas that are the priorities envisioned by The Rotary Foundation
5. Deployment of Membership Mentors, Foundation Mentors and AGs, focused on club needs.

District 5340 District Leadership Plan



District 5340 District Leadership Plan

Article II. District Officers, Advisors, and Staff

Section 2.01 District Officers

(a) District Governor

The District Governor (DG) is the sole officer of Rotary International in the District, nominated by the clubs of District 5340 and elected by the Convention of Rotary International. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5340 goals and objectives. The duties, responsibilities, and qualifications of the District Governor are provided in the Rotary International Manual of Procedure. The DG is a member and Chair of the District Executive Committee

(b) District Governor- Elect

The District Governor-Elect (DGE) is the next officer in line for District leadership. Having been nominated by District 5340 and elected at the Convention of Rotary International, the District Governor-Elect will assume the position as District Governor on July 1st of the next Rotary year. The main duty of the District Governor-Elect is to prepare for the next Rotary year. This preparation will require close coordination with the current District Governor and other District leaders. The District Governor-Elect will organize and conduct the District Assembly for incoming club officers to prepare these officers to assume their duties in club leadership. The DGE is responsible for supervising the training program of Assistant Governors. The DGE is a member of the District Executive Committee.

(c) District Governor Nominee

The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 5340 to Rotary International to be elected as District Governor-Elect at the next convention of Rotary International. As such, the DGN will follow the District Governor-Elect as District Governor. The DGN will coordinate closely with the District Governor and the District Governor-Elect to prepare to assume a position of leadership in the District. The DGN is a member of the District Executive Committee

(d) District Secretary

The District Secretary prepares accurate minutes of all official District meetings. The Secretary is appointed on an annual basis, normally serving for a single one year term. The District Secretary is a member of the District Executive Committee.

(i) Requirements:

- Holds active membership, in good standing, in a club in District 5340 for at least three years
- Has served as a club president for a full term
- Is willing and able to accept the responsibilities of District Secretary

District 5340 District Leadership Plan

(ii) Duties:

- Take and maintain the minutes of District meetings, including the business portion of the District Conference, and distribute minutes to members of the District Executive Committee in a timely manner
- Assist District officers as necessary

(e) District Treasurer

The Treasurer will administer and account for District funds and maintain the required financial records. The Treasurer may delegate certain financial administrative tasks to the District Administrator. The Treasurer is a member of the District Executive Committee.

(i) Requirements:

- The District Treasurer shall be a Rotarian appointed by the District Governor on an annual basis, normally serving for no more than three one-year terms.
- Must have an understanding of basic accounting principles – preferably be a CPA.
- The District Treasurer is a member of the District Executive Committee.

(ii) Duties:

- Supervise and ensure maintenance of District financial records (except those of committees authorized to maintain individual accounting)
- Supervise procedures for the receipt, deposit and disbursement of all funds
- Supervise/Maintain books of accounts on all funds under the Treasurer's jurisdiction. On retirement from office the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer
- Issue monthly financial statements to the DG, DGE and the Finance Committee Chair
- Issue quarterly financial statements quarterly to members of the District Executive Committee
- Supervise payments that have been approved by the appropriate committee chairs or District officers
- Assist in an annual, independent review of the District financial records
- File tax returns as required
- Provide independent oversight and review for those committees maintaining individual accounting
- Serve as an ex-officio member of the Finance Committee

(f) District Trainer

The District Trainer is responsible for supporting the DG, DGE and DGN in training club and District leaders and overseeing the overall training plan for the District.

(i) Requirements:

- Skilled, knowledgeable Rotarian, with excellent communication skills
- The District Trainer is a member of the District Executive Committee

District 5340 District Leadership Plan

(ii) Duties:

In conjunction with the DG, DGE, DGN and District Executive Committee:

- Ensure that there is a coherent and sequential training syllabus for all the leadership positions in the District
- Ensure that AGs are trained to carry out their duties
- For Pre-PETS, plan program content and schedules; assemble and distribute materials
- For PETS ensure that the District Materials are consistent and complementary with the materials the Presidents receive at SOCAL/Nevada PETS
- Ensure that the material covered at District Assembly is consistent, complete, and congruent with the overall training program for Club leadership
- Develop, maintain and deliver training to participants in the District's Leadership and Development Academy
- Develop, maintain and deliver other training that may be needed to support the DG's goals

Section 2.02 District Advisory Committees

(a) Advisory Council

District 5340 has organized an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. The District Governor calls and chairs an annual meeting of the Council after the International Assembly to allow the governor-elect to inform the current and past governors of the issues debated and presented. This meeting is held no more than one month after the International Assembly.

The authority and responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the past governors. (RCP 19.080.2) The District Governor seeks the council's assistance in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors. (RCP 19.080.1). See Appendix B, District By Laws, Article VI.

(b) Finance Committee

The District Finance Committee shall safeguard the assets of the district funds by reviewing and studying the amount of per capita levy and necessary expenses of district administration, and by preparing an annual review and report on the status of the district's finances. The District Finance Committee, in addition to its administrative responsibilities, shall advise the District Governor, DGE, and DGN on all District financial matters. The DG will appoint the Finance Committee Chair and Vice-Chair. The Finance Committee Chair will serve as a member of the District Executive Committee.

(i) Appointment

Members of the committee other than the Governor categories shall be appointed to a three-year staggered term and will not normally be appointed to a consecutive term. Members should be qualified and experienced in business management and geographically dispersed in the District. The incoming Governor appoints a single member to replace a member whose term has expired.

District 5340 District Leadership Plan

(ii) Membership

Membership of the District Finance Committee shall consist of seven members as follows:

- District Governor
- District Governor-Elect
- District Governor Nominee
- District Treasurer
- Three Members at-large including the District Finance Committee Chair

The District Administrator attends the meetings but is a non-voting, staff member.

(iii) Vacancies

In case of a vacancy, the District Governor shall appoint a qualified Rotarian to fill the unexpired term.

(iv) Annual Review

The Finance Committee shall conduct an annual, independent review of the District financial records as described in Article VI Budget and Fiscal Policy. It is the responsibility of the Finance Committee to annually review the overall “projected cash flow” for the following two years and if the “Reserve Funds” fall below 25% of the annual “Expense Budget”, then the committee shall recommend a proper amount of a dues increase and/or expense reductions. The goal is to increase the “reserve fund” by 5% each year until total reserve funds reach 50% of the current operating budget.

(v) Fiscal Policy Review

Annually, the Finance Committee will review the District fiscal policies and the reimbursement policies annually. See Appendix E. Any required changes will be recommended to the District Executive Committee.

(vi) Financial Risk Management

Recognizing that major events (e.g. District Conference, Foundation Dinner, etc.) have the most financial risk during the Governor's year, the Finance Committee is authorized to appoint a District Event Support Sub-Committee. This sub-committee shall be staffed by people with expertise in arranging for and managing major events. Among the experiences and skills will be: Event planning, contract review, etc. The sub-committee would also be tasked with creating and maintaining a "How to do it" manual for event chairs with ideas and resources for the event chair to use in planning and executing the event. The Event Chairs and Event committees will continue to do the detailed work of planning and producing specific events, but this sub-committee would serve as consultants.

Section 2.03 District Staff

(a) District Administrator

District 5340 employs an experienced Rotarian as a part-time employee of the District. The key responsibilities for the District Administrator are as follows:

(i) Administration

- Communicate, support and provide information to DG, District Executive Committee, Club leadership and members

District 5340 District Leadership Plan

- Assist with telephone, email and information
- Support District events & activities
- Attend District functions
- Assist with Website, calendar, and posting

(ii) Finance

- Assist in development of annual District Budget
- Maintain all District accounts, and budgets
- Reconcile all accounts
- Record and deposit District funds
- Pay bills and expenses relating to District
- File RI expense reports for District, and DG
- Provide reports to Treasurer, monthly and as requested
- Work with Committees for accurate financial control
- Purchase District supplies for office support

(iii) Support as needed for:

- Special Events
- District committees
- District Projects
- Inventory and control of District properties
- District Sgt-at-Arms
- District Web-Master

(b) Chief of Staff

The Chief of Staff assists the Governor in a variety of administrative and liaison functions. This position is specific to the management style and needs of each Governor. A representative sampling of the duties is listed below.

(i) Qualifications

1. Successfully completed full term as Club President
2. Service in several District offices, committees and related activities.

(ii) Duties:

1. Assists the DG in formulating policy, serves as a consultant, and assists in policy implementation
2. Suggests candidates for District assignments
3. Represents DG in meetings and/or sits on designated district committees as the Governor's rep.
4. Assists the DG scheduling meetings of the District Executive Committee
5. Assists the Governor in planning (and may attend) district meetings (e.g. PETS) as required
6. Follows up on the completion of district projects (e.g. Directory) as required
7. May be assigned specific tasks in the communications and public information areas
8. Organizes District Reception at RI International Convention for Club Presidents and District Rotarians
9. Other special assignments as requested by the Governor

District 5340 District Leadership Plan

Article III. Chief Assistant Governor, AGs

Section 3.01 Chief Assistant Governor

Chief Assistant Governor reports to the District Governor and is responsible for assisting the Governor in supporting the clubs in the District.

(i) Qualifications

1. Experience as a Club President and AG
2. Service in other District positions

(ii) Duties:

1. Supervises Assistant Governors (AG) in the District
2. Serves as a member of the Executive Committee
3. Coordinates activities of AGs and meets periodically with them
4. Assists the DG, DGE and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the District
5. Follows up, as required, on the timely progress of District plans and programs
6. Other special assignments as requested by the Governor

Section 3.02 Assistant Governors

District 5340 is divided into 15 geographic areas each consisting of 2 to 5 clubs. An Assistant Governor will be appointed to assist clubs within each area. Assistant Governors serve at the pleasure of the current DG and will usually be for three years to allow the AGs to develop a closer relationship with the club leadership – particularly Presidents-Elect as the Presidents-Elect train and prepare for their year in office. The AG will assist with identifying future leaders from clubs in their area. The District Governor will appoint Assistant Governors to a one year term. AGs may be appointed to subsequent one-year terms but may not normally serve for more than three years. Assistant Governors are not officers of RI. A list of the geographic areas is shown in Appendix C.

Each Assistant Governor will be proactive in the support of the assigned clubs, will take a personal interest/responsibility in the success of every club in their assigned Area and will represent each of their respective clubs interests to the District Governor.

(i) Qualifications:

- Holds active membership, in good standing, in a club in District 5340 for at least three years
- Has served as a club president for a full term
- Is willing and able to accept the responsibilities of AG

District 5340 District Leadership Plan

(ii) Duties:

- Attends the District AG's training session
- Assists the DGE, if requested, at Pre-PETS, PETS and District Assembly
- Works with the DG and DGE to develop goals for the District and to advise on District committee selections
- Meets with and assists the incoming presidents of the clubs in their assigned Area before the beginning of the Rotary year to discuss the clubs' goals, plans and objectives and to review the completed "Planning Guide for Effective Rotary Clubs" and the TRF Club Goal Report Form. Following the review, copies of both documents will be forwarded to the DG (for the year covered by the plan)
- Visits each club in their assigned Area regularly with a minimum of one visit each quarter of the Rotary year, keeping the DG informed of the status of the assigned clubs and suggesting ways to enhance Rotary development and address issues
- Holds regularly scheduled joint meetings (preferably monthly but no less than quarterly) with club presidents to discuss the business of the clubs including resources available to them, and the goals, programs, and objectives of the District and Rotary International
- Advises and assists club presidents in preparing for visits of the DG and assists the DG during visits to the Area clubs
- Coordinates their visits with Foundation and Membership Mentors
- Encourages clubs to follow through on requests and recommendations of the District Governor, monitors each club's performance with respect to District goals, service projects, and encourages Public Relations effort at the local club level
- Ensures that clubs submit required reports in a timely manner
- Attends and actively promotes attendance at the District Conference, the District Assembly, and other District meetings
- Participates in TRF programs, annual and special giving events, and other special assignments
- Encourages development of future District leaders
- Represents the DG if the District Governor is unable to attend any special function and makes special visits as requested
- Helps organize Area meetings and assists clubs by serving as a speaker and in other useful ways
- Completes Memo of Club Visit on time

District 5340 District Leadership Plan

Article IV. District Committees

The committees of the district will adhere to the following guidelines.

Section 4.01 Committee Appointments

The District Governor will appoint the chairs of District Committees. Members shall be Rotarians in good standing as members of a club in the District. Members are normally expected to serve for a three-year term. The Chair will select a vice-chair and every opportunity will be given to those desiring development as future leaders. No person should serve as chair of the same committee for more than three one year terms.

Section 4.02 Committee Guidelines

Committees will meet the standards set out in the Rotary International Manual of Procedure. Committees shall use, as applicable, the Rotary International Publication “District Committee Manual” to guide their operations. All expenditures from District funds must be in accordance with the approved district budget and properly approved by the District Governor or his/her designate. Committee chairs may approve expenditures to the limit of the applicable budget item.

Section 4.03 District Executive Committee

The District Executive Committee provides oversight and serves as the principal policy review committee for the District.

(a) Membership

The District Governor will be the Chair of the District Executive Committee. The District Executive Committee will be composed of the following:

1. DG
2. DGE
3. DGN
4. DGND
5. The Chief Assistant Governor
6. The Chief of Staff
7. Foundation Chair
8. Service Chair and the following “Avenues of Service” chairs:
 - a. Club Service Chair
 - b. Vocational and Youth Service Chair
 - c. International Service Chair
 - d. Community Service Chair
9. PR Committee Chair
10. Membership Committee Chair
11. District Trainer
12. Finance Committee Chair
13. District Treasurer
14. District Secretary

District 5340 District Leadership Plan

(b) Meetings

There will generally be between 4-6 meetings a year. The Chief of Staff will assist the DG with scheduling the meetings, coordinating the meeting venue, preparing the agenda, and conducting related meeting support activities. The District Secretary will take minutes of these meetings.

Section 4.04 Rotary Foundation Committee

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and the club members. The DRFC in its operation will be guided by the Rotary International Publication, “The District Rotary Foundation Committee Manual.” The Committee Manual lists the qualifications, specific duties and responsibilities of the members of the Committee. The DRFC Chair will serve as a member of the District Executive Committee.

(a) Structure

The District Rotary Foundation Committee will consist of the DRFC and seven additional members. The DRFC Chair should normally be appointed for a three year term. The Chair serves at the pleasure of the sitting Governor. This individual should have significant knowledge of, commitment to and experience with Rotary Foundation activities. The District Governor, in consultation with the immediate past district governor and the governor-elect shall appoint members to the DRFC. The members will serve as chairs of the seven subcommittees listed below.

(b) Duties and Responsibilities of the DRFC Chair

The complete listing of the duties and responsibilities are listed in the District Rotary Foundation Committee Manual. Among these duties are:

- With the direct leadership of the District Governor, work with committee to plan, coordinate and evaluate all district Foundation activities
- Represent the DRFC in the District Designated Fund allocation process and signs the SHARE Decision Worksheet submitted to The Rotary Foundation
- Presents annually a District Rotary Foundation Gala and Foundation Seminar
- Assists the governor-elect in establishing Foundation goals for their term

(c) Training

Members of the DRFC are expected to attend a Regional Rotary Foundation Seminar conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all DRFC members are expected to attend and participate in the district training meetings.

District 5340 District Leadership Plan

(d) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Rotary Foundation Committee.

(i) Annual Giving

The Annual Giving Subcommittee is responsible for designing and implementing a comprehensive and effective district program to achieve the district's Annual Programs Fund giving goal, including oversight of The Paul Harris Society of 5340.

(ii) Permanent Fund / Major Gifts

The Permanent Fund Subcommittee is responsible for securing Benefactor commitments, Bequest Society members and for soliciting major gifts from those capable individuals in a continuing effort to grow the Permanent Fund.

(iii) Ambassadorial Scholarships, Grants for University Teachers & Peace Scholars

The Scholarship Subcommittee is responsible for promoting club and district participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in Peace and Conflict resolution and ensures careful attention is paid to four basic elements – Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

(iv) Group Study Exchange

The Group Study Exchange (GSE) Subcommittee is responsible for promoting club and district participation in the GSE program, preparing the outbound GSE Team for their exchange and for planning and implementing the visiting GSE Team host itinerary. They also are responsible for selection of the team leader and team members. The Selection subcommittee (usually seven members) is formed from members of the GSE subcommittee, along with the District Governor, the District Governor-Elect and the District Governor Nominee.

(v) Grants

The Grants Subcommittee Chair is responsible for reviewing all grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. The Grants committee will consist of twelve members: DG, DGE, DGN, DRFC, the Global Grant Chair and District Grant Chair. In addition the committee will include five at-large members representing three staggered two year terms. No at-large committee member shall serve more than two consecutive terms. The Grants Subcommittee Chair will also select Grant Advocates who directly support the clubs to help ensure successful completion of all Matching Grants.

(vi) PolioPlus

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in PolioPlus activities by all Rotarians.

(vii) Alumni

The Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni is involved in Rotary activities. The committee will build and maintain lists of past GSE team members and

District 5340 District Leadership Plan

Ambassadorial and Peace Scholars. The chair will also plan up to three events each year to encourage alumni participation in Rotary activities and maintain those most important relationships.

(viii) Foundation Mentors

The DRFC Chair, in consultation with the District Governor, will appoint a representative in each Area of the District. The Foundation Mentors will establish a close working relationship with club presidents and club foundation chairs in each of the clubs in the assigned area. They will assist in coordinating Foundation activities in the area and will assist in the Foundation promotion, education and fundraising activities of the clubs. They will also work closely with the Assistant Governor of their respective Area.

Section 4.05 Administration and Training

The following committees work directly with the District Governor.

(a) District Nominating Committee

The role of the nominating committee is recommending a nominee for District Governor, a Representative to the Council of Legislation, and a Nominee for Zone Director. In fulfilling this role it will follow the rules and procedures described under that Article VI and its sub-paragraphs.

(b) District Assembly

District Assembly is held annually in the Spring to develop Rotary club leaders to 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. Information will be presented on District activities and resources in order that the incoming club officers, directors and other club leadership will have a greater understanding of their responsibilities and opportunities for service. This exposure informs them of the resources available at the District and Rotary International levels to assist them to more effectively carry out their duties.

Those specifically invited shall include the incoming presidents, officers, directors and members assigned to serve in key leadership roles in the upcoming year. As an absolute minimum, the incoming President and secretary from each club within the District should participate in the District Assembly. There is training available for all members of the club leadership team and for the expansion of basic Rotary knowledge for all club members. All Rotarians in the district will benefit from attendance at the District Assembly.

It is recommended that that each club officer, director and committee chair for the next Rotary year attend the District Assembly. The President-elect must attend the District Assembly unless excused by the DGE.

(c) Leadership and Development Academy

The objective of the Leadership and Development Academy is to provide Rotarians a foundation of knowledge and skills, to enhance the experience and deepen their commitment to "Service above Self." It is also designed

District 5340 District Leadership Plan

to develop a cadre of district leaders who have the necessary skills, knowledge and motivation to support Rotary clubs in District 5340.

The Academy is a comprehensive eight month study program of Rotary information, designed to develop those who wish to better serve as leaders and service providers within the district and local club. The curriculum consists of eight interactive lessons. Course material and lessons are distributed to enrollees in January. During the Academy year, four class sessions will be held for all students for instruction, discussion and learning. Participants pay an enrollment fee to cover the cost of instruction materials and incidentals. The program and its syllabus are prepared by the District Trainer.

(d) District Conference Committee

The purpose of the District Conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of the club, the District and Rotary International. The committee will establish a conference program in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents. The District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance.

All Rotarians are strongly urged to attend the District Conference. All clubs will strongly support and publicize the effort and make registration and program information available to club members. The club President's duty is to attend the District Conference. New Rotarians are particularly encouraged to attend the District Conference to increase their knowledge of Rotary programs beyond club level.

Section 4.06 Public Relations and Communications

(a) Public Relations Committee

The Public Relations Committee objective is to help clubs provide the public with information about Rotary and to promote their clubs' projects. The Public Relations Committee includes Rotarians experienced in the field. Its objective is to:

1. Provide resources to present, explain and promote Rotary to the public in cooperation with local clubs
2. Assist clubs of the district in their Public Relations efforts and responsibilities
3. Provide a District PR seminar

(b) RI Convention Promotion Committee

The committee shall promote attendance at the annual RI convention to Rotarians throughout the district. The DG will select a PDG to Chair this committee.

(c) District Directory

In District 5340, there may be two District Directories. The first is an on-line directory that is stored on the

District 5340 District Leadership Plan

District Web Site. Each Rotarian in the District is responsible for ensuring that his/her information is correct and up-to-date. For those that are unable to do this, help is available at both the club and District level. Keeping this information up-to-date has several benefits. The members are able to subscribe to a weekly newsletter called Quickbits that lists upcoming club speakers and describes upcoming events. The second Directory is a printed Directory of Club Presidents, Assistant Governors and members of the Executive Committee.

(d) Electronic Communication

The District Governor shall appoint a Committee Chair who shall be responsible for the following:

1. Assess current usage of electronic media by District Rotarians
2. Recommend implementation of tools/media that increase the effectiveness of District communication and PR at low-cost and consistent with the mission of helping clubs
3. Assembling a committee to implement programs approved by the DG
4. Ensuring that the web site remains fresh, up to date, and retains its utility for District Rotarians, and members of the public

Section 4.07 Membership Development Committee

(a) Membership Development

The role the Membership Development Committee is to carry out these functions:

- Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer
- Work with the governor and club leaders to ensure that the district achieves its membership goal
- Coordinate district wide membership development activities
- Encourage clubs to participate in RI or presidential membership development recognition programs
- Maintain communication with other district committees, such as the extension and public relations committees, to coordinate activities that will aid membership development efforts
- Make itself known to all clubs, and indicate that members of the committee are available to help them
- Encourage clubs to develop and implement an effective membership recruitment plan
- Assist club membership chairs in carrying out their responsibilities
- Visit clubs to speak about successful membership development activities and share information on successful activities

(b) Club Extension

District 5340 is interested in the organization of new clubs within the district. Clubs can be formed where the

District 5340 District Leadership Plan

membership can be principally composed of business or professional persons who represent the permanent and established residential, business, or professional life of the community. Where a locality can be expected to maintain a successful club, a new club should be organized as soon as possible.

The Governor will assign a Special Representative for each potential new club. The Special Representative's responsibilities include:

- Attend all meetings of the new club
- Provide education on Rotary to club
- Encourage participation in District events
- Develop marketing materials that the new club can use (brochures, website, etc.)
- Complete all required paperwork for chartering
- Report monthly on progress to the Membership Committee and the DG

(c) Membership Mentors

The Membership Chair, in consultation with the District Governor, will appoint a representative in each Geographic Area to be a Membership Mentor. The Membership Mentors will establish a close working relationship with the club membership chairs in each of the clubs in the assigned Area. They will assist the club membership chairs in promoting recruitment, increasing retention, and enhancing membership development activities. They will also work closely with the Assistant Governor of the respective area.

Section 4.08 Service Committee

A Service Committee Chair will be appointed by the District Governor to oversee and coordinate the efforts of the four Avenues of Service chairs and the chair person of the RI Areas of Focus. The Service Committee Chair serves as a member of the District Executive Committee.

(a) Club Services

The District Club Service Committees provides assistance to clubs in the Club Service Avenue of Service. The Club Service Committee Chair serves as a member of the Executive Committee. The following are types of support provided:

- Work with clubs to develop their short and long range plans through Strategic Visioning workshops
- Maintain a list of recommended speakers in a "Speakers Bureau" that clubs can use for their weekly programs
- Provide Sergeant-at-Arms for all District Events
- Share information about fellow Rotarians through the Family of Rotary
- Provide opportunities for fellowship and PR at PETCO Park
- Provide opportunities for fellowship through the Golf League
- Recognize outstanding achievements by clubs and Rotarians through Annual Awards

District 5340 District Leadership Plan

(b) Vocational and Youth Service Committee

The Vocational and Youth Service Committee assists clubs in the development of Vocational and Youth programs and projects. The committee is also responsible for working with the Youth Protection Officer of the District to ensure that the District's Youth policy is strictly enforced (See Appendix E). The Chair serves as a member of the Executive Committee. The following committees shall be established under the District Vocational and Youth Committee Chair to assist clubs in each specific area of service:

- Service above Self video contest
- Interact Clubs
- Rotaract Clubs
- RYLA
- Youth Exchange
- Music Camp
- Scouting
- LEAD

(c) International Service Committee

The International Service Committee will assist clubs in the development of International Service Programs and projects. The International Service Committee Chair serves as a member of the Executive Committee. The following committees shall be established under the District International Service Chair to assist clubs in each specific area of service:

- Thousand Smiles
- Shelter Box
- Gift of Life
- Microcredit
- Friendship Exchange

(d) Community Service Committee

The District Community Service Committee assists clubs in the development of Community Service Programs and projects. The Community Service Committee Chair serves as a member of the Executive Committee. The following committees shall be established under the District Community Service Chair:

- Military Liaison
- Rotarians at Work Day

(e) RI Areas of Focus

The District Governor will appoint a Rotarian to serve as the Resource leader in each of the areas identified by RI as an area of focus, specifically:

- Peace and Conflict Prevention/Resolution

District 5340 District Leadership Plan

- Disease Prevention and Treatment
- Water and Sanitation
- Maternal and Child Health
- Basic Education and Literacy
- Economic and Community Development

District 5340 District Leadership Plan

Article V. Budget and Fiscal Policy

Section 5.01 General

It shall be the joint responsibility of the DG, District Treasurer and the Finance Committee Chair to administer the ongoing elements of the District Budget and Fiscal Policy, to administer the funds of the district, and to be accountable to the clubs within District 5340 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as may be added to the Budget.

Section 5.02 Source, Type, Purpose of District Funds

(a) Sources of funds

(i) Dues (annual levy)

- Dues from clubs in the District will be a per capita amount approved by the District clubs (in accordance with the District By Laws)

(ii) RI Allocations

- Funds provided by RI for specific documented expenses

(iii) Investments

- Income arising from the investment of funds not required for immediate commitment or expenditure.

(iv) Contributions

- Contributions, donations, grants, bequests made by clubs or individuals for designated or general purpose or funds released and allocated by the District Governor from the allowance provided by Rotary International.

(b) District Funds

District Funds are for general or specified purposes. They may be recommended by the District Governor, the Finance Committee or the District Executive Committee in accordance with the principles and guidelines of the Rotary International Manual of Procedure. District Funds include:

(i) District Fund

The District may establish a fund to be called “The District Fund” for financing district-sponsored projects and the administration and development of Rotary in the district. The purpose of the District Fund will be to:

1. Meet the approved expenses of the operation of the District by providing for such expenditures as shall be authorized in the approved Annual Budget.
2. Provide for supplementary expenditures not provided for in the budget but for which the District Governor has received the input and advice of the Finance Committee.

District 5340 District Leadership Plan

3. Meet the expenses of the District Governor not reimbursed from the RI allocation established and provided by RI.

(ii) Separate Fund

Separate Funds may be established upon approval of the District Governor. Chairs are authorized to expend funds within their approved budgets subject to the two-signature rule as described below. The Chair and Vice Chair of each committee are required to discuss income and expense projections with the Finance committee at least quarterly. The current authorized Separate Funds are:

1. Youth Exchange Committee Fund
2. Youth Exchange Music Camp Fund
3. RYLA Fund
4. LEAD Fund
5. Model UN and Pathways to Peace Fund
6. District Council Fund
7. PETCO Park Flag Court Fund

All funds and monies here are designed to serve District purposes and are the property of the District. All separate funds are reviewed and re-authorized annually by the District Governor.

(iii) Special Project Funds

A Special Project Fund may be recommended and approved by the District Governor in consultation with the Finance Committee. In this situation the District Governor is authorized to solicit special project contributions during the current Rotary year. Clubs of this District will not be solicited for funds for any purpose without the specific approval of the District Governor. Special Project Funds may be modified or terminated at the discretion of the District Governor. The District Governor and the Finance Committee have a fiduciary responsibility to oversee such funds Special Project Funds.

(iv) Reserve Funds

The District should build and maintain a reserve fund equal to 50% of the operating revenue.

Section 5.03 Budget Procedures

A budget of proposed income and expenses to be financed by the District Fund for the following year will be prepared by the District Governor-Elect with guidance from the Finance Committee. The annual budget will be prepared and presented to the clubs of the District to cover the annual period from 1 July to 30 June.

(a) Purpose

Consideration in determining the approved budget shall be setting a proper and adequate amount for a mandatory district levy (per capita assessment). Clubs shall be fully informed as to how the funds are to be expended.

(b) Committee Submission

The District Governor-Elect will develop and publish District goals and objectives. Based on these goals, each committee chair will submit a recommended budget to the DGE for the activities of that committee.

District 5340 District Leadership Plan

(c) Budget Preparation

With District officers, Committee Chairs, and Finance Committee input, the District Governor-Elect will prepare a proposed budget. This budget will be submitted to the District Executive Committee for comment. Using District Executive Committee member comments, the DGE with counsel from the Finance Committee will prepare a final budget submission.

(d) Budget Approval

The annual budget will be approved by the clubs of the district.

- (i) The recommended budget, including the annual levy (dues), will be presented and discussed with all Club Presidents at PETS and District Assembly.
- (ii) Following consideration by the clubs, the proposed budget, including any change to the annual levy will be considered at the District Assembly and submitted to a vote of the club Presidents-Elect. A 75% majority of the club Presidents-Elect present and voting will be necessary to enact the proposed budget and annual dues.

(e) Budget Timeline

September/October

- District Governor-Elect articulates the program and objectives for the coming Rotary year to all District officers and committee chairs, requests budget inputs and sets submission deadline
- District Officers and committee chairs submit budget requests to the chair of the Finance Committee with a statement of goals

November/December

- The District Governor-Elect and the Finance Committee formulate a proposed budget based on committee input and goals
- Preliminary budget is submitted to the District Executive Committee for review and comment

January/February

- The District Governor-Elect and the Finance Committee refine the preliminary budget
- The proposed budget is submitted to the District Executive Committee for input.
- The Finance Committee recommends the budget for approval by the Clubs

February/March/April

- Proposed budget is presented to the clubs at the President Elect Training Seminar.
- Discussion of the proposed budget by the club Presidents-Elect.
- Club Presidents-Elect discuss proposed budgets with the club directors
- Proposed budget is submitted to a vote by the club at the District Assembly

June

- The approved budget is published on the District website for use during the Rotary year

Section 5.04 Receipt, Deposit, Expenditure

(a) Receipt and Deposit

Funds received by the District shall be deposited in accredited financial institutions in such a manner to clearly indicate that the funds are the property of District 5340. Investment of surplus funds available from time to time shall be restricted to government authorized trustee investments registered in the name of District 5340, to

District 5340 District Leadership Plan

which access may be gained only by authorized signing officers.

(b) Management and Expenditures

- (i) The policy determining acceptable expenditures of District Funds shall be defined by a set of guidelines established by the Finance Committee. They are attached in Appendix E of this Manual. These guidelines will be reviewed annually as the new budget process begins.
- (ii) All expenditures from District funds must be in accordance with this Article, the District budget, the District Reimbursement Policy (Appendix E), and properly approved by the District Governor.
- (iii) Individual reimbursements will be processed, approved and paid following the procedures described in Appendix E. District checks will be signed by any two of the following:
 - 1) District Treasurer
 - 2) District Governor
 - 3) District Governor-Elect
 - 4) District Governor Nominee
 - 5) Immediate Past District Governor
 - 6) District Administrator

Section 5.05 Tax, Legal, and Administrative reporting requirements

(a) Reports

The District Treasurer is responsible for the preparation of the monthly statements and budget status for the District Governor, the District Governor-Elect and the Finance Committee Chair. Quarterly reports will be prepared for the District Executive Committee.

(b) Review

The status of district funds and the district budget will be reviewed at each meeting of the District Executive Committee and the Finance Committee including the district reserve fund. Any requested 'Advances' or "Deposits" exceeding \$10,000 i.e. District Conference or Foundation Gala, are to be reviewed first by the Finance Committee.

(c) Annual Review

The Finance Committee shall conduct a formal review of the District books of account based on "an agreed upon procedure for examination". This report shall be due within 90 days of the end of the Rotary year and delivered to the Treasurer for dissemination.

(d) End of Year

The annual statement of income and expenses for the concluded year shall be presented for approval at the next District Conference.

(e) Tax Reporting

It shall be the District Treasurer's responsibility to ensure timely preparation, filing and compliance with all

District 5340 District Leadership Plan

U.S. and CA government and tax rules and due dates. Only licensed legal and/or tax professionals shall be engaged to provide this service. Copies of all returns shall be provided to the DG and DGE by the due date.

Article VI. District Election

Section 6.01 Elections

Election procedures in District 5340 follow Article 13 of the RI By Laws as described in the current Manual of Procedure.

Section 6.02 District Nominating Committee

District 5340 has adopted the nominating committee procedure as described in the MOP. The sitting Governor shall convene the meetings. The immediate Past District Governor shall chair the nominating committee. The nominating committee shall be composed of the District Governor, District Governor Elect, District Governor Nominee, the three immediate Past District Governors (including the chair), and up to two additional members appointed by the sitting District Governor who are Past District Governors. Committee members shall be elected by a majority of club electors present and voting at a District Conference. If a vacancy occurs after the District Conference, the District Governor can appoint a Past District Governor to fill the open slot.

The District Governor shall issue, or cause to be issued, in the name of the nominating committee, an announcement inviting any club which desires to do so to submit its suggestion for consideration. In order to receive such consideration, such suggestion must reach the nominating committee before a date to be determined and announced by the District Governor. Such announcement by the District Governor shall be made to the clubs in the District at least two months prior to the cut-off date and include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular board meeting of the club naming the suggested candidate and properly certified by the club secretary.

(a) Selection of District Governor

1. The nominating committee for District Governor shall be charged with the duty to seek out and propose the best available candidate for District Governor Nominee. This committee must select the nominee for governor not more than 36 months, but no less than 24 months, prior to taking office.
2. The nominee selection shall be in accordance with the current Rotary International Manual of Procedure, the Rotary International Bylaws.
3. In making a selection, the nominating committee for District Governor shall not be limited in its selection to those names received from the clubs in the District but shall nominate the best qualified Rotarian available to perform the functions of the office of District Governor.
4. Upon making its selection, the nominating committee shall promptly notify the District Governor of the name and club of the candidate selected. The District Governor shall then publish to the clubs of the District the name and club of that nominee.

District 5340 District Leadership Plan

(b) Selection of District Representative to Council on Legislation

1. The nominating committee for District Representative to the Rotary International Council on Legislation is constituted in accordance with the current Rotary Manual of Procedure.
2. In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. These representatives are the voting members of the Council. These representatives may be selected at the district conference, in a ballot-by-mail in certain approved circumstances, or by a nominating committee procedure. An alternate is also chosen at that time to serve in case the representative cannot attend. The representative and alternate representative of the clubs shall serve as District chairman and vice chairman.

(c) Selection of Nominating Committee Member for Zone Director

1. Every two years it is the responsibility of the Rotarians in our district to select a member to the nominating committee for RI Director from Zone 26 (effective 7/1/2009 District 5340 is in this Rotary Zone). The qualifications and procedures are as follows.
2. The member and the alternate must be a Past District Governor who is a member of a club in the zone and shall have attended at least two Rotary institutes and one convention in the past three years prior to serving on the committee. No Rotarian who has served twice as a member of such committee shall be eligible for service again (see RI bylaws section 12.020.2.)
3. Any club may nominate a qualified member where such member has indicated a willingness and ability to serve. Such potential member must be able to attend a nominating committee meeting. The club shall certify such nomination in writing and certify the years the candidate attended institutes/conventions. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the governor for presentation to the electors at the district conference.
4. The candidate receiving the majority of the votes cast shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate, and shall serve only in the event the member is unable to serve.
5. No member, alternate member, or candidate for membership on a nominating committee, whether elected or not, nor any candidate who is elected and subsequently resigns from such committee, nor any spouse, child, or parent of any such person, shall be eligible to be nominated for the respective office in the year in which the committee serves.

Section 6.03 COL/District Legislative Committee

The District Legislative Committee shall be responsible to receive, review and prepare any proposed amendment(s) to the District Bylaws and/or legislation received for submittal to the Council on Legislation for approval in accordance with District Bylaws. A committee will be put in place to assist the District Representative to the Council on Legislation. This committee will be appointed by the District Governor and will have as many as five members who can be any Rotarians in good standing within the District.

District 5340 District Leadership Plan

Article VII. General Policies

Section 7.01 Background

In June 2008 RI published the first known codification of the general and permanent policies of RI. Since 1910, thousands of decisions were made but without any systematic arrangement. Similarly, District 5340 has accrued series of decisions over time. Some have been formally published and subsequently amended. Other continues embedded in tradition and precedent.

This District Leadership Plan includes all published policies as Appendices to this document. As future policies are developed and published they will be included as well.

Section 7.02 Policy Development

Changes in regulation, operation and administration sometimes indicate the need for a new policy or changes in existing policies. The District Executive Committee will serve as a policy review committee to review and recommend changes to district policy documents.

Section 7.03 Policy Changes

Proposed changes to District policies may be submitted in writing by Clubs or by Committee Chairs to the District Governor who serves as the Chair of the District Executive Committee. The District Executive Committee appointed by the District Governor will serve as a policy review committee to review and recommend changes to district policy documents. The District Governor in consultation with the District Executive Committee will decide whether or not to implement the recommendations. When a new policy has been approved it shall be published on the District Web site and included as an Appendix to the District Leadership Plan.

Section 7.04 Change Approval

The District Governor will publish all approved changes to the clubs of the district through each Club President and Club Secretary. Clubs will be offered the opportunity to object to any approved change. As a minimum District Policies shall be reviewed following the tri-annual Council on Legislation, and publication of a new Manual of Procedure, to insure continued compliance with Rotary International Policy. When required the Executive Committee shall work with the Council of Legislation representative to prepare resolutions to be submitted at the District Conference.

If less than 15% of the clubs of the District object to the change it shall be deemed to be adopted. If at least 15% of the clubs of the district object to any adopted change, it shall be held in abeyance and submitted for a vote at the next meeting where a ballot of the clubs may be held. A change will be approved by a simple majority of the electors present and voting.

District 5340 District Leadership Plan

Section 7.05 Conflict of Interest

Whenever a member of the District Executive Committee, including the District Governor has a financial or personal interest in any matter coming before any District Committee the District Executive Committee shall ensure that:

1. The interest of the individual is fully disclosed to all members of the District Executive Committee and other appropriate committees.
2. No interested committee members may vote or lobby on this matter when such matter is voted upon.
3. Any transaction in which a committee member has a financial or personal interest shall be duly approved by the members of the District Executive Committee not so interested or connected as being in the best interests of the organization.
4. Payments to the interested committee members shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 7.06 Robert's Rules of Order

Robert's Rule of Order, Newly Revised, shall be the guiding authority and shall apply on all questions of parliamentary procedure and parliamentary law not specified in the Rotary International Manual of Procedure or in this Manual. A Parliamentarian may be appointed at the District Governor's discretion.

Section 7.07 District Records and Property

(a) District Governor Records

The District Governor shall turn over any requested club records over to the District Governor-Elect immediately following the end of the District Governor's term. The District Administrator shall be the archivist of the District official records.

(b) Committee Records

Individual committees may maintain the District records with the permission of the District Governor. When the chair of a committee maintaining their own records changes, all records and district property will be passed to the successor and a report will be made to the District Administrator that this transfer has been completed.

(c) District Property

The District Administrator shall be responsible to maintain an inventory of all District equipment including, but not limited to, fax machines, computer software and office equipment. Each year an update on current custody will be entered into District records.

District 5340 District Leadership Plan

Article VIII. Appendices

- A. Summary of District Strategic Initiatives**
- B. District By Laws (Approved May 2006)**
- C. Geographic Areas**
- D. Reimbursement Policy**
- E. Event Subsidy Policy**
- F. Youth Protection Policy**
- G. Emergency Communication Pan**

District 5340 District Leadership Plan

Appendix A – Summary of District Strategic Initiatives

As of March 30, 2009

Initiative 1 - Offering District events that provide value to all Rotarians (Owner – Pam Russell)

Accomplishments

- (1) District Assembly – includes Membership Seminar and Public Relations Seminar, thus eliminating separate meetings
- (2) 2nd Half Kickoff for club presidents – well attended, lively open discussion
- (3) PEP rally – well attended, lively launch of Regional groups, enthusiastic acceptance of club visioning model
- (4) Regional district councils – planned for October 2009 and April 2010
- (5) District events – well attended – ahead of 10% increase goal over last year

Projects currently underway

- (1) Enhanced communications through new technology – Larry Sundram
- (2) Review and publish data from club visioning sessions – Louise Andres

Initiative 2 - Expanding leadership development at all levels to fully use talents and skills of Rotarians (Owners – Marge Cole, Dale Bailey, and Dave Breeding)

Accomplishments

- (1) LDA in Imperial County launched – 15 people enrolled
- (2) LDA main class – largest enrollment ever
- (3) PEP rally – included both PE and AG training
- (4) 2nd Half Kickoff – good discussion about Future Vision
- (5) Club Leadership Plan – nearly 1/3 of our clubs have scheduled a club visioning session

Projects currently underway

- (1) Master's LDA class to be launched – Dale Bailey
- (2) Appointing Chairs and Vice chairs for district directorships – Dave Breeding and Larry Sundram
- (3) District Leadership Plan to be published – Governor team
- (4) AG – enhanced role and training – Sylvana Meeks, Dale Bailey, Bill Stumbaugh

District 5340 District Leadership Plan

Initiative 3 – Enhancing club capacity to recruit, retain, and extend membership (Owner – Carl Kruse)

Accomplishments

- (1) New Generations Club about to launch in North County
- (2) Miramar Club in formation stage
- (3) Diversity focus groups – two sessions held

Projects currently underway

- (1) Diversity Committee to be established – Larry Sundram
- (2) Lost member follow-up process to be initiated – Carl Kruse

Initiative 4 – Promoting cooperation among clubs to strengthen fellowship and service (Owners – Bill Stumbaugh, Mike Whitehurst)

Accomplishments

- (1) Larry Sundram AG group joint meeting – very well attended
- (2) Bob James AG group joint newsletter – first edition launched
- (3) Joint club Rotary Day in Vista – well attended by Rotarians and city government
- (4) Job bank – definition underway to launch an on-line jobs bank

Projects currently underway

- (1) Launch Regional District Councils – Marge Cole
- (2) Hold presidents meetings quarterly – Marge Cole
- (3) Offer PDG support to clubs who request it – Pam Russell

Other - District Strategic Planning Process

Accomplishments

- (1) Continuity demonstrated across governor team
- (2) Long range planning at the district level in place
- (3) Strong enthusiasm of club level visioning and strategic planning
- (4) District Strategic Plan “message” in pertinent classes at District Assembly March 21st

District 5340 District Leadership Plan

Appendix B – District By Laws (2006)

The District By Laws are posted on the District 5340 web site and can be accessed at the following link:

<http://www.rotary5340.org/resources/2008-09.html>

District 5340 District Leadership Plan

Appendix C – Geographic Areas

(This geographic organization will be effective during the 2010-11 Rotary Year)

AREA	CLUBS		AREA	CLUBS
1	La Jolla		9	Mission Valley
	La Jolla Golden Triangle			Old Mission
	La Jolla New Generations			San Diego #33
	La Jolla Sunrise			San Diego Uptown
	Torrey Pines			Southeast San Diego
2	Coronado		10	San Marcos
	Mission Bay			Shadowridge (Vista)
	Point Loma			Vista
	San Diego Downtown Breakfast			North County New Generations
3	Carlsbad		11	El Camino Real
	Carlsbad Hi Noon			Oceanside
	Camp Pendleton			San Luis Rey
4	Del Mar		12	Poway
	Del Mar Solana Beach			San Diego North
	Rancho Santa Fe			Rancho Bernardo
	Encinitas			Rancho Bernardo Sunrise
	Encinitas Coastal			Miramar
5	El Cajon		13	La Mesa
	El Cajon Breakfast			La Mesa Sunrise
	Rancho /Spring Valley			Santee Lakeside
6	Lemon Grove		14	National City
	Chula Vista			Paradise Valley
	Chula Vista Sunrise			San Ysidro/Otay
7	Brawley		15	Blythe
	Calexico			Holtville
	El Centro			Imperial Valley Breakfast
8	Borrego Springs		16	Bonsall
	Escondido			Fallbrook
	Escondido East			Fallbrook Village
	Escondido Sunrise			Valley Center
				Ramona

District 5340 District Leadership Plan

Appendix D – Reimbursement Policy

The Finance Committee will review the Reimbursement Policy annually.

1. The District Governor is responsible for all committee expenses.
2. Committee members will send their expense receipts to their Committee Chair for approval. Unapproved expenses will not be the responsibility of the District.
3. Committee chair, approves or modifies, and sends to District Governor for approval together with the original receipts and Reimbursement Form.

**IT IS THE RESPONSIBILITY OF EACH COMMITTEE CHAIR TO KEEP EXPENSES WITHIN
THE ALLOCATED BUDGET REIMBURSEMENT PROCEDURE**

District 5340 District Leadership Plan

Appendix E - Event Subsidy Policy

	<u>District Sponsored Program</u>	<u>District Pays</u>
Subsidies:	Ambassadorial Scholars (See note #6)	Full
	Foundation – Peace Scholars (See note #7)	Full
	GSE Inbound	Full
	Outbound (See note #8)	Full
	Model UN	Full
	<u>Club Sponsored Program</u>	<u>Club Pays</u>
	(When meals are involved, Club to pay actual cost of meal. (Food, Gratuity, tax))	
	Rotaract	Full
	Interact	Full
	Youth Exchange	Full *
District Events:	Foundation Seminar	Registration Fee
	Paul Harris Dinner	Dinner Fee
	District Conference	Registration
		Housing
		Meals
		Transportation**
	District Council	Dinner Fee
	District Assembly	Registration

- Notes:**
1. Only items above will be paid.
 2. All other expenses are to be paid by Sponsor Clubs.
 3. Complimentary Attendance, as determined by Event Committee, is to be covered by Event Budget.
 4. *Youth Exchange exception for District Council, ½ price.
 5. **Transportation will be covered for District events only if event is outside District. Means of Transportation must be approved by DG.
 6. Ambassadorial Scholars eligible; 1 year before study term until 1 year after.
 7. Foundation – Peace Scholars eligible only when under a District Program or grant.
 8. GSE Outbound members eligible; from selection to team until 1 year after Study Exchange.

District 5340 District Leadership Plan

Appendix F – Youth Protection Policy

The District Youth Protection Policy is posted on the District 5340 web site and can be accessed at the following link:

<http://www.rotary5340.org/youth/index.html>

District 5340 District Leadership Plan

Appendix G – Emergency Communication Plan

The District Governor announces implementation of the Emergency Communication Plan to the Chief of Staff, Chief Assistant Governor, District Executive Committee, Family of Rotary Chair and AGs via email. A call also goes out to the Chief Assistant Governor. The Chief Assistant Governor calls each AG as a backup plan in case email is not working.

Assistant Governors contact Club Presidents via phone call and email within 24 hours. If it is too early to gather sufficient information, they make contact again within 48 hours.

The Assistant Governors then compile the information and call the District Governor with information about affected clubs. The AGs also send an email to the DG, copying the Chief of Staff, the Chief Assistant Governor, and the Family of Rotary Chair.

The District Administrator will provide the Chief of Staff with any supplementary information that they receive during the event.

The District Governor also contacts the RI Zone Director to inform them of the situation.

The District Governor calls affected Club Presidents.

The District Governor issues a memo to the District within 48 hours of implementation. The purpose of this memo is to make people aware that work is being done. It may include an official position on how assistance can be provided to those in need (if that is known at this early stage).

The Chief Assistant Governor compiles a complete list of affected clubs and members, if appropriate. This information is then shared with the DG, Chief of Staff, and the Family of Rotary Chair.

The Assistant Governors visit their affected clubs as soon after the event as possible. The District Governor will try to visit as many affected clubs as possible.

The District Governor issues a summary newsletter to the District at the conclusion of the event. This action will close out the Emergency Communication Plan.