17.030. District Leadership Plan

All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.030.1.-17.030.3. of the *Rotary Code of Policies*.

The required components of the DLP are as follows:

1. Common terminology such as “assistant governor,” “district learning facilitator,” “district committees,” and “club leadership plan”
2. Defined responsibilities and duties for assistant governors, district learning facilitators, district committee members, and club leadership
3. District committees that ensure continuity of leadership within the district

4. A clear statement of the duties and responsibilities that the governor cannot delegate
5. A defined plan for assisting clubs in the implementation of a corresponding club leadership plan

The District Leadership Plan provides for the appointment by the governor of assistant governors to carry out much of the administrative work associated with club operations, thereby giving the governor more time to:

1. emphasize the importance of membership attraction and engagement
2. motivate Rotarians to participate in club and district activities and projects through attendance at specific events
3. encourage participation in the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs
4. recognize the work of *individual* Rotarians, through personal recognition
5. plan for the future of the district
6. address the long term development of the clubs in the district through the Club Leadership Plan
7. undertake the duties set forth in section 16.030. of the RI Bylaws

A District Leadership Plan must address the following issues:

1. The number of assistant governors appointed based on the needs of each district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support. (It is recommended that between four and eight clubs be assigned to each assistant governor, but in no case shall an assistant governor be responsible for only one club.)
2. How the assistant governors will be trained
3. What committees the district will need
4. Communication procedures between the governor, assistant governors and the district committees
5. How the district will provide for continuity in leadership through the use of assistant governors
6. How the district will provide for continuity within committees as appropriate or necessary
7. Methodology used to appoint and/or remove assistant governors
8. A corresponding Club Leadership Plan for clubs in the district

The current district governor, governor-elect, and governor-nominee should reach consensus on the following:

1. District's strategic plan
2. District appointments that last more than one year
3. District service projects that last more than one year.

(*April 2023 Mtg., Bd. Dec. 106)*

Source: February 2000 Mtg., Bd. Dec. 338.
Amended by February 2001 Mtg., Bd. Dec. 261; February 2002 Mtg., Bd. Dec. 197; November 2002 Mtg., Bd. Dec. 138; November 2004 Mtg., Bd. Dec. 128; June 2007 Mtg., Bd. Dec. 306; January 2015 Mtg., Bd. Dec. 118; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85.; April 2023 Mtg., Bd. Dec. 106
Affirmed by November 2002 Mtg., Bd. Dec. 137.
See Also February 1999 Mtg., Bd. Dec. 216

17.030.2. District Committees

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

The following district committees shall be appointed:

- Finance
- Membership
- Public Image
- Rotary Foundation
- Learning

The following district committees may be appointed:

- Alumni
- Community Service
- Convention Promotion
- District Conference
- Diversity, Equity, and Inclusion
- Interact
- International Service
- New Generations Service Exchange

- Rotaract
- Rotary Friendship Exchange
- Rotary Youth Leadership Awards
- Youth Exchange

Additional district committees are appointed when they serve a *specific* function as identified by the governor and the district leadership team.

Committee Chairs:
The current district governor cannot serve as a district committee chair. It is recommended that district committee chairs be past governors, governor-nominees, past assistant governors, or effective past district committee members. All committee chairs should be selected and reported to RI by 31 December in the year before taking office on 1 July.

Committee Qualifications:
The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district. District governors are strongly encouraged to appoint Rotaractors to every district committee.

Training Requirements:
District committee chairs shall attend the district team training seminar prior to serving as chair. Committee members should participate in district learning events as outlined in Sections 20.060. through 20.090. of this Code.

Relation to Rotary Regional Leaders:
District committees are encouraged to work with regional leaders (RCs, RPICs, RRFCs, E/MGAs) as well as Rotarians appointed by the RI president.

Reporting Requirements:
District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website.

(*April 2023 Mtg., Bd. Dec. 106)*

Source: February 2001 Mtg., Bd. Dec. 261;
Amended by November 2004 Mtg., Bd. Dec. 128; January 2014 Mtg., Bd. Dec. 88; May 2014 Mtg., Bd. Dec. 113; October 2014 Mtg., Bd. Dec. 77; January 2015 Mtg., Bd. Dec. 118; June 2017 Mtg., Bd. Dec. 181; October 2018 Mtg., Bd. Dec. 57; April 2019 Mtg., Bd. Dec. 163; October 2019 Mtg., Bd. Dec. 57; April 2020 Mtg., Bd. Dec. 127; June 2021 Mtg., Bd. Dec. 184; April 2023 Mtg., Bd. Dec. 106

17.030.2.17. District Youth Exchange Committee

1. Purpose: To promote Youth Exchange as an opportunity for the development of international understanding.

2. Additional Qualifications of Members: Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. Ability to communicate in English and attendance at a Youth Exchange conference beyond the district level should also be regarded as positive attributes. Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

3. Duties and Responsibilities:

   a. Coordinate districtwide activities related to Youth Exchange.

   b. Promote program participation through regular contact with assistant governors and clubs.

   c. Promote Youth Exchange by encouraging members to get involved.

   d. Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Youth Exchange activities.

4. Appointment of Chair: Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange program. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

   To be effective, the district Youth Exchange committee must have continuity of leadership; therefore, effective 1 July 2024, the committee chair shall be appointed for no longer than a single three-year term, subject to review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service. The district governor (if selected) for each of the years of the maximum three-year term of the district Youth Exchange committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before

taking office on 1 July of the following calendar year. Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term. The general secretary shall provide district governors-elect with information about this policy annually, and provide guidance to district Youth Exchange committees on how to establish and maintain an effective succession plan.

(November 2021 Mtg., Bd. Dec. 38)

Source: May 1979 Mtg., Bd. Dec. 355; February 1984 Mtg., Bd. Dec. 312; February-March 1985 Mtg., Bd. Dec. 267; June 2009 Mtg., Bd. Dec. 217;
Amended by January 2016 Mtg., Bd. Dec. 121; April 2020 Mtg., Bd. Dec. 12; November 2021 Mtg., Bd. Dec. 38