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**ROTARY DISTRICT 6650**

**Committee Structure Summary**

November, 2014

*Abstracted from District Resolutions by PDG Larry Warren*

General: Chairs of district committees are to be appointed by the DGE prior to the district conference for the Rotary year beginning July 1, except for committees for which the resolutions specify differently.

Chairs should serve a two year term subject to the right of the next district governor to choose a different chair.

Chairs of district committees shall have the duty of formulating plans and programs.

**Descriptions of Purview Of Committees**

**Avenues of Service Committees:**

**Club Avenue of Service:** TheClub Service committee’s main focus is strengthening fellowship and ensuring effective functioning of the clubs. The committee is to devote attention to such items as assisting clubs in improving the physical set-up of the meeting room, promoting fellowship and ensuring an orderly, fun and productive meeting. In addition, this committee is responsible for assisting clubs to review their effectiveness at producing organized, pleasant and motivating weekly meetings. The committee is to serve as a source of ideas.

**Vocational Avenue of Service:** This committee’s main focus is to encourage Rotarians to serve others through their vocations. Also, the committee is to make Rotarians aware that it is their duty to share the gifts of their vocation with their community. A major focus of this committee is to ensure that Rotarians are aware of their responsibility to practice high ethical standards in their personal and professional lives. The committee is to serve as a source of ideas.

**Community Avenue of Service:** A Rotary Club’s reason for being is to be a major force in improving its community. This is done by having clubs complete high impact visible and needed projects that serve to enhance the quality of life for individuals and communities. This committee is to assist clubs in identifying meaningful projects, planning effectively for their completion and executing the projects in an efficient manner. The committee is to serve as a source of ideas.

**International Avenue of Service:** The International Avenue of Service is Rotary’s way to expand its humanitarian and educational reach around the world. Undergirding this mission is Rotary’s mission of promoting world peace and understanding. This committee assists clubs in navigating the roads that lead to effective identification and execution of projects outside the U.S. that serve populations that might not otherwise be served. The committee is to serve as a source of ideas.

**Youth Services:** Rotary’s newest avenue of service recognizes the positive changes that can occur when Rotarians work with youth and young adults encouraging leadership and involvement. Programs include such Rotary programs as RYLA, Youth Exchange, the Rotary World Affairs Institute, Interact, Rotaract and the Rotary Four-Way Speech Contest. It is the responsibility of this committee to assist clubs in encouraging participation in these youth serving programs.

**Additional District Committees**

**Club Extension Committee:** This committee is to assist the Governor in identifying, qualifying and chartering new clubs. Upon establishment of a new club, the chair shall coordinate the resources of the sponsoring club and the district to ensure the new club’s success.

**Crisis Management Committee:** This committee is an advisory committee designed to assist district leadership in responding to manmade crises that occur at the club and/or district level.

**District Awards Committee**: The District Awards Committee operates under the Club Avenue of Service chair and is designed to ensure that clubs are aware of the district, Rotary International and Rotary Foundation awards available to them. The committee is also to encourage district clubs to apply for these awards.

**District Conference Committee**: This committee is tasked with the responsibility of planning, promoting and implementing the necessary arrangements to ensure a successful district conference with maximum attendance.

**District Directory Committee**: The DGE is to chair this committee and shall publish and circulate by May 31 of each Rotary year a district directory containing all pertinent information necessary for district and club operation.

**Audit Subcommittees**: The audit committee annually reviews the accounts of the district and foundation activities.

**Foundation Committee:** This committee is responsible for all activities related to the operation of the Rotary Foundation within the district. The Foundation Committee is comprised of the following subcommittees:

**Scholarships Subcommittee**: This subcommittee promotes Rotary scholarship programs, encouraging clubs to recruit applicants for the scholarships,

**Vocational Training Team/Group Study Exchange Subcommittee**: *Should the district decide to have these exchanges,* this subcommittee is to recruit potential members and select those who will serve as members of the district’s Vocational Training Team/Group Study Exchange Team and to select the leader of the team.

**Grants Subcommittee**: The Grants subcommittee assists clubs in the application process for Global and District grants.

**PolioPlus Subcommittee**: The charge of this committee is to encourage all clubs to participate in at least one PolioPlus activity that promotes polio eradication.

**Alumni Subcommittee**: This committee is to maintain a complete, accurate and updated list of past Rotary Foundation program leaders and members including Ambassadorial Scholars, other scholarship recipients and Group Study/Vocational Training Team members.

**Annual Giving Subcommittee**: The purpose of this committee is to encourage Rotarians to become Paul Harris Fellows, Multiple Paul Harris Fellows, Rotary Foundation Sustaining clubs, Rotary Foundation Benefactors and Bequest Society members and provide for the recognition of same.

**Permanent Fund Subcommittee**: This committee identifies potential donors for follow-up by the Regional Major Gifts Coordinator and recognizes actual donors of planned gifts in support of the Permanent Fund.

**International Convention Committee**: This committee promotes attendance at the Annual R.I. Convention to the clubs in District 6650. It also serves as a local resource for convention materials and information. Traditionally, this committee plans and executes a district-sponsored get together at the Annual Rotary International Convention.

**Membership Committee**: The task of the Membership Committee is to work directly with club membership chairs to assist them in attracting members. The committee is also to conduct a district membership workshop annually. The committee is to focus on both recruitment and retention of members.

**Necrology Committee**: The committee is responsible for providing for an appropriate time of reflection and remembrance at the district conference for all district Rotarians who have passed away since the previous district conference.

**Public Relations Committee**: Promoting Rotary to external audiences and fostering an understanding and appreciation of what Rotary stands for and does is the primary task of this committee. In addition, the committee is to promote awareness among Rotarians of the value of effective external publicity and building a positive image.

Sub-tasks include:

Develop a district-wide public image project including application for a Public Relations Grant from Rotary International when applicable.

Promote, monitor and maintain the district’s social media presence.

Share public image materials with clubs.

Seek opportunities to speak to individual clubs regarding the importance of club public relations.

**Resolutions and Legislation Committee**: The purpose of this committee is to solicit and prepare appropriate resolutions for action at the annual meeting at the district conference. The committee is also to advise clubs of changes of which they should be aware and how these changes may impact the by-laws of clubs.

**Stewardship Committee**: The Stewardship Committee is to enforce compliance regarding Rotary Foundation grants and the requirements of the Youth Exchange program. In addition, the committee is to ensure that all reporting is completed in a timely manner. The committee is also to investigate and resolve conflicts of interest, alleged misuse of funds and the like regarding the programs mentioned in the lead sentence to the Stewardship Committee section.

**Training Committee**: The committee is to keep current with materials, legal requirements and best practices in support of Rotary International’s mission. The committee is to work in consultation with district officers to develop curricula that supports the goals of the district and meets the needs of the clubs. Paramount among the duties of this committee is to develop a cohesive and consistent training program. The District Trainer serves as chair of the Training Committee.

**Youth Protection Committee**: This committee is to assist the district in implementing policies and training clubs in matters concerning the district’s youth programs. The overarching goal is to assist the district in creating and preserving the safest possible environment for all participants in the youth serving programs operated by the district.