

District Rotaract Representative (DRR)

The District Rotaract Representative is elected from among the membership of all Rotaract clubs in the district and serves as the **co-chair of the District Rotaract Committee**. Operating under the supervision of the District Governor, the DRR is the **highest leadership position within the district's Rotaract structure**, serving as the key liaison between Rotaract clubs, the District Rotaract Committee and Rotary International.

The DRR should be an exceptional communicator, a strategic thinker and a servant leader who leads by example and earns the trust of every club in the district.

Responsibilities include:

Leadership & Governance

- Serving as the presiding officer of the District Rotaract Committee and providing overall leadership and direction to the district's Rotaract structure
- Working in close collaboration with the District Governor and the District Rotaract Committee to align district Rotaract activities with Rotary International's priorities and the district's strategic goals
- Chairing District Executive Committee meetings and ensuring that all district officers, including the District Secretary, Treasurer, Sergeant-at-Arms and committee chairs are fulfilling their responsibilities effectively
- Making key decisions on district matters in consultation with the District Executive Committee and where required seeking approval from member clubs

Communication & Information Relay

- Building and maintaining a strong, reliable communication network among all Rotaract clubs in the district, ensuring that no club is left uninformed or unsupported
- Relaying important information from the District Governor and Rotary International to all clubs in a timely manner, including training materials, policy updates, promotional content and publications such as *The Rotarian*, *Rotaract News* and *Rotary World*
- Developing and distributing a district Rotaract newsletter that keeps members informed, celebrates club achievements and reinforces the district's sense of community and shared purpose
- Serving as the primary point of contact between the district and RI World Headquarters on all matters pertaining to Rotaract

Club Support & Development

- Providing ongoing advice, mentorship, and support to club presidents, officers and committee chairs across the district in planning and executing their projects and activities

- Conducting regular visits to member clubs to assess their needs, celebrate their progress, and offer guidance where needed
- Supporting struggling clubs with tailored strategies to improve membership, engagement, and project delivery
- Assisting clubs in navigating challenges related to governance, finances or member retention

District Events & Conferences

- Planning, arranging, and conducting the District Rotaract Assembly and District Rotaract Conference, ensuring they are well-organized, inclusive and impactful experiences for all member clubs
- Encouraging club officers, directors and committee chairs to attend the Rotary District Conference and all relevant training meetings to strengthen their leadership capabilities
- Planning and implementing district wide training sessions for Rotaract club officers, equipping them with the knowledge and skills needed to lead their clubs effectively
- Overseeing the execution of all district level events, delegating responsibilities to the appropriate officers and committees while maintaining overall accountability

Service & Projects

- Planning and implementing district wide service activities that mobilize multiple clubs toward a shared goal, subject to the approval of at least three-fourths of Rotaract clubs in the district
- Encouraging and facilitating collaboration among clubs on joint service projects that create greater collective impact than individual clubs could achieve alone
- Highlighting and reporting exceptional club projects and achievements to RI World Headquarters for international recognition and visibility

Rotary-Rotaract Relations

- Coordinating and championing joint Rotary-Rotaract activities at the district level, fostering a spirit of partnership and mutual respect between Rotarians and Rotaractors
- Strengthening relationships with sponsor Rotary clubs across the district to ensure Rotaract clubs receive adequate guidance, support, and resources
- Representing the Rotaract program at Rotary District events and advocating for Rotaract's interests within the broader Rotary structure

Promotion & Extension

- Conducting Rotaract promotion and extension activities throughout the district to raise awareness of the program and attract new clubs and members
- Identifying communities, universities, and institutions where new Rotaract clubs can be chartered and supporting the process of establishing those clubs

- Positioning Rotaract as a dynamic, impactful and aspirational program for young leaders across the district

Public Image & External Relations

- Managing and overseeing public relations activities for Rotaract across the district in coordination with the District Public Image Chair and Website and Social Media Chair
- Representing the district in Multidistrict Information Organizations (MDIOs) and other inter-district forums, advocating for the district's interests and sharing best practices with peers
- Building relationships with external stakeholders including government bodies, community organizations, academic institutions, and corporate partners to strengthen the district's standing and expand its reach

Reporting & Accountability

- Reporting regularly to the District Governor on the state of Rotaract in the district, including club performance, district activities, and areas requiring attention
- Ensuring that all district officers and committees submit timely reports and that the district's records are accurately maintained
- Presenting a comprehensive end-of-term report to the District Rotaract Committee and outgoing and incoming leadership, documenting the district's achievements, challenges, and recommendations for the succeeding term
- Conducting a thorough and structured handover to the incoming DRR, including all records, contacts, ongoing initiatives, and institutional knowledge

The District Rotaract Representative is the **heart of the district** — the leader who holds every club together, carries the district's voice to the world, and ensures that Rotaract's mission of developing young leaders and serving communities is alive and thriving across every corner of the district.

District Rotaract Secretary

The District Secretary's primary responsibility is to help the **district function efficiently** by supporting the District Rotaract Representative (DRR) and ensuring smooth coordination across all member clubs.

The District Secretary should be highly organized, detail oriented and an excellent communicator across multiple clubs and stakeholders.

Responsibilities include:

Records & Documentation

- Maintaining all district-level records, including a registry of clubs and its status, club leader contacts, attendance at district events, and dues/contribution tracking

- Keeping important district documents such as the budgets, annual reports, and correspondence with clubs within the District
- Maintaining an updated directory of all club presidents and secretaries within the district

Reporting & Communication

- Collecting and compiling reports from club secretaries across the district for submission to the DRR
- Providing district and club information to the DRR for regular updates to District Governor
- Serving as the primary communication link between the district leadership and individual club secretaries

Meetings & Minutes

- Taking minutes at all District Council meetings, District Executive Committee meetings, and official district assemblies. Minutes should cover:
 - Date, time, and place
 - Presiding officer (DRR or designee)
 - Attendance (clubs represented and delegates present)
 - Approval and correction of previous meeting's minutes
 - District Treasurer's statement
 - Summary of reports from district officers and committees
 - Summary of agenda (old and new business) and actions taken
 - Announcements
 - Adjournment
- Circulating approved minutes to all council members in a timely manner

District Events & Coordination

- Assisting in the planning and logistics of district events such as District Rotaract Assembly, District Conference, and service projects
- Tracking RSVPs, attendance, and participation across clubs for district events
- Coordinating with club secretaries to ensure timely submission of club reports and forms required by the district

Compliance & Governance

- Ensuring all clubs within the district meet reporting deadlines set by RI and the Rotary District
- Maintaining awareness of RI's policies and Rotaract guidelines and communicating relevant updates to club secretaries
- Assisting in the onboarding of newly chartered clubs within the district

The District Secretary is, in essence, the **administrative backbone of the district** — what the club secretary is to a single club, the District Secretary is to the entire network of clubs within the district.

Rotaract District Treasurer

The District Treasurer works closely with the District Secretary and DRR to maintain accurate and transparent financial records at the district level. The District Treasurer should be a highly responsible, detail oriented person with a sound understanding of financial management across a multi-club structure.

Responsibilities include:

Finance Committee

- Chairing the District Finance Committee
- Convening finance committee meetings periodically to review district finances and advise the DRR on financial decisions
- Playing a key role in deciding how the district will fund its activities, ensuring financial strategies are sustainable and aligned with the district's goals

Collections & Deposits

- Collecting district dues and contributions from all member clubs within the district
- Effectively plan fundraising initiatives
- Ensuring timely deposit of all collected funds into the district's official bank account
- Following up with clubs that have outstanding dues or delayed payments

Payments & Reimbursements

- Paying all district-level bills including event expenses, administrative costs, and operational needs
- Processing reimbursements for district officers and committee members for approved district expenses
- Ensuring all payments are properly documented with receipts and approvals before disbursement

Budgeting & Financial Sustainability

- Preparing and administering the district's annual budget in consultation with the DRR and District Executive Committee
- Focusing on keeping district dues low while maintaining the district's ability to support itself and its member clubs financially
- Allocating funds appropriately across district committees and planned initiatives
- Monitoring actual expenditure against the budget throughout the year and flagging any significant variances to the DRR

Fundraising & External Support

- Actively seeking in-kind and monetary donations from businesses, organizations, and community stakeholders to supplement district funds
- Identifying sponsorship opportunities for district events and long-term partnerships that reduce reliance on member dues
- Working with the DRR and relevant committees to diversify the district's revenue streams and strengthen financial resilience

Monthly Financial Report

- Preparing a monthly financial report to be presented at District Council or Executive Committee meetings, accurately detailing:
 - Money on hand at the beginning and end of the month
 - Income, with its source clearly indicated (such as club dues, event registrations, donations, or fundraising)
 - Payments, indicating for what purpose and to whom
- Circulating the monthly report to the DRR and District Secretary for records

Compliance & Governance

- Ensuring that the district complies with all applicable government financial reporting requirements and tax regulations
- Maintaining proper documentation of all financial transactions as part of the district's permanent record
- Coordinating with club treasurers to ensure consistency in financial practices across member clubs and to support clubs that need guidance on compliance

Year-End Responsibilities

- Preparing a comprehensive end-of-year financial report to be presented to district members, the District Executive Committee, and the incoming treasurer
- Conducting a proper handover to the incoming District Treasurer, including all financial records, bank account details, outstanding dues, and pending payments
- Ensuring that the year-end report becomes part of the district's permanent financial record

The District Treasurer is the **financial guardian of the district** — responsible not just for the district's own funds, but for fostering a culture of financial transparency, self-sufficiency, and accountability across all member clubs.

Rotaract District Committees

Committees help the district coordinate, support, and amplify the activities and projects of its member clubs. Additional committees may be appointed as needed based on district priorities.

Committees should meet at intervals determined by the committee itself, based on the needs and priorities of their work, to discuss plans, progress, and upcoming activities. A committee may divide into subcommittees to manage specific tasks or initiatives more effectively.

All committee activities and expenses are subject to the District Executive Committee's approval, so committee plans should be shared with the DRR in advance.

The committee chair should:

- Notify committee members of the date, time, place, and subject of meetings
 - Prepare and follow meeting agendas
 - Assign tasks to each committee member and track progress on those assignments
 - Coordinate with club-level committee chairs across the district to ensure alignment and support
 - Be prepared to report back to the District Executive Committee and the DRR regularly
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District Club Service Committee

- Develops district-wide strategies for supporting clubs in recruiting new members and retaining existing ones
- Publicizes district and club activities to member clubs and the general public, strengthening the district's visibility
- Plans district level networking, fellowship, and socializing events that bring members from different clubs together
- Maintains a historical record of the district's activities, including pictures, write-ups, and documentation of key milestones and events
- Supports newly chartered clubs in establishing their own club service committees and best practices

District Community Service Committee

- Reviews and evaluates community service project proposals from member clubs to ensure they address genuine needs and can be effectively carried out

- Develops plans for the district's annual flagship community service project, coordinating participation across multiple clubs
- Leads, organizes, and implements district-level community service initiatives, mobilizing clubs to collaborate on large-scale impact
- Shares best practices and resources across clubs to strengthen community service efforts district-wide

District International Service Committee

- Reviews and evaluates international service project proposals from member clubs to ensure they are impactful and feasible
- Develops plans for the district's annual international service project, encouraging cross-club collaboration
- Leads, organizes, and implements district-level international service initiatives like Inter District Youth Exchange (IDYE)
- Develops additional activities that promote international understanding among Rotaractors across the district and in the wider community
- Facilitates connections between clubs in the district and Rotaract clubs in other districts or countries for joint international projects

District Professional Development Committee

- Solicits suggestions from clubs and individual members across the district for professional development activities and themes
- Reviews, plans, and curates a district-wide calendar of professional development events such as workshops, seminars, panel discussions, and mentorship programs
- Explores and connects with resources in the community, industry professionals, academic institutions, and Rotarian networks
- Leads, organizes, and implements professional development activities at the district level, ensuring accessibility for members across all clubs

District Finance Committee

- Chaired by the District Treasurer, this committee oversees all financial planning and accountability at the district level
 - Assists in preparing and reviewing the district's annual budget
 - Advises the DRR and District Executive Committee on funding strategies for district activities
 - Explores sponsorship, donation, and fundraising opportunities to support the district's financial sustainability
 - Supports club treasurers and finance committees across the district with guidance on best financial practices and compliance
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The district committee structure exists to **multiply impact** and not to replace club-level work, but to coordinate it, scale it, and give every club in the district the backing of a unified, well-organized district behind them.

Rotaract District Sergeant-at-Arms

The District Sergeant-at-Arms is responsible for maintaining order, decorum, and a welcoming atmosphere at all district meetings and events. This role goes beyond ceremony — the District Sergeant-at-Arms is the **guardian of the district's culture and conduct**, ensuring that every gathering runs smoothly and that every member feels respected and included.

The District Sergeant-at-Arms should be personable, assertive, and highly attentive to detail.

Responsibilities include:

Meeting Management & Order

- Maintaining order and proper decorum during all district meetings, assemblies, and official gatherings
- Ensuring that meetings begin and end on time by coordinating with the DRR and District Secretary
- Managing seating arrangements and ensuring that all delegates, guests, and officers are properly placed at district meetings and events
- Politely but firmly addressing any disruptions or breaches of conduct during meetings

Venue & Logistics Coordination

- Arriving early at all district meetings and events to ensure the venue is properly set up, including seating, signage, podiums, flags and banners
- Coordinating with event committees to ensure that all logistical elements like audio, visual, registration desks and materials are in place before the meeting begins
- Overseeing the display of the Rotaract and Rotary flags and any other official insignia at district functions

Protocol & Ceremonies

- Overseeing the proper conduct of all official ceremonies at district events, including the opening and closing of meetings, pledge recitations and any Rotaract rituals or traditions
- Ensuring that guests of honor, Rotary dignitaries, and district officers are received and introduced according to proper protocol
- Coordinating with the DRR on any special ceremonial elements for district events such as DRAT or the District Conference

Registration & Attendance

- Overseeing the registration process at district events, ensuring that all attendees including club delegates, officers and guests are properly recognised
- Working with the District Secretary to maintain accurate attendance records at all district meetings and events
- Managing entry and access to restricted sessions or closed meetings of the District Executive Committee

Member Conduct & Inclusivity

- Fostering a safe, respectful, and inclusive environment at all district gatherings
- Addressing any conduct issues among members in a tactful and professional manner, escalating to the DRR when necessary
- Ensuring that first-time attendees and guests feel welcomed and oriented at district events

Coordination with Club Sergeants-at-Arms

- Serving as the point of contact and resource for club-level Sergeants-at-Arms across the district
- Sharing best practices and guidelines to help clubs maintain consistent standards of order and decorum at their own meetings
- Coordinating with club Sergeants-at-Arms during joint district events to ensure unified management of logistics and conduct

The District Sergeant-at-Arms is often the **first and last impression** of a district event — setting the tone from the moment members walk in to the moment they leave, ensuring that every district gathering reflects the professionalism and spirit of Rotaract.

Rotaract District Website and Social Media Chair

The District Website and Social Media Chair is responsible for managing and growing the district's digital presence across all online platforms. This role is the **voice and face of the district in the digital world**, ensuring that the district's work, events, and achievements are communicated effectively to members, clubs, and the wider public.

The Website and Social Media Chair should be creative, digitally savvy, and a strong communicator with a keen eye for branding and storytelling.

Responsibilities include:

Website Management

- Maintaining and regularly updating the district's official website with accurate and current information, including district news, event announcements, club directories, officer listings, and resources
- Ensuring the website is user-friendly, visually appealing, and accessible to all members and visitors
- Uploading key district documents such as newsletters, meeting minutes, event reports, and annual reports to the website for member access
- Coordinating with the District Secretary and other officers to ensure all information published on the website is accurate and approved
- Monitoring website performance and suggesting improvements to enhance user experience and traffic

Social Media Management

- Managing the district's official social media accounts across relevant platforms such as Instagram, Facebook, LinkedIn, X (Twitter), and any others deemed appropriate
- Developing and executing a consistent social media content calendar that covers district events, club highlights, member spotlights, service projects and Rotaract awareness campaigns
- Ensuring a consistent tone, voice, and visual identity across all platforms that reflects the values and spirit of Rotaract
- Responding to comments, messages, and inquiries on social media in a timely and professional manner
- Monitoring social media trends and adapting content strategies to maximize engagement and reach

Content Creation & Storytelling

- Creating or coordinating the creation of high-quality content including graphics, photos, videos, reels, and written posts that showcase the district's activities and impact
- Collaborating with club-level social media and communications leads to source content from member clubs and amplify their work at the district level
- Documenting district events through photography and videography, or coordinating with designated photographers and videographers to do so
- Crafting compelling narratives around the district's service projects and initiatives to inspire members and attract public attention

Branding & Visual Identity

- Maintaining and enforcing the district's visual identity guidelines, including logos, color schemes, fonts and templates across all digital platforms

- Designing or overseeing the design of digital assets such as event posters, banners, stories, and promotional materials
- Ensuring all content aligns with Rotary International's branding guidelines for Rotaract clubs and districts

Campaigns & Awareness

- Planning and executing digital awareness campaigns around key Rotaract and Rotary themes such as World Rotaract Week, service initiatives, membership drives, and district events
- Collaborating with the District Club Service Committee to publicize membership opportunities and district activities to a wider audience
- Tracking the performance of campaigns through analytics and reporting insights to the DRR and District Executive Committee

Inter-Club Digital Coordination

- Serving as the point of contact for club-level website and social media leads across the district
- Sharing templates, guidelines, and best practices to help clubs maintain a strong and consistent digital presence
- Amplifying club-level content by resharing and featuring member clubs' achievements and activities on district platforms
- Organizing periodic virtual meetups or workshops for club social media leads to share ideas and strategies

Reporting

- Presenting periodic reports to the DRR and District Executive Committee on the district's digital performance, including follower growth, engagement rates, website traffic and content reach
- Documenting all digital assets and handing over a comprehensive archive to the incoming Website and Social Media Chair at the end of the term

The District Website and Social Media Chair is the **digital heartbeat of the district** — ensuring that the story of every project, every event, and every member is told with clarity, creativity, and pride, reaching far beyond the walls of any meeting room.