

## DISTRICT 5300 – ROTARY INTERNATIONAL

### JOB DESCRIPTION

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- A. **Job Title** – District Organization and Planning Officer
- B. **Objective** – To assist the Governor in organizing, staffing, and planning so that the District is operated in an effective and businesslike manner in implementing the goals of Rotary International and the District.
- C. **Reports To** – District Governor
- D. **Supervises** - No one; works closely with all District Officers and Committees
- F. **Specific Duties** -
1. Assists the DG during their years as DGN and DGE in the selection and assignment of Rotarians for key positions.
  2. In a similar fashion works with the DGN and DGE in the development of plans and programs for their year in office.
  3. Develops and maintains succession plans for District positions to optimize yearly transitions and prevent “reinventing the wheel”, e.g. a two year tenure for key officers.
  4. Reviews District organization structure, suggesting changes/improvements as required.
  5. Recommends additions or revisions in District Policy Manual as necessary.
  6. Works with the District Office staff in improving office operations.
  7. Assists other District Officers in dealing with Clubs needing special assistance.
  8. Other special assignments as requested by the Governor.
- G. **Qualifications** - Experience as a Club President and service in several District offices, committees and related activities.