

## DISTRICT 5300 CHAIRPERSON

### DISTRICT ASSEMBLY

The District Assembly is to be structured and programmed as outlined in Chapter 2 of the Rotary International Manual of Procedure.

*Preliminary statement: The Chair of the District Assembly is responsible for an event that provides Rotary instruction and information to coordinate District activities so that the incoming presidents, secretaries and other incoming leaders shall receive a greater understanding their responsibilities and opportunities for service. Governor-Elect shall plan and conduct the district assembly in cooperation with the District Governor and the committee chair.*

The District Assembly Committee should represent leadership in all duties and avenues of service. The District Governor-Nominee should be an ad hoc member.

#### Responsibilities Prior to the Assembly

1. Site selection - investigate sites in District 5300 and report to the District Governor and District Governor-Elect 14 months prior to the assembly. The site committee should participate in negotiations with the venue.
2. Budget: Committee is to review previous year's budget, use a sample check list, and prepare a budget for the District Assembly to be presented to the Finance Committee for inclusion in the total District budget. The Budget committee is to review all contracts prior to signing and must be approved by the District Governor and the Finance Committee that they are within the budget.
3. All reimbursements to be documented with receipts and budget authorization (see "Check Request" form).
4. For each event all monies must be deposited and disbursed through the District 5300 office and District Treasurer.
5. Promotion and registration should be started 2 months prior the assembly.
6. Sergeant At Arms and District Governor's club shall combine to act as a Hospitality Committee' providing greeters and monitoring Plenary Sessions.
7. Committee Chair and Vice-Chair shall coordinate with the District Governor-Elect organizing the program per the Manual of Procedure. This includes registration and reservations; selecting, coordinating presenters and speakers; arrangements for audio visual and other equipment; meal and/or food/beverage arrangements.
8. The Avenues of Services chairpersons shall be in charge of planning the Plenary Sessions. The committee shall meet within 15 days after the Assembly and critique the assembly with a report to the District Governor, District Governor-Elect and the District Governor-Nominee.

#### Program topics to be covered at the District Assembly:

1. Administrative responsibilities for respective club officers.
2. Effective use of club resources.
3. Service opportunities and responsibilities.
4. Practical steps to program implementation.
5. Club level service within the broader district support.
6. Motivating club leaders.
7. Setting goals for the year.
8. Rotary International annual theme
9. Plans for the year.

A final report and critique shall be given to the District Governor and a copy sent to the District Secretary for the District files.