

DISTRICT 5300 CHAIRPERSON
DISTRICT CONFERENCE

The District Conference 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 Conference is responsible for an event that promotes the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs clubs in the District and RI generally. The structure of the committee must address these factors.

The District Conference Committee should have a basic committee of persons consisting of the District Conference Chair, a Vice-Chair & heads of the following Sub Committees.

The Sub Committees are:

1. Site selection
2. Budget (see 2. below)
3. Promotion and Registration
4. Hospitality
5. Program and Entertainment
6. Plenary Sessions
7. Awards
8. Legislative Session

Subcommittee Responsibilities and Time Line

1. Site selection - investigate site in District 5300 and adjacent Districts and present them to the District Governor-Elect 18 months prior to the year of office. 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 Conference 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. All reimbursements to be documented with receipts and budget authorization (see "Check Request" form). All monies must be deposited and disbursed through the District 5300 office and District Treasurer.
3. Promotion and registration should be started at the previous year's District Conference.
4. Sergeant At Arms and District Governor's club shall combine to act as a Hospitality Committee providing greeters and monitoring Plenary Sessions.
5. Committee Chair and Vice-Chair shall coordinate with the District Governor organizing the program per the Manual of Procedure and arranging the entertainment.
6. The Avenues of Services chairpersons shall be in charge of planning the Plenary Sessions. The Vice-Chair shall convene the subcommittee meetings. The committee shall meet within 15 days after the Awards committee has judged club reports.
7. Awards will engraved and/or purchased by the Awards committee and delivered to the District Conference for presentation by the Governor.
8. The Legislative Committee shall prepare and have available for distribution all proposed legislation 45 days prior to the District Conference. All clubs will be sent Delegate Registration forms when legislation is bulletined to the Club Presidents.

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