

**DISTRICT 5300
JOB DESCRIPTION**

Long Range Planning Committee

The purpose of the Long Range Planning Committee is to investigate, review, propose and submit for approval agendas, procedures, policies and programs of a long range nature (3 to 5 years). The committee will propose policy and programs that will continue from year to year in order to provide a continuity of action, program and administration in the operation of the District.

The committee shall consist of seven (7) members as follows:

- The District Governor Elect,
- three (3) Past District Governors, and
- three (3) members at large to be appointed and serve terms as follows:
 - 1) Each year the District Governor shall appoint a member for a three (3) year term;
 - 2) there shall be a carry over member for a two (2) year term;
 - 3) there shall be a carry over member for a one (1) year term; and
 - 4) three (3) members shall be appointed for one (1) year terms.
- Members may be re-appointed with a maximum of six (6) consecutive years on the committee.

The responsibilities of the committee are outlined as follows:

1. Annually review and up date the Rotary District 5300 Operations Manual. The Operations Manual up date shall provide for the adoption of long term policies, goals and programs approved by the District Presidents.
2. Assist and coordinate for the District Governor and District Governor-Elect programs that are ongoing from year to year; and coordinate adopted programs that require more than one year to implement and establish.
3. Provide a committee review and evaluation of ideas and programs that require more than one year for implementation and completion. Make a written report of the committee findings to the District Governor for decision and action.
4. Chart courses of action and/or policy for the benefit of District 5300.

Additional Responsibilities:

1. Present at District Assembly or in a September - October timeframe of each year a Seminar per the "Potential Governor Seminar" format to potential candidates covering the obligations of being a District Governor.
2. Prior to P.E.T.S. meet with the District Governor-Elect and cover the District 5300 Operations Manual, the information in the "Potential District Governor Seminar"

A written year end summary of the committee meetings and activity shall be filed with the District Secretary.