



**“Implementation
of the
RI Club Leadership Plan”**

Report of the RIBI Club Leadership Plan Sub-Committee Introduction

Rotarians are business, trade and professional men and women committed to the ideals of Service in their own community and elsewhere. Service is achieved through the leadership provided in Rotary Clubs where the Rotarians enjoy fellowship and determine how they will provide that Service.

For many years the organisation of Rotary Clubs has remained fairly constant although there have been many changes in business practices. Change is a continual process – not an end product. Similarly the needs of Rotarians evolve. This has been recognised by Rotary International and a Club Leadership Plan (CLP) has recently been developed.

The impetus for the CLP is the perceived view that Rotarians want to be involved, that there is a need to reduce the committee structure and to speed the process of delivering Service and Rotary activities. The object being to spend less time talking about Service and more time doing it.

Within Rotary in Great Britain and Ireland (RIBI) the Districts exist to support the Rotary Clubs. RIBI exists to support the Clubs and also the Districts. In this paper there are proposals to enable:

- a Clubs to amend their practices to become more effective
- a Districts to change their structures to support the Clubs
- a RIBI to recognise its responsibility to support both the Clubs and the Districts

Developments and adjustments to established practice will inevitably lead to some people offering resistance. Others will willingly embrace the opportunities which the CLP offers, with the structure being designed to empower more members. It is hoped that the majority of Rotarians will recognise that the CLP will have many advantages for many Clubs. By developing long term goals the Club will know where it will be in 3 to 5 years time. By determining annual goals within the long term objectives there will be continuity and development with increased membership and therefore more hands to provide Service.

For a Rotary Club to be deemed as effective it should:

1. Sustain and increase Membership
2. Implement successful Service Projects (based on the four Avenues of Service)
3. Support the Rotary Foundation
4. Develop leaders above Club level

The Club Leadership Plan is designed to help Clubs achieve these goals. All Clubs are encouraged to consider the CLP and to examine the principles which underscore it. It is hoped that the proposals, which are in this booklet will help Clubs, Districts and RIBI to ensure that all Rotary Clubs develop and become more effective. Through this Rotary can **Improve the Quality of Life for Others**.

W John Hockin
Chairman CLP sub-committee

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Frequently Asked Questions

1. **What is the Club Leadership Plan?**

The Club Leadership Plan is the recommended administrative structure for Rotary clubs throughout the world. It includes a number of operational processes that are based on the best practices of effective Rotary clubs. The plan emphasises consensus for decision-making, continuity of leadership and project management, and the involvement of all members in service, fellowship, and training

2. **Why have a Club Leadership Plan?**

Every year, Rotary leadership changes at all levels. The Club Leadership Plan provides for better succession planning and continuity. Having a standard administrative structure for Rotary clubs makes it easier for leaders to focus their efforts on service rather than administration.

3. **When should the Club Leadership Plan be introduced?**

It is hoped that Clubs will be operating the Club Leadership Plan in full as from 1 July 2009

4. **How will the club Leadership Plan be introduced?**

The incoming Club Presidents will learn more about the Club Leadership Plan at PETS and/or District Assembly in Spring 2008 in accordance with recommendation 1 and 2 under the "Club Section".

RECOMMENDATIONS

CLUBS

The Club should establish the following committees:

a **Membership**

This committee develops and implements a plan for attracting and retaining club members.

a **Club PR**

This committee develops and executes a plan to provide the public with information about Rotary and promote the Club's service projects and activities

a **Club Administration**

This committee conducts all the Club's administrative activities. The club secretary and treasurer should be members of this committee.

a **Service Projects**

This committee plans and carries out educational, humanitarian, and vocational projects that address the needs of the Club's and other communities.

a **The Rotary Foundation**

This committee develops and carries out plans to support The Rotary Foundation through financial contributions and Club participation in Foundation programmes.

The Club Council [Board] is responsible for the running of the Club, while the Club members through the annual Club Assembly and business meetings are responsible for the activities of the Club

The composition of the Club Council [Board] is:

- President
- President Elect
- Immediate Past President
- Vice President
- Secretary
- Treasurer
- Ordinary Council [Board] Members [number between 3 and 6]

1. Planning should commence in 2007/2008 with the incoming Club Presidents being made aware of this at PETS in Spring 2008.

2. From 1 July 2008 the Club President will discuss with the relevant people (e.g. Assistant Governor, President Elect and Vice President) all the processes so that the Club Leadership Plan can be implemented in full from 1 July 2009.

3. All members of the Club should be involved in planning

4. The Club should develop both **annual and long term goals** that address the elements of an effective Club [as stated in the RI CLP booklet].

DISTRICT

The District structure exists to support Clubs.

There is a need to provide training for AGs on all aspects of the Club Leadership Plan

The Club Leadership Plan 'pillar structure' for effective Clubs should be replicated at District level.

The Committee structure should be:

- a Membership (chaired by the Membership chair) including Extension (new clubs). The DGE to be a member of this committee
- a PR & Communications (chaired by the Communications chair) including Marketing and Editorial. The DGN to be a member of this committee
- a Club Administration (chaired by the DGE) including District Secretary, District Treasurer, Protection Officer, Training chairman, Health & Safety Officer, Conference chairman.
- a Projects (chaired by DGN) including International Service, Community and Vocational Service, Youth Opportunities (including Rotaract) and Environment.
- a The Rotary Foundation (chaired by the Foundation chair). The DGN to be a member of this committee

The District Executive is established to manage and run the District. The composition is:

- a DG
- a IPDG
- a DGE
- a DGN*
- a AG's
- a District Secretary
- a District Treasurer

*This is a new recommendation to current rules.

The District Assembly should be organised to develop the Club Leadership Plan and separate groups should be provided for the various committees.

There shall be comprehensive training to ensure that:

- a Club Leaders become involved in district leadership development
- a Orientation for new members is provided consistently and regularly
- a Ongoing educational opportunities are available for current members

RIBI

RIBI exists to support Districts and Clubs

For Club and District activities RIBI will provide support via the following Committees

- a Membership Development and Retention (including Extension)
- a The Rotary Foundation
- a Marketing, PR and Communications
- a Projects** (chaired by the VPE) (consisting of Community & Vocational Service (including Environment), International Service, Youth Opportunities including Rotaract)

It is recommended that the Marketing, PR and Communications committee be directly accountable to the Secretary/CEO.

** The Projects committee will comprise

- a 1 appointed leader and 1 appointed deputy leader (who will probably be the successor to the leader) for each of the groups, namely: Community & Vocational Service, International Service, Youth Opportunities. It is recommended that the Executive Committee (Management Board) considers the means by which these appointments are made
- a These people will discuss their programmes with specialists selected from the membership of Districts throughout RIBI primarily using electronic forms of communication
- a It will be the responsibility of the RIBI Leadership Development and Training Committee to make arrangements for the delivery of the content and style of RIBI Assembly and SACCS sessions

The District/Club Administration will be supported by the RIBI Secretariat.

The RIBI Health & Safety Officer and the RIBI Protection Officer shall be supported by the Secretary/CEO of RIBI.

There shall be comprehensive training to ensure that District Leaders become involved in leadership development

Training is crucial for developing future leaders and ensuring that current club officers are well informed about Rotary and capable of leading the club and providing better Rotary service.

It is recommended that the Leadership Development & Training Committee examine those personnel called to the RIBI Assembly in the light of this report, and particularly with regard to the role of the DGN.