

Appointments Policy Statement

Rotary Great Britain and Ireland (Rotary GB&I) has a policy of an open application process for all Rotarian leadership and support roles within the Executive Team of the Association.

Vacancies are notified in member newsletters and published to the members area of the website. Applications are invited from Rotary members holding active membership in a club within Rotary GB&I.

Elected Officers of the Association are subject to a separately defined policy and process, and not dealt with in this statement but accessible online.

Executive Team Membership Overview

The Executive Team has an appointed Chair and is accountable to the Governing Council. The Executive (by itself and through its teams) is responsible for the operational delivery of the Association’s strategy and work plans. This strategy will be in harmony with the RI Strategic Plan.

Defined in Bylaw 2 Clause 8a, the Executive Team membership includes the Chair, RI Director, Hon. Treasurer (elected Officers), plus the Team Leaders representing the service areas of Membership, Public Image, Rotary Foundation, Humanitarian Service and Leadership Development. Additionally, elected by their peers, is a representative from each current and shadow Governing Council plus the General Secretary.

The Executive Team meet four times per year in person with monthly interim webinar meetings. Each meeting is attended by the Association’s Officers Elect and General Secretary without a vote, with a Support Centre team member as minute taker. Decisions are made by majority vote.

Executive Team Remit - Operational Team of the Association.

In conjunction with the Rotary Support Centre, provides the support infrastructure for Districts and clubs to achieve the Citation through six team areas: Humanitarian Service; Rotary Foundation; Leadership Development; Public Image; Membership; and Finance

The organisational goals are based on the RI Strategic Plan supported by goals for the Rotary GB&I region, designed to assist Clubs in meeting the Rotary Citation as a measurement and evaluation tool. Broadly the areas of responsibility are:

Humanitarian Service	Rotary Foundation	Leadership Development	Public Image	Membership	Finance
Rotary Club Central	Grant Take-up	Planning and Programme Delivery	Branding; Club Website Template	Rotary Development	Budget Setting
Service Information	Giving: Annual Fund	Accreditation and Endorsement	PR Activity; Press Releases	Zone demographics	Budget Review
Project sharing	Giving: Polio Plus	Evaluation	Social Media	Statistics	Evaluation

Each of the operational teams within the Executive is responsible and accountable back to the whole team.

Eligibility for continued membership on the same team/team is detailed in GC *Decision 41: 2014/15: Membership of a committee/team is renewable annually through application and re-appointment is not automatic. With regard to length of membership on committees/teams: no individual should serve more than three years as an ordinary member on a particular committee/team; no individual should serve more than three years as chair of the committee/team; the total period of service as an ordinary member and chair on a particular committee/team should not exceed five years.*

Please note: If you have served a full term on one committee/team you are eligible to apply to an alternative committee/team.

Appointment Timeline

The timeline for appointments must tie into the requirement to share recommendations back to Rotary International World Headquarters (RIWHQ) for coordinator and assistant coordinator appointments.

In August, RIWHQ confirms appointment of incoming regional leaders. In November, Regional Rotary Foundation Coordinators (RRFCs), Rotary Coordinators (RCs), and Rotary Public Image Coordinators (RPICs) are sent a link to the Assistant Coordinator selection form. Selections must be submitted to RIWHQ at least two months before any assistant training and by April at the latest.

	RRFC/RC/RPIC/EMGA	EPNC
Recommended By	Director/Trustee (Elect; Serving; Immediate Past)	Director/Trustee (Elect; Serving)
Recommendation by Directors/Trustees	March/April 4-week period	September/October
Recommendation by outgoing postholder	March/April 4-week period	September/October
Confirmation by Staff of Appointment	August (for 1 st July)	November (for 1 st July)
Date Assistants are Recommended by Coordinator	Nov – April* for following 1 st July Confirmed 6-8 weeks for submission of recommendation	N/A

Working timeline example:

Sept 2020	Applications Received (for Coordinators 2022/23; Assistants 2021/22 as per 'vacancies' identified)
Oct 2020	Appointments Board agree the recommendations (this includes all those who will be asked by RI to make a recommendation)
Nov 2020	Coordinators put forward recommendations for their Assistants (End December approval should be received from RIWHQ of Assistants taking office from 1 st July 2021)
Mar 2021	Coordinator recommendations put forward to RIWHQ by Director/Trustee cohort and Coordinator being succeeded
Aug 2021	Confirmation of Coordinator taking office 1 st July 2022 is received from RIWHQ

To meet the necessary timeline requires that the Rotary GB&I Appointment Board should be completed by **31st October** to ensure a flow into and from the RIWHQ appointments process.

* Rotary GB&I recommendations will be made to RIWHQ at the **beginning of November** to ensure early confirmation of Assistant Coordinator appointments.

Appointment Process

Appointments Board Membership: Officers of the Association, Officers Elect, General Secretary plus the appropriate Team Leader(s) relevant to the appointment to be made. Appointments to Foundation related positions will include the Chair of RFUK.

1. Determine Vacancies Available

Executive members to confirm vacancies

2. Publish Vacancies

Rotary GB&I website; Email District Secretaries/Governors; Newsletter to all members

3. Collate Applications for Appointments Board

Check qualifications: RRFCs/RPICS/RCs must have served as an Assistant or District Chair

Create Spreadsheet of applicants (include email and phone numbers)

Add Applications to Dropbox

4. Appointments Board Decision Making

The decision on whether an applicant is successful to a vacancy applicable to the Executive Team of Rotary GB&I sits with the Appointments Board, which will include the out-going post holder and in the case of co-leads the person continuing in post.

The following roles make up the team positions for which Executive vacancies may be available:

- Membership
 - 2 x Rotary Coordinator*
- Foundation
 - 2 x Regional Foundation Coordinator*
- Leadership Development
 - 1 x Team Leader
- Public Image
 - 2 x Public Image Coordinator*
- Humanitarian Service
 - 2 x Coordinator

*These positions are approved by Rotary International, collectively they are known as Regional Leaders. The Rotary Code of Policies includes references to these positions as follows:

1. Regional Leaders is the term used for the team of Regional Rotary Foundation Coordinator (RRFC), Rotary Coordinator (RC), Rotary Public Image Coordinator (RPIC) and the Endowment/Major Gifts Adviser (E/MGA) that works together in the districts they serve to improve membership, giving, program participation, and public image. (June 2018 Mtg., Bd. Dec. 172)
2. Due to the intensive nature of this role, Regional Leaders should not simultaneously hold other time-intensive Rotary appointments. To avoid role overlap, Regional Leaders should not concurrently serve as a District Chair**. (June 2018 Mtg., Bd. Dec. 172)

** The district position being considered for RC/RPIC/RRFC are District Membership Chair, District Public Image Chair and District Foundation Chair respectively

The positions of Chair of Executive, Hon. Treasurer, RI Director (Leader of the Association) are considered by the Selection Advisory Committee procedure approved by Governing Council.

Vacancies for team members within each of the support areas are also considered by the Appointments Board in consultation with the Team Leaders (in place at that time).

Team member roles include:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Leadership Development <ul style="list-style-type: none"> ○ 5 x Members ○ Specialist ‘working with’ roles as required ● Public Image <ul style="list-style-type: none"> ○ 6 x Assistant Coordinator ● Foundation <ul style="list-style-type: none"> ○ 6 x Assistant Coordinator | <ul style="list-style-type: none"> ● Humanitarian Service <ul style="list-style-type: none"> ○ 4 x Members ○ Specialist ‘working with’ roles as required ● Membership <ul style="list-style-type: none"> ○ 6 x Assistant Coordinator ○ 3 x Rotaract Team Members |
|---|--|

Additionally, two End Polio Now Coordinators (EPNCs) and two Endowments and Major Gifts Advisors (E/MGAs) are considered for recommendation to RIWHQ.

Positions Requiring Approval By RI

The Director, Director Elect, Trustee and current Regional Leaders will make recommendations to RIWHQ for Regional Leader and Assistant Coordinator positions following agreement to appoint by the Appointments Board. Recommendations to retain a current post-holder for a further term will be submitted following confirmation of post by the Appointments Board.

Casual Vacancy

In the event that a position should become vacant during the period of office, the Appointments Board and relevant Regional Leaders will consult electronically to determine the recommendations for appointment to the vacant post. Consideration will be given to those that had previously applied, or in the case of a Regional Leader vacancy, to those holding Assistant Coordinator role.

Role Overviews and Application

How to apply

Role Descriptions and Person Specifications can be downloaded below:

- [Team or Team Leader](#)
- [Team or Team Member/Specialist](#)

To be considered for a role on a Rotary GB&I committee/team, the [application form](#) must be completed and submitted in an editable format (i.e. Microsoft Word) by **midnight 30th September** to governance@rotarygbi.org.

Please note:

Not all positions described will be vacant; *current team members who will not be time served by 30th June, wishing to continue, will not need to submit an application but are asked to confirm their interest to remain.*

The full list of potential roles is shown to provide members with knowledge and understanding of how they might apply their skill and experience beyond their club and/or District.

The teams have been streamlined, giving specialist role opportunities to Rotarians with skills and experience that would help support and strengthen our clubs and their programmes, and enhance the public image of Rotary.

You are invited to express interest for any role detailed, ensuring the Executive has knowledge of interested members when vacancies occur.

Team Leader (generic role)

1. Coordinates and leads the team's work in supporting the [RI Strategic Plan](#), through enabling team members to:
 - Support District specialists and District Leadership Teams
 - Support Club Specialists and Club Leadership Teams
 - Share information and exchange ideas
 - Produce a regular newsletter to share best practice and information
2. Report to Executive/Governing Council by prescribed dates
3. Work effectively to ensure clear two-way communications between RI, Rotary GB&I and Districts

Team Member (generic role)

1. Works in a designated role developing and sharing specialist knowledge with District Specialists and Leadership Teams.
2. Engages with the District leaders to create a network of specialist that exchange information and share good practice.
3. Follows reporting mechanisms in a timely manner ensuring that the Team Leader has information to report to Rotary GB&I Executive or Governing Council

Constitutions Team

Team Lead plus three members

- Advises the Governing Council, Districts, and clubs on constitutional matters
- Consider and approve or otherwise any proposed amendments to the *Standard RIBI Club By-laws*
- Prepare for adoption by the Governing Council amendments to the *Constitution* and *By-laws of the Association* and the *Standard RIBI Club Constitution* and *By-laws* when necessary; proactively reviews by-laws against current legislation/practices

Finance Team

Team Lead (Hon. Treasurer) plus four members

- Governing supervision of the finances of the Association
- Submit a report and statement of accounts and balance sheet, duly audited for adoption at the business meeting, to the Governing Council
- Prepare an annual budget of estimated income and expenditure
- Review risk management, consider value for money spent
- Proactively recommend changes to reflect current issues
- Review insurance provision and cover for clubs and the Association

Foundation Team – led by the Rotary Foundation Coordinators

- 2 x Regional Rotary Foundation Coordinators (RRFCs) **(Approved by RI)**
- 6 x Assistant Regional Rotary Foundation Coordinators (ARRFCs) **(Approved by RI)**

RRFCs help Rotarians fully participate in their Foundation to meet their service and fundraising goals. RRFCs and the Assistants:

- Encourage Rotarians to support PolioPlus, Rotary's highest-priority program
- Support clubs and districts in their fundraising, especially for Rotary's Annual Fund
- Educate clubs and districts about Rotary grants

Endowment/Major Gifts Advisers

- 2 x Rotary Endowment/Major Gift Advisers (E/MGAs) **(Approved by RI)**

E/MGAs increase Rotarians' participation in major gifts fundraising and the Endowment, they:

- Develop personalized plans for identifying, cultivating, and soliciting major gifts in the region
- Promote major giving opportunities with Rotarians and other prospects
- Facilitate events that recognize and encourage current and new donors
- Work with district leaders to identify major gift strategies and prospective donors in the district

Humanitarian Service

- 2 x Humanitarian Service Coordinators (HSCs)
- 4 x Team Members (HSTMs)

Coordinates the activity, and reporting mechanisms of those designated to support district and club:

- community-based projects (in GB&I and overseas) including health and well-being; vocational service; environmental sustainability; resilience and disaster support
- participation in NGSE and Youth Exchange; youth competitions; youth programmes e.g. RYLA, RotaKids, Interact; and Technology Tournament (TT)
- global reach through inter-country team opportunities, Rotary Action Groups (RAGs) and Fellowships

Leadership Development and Training Roles

Lead for District Governor Journey

- Working with the designated District Governor (DG) cohort facilitators to ensure the DG Journey Programme is delivered with consistency and continuity, being mindful of RI training programmes to ensure no duplication

Lead for Assistant Governor Development

- Working with the Team Leader and other team members to deliver the Assistant Governor training programme in Rotary GBI

Lead for Facilitator Development

- Working with DG and Leadership Development Team members, identify and train facilitators to support leadership development in Rotary GBI with ongoing support

Public Image Team– led by the Rotary Public Image Coordinators

- 2 x Rotary Public Image Coordinators (RPICs) **(Approved by RI)**
- 6 x Assistant Rotary Public Image Coordinators (ARPICs) **(Approved by RI)**

RPICs help members to tell Rotary's story in a compelling way and guide them in their marketing, media outreach, and social media. RPICs and the Assistants:

- Share Rotary's story and regional impact with the media and their communities, and equip district leaders to do the same
- Show district and club leaders how to use Rotary's online public image resources to increase brand awareness
- Advise districts and clubs on how to implement and regionalise Rotary's public image campaigns
- Publicise the role of Rotary and Rotarians in polio eradication

Detailed reference to the Coordinator and EMGA roles are online: <https://my.rotary.org/en/regional-leaders>

Membership Team – led by the Rotary Coordinators

RCs assist Rotarians in engaging current members and attracting new members to develop vibrant clubs and meet their membership goals.

- 2 x Rotary Coordinators (RCs) – **(Approved by RI)**
- 6 x Assistant Rotary Coordinators (ARCs) – **(Approved by RI)**

Plus:

- 1 x Rotaract Development Specialist
- 1 x New Club Formation Specialists (as below)

Rotary Coordinators and Assistants:

- Encourage innovative strategies for attracting and engaging members
- Support districts in new club development
- Help districts and clubs develop and implement strategic plans to reach their goals

Rotaract and New Club Formation Specialist:

- Coordinate and lead new club formation specialists, supporting the RI Strategic Plan by:
- Supporting District specialists and District Leadership Teams to drive new club formation for Rotaract, Rotary and Rotary 2 Groups
- Produce a regular newsletter to share best practice and information
- Engage with the Districts to create a network of specialists that exchange information and share good practice for delivery of **Rotary 2** and new club formation objectives
- Follow reporting mechanisms in a timely manner ensuring that the Team Leader has enough information to report to Rotary GBI Executive or Governing Council