

Rotary District 5100  
Proposed District Training Committee Structure  
July 2007 DGN Kristi Halvorson

**DISTRICT TRAINER**

Role of the District Trainer: The DGE, in consultation with the DG, shall appoint a District Trainer for a two year term to support the DG and DGE in training club and District leaders and continuing education to Rotarians. The District Trainer will be the Chair of the District Training Steering Committee.

Minimum Qualifications of the District Trainer:

- Active membership in good standing with a club in the district for at least three years.
- Status as a PDG, a skilled past AG, or past district chair
- Understanding that the District Training Committee Chair is under the direction of the convener of each meeting [the DG or DGE]
- Willingness and ability to accept the responsibilities of the District Trainer, as determined by District 5100
- Vocation or profession related to training or education preferred, but not required

Responsibilities:

- Serve as Chair of the District Training Steering Committee and assigning responsibilities for training meetings and functions as necessary.
- Serve as Chair of the District Training Committee and assign responsibilities for training meetings and other functions as necessary
- Work with the DGE, DGN & Ad AG on
  - District Team Training Seminar [June] and/or AG Training [January]
  - Pre PETS
  - PETS
  - District Club Training Assemblies
- Work with the DG and District Training Steering Committee to
  - Monitor all district trainings
  - Assist in identifying seminar training leaders
  - Determine district specific methods for conveying key concepts, making necessary logistical arrangements or conducting sessions
  - Determine the Trainer's role for each session
- Work with the District Training Committee to
  - Assist in identifying trainers for District Assemblies
  - Communicate with other district committees conducting trainings
  - Delegate specific tasks and responsibilities for trainings
- Consult with RI appointees, including RI training leaders, regional Rotary Foundation coordinators [RRFC's], regional RI membership coordinators [RRIMC's] and RI membership zone coordinators [RIMZC's]

## **DISTRICT TRAINING STEERING COMMITTEE**

Role of the District Training Steering Committee: The District Training Steering Committee supports the DG and DGE in planning district and club leadership trainings and monitors the scheduling of district committee trainings, including membership, TRF, interact leadership training and youth exchange trainings for participating clubs.

Members of the District Training Steering Committee are the District Trainer, Chair, the DG, DGE, DGN, [DGND], and a PDG or Qualified Rotarian [preferably a professional trainer or skilled past AG]

### Responsibilities:

- Monitor and update the Training Vision for the District
- Act as the Editorial Board for documents posted on a Training Section of the District website.
- Monitor the Rotary Leadership Training Program [Rotary 101]
- Assist initially in a Training Website for [with the possible development of a “Club Trainer Program” in the future].
- Explore the feasibility of establishing a District wide “New Rotarian Educational Program” with the District Membership Committee.
- Work with the DG and monitor the district committee responsible for these district training events:
  - Membership Seminars
  - TRF Seminars
  - Youth Exchange Workshops
  - Rotaract or Interact Leadership Trainings

## **DISTRICT TRAINING COMMITTEE**

Role of the District Training Committee: To produce written curriculum for District Assemblies and to oversee the trainings at Assemblies.

Members of the District Training Committee include, but are not limited to District Committee Chairs or other appointees in Membership, TRF, Youth Exchange, Public Relations, WCS, GSE, Secretary Training, Service Projects, Club Fundraising and Youth Activities.

### Responsibilities:

- Conduct and evaluate needs assessment
- Coordinate logistical arrangements for the assemblies
- Manage meeting budget
- Market the assemblies to the PE’s, PN’s *and* Club Board members
- Coordinate and establish curriculum
- Select and prepare trainers

- Prepare or distribute handouts
- Manage registration
- Analyze meeting evaluations and keep a master record

*Note: Some of the District Training Committee could take a role in the Club Trainer Program if it is ever implemented.*

# DISTRICT 5100 TRAINING COMMITTEE FLOW CHART

DISTRICT  
GOVERNOR

DISTRICT  
GOVERNOR-ELECT

**DISTRICT TRAINING STEERING COMMITTEE**

DISTRICT TRAINER, CHAIR  
DG, DGE, DGN, DGND, A PDG/ROTARIAN

**DISTRICT  
PLANNING & VISION**  
**DG & DGE, DGN,  
PDG & DISTRICT  
TRAINER**

**Pre PETS & PETS**  
**DGE, DGN,  
ADMIN AG,  
DISTRICT TRAINER**

**DISTRICT ASSEMBLY**  
**DGE, DISTRICT  
ASSEMBLY CHAIR,  
TRAINER, ADMIN AG &  
TRAINING COMMITTEE**

**DISTRICT  
COMMITTEE  
TRAININGS**  
Trainings done by individual  
District Committees

**WEB EDITORIAL  
BOARD**

**TRAINING TOOLS ON  
WEBSITE**

Training Basics  
Strategic Planning  
Guidelines  
Sample Rotary Club  
Business Plan  
Meeting Management  
Leadership Skills

**AG TRAINING**  
**DGE,  
DISTRICT TRAINER**

**DISTRICT COMMITTEE  
CHAIRS LEADERSHIP  
TRAINING**  
**DGE  
ADMIN AG**

**DISTRICT  
TRAINING COMMITTEE**

MEMBERSHIP  
Membership Workshops  
District Assembly

THE ROTARY FOUNDATION  
Foundation Seminar  
District Assembly

YOUTH EXCHANGE  
Youth Exchange Seminar  
District Assembly

PUBLIC RELATIONS  
District Assembly

WORLD COMMUNITY SERVICE  
District Assembly

GROUP STUDY EXCHANGE  
District Assembly

TREASURERS  
District Assembly

SECRETARIES  
July Training if Needed  
District Assembly

SERVICE PROJECTS  
District Assembly

CLUB FUNDRAISING  
District Assembly

YOUTH ACTIVITIES  
Interact Workshops  
Rotaract Workshops  
District Assembly

**THE ROTARY  
FOUNDATION SEMINAR**

**MEMBERSHIP  
WORKSHOPS**

**YOUTH EXCHANGE  
TRAININGS TO  
PARTICIPATING CLUBS**

**INTERACT LEADERSHIP  
TRAINING**

**DISTRICT LEADERSHIP  
TRAINING PROGRAM  
[ROTARY 101]**

DGN Kristi Halvorson  
July 2007

**RED BOXED: PROPOSED**