

District Rotary Protocol Officer

ROLE:

No actions taken by a Rotarian, either publicly or privately, should give the appearance of demeaning local, district, national or international officers thereof.

Common sense, good taste, and the "Golden Rule, should guide the behavior of Rotarians in their interactions with one another and with non-Rotarians.

Advice RESPONSIBILITIES to District Governor:

- Introductions during Rotary functions:
- Proper recognition of the dedicated volunteers who serve Rotary at various levels is an important part of our "culture and tradition." This recognition is part of the "compensation of those who dedicate a significant portion of their lives to Rotary's important work.
- At Rotary functions, officers should be addressed according to protocol only once. The order of protocol places current officers and committee members above past and incoming positions;
- Review with DG desired protocol for local customs & practice as well as aides for RI officers visiting the District 5150. Follow any RI Board "Guidelines for Aides to RI Officers.
- Be up to date on guidelines for attire at Rotary functions (e.g. formal, informal or casual; also for head table seating arrangements at formal meal functions. Protocol officer is responsible to insure an visiting dignitary is greeted, hosted and properly introduced to the group assembled.
- At District functions, the U.S. flag is always positioned to the speaker's right (left of audience).
- For Rotary District functions, the bio of the speaker should be known well when introducing a speakers.
- OVERVIEW:
- During the DG's term of office, s/he is the Official representative of RI in Evanston. As such the DG is " a person set apart and under authority. The DG is entitled to appropriate deference and accommodation that derives from the important office held, a part of the longstanding traditions' of RI.
- Many responsibilities evolve upon the DG i.e. Official Club Visits which provide the DG to assess the current status or condition of the District's Clubs
- To assist in other District-related issues and activities as requested by the District Governor.

QUALIFICATIONS:

§ knowledge of the rules of Rotary and rules of etiquette, customs, formality, precedence and regulations dealing with Rotary

§ experienced in the diplomatic sense, in the set of rules, procedures, conventions and ceremonies that relate to relations with Rotary International. In general, the protocol represents the recognized and generally accepted system of Rotary International courtesy.

TERM OF OFFICE: one year- at the discretion of the standing District Governor

NB: Protocol is a system of expectations that explain the overall correct conduct and procedures to be followed in Rotary district 5150.