

DISTRICT EXTENSION CHAIR

ROLE:

The District Extension Chair (the “Chair”) is the district leader charged with leading the formation of new Rotary Clubs in District 5150. The Chair works under the direction of the District Governor who has the sole authority to appoint special representatives for new clubs, approve provisional club status, and finally approve charters for new Rotary Clubs to forward to Rotary International. The Chair will work closely with the District Governor to respond to community requests to form new clubs or proactively to initiate activities to form new clubs. The Chair works from the first idea or request to form a new club through the final acts of completing charter paperwork, organizing a Charter Celebration, and assisting the new club after chartering.

RESPONSIBILITIES:

The responsibilities of the chair are both technical or managerial and also proactive or leadership in nature.

1. The Chair needs to work under the direction of the District Governor. The District Governor may have specific ideas for new clubs to be pursued, or, conversely the District Governor may solicit ideas from the Chair or other leaders in the district. Many factors may come into play: the desire to recruit young people or people from different ethnic communities, and conversely the views of adjacent clubs regarding a new nearby club and the times of meetings.
2. The Chair needs to recruit a committee to work on each new club. Ideally the committee should consist of seasoned and nearby Rotarians. These members should be willing to attend all, or most all, of the initial meetings. In addition to the committee a Special Representative will be appointed – by the Governor – usually from the Rotary Club which will serve as the Sponsoring Club. Again the Governor will decide on the Sponsoring Club (usually a nearby club that can mentor the new club, and is willing to make a commitment to assist for years to come.
3. The Chair should attend most, if not all of the prospective club meetings and get other District resources there, including speakers.

4. The Chair should look for and teach leaders. Usually a natural leader will arise, and if none a new club may likely falter. But the right leader will have the enthusiasm to bring in and retain prospective members. The Chair should ask the leader to take on responsibilities and see how they react. Ultimately the new club will elect its leaders, but identifying early leaders and promoters is important for the success of the club.
5. The Chair should work hard with the prospective members to find the right place for a meeting. There is a big difference between a yacht club with a view of the harbor, and a busy restaurant with a noisy bar and music/television that is not screened off. The Chair must challenge the group to find a place that people want to come visit.
6. The Chair must have a solid knowledge of RI procedures to establish a new Club and help and inspire the committee to get the job done.
7. There is technical paperwork to be completed as well as certain rules and timelines to follow. The real key is enthusiasm and working with people.
8. The Chair will also participate in other District activities and meetings as requested by the District Governor.

QUALIFICATIONS:

The Chair should be a well-seasoned Rotarian knowledgeable on the missions and activities of Rotary. The Chair at a minimum should have five or more years in Rotary and have served as a President of his or her Rotary Club. Ideally the Chair will have had prior experience in the forming of another Rotary Club.

TERM OF OFFICE: As with most district offices the Chair ordinarily will be recruited for a three year term, although continued service will be at the discretion of the standing District Governor.