

# District Conference Committee

## **Purpose:**

Under the direction of the District Governor (DG) who will be in office at the time of the conference, the District Conference Committee (DCC) shall plan, promote, and implement the necessary arrangements for a conference that provides opportunities for networking, learning, and discussions of Rotary-related matters. The committee shall develop a comprehensive and balanced program that includes innovative, timely, and educational sessions addressing subjects of Rotary and local interest, which conform to RI content guidelines.

## **Composition:**

The DCC should have at least one representative from the home club of the DG hosting the conference. Other members are appointed by the person who will be DG at the time of the conference, in consultation with the Chairperson(s), if he/she has been named. Consideration for committee membership should be given to those who have experience in areas such as meeting coordination, hospitality industry, past district conference planning, contract review, marketing and financial experience. The District Executive Secretary shall serve as the District Conference Treasurer, unless other arrangements are made, or a multi-district conference is convened.

Multiple conference planning committees operating simultaneously may be needed, each focused on a different year's conference. District Conference planning involves a multi-year window - for example, the DGN may be working on selecting a venue and date (year 1, committee A), at the same time that the DGE is arranging for keynote speakers, a budget and a preliminary schedule (year 2, committee B), at the same time that the DG is making final preparations for the conference (year 3, committee C).

Whether offering a single-district conference or a multi-district conference, expanding beyond reliance only on the DG's single club in terms of Rotarian involvement expands the workload and is strongly encouraged.

## **Responsibilities:**

- A Conference Chairperson or Co-Chairpersons may be appointed by the District Governor who will convene the conference. The appointment should be made by the end of the District Governor Nominee year. If appointing a Conference Chair, his/her responsibilities vs. those of the DG should be considered carefully and documented. This person should have extensive experience with event/conference planning and meeting coordination;
- Select the District Conference venue, negotiate venue fees, and coordinate logistical arrangements with the venue;
- Plan the Conference to be affordable to ensure maximum attendance;
- Present a balanced District Conference budget including income and expenses to district board of directors;

- Utilize electronic registration for the conference;
- Promote Conference attendance to new Rotarians, members of newly organized clubs, and Rotarians from every club. This committee should also consider promotion to Rotaractors, Interactors, and/or Alumni;
- Promote the District Conference to external audiences, such as the media, community leaders and beneficiaries of Rotary’s programs.

**Timeline Suggested**

It is recommended that planning for the District Conference begin by the time of District Governor-Nominee training at RI Zone. Key major events to be considered include:

<u>Activity</u>	<u>Suggested Timing</u>
Venue Selected	DGN Year
Date(s) Selected	DGN Year
Venue Contracted	DGN Year
Keynote Speaker(s) Arranged	1 <sup>st</sup> Half, DGE Year
Budget Reviewed by District	1 <sup>st</sup> Half, DGE Year
Registration Sub-Committee Convened	3 <sup>rd</sup> Quarter, DGE Year
Registration Available/Open	July, DG Year
Sub-Committees Convened	1 <sup>st</sup> Quarter, DG Year
Conference Held	4 <sup>th</sup> Quarter, DG Year

**Sub-Committee Considerations**

Consideration should be given to convening Sub-Committees, such as the following, to which planning and implementation of details in areas can be delegated:

- Keynote Speakers
- Breakout sessions (content, speakers, session scheduling)
- Registration. May be combined with website
- Budget / Finance Committee
- Exhibits / House of Friendship
- Youth Exchange / Interact
- Speaker Aides
- Young Professionals / Rotaract
- Venue Arrangements / Facilities (unless these are handled by the Coordinating Committee)
- PR / Communication / Sponsorships
- Environmental Friendliness (optional)
- Service Project (optional)
- Etc.