

ROTARY LEADERSHIP INSTITUTE
International Best Practices Conference

January 2018

BEST PRACTICES FOR DIVISIONS

Overall, these practices are those implemented by multi-district Divisions. They are optimal procedures and practices. Single-district or very small Divisions should use as many of these practices as possible, adapting to these procedures as fully as possible.

GOAL OF A DIVISION: An RLI Division is an entity unto itself, operating with consistency in leading that Division. RLI is independent of the Districts included in it. A Division needs its own leadership and finances. The RLI Assistant Chair is to help Division leadership run smoothly. District Governors are expected to promote RLI, should have attended RLI, and help to make RLI a tradition in their District.

OFFICERS AND BOARD: Officers include Chairman, Executive Director, Vice Chairs, Regional Vice Chairs, Secretary, Treasurer, Registrar, Curriculum/Training Chair, Public Relations Chair. These officers usually comprise the Board. Job descriptions are available on the Sunshine and NEA websites.

FINANCING DIVISIONS: Even the smallest RLI Division needs a separate budget and a Treasurer. Division dues are paid by each District member. (Examples: Sunshine \$500/year, NEA \$600/year). These dues pay for the annual meeting, faculty travel, the Friday night dinner, and RLI International dues at \$100 per District, among other expenses.

FINANCING COURSES: The site, meal(s), and materials are paid for by the student. Course costs vary widely: \$10/person in Bolivia, \$25 in Mexico, \$100 in the Sunshine Division, and \$85-110 in NEA.

DIVISION MEETINGS: The Board and Division leadership usually meet once or twice a year. In NEA, the Annual Meeting includes all Division leaders, the Governor-track, District/Site Chairs, and faculty. In Central America, the RLI meeting is held at the National Rotary Convention. The annual meeting should be held at the most appropriate time for each Division (usually at the launch of the new RLI year).

BYLAWS AND OPERATING PROCEDURES: These should be written and approved by the Board, and updated every few years. Divisions should send a copy to their RLI Assistant Chairman. For samples, go to the RLI or Division websites.

FACULTY: Every faculty member should undergo training and observation, then be generally supervised as they perform. If a faculty member is not used for two years, he or she should repeat training. At the Friday night dinner, faculty are to be updated on that particular site. The RVC assigns faculty to a specific site, keeping in mind the special skills some faculty members possess. After each individual class, students complete the evaluation form, to be collected by the RVC and returned to the instructor. RVCs are expected to speak with ineffective facilitators, suggesting improvements or even discontinuing if necessary.

ORGANIZING COURSES: Responsibility for the planning, organization, and delivery of RLI courses is usually divided between the RVC and the District/Site Chair at each site. Job descriptions are on the Sunshine and NEA websites.

RVC: contract the site, assign faculty, deliver teaching materials, prepare tent cards and badges, distribute and collect evaluations, conduct graduation and distribute completion certificates and pins, make final reports on attendees and finances

DISTRICT/SITE CHAIR: Open facility, set up classrooms and meal locations, make sure food and beverage service is ready, provide needed equipment and AV, promote RLI attendance within their District

PROMOTION OF RLI: It is very important that RLI attendance be promoted within each District. A combination of these techniques will be most productive: a display at every District function and PETS, in the District newsletter, on the calendar of District events, promotion by the DG at each of his/her Club visits, emails to all past participants about the next level coming up, RLI website (including pictures), and the awarding of completion certificates at Club meetings to arouse interest in attending.

Why promote? DGs appreciate the fact that RLI attendees have a 50% better retention rate, which helps their membership goals. RLI provides high quality programs and faculty, helping members to be enthusiastic about and involved in Rotary at the local level. We recommend that information about RLI should be provided at Zone meetings and the International Assembly for all DGEs.

NEWSLETTER AND PUBLICITY: There should be a Division newsletter with pictures, as well as a Division website. It is suggested that Districts track RLI attendees as to retention and participation (ClubRunner).

NOTE TO SMALL DIVISIONS: Pick and choose which of these practices you are able to implement. Start small and work up. Split and combine positions and functions to suit your size and location. Get every District to include RLI in their budget. Create a culture of RLI!