

Rotary Districts 9600 9630 and 9640

31 August 2018

All members
Districts 9600, 9630 and 9640

Dear Member

Merger of Districts 9600, 9630 and 9640 to Form District 9620

Following your votes earlier this year, Rotary International has approved the merger of our three Districts to form District 9620. The exception is the Rotary Club of Glen Innes which moves into District 9650. Our new District, 9620 will come into effect from 1 July 2021.

To enable the orderly transition from our three Districts into one, we have established a Transition Leadership Team that will be responsible to the District Governors of the three Districts for planning for and transitioning to the new District 9620. We have attached a detailed Transition Planning Team Structure Document that details the teams, the tasks and the team responsibilities for your information.

There are six Action Teams with responsibilities for Administration and Governance, Youth Programs, The Rotary Foundation, Services, Membership and Public Relations and Training. Over the coming months these teams will be establishing working committees comprising members from each of the three Districts to address the many tasks necessary to create the new District. There will be opportunities for you to be involved and/or to comment on the recommendations that come out of each of the teams before they are approved by the District Governors and Rotary international. Should you wish to provide input to any of the Action Team areas, we have provided contact details in the attachment.

As you can appreciate, there are some urgent activities that must be completed to enable the teams to progress. These include establishing the Legal Entity that will be District 9620, establishing a Constitution and By-Laws and a process for selection of District Governors. We have established a top-level schedule that will enable these and other activities to be developed in a logical fashion and that Schedule is attached as Enclosure 2.

Given the complex nature of the three Districts with Clubs located in two states and four countries, the tight schedule for the merger, and the associated legal requirements and agreements necessary to form the new District, we have determined that the best way forward is to proceed with a company limited by guarantee as the legal entity. This will be based on the current District 9600 model.

A new Constitution and a set of By-Laws is currently being drafted and these will be circulated for comment shortly. Establishing the new entity will require approval of the Constitution and By-Laws by the members of each District. There will also be a requirement for some amendments to the existing Constitution and By-Laws of each District so that we can proceed with the election of District Governors for the Rotary Years 2021-22 and 2022-23 and an

Rotary Districts 9600 9630 and 9640

orderly transition to the new District by 1 Jul 21. Timings for these activities are shown in the attached schedule. A Transition website has been established at <http://rotary9620.org> to keep members informed and also provide opportunities for input. It, of course, is also a work in progress.

The management structure for the District is still under discussion but the organisation Charts at Enclosure 3 provide details of the current proposed arrangements both for the Company Board and the District Leadership Team. Associated administrative processes and procedures will be developed as each of the Action Teams progress their various responsibilities. This process will be an open and transparent process and you as members of the District will have ample time for input and comment. We are in the process of producing a Communication Plan and as stated we have established a Transition Website that will provide up to date information on the re-districting progress.

We value your input so please do not hesitate to contact any of us or the Action Team Leaders with your queries, concerns or suggestions.

Yours in Rotary Service



Wendy Protheroe
District Governor 9600



Jitendra Prasad
District Governor 9630

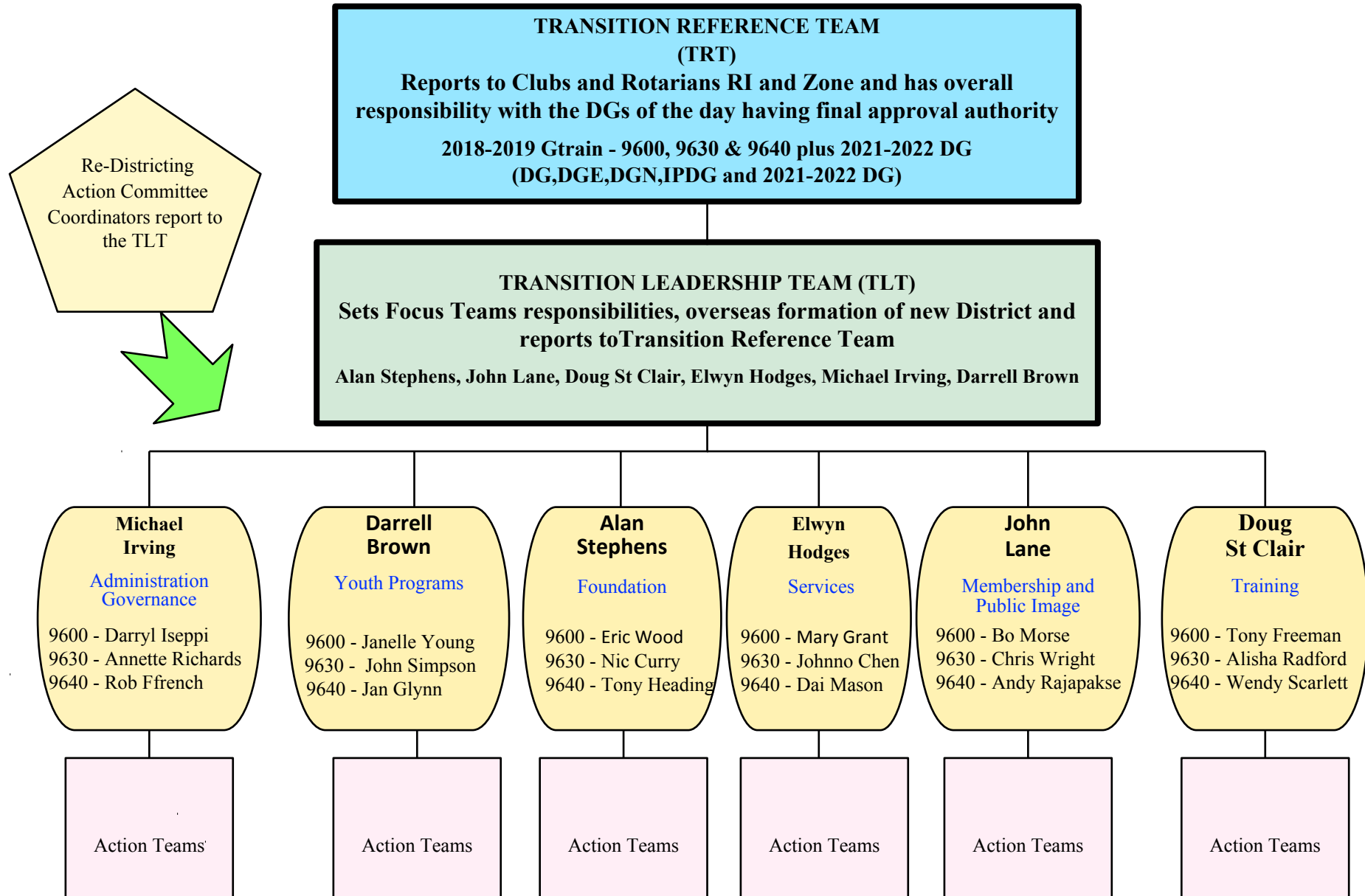


Terry Brown
District Governor 9640

Enclosures:

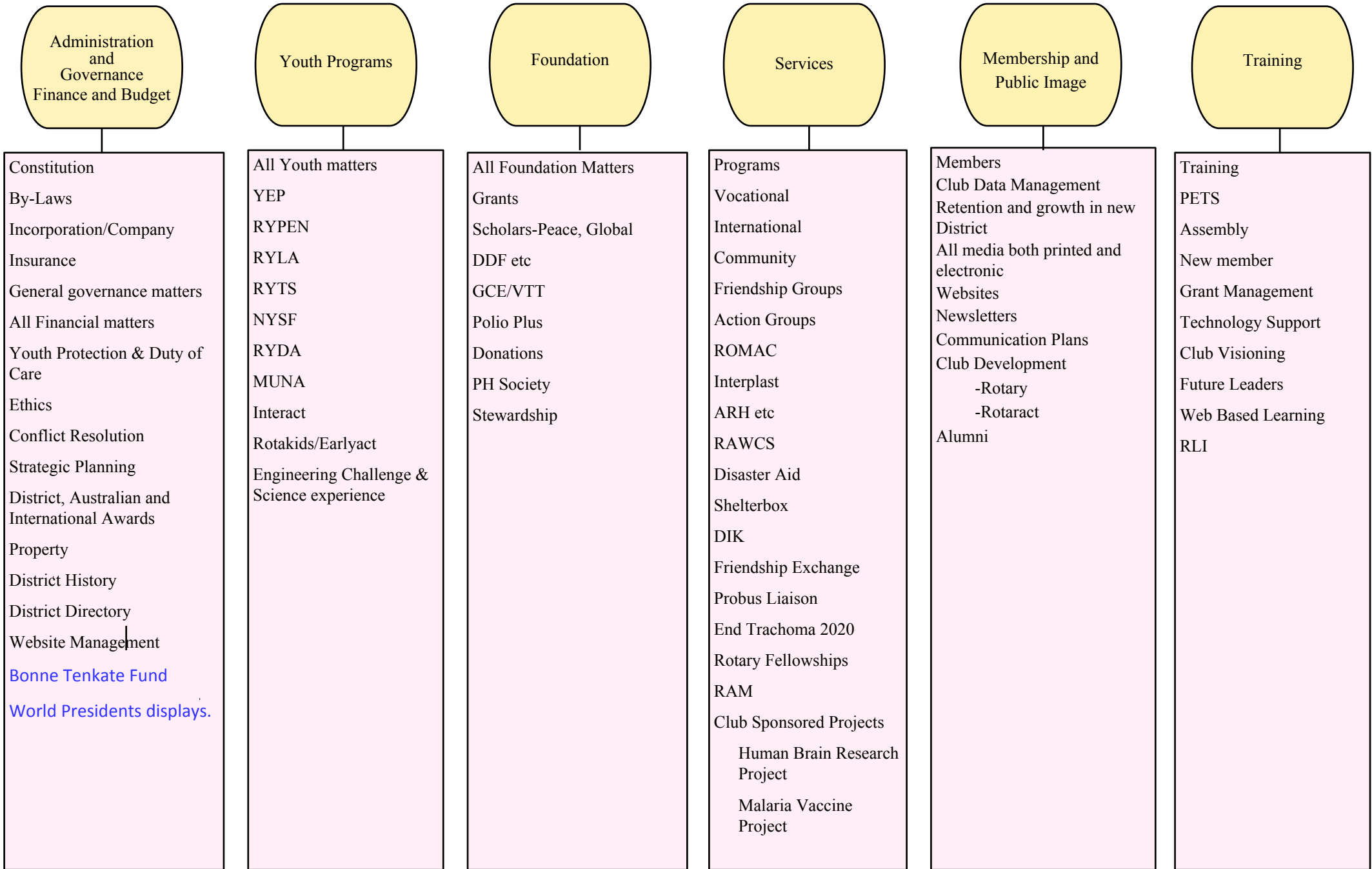
1. Transition Management Team Structure and Responsibilities
2. Transition Top Level Schedule
3. District 9620 Managements Organisation Charts

STRUCTURE FOR COMBINING DISTRICTS 9600, 9630 AND 9640 INTO NEW DISTRICT 9620



Note: Action Teams comprise a committee of 3 (one from each District with one selected as Team Leader). Teams are formed from club members as appropriate. No of teams is the responsibility of each Action Committee.

ACTION TEAMS RESPONSIBILITIES



CONTACT INFORMATION

DISTRICT 9600

Administration & Governance (Coordinator Michael Irving)
Darryl Iseppi - Darryl@epdi.com.au 0408 189 211

Youth (Coordinator Darrell Brown)
Janelle Young - jyoung14@gmail.com 0419 654 953

Foundation (Coordinator Alan Stephens)
Eric Wood - ericwood@bigpond.com 0418 789 951

Service (Coordinator Elwyn Hodges)
Mary Grant - bribie@iinet.net.au 0421 529 824

Membership & Public Image (Coordinator John Lane)
Bo Morse - bomorse@icloud.com 0408 647 406

Training (Coordinator Doug StClair)
Tony Freeman - fremanmarketing@bigpond.com 0412 373 381

DISTRICT 9640

Administration & Governance (Coordinator Michael Irving)
Rob Ffrench - rffrench@belllegsl.com.au 0412 917 555

Youth (Coordinator Darrell Brown)
Jan Glynn - janetteg@better.net.au 0427 726 963 02 6672 6963

Foundation (Coordinator Alan Stephens)
Tony Heading - tonyheading@bigpond.com 0488 769 119

Service (Coordinator Elwyn Hodges)
Dai Mason - daimason1942@gmail.com 0418 369 647

Membership & Public Image (Coordinator John Lane)
Andy Rajapakse - andyrajapakse@gmail.com 0414 787 006

Training (Coordinator Doug StClair)
Wendy Scarlett - wendy.scarlett51@gmail.com 0407 130 449

DISTRICT 9630

Administration & Governance (Coordinator Michael Irving)
Annette Richards - annette.richards@spin.net.au - 0413 714 621

Youth (Coordinator Darrell Brown)
John Simpson - coolidge1@bigpond.com - 0459 333 588

Foundation (Coordinator Alan Stephens)
Nic Curry - ntcurry@bigpond.net.au - 0407 763 716

Service (Coordinator Elwyn Hodges)
Johnno Chen - johnno@johnnochen.com.au - 0433 283 337

Membership & Public Image (Coordinator John Lane)
Chris Wright - cwright@bigpond.net.au - 0413 055 177

Training (Coordinator Doug StClair)
Alisha Radford - alisha.a.radford@gmail.com - 0417 291 360

**STRUCTURE FOR COMBINING DISTRICTS 9600, 9630 AND 9640
INTO NEW DISTRICT 9620**

1. Transition Reference Team (TRT)

The TRT comprises the GTrain from each of the three Districts as at today's date (2017-2018 DG, DGE, DGN, DGND and IPDG and the 2021-2022 DG (when elected)). The TRT has overall responsibility for reporting progress to Clubs, Zone and RI. The DGs of the day have overall approval responsibility. Each district's Board has the right to replace any of their members of the TRT or TLT.

2. Transition Leadership Team (TLT)

TRT members are Alan Stephens, John Lane, Doug St Clair, Elwyn Hodges, Michael Irving and Darrell Brown. The TLT reports to the TRT and is responsible for the development of Transition Plans and overall implementation. They provide guidance to the Action Committees and oversee their progress and set deadlines for the Action Committees on the various stages and report to the TRT.

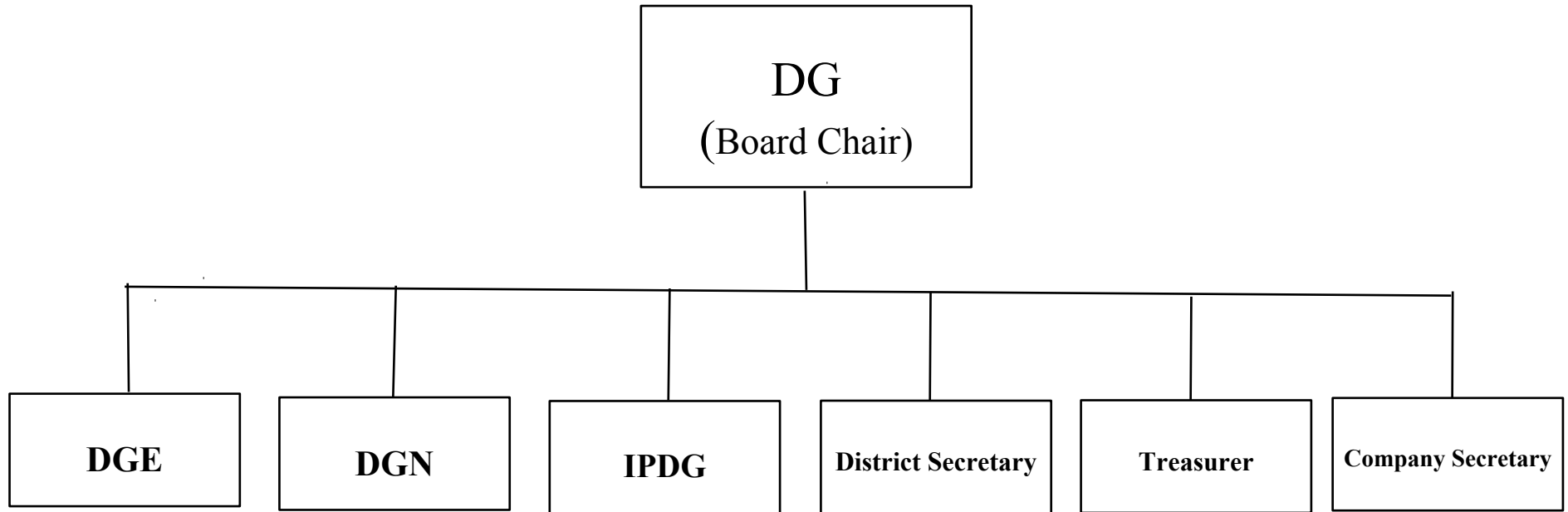
Action Committees

3. There will be six Committees with responsibilities as per attached
 - a. Administration, Finance and Governance
 - b. Youth
 - c. Foundation
 - d. Services
 - e. Membership and Public Image
 - f. Training

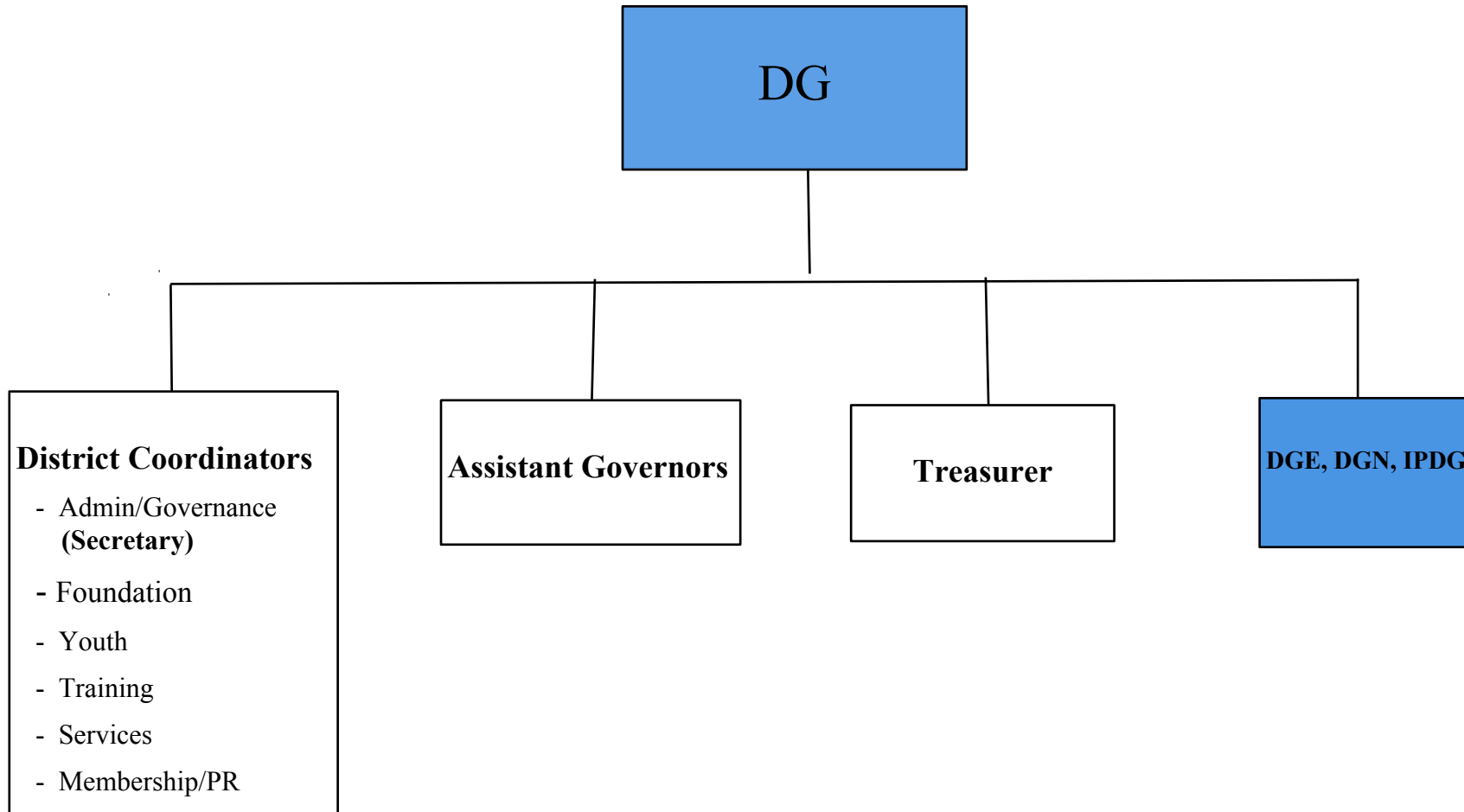
Action Committee Structure

4. Each Action Committee will comprise 3 members, one from each District plus a Coordinator from the TLT
5. Each Action Committee will have a number of Action Teams working on areas within the Action Committee's responsibility.
6. Each Committee Coordinator will have the responsibility to report progress to the Transition Leadership Team.

DISTRICT 9620 BOARD OF DIRECTORS



DISTRICT 9620 LEADERSHIP TEAM



DISTRICT 9620 PLANNING SCHEDULE

This is a top-level draft planning schedule for combining district 9600, 9630, 9640

ITEM NO.	TASK	DUE DATE	DONE
	TRT and TLT Meetings		
	Agree TLT and TRT Meeting Schedule	18 Aug 18	
	District Structure		
	Agree New District Management Structure	18 Aug 18	
	Draft Constitution	8 Sept 18	Comments back by Sept 16 Final Draft to Parramatta by Oct 1
	Finalise Legal Entity Structure	1 July 19	
	Develop Draft Financial management Plan	1 March 19	
	Communications		
	Letter to all Members advising Transition process	31 Aug 18	
	Develop Communication Plan for Transition	1 October 18	
	Distribute Communication Plan to Clubs	1 October 18	
	Transition Website	1 Oct 18	
	District Governor		
	District Governor Manual		
	District Governor Selection Process	31 Oct 18	

ITEM NO.	TASK	DUE DATE	DONE
	Club Agreement to Company membership	31 Dec 18	
	Clubs to vote at AGM for new District Constitution	31 Dec 18	
	Nominating committee	31 Jan 19	
	Call for DG 2021-22 Nominations	1 Feb 19	
	DG Interviews and Selection	By 30 th April 19	
	Announce DGND 2021-22	May-Jun 19	
	Assistant Governors		
	Define Role of Assistant Governors		
	Define Selection process		
	Call for Assistant Governor Nominations		
	AG Interview and Selection		
	Assistant Governor training		
	Assistant Governors installed (Transition)	1 Jul 20	
	District Committees		
	Finalise individual District Committees Structure and operational procedures (Action Team leaders to develop their own schedule to meet this deadline)	1 Jul 20	
	Decision on Bostock House as District HQ	Jul 19	