**The district membership committee has four primary responsibilities:**

1. Assist club membership chairs in carrying out their responsibilities.
2. Manage prospective member leads through the Manage Membership Leads page on My Rotary.
3. Assist in organizing, establishing, and supporting new and different types of clubs both in areas that have no Rotary clubs and in areas that do.
4. Discuss committee progress, challenges, and opportunities with your Rotary coordinator and district governor regularly.

**Consider your district membership committee and, on pages 2-5:**

* Rate your level of comfort in managing each responsibility, from 1 (not at all comfortable) to 5 (very comfortable).
* List the skills you’ll need to be successful. (See page 6 for a list of 10 skills that are desirable in all Rotary leaders.)
* List the resources and people that can support your committee’s work.
* List some ideas you have for fulfilling this responsibility.

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| 1. **Assist club membership chairs in carrying out** [**their responsibilities**](https://my.rotary.org/en/document/club-membership-committee-checklist)**.**
 |
| Comfort (1-5): | Skills needed: |
| Resources that can help: | People who can help: |
| Ideas: |

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| 1. **Manage prospective member leads through the Manage Membership Leads page on My Rotary.**
 |
| Comfort (1-5): | Skills needed: |
| Resources that can help:  | People who can help: |
| Ideas: |

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| 1. **Assist in organizing, establishing, and supporting new and different types of clubs both in areas that have no Rotary clubs and in areas that do.**
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 |
| Comfort (1-5): | Skills needed: |
| Resources that can help:  | People who can help: |
| Ideas: |

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| **Skill** | **Must be able to:** |
| **Accountability: Have a clear sense of ownership and take personal responsibility for actions** | **Hold yourself and others accountable, motivate yourself and others to achieve results, make thoughtful and timely decisions** |
| **Adaptability: Respond to changes willingly and recognize any need to adjust based on the situation** | **Embrace change and help others adapt, perform well in the face of uncertainty, actively experiment and learn from both successes and failures** |
| **Collaboration: Build partnerships and work with others to meet shared objectives** | **Work collaboratively, help people achieve success, deliver solutions that meet needs and expectations, acknowledge others for their contributions and accomplishments** |
| **Communication: Be open to ideas from diverse viewpoints and able to communicate messages so they are understood** | **Actively listen and check for understanding, encourage people to share different perspectives, and write, speak, and present clearly and compellingly** |
| **Engagement: Foster relationships by hearing, recognizing, and valuing others** | **Cultivate a shared culture, coach others, promote an inclusive environment where people feel they can speak up, manage conflict to ensure that all voices are heard** |
| **Global perspective: Anticipate trends that will affect Rotary’s work** | **Think and speak in global terms, take a broad view and challenge assumptions, and promote the value of diversity, equity, and inclusion** |
| **Innovation: Move beyond traditional ways of thinking** | **Find new ways of facing challenges and opportunities, implement creative ideas, use and teach creative problem-solving, build excitement for new ideas, and encourage a flexible mindset** |
| **Presence: Demonstrate composure and confidence** | **Demonstrate confidence, positivity, and authenticity, recognize strengths and challenges in yourself and others, demonstrate emotional intelligence, exhibit behavior that is consistent with Rotary’s brand** |
| **Productivity: Achieve results that move Rotary toward its goals** | **Maximize effectiveness by soliciting diverse ideas, communicate standards for excellence, manage projects and resources effectively** |
| **Strategy: Identify opportunities and design approaches that align with our strategic goals** | **Anticipate trends and their impact, position Rotary to take advantage of future opportunities** |