

CLUB VISIONING IMPLEMENTATION SUMMARY*

Your expressed interest in getting your district moving forward with **Club Visioning** is appreciated and welcomed by the International Vision Facilitation Council (IVFC).

Your personal initiative to implement Visioning will enable clubs to optimize their performance.

“Seeing itself not as it is, but as it can become” is a key step in a Rotary Club developing its three year plan to ensure greater consistency, continuity, and consensus with its strategic ends.

In addition to this summary, more about the Visioning program can be learned at the IVFC website: www.rivisionfacilitation.org At the website, find videos, templates, and guidelines.

Steps of Implementation for a district interested in embarking on Club Visioning, include...

Step 1 – The process all starts with the DG, DGE, and DGN supporting and endorsing the Club Visioning concept. It is important to get this longer term commitment since this process is not a “one and done” situation.

Step 2 – District leadership identifies a District Vision Facilitation Chair who can serve a minimum of two or three years to ensure program stability. Most districts as they get into club visioning will appoint a District Vision Coordinator who will work with those interested clubs and coordinate details such as getting a date selected, a visioning team identified, along with other local arrangements working with the local Club Event Coordinator.

Step 3 – Identify and recruit a team of District Vision Facilitators willing to commit to a 7½ hour-Saturday Vision Facilitator Workshop sponsored by and supported by your district leadership team.

The group of prospective facilitators should consist of at least 15-18 interested Rotarians that have Rotary knowledge and facilitation skill sets. The potential team of district facilitators ideally should consist of half men and half women with a wide range of ages and geographic dispersion around the district.

In most districts, it is the goal to send to individual clubs a facilitation team that has a mix of gender and age. The district team training workshop is geared for 15-30 “trainees.” You are encouraged to include your district AGs and your DG sequence to provide a common knowledge and experience for facilitation and promotion. Past

district governors have added great value to the district facilitation team as well. All can support the clubs that engage in a Club Visioning Event.

Overall, there should be no more than 30 at the district team training workshop. Getting this many participants coordinated for a single Saturday is why it may take up to three months or more to select the date and recruit everyone for that date. Experience suggests that you may have a 15% attrition rate of folks that commit and are not able to attend.

Step 4 – District leadership and the District Vision Facilitation Chair endorse the annual District Club Visioning Agreement and IVFC subscription (\$100) which covers the costs of developing and supporting the rivationfacilitation.org website.

Early contact with Debbie LeFore, Administrative Assistant to the IVFC, is suggested to secure the agreement and sending in the check. Debbie's email address is debbie.lefore@bussysconsulting.com, and her phone number is 503-517-8783.

The single expectation prior to a district team training Workshop is a completed Agreement submitted with \$100 annual subscription fee. This gets the district in the system and allows the IVFC to understand who the four leaders are at the district level (DG, DGE, DGN, and District Club Vision Chair) with their contact information.

With the receipt of these two items, the District Chair is contacted from Portland, OR, by PDG Dick Elixman and his Admin. Asst. Debbie LeFore. They will provide full access to the IVFC Website. Also, once the Workshop is scheduled, then Debbie is re-engaged for guidance to a local FedEx/Kinko's for printing of training documents.

The district will be responsible for expenses regarding the training team's travel and lodging along with facilitator manuals and other materials for the workshop. Note that all trainers and facilitators who support Club Visioning program serve without remuneration.

The training team will usually consist of two facilitators from the IVFC. The hosting district should budget approximately \$2500 for the cost of this training.

Step 5 – Once the prospective District Club Vision Facilitation Team is recruited, then the District Vision Facilitation Chair communicates with an IVFC representative to secure an appropriate date for the district team training workshop. These training workshops are typically done on Saturdays.

Step 6 – Once the IVFC has received the District Club Visioning Agreement and subscription fee, the District Chair is provided the password and user name for access to the document download center on the website. This is the location of the 165 page Guideline Manual for Club Visioning.

The District Vision Facilitation Chair will download and print a binder for each participant in the Training Workshop along with downloading various handouts that are a part of every Training Workshop. Training documents and binder are coordinated through the IVFC Assistant Administrator and available via FedEx/Kinko's near the Training Workshop site.

Step 7 – It is recommended to promote Club Visioning within your district via DG “types”, AGs, and the District Vision Facilitation Chair and Team. Keep in mind that facilitation teams serve clubs by invitation. A facilitation workshop is not to be imposed on a local club. It is advised that the district have several clubs lined up and ready to go following the team training workshop so that the facilitator teams can get right to work.

Step 8 – On the Friday evening before the team training workshop, the District Vision Facilitation Chair, will meet with the IVFC pair of trainers to review the room setup and ensure that all of the training manuals, other handouts, along with all of the necessary set-up materials and equipment are present.

The room for the workshop should be set up in a U shape, with chairs around the outside to accommodate at least 25 to 30. The room needs to have sufficient wall space where numerous flip charts can be posted. In the U itself, two sturdy flip chart stands with chart paper, and an AV table is required for the projector, laptop, and remote control—all furnished by the sponsoring district. A screen or white wall is also needed.

Start/End Time: The training takes about 7½ hours beginning to end with lunch and a couple breaks. If participants are coming in from a distance, the session can have a “hard start” at 9:00 AM. However, when people are giving their Saturday, they may be just as happy to start earlier and get out as early as possible. Set firmly the expectation that all facilitators will be there for the entire day to get the full experience.

This information is intended to help as you review your commitment to embrace this important and significant process.

Please call with questions and to discuss where you are in this commitment process.

-- Joe K.

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Pursuing "Peace Through Service"

(*Adapted from Summary of Greg Yank, District 6510 Vision Facilitation Chair)