

## Project Champion Role and Responsibilities

**Role:** The Project Champion plays a vital role for the Denver Southeast Rotary Club (DSE) by ensuring that all projects are introduced impartially and transparently for review and funding decisions by the applicable International Services Committee or Community Services Committee members. For DSE-sponsored projects, the Project Champion is the originator of the project and the one to complete the DSE Project Proposal Form. For non DSE-sponsored projects, the Project Champion work supporting the requesting organization to complete the DSE Project Proposal Form and arrange the meeting to the appropriate DSE Committee Chair.

### Responsibilities:

#### 1. Present Proposed Projects:

- Presentation must be based on information from the completed DSE Project Proposal Form and supplemented as necessary to provide context and depth. ***The project proposal form must be submitted to the committee chair at least ten days prior to a monthly committee meeting.***
- For DSE-sponsored projects, the project originator presents to the committee as Project Champion if there is no real or perceived conflict of interest in doing so. Otherwise, someone else needs to be the Project Champion and presenter.
- For non-DSE sponsored projects, the Project Champion can either present the project to the committee or provide comments after the presentation by the requesting organization.
- Presentation should be no more than **10-15 minutes**, followed by **5-minutes** of Q&A.

#### 2. Engage Committee Members:

- Help facilitate an open discussion of and address questions about the proposed project.
- Help recruit club volunteers to participate, if a DSE sponsored project, and gather feedback from their participation.

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- Guide new members interested in becoming a Project Champion, sharing insights and best practices to foster their development within the role.

### **3. Project Monitoring and Reporting:**

- Monitor implementation of the project by alerting the committee to any significant changes in project objectives and timelines.
4. Provide at least a project progress report to the DSE Committee Chair by the end of the Rotary fiscal year, guided by answering a few questions about the project. Reporting Questionnaire:
- What type of report is this—progress or final? (Include project title, sponsoring organization, and date of report)?
  - What is the nature of the project and where is it located?
  - Who were the beneficiaries of this project and how were their needs met, e.g., *capacity-building*?
  - What were the roles of any cooperating or implementing organizations and your assessment of their effectiveness?
  - What is your assessment of the use of club funds (level, if known) to support this project, e.g., *potential sustainability*?

### **5. Potential Conflict of Interest:**

- The Project Champion role is specifically established to avoid the appearance of a conflict of interest, if the person bringing the project to the committee for funding has a financial interest in the project, that is, being paid by proceeds from club funds supporting the project.

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### **Conceptual Framework<sup>1</sup>**

#### ***Capacity-building:***

This relates to what an institution can do, i.e., the workload it can manage. (By contrast, the term “capability” relates to what an individual can do.) The activities engaged must match the objectives intended. This concept includes organizational resiliency, flexibility, participatory staff involvement, enabled through on- and off-site training; burden-sharing, with tasks appropriately distributed and trained personnel managing them; assignments which fit organizational objectives; and a means of measuring/evaluating accomplishments.

#### ***Sustainability:***

While an organization’s projects (some might be pilot efforts) do not have to be sustained, its programs – often building upon what’s learned through projects – must be sustained for the organization to be successful. Mechanisms must be in place to meet challenges, both positive and negative, and to negotiate solutions. This concept includes:-supportive, locally- attuned policies and locally-engaged personnel; continual influx of ideas and innovations, not all of which become institutionalized; reliable management and business plan; fiscal support, which is institutionalized; being iterative, evolutionary (rather than revolutionary) regarding change; relying on “institutional memory” through key staffers, thus a low turnover ratio is ideal; and a means of measuring/evaluating what is being accomplished.

**<sup>1</sup>D5450 Rotary WASH Local Action Group, “Our Rationale: Rotary WASH Projects and Symposium,” 2025.**