

Rotary District 5470

Ombudsman Role Description

Position Title: District Ombudsman

Reports To: District Governor, with appropriate alignment to **Rotary International** policies

Role Type: Volunteer, advisory (part-time)

Purpose of the Role

The District Ombudsman serves as a neutral, confidential resource for members of Rotary District 5470. This role supports Rotarians by assisting with conflict resolution, addressing concerns or grievances, and promoting ethical behavior consistent with Rotary's core values of integrity, fellowship, diversity, and service.

The Ombudsman does not replace formal Rotary procedures but provides an informal, supportive pathway to help individuals and clubs navigate concerns constructively.

Key Responsibilities

1. Conflict Resolution & Mediation

- Serve as a neutral facilitator for conflict resolution involving Rotarians, clubs, or district leadership.
- Assist individuals or groups in clarifying concerns, addressing misunderstandings, and exploring constructive solutions.
- Encourage respectful dialogue and mutually agreeable outcomes.

2. Advisory & Ethical Guidance

- Provide guidance on ethical questions, conduct concerns, or interpersonal challenges.
- Support understanding and alignment with Rotary International policies, district bylaws, and applicable codes of conduct.
- Offer perspective and options without making binding decisions.

3. Confidential Support

- Act as a confidential sounding board for Rotarians seeking guidance or support.
- Maintain strict confidentiality, except where disclosure is required by Rotary policy or applicable law.
- Ensure individuals feel safe raising concerns without fear of retaliation.

4. Education, Awareness & Prevention

- Promote awareness of Rotary's expectations related to ethics, conduct, and respectful collaboration.
- Support training or informational opportunities related to communication, mediation, and conflict prevention when requested by district leadership.

5. Documentation & Reporting

- Maintain minimal, non-identifying records to track general themes or trends.
- Share high-level observations or systemic concerns with District leadership when appropriate, without breaching confidentiality.

Skills & Qualifications

- Strong understanding of Rotary values, culture, and governance.
- Demonstrated integrity, impartiality, and sound judgment.
- Excellent interpersonal, listening, and communication skills.
- Experience or training in mediation, conflict resolution, counseling, HR, or related fields preferred.
- Ability to remain neutral, approachable, and discreet.
- Prior Rotary leadership experience is beneficial but not required.

Commitment & Expectations

- Availability to respond to concerns in a timely and thoughtful manner.
- Willingness to participate in periodic training related to ethics, mediation, and Rotary policies.
- Collaboration with District leadership to help foster a safe, respectful, and inclusive environment across District 5470.

Role Impact

The District Ombudsman plays a vital role in strengthening trust, transparency, and healthy communication within Rotary District 5470. By offering early support and guidance, this role helps ensure all Rotarians feel heard, respected, and supported in their service.