D-5470 Foundation Chair Job Description

Oversees all areas of TRF as it relates to the district members & to Rotary international  
Oversee all chairs in the following areas:  
  
Scholarships  
Global Grants  
District Grants  
Vocational Training Teams (VTT)  
Annual Fund  
Permanent Fund  
Paul Harris Society  
Major Donors  
Bequest Society  
   
Provide required annual grant participation certification  
Sign off on all global grants  
Sign off on District grant request  
Oversee district foundation bank account  
Foundation liaison with Rotary international  
Keep updated with all foundation requirements & attend all related training   
Receive & respond to all foundation related emails daily  
Manage district Foundation budget  
Send out invitations , Receive RSVPs , order food & beverages for all foundation events  
Assist DG with any foundation questions, issues, projection for distribution of annual DDF funds  
Participate in interviews & screening for scholarship applicants  
Assist clubs with any foundation issues or questions