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