

## What are Rotary Peace Fellows?

Each year, Rotary awards up to 130 fully funded fellowships for dedicated leaders from around the world to study at one of our peace centers. The Rotary Peace Fellowship is for an international student to study a Full time Masters Degree Program or a Certificate in one of the Rotary Centers around the world.

The fellowships cover tuition and fees, room and board, round-trip transportation and all internship and field-study expenses. The candidates must be endorsed by a Rotary District or Rotary International (some apply directly to RI and elect to not go through a district).

### **DISTRICT 7090 ROTARY PEACE FELLOWSHIP COMMITTEE TERMS OF REFERENCE**

The Peace Fellowship Committee is a unique committee as only the chair has access to Rotary applications. The Peace Fellowship committee only has interaction with the District Governor and District Foundation Chair and does not sit on the District Foundation Committee.

A key role of this committee is to interview candidates to determine which candidates should be recommended to the District Governor and Chair of the Foundation Committee for endorsement.

- The committee should encourage clubs to get involved in recruiting and supporting fellowship candidates. This can be done all year round - with the fall likely being the best time to promote this program.
- The committee members should complete the All About the Rotary Peace Fellowship and The Role of Members, Clubs, and Districts courses in the MyRotary learning Centre
- Prior to January the committee should decide how many candidates they will accept and interview. This decision needs to then be entered in the district capacity survey that RI puts out each year.
- The committee may decide to post interview dates prior to application process opening (e.g, by Feb 2022 for when in early June the interviews will take place).

The Committee will receive from the Chair the candidates information (after applications close on June 1) . Due to the personally identifiable information that candidates include in their applications, we ask that you shred or delete application copies when you are done with them

## DISTRICT ROTARY PEACE FELLOWSHIP CHAIR ROLE DESCRIPTION

This position requires:

- The Chair of the committee is the only person that has access to the “embark program” that is managed by Rotary International.
- Up until mid-May when the application process closes, the Chair will monitor the number of probable applicants with individual clubs that are submitting candidates.
- The chair should keep clubs informed of when their applicants get properly registered in the Embark system.
- After June 1, this person needs to take all the applications off the system and share with the committee members.
- The chair will be responsible for making sure interviews are organized with candidates and some / all of the committee members. The chair can delegate this organizing task to a committee member if so desired. The interviews need to happen in early June.
- Only the Chair can submit endorsements through Embark. This must be done before the June 30 deadline.
- After the interview / application process is completed, the chair will keep the clubs that brought forward a candidate(s) informed on the status of application and any relevant feedback that may help the club in future years preparing and supporting a candidate.
- Chair to decide how many members of the committee to have each year. The composition of the committee should be around 5-7 members and from a diversity of clubs in District 7090. Also to minimize any potential conflict of interest, the chair would ensure that if an individual was supporting their club’s peace fellowship committee - it would not be in the best interests of all to have that person also serve on the district committee.

### **Time Frame:**

- ➔ By January 2022 Appoint a subcommittee. Complete all required training in the Rotary Learning Center;
- ➔ January 2022 Submit district capacity survey;
- ➔ February 2022: possible dates for interviews posted
- ➔ June 2022 Review applications and interview candidates with members of the committee Submit an endorsement decision for each candidate in Embark.
- ➔ Submit for approval to the District Foundation Chair and District Governor final recommended applications
- ➔ July 2022-Notify clubs that submitted candidates your results.

## WHAT IS THE ROLE OF CLUBS IN THIS PROCESS?

- ★ Encourage club members to approach candidates
- ★ Formally help candidates apply before May 15 thru Rotary International.
- ★ Help candidates with applications and interviews
- ★ Inform Peace Scholar Chair of potential candidates

**Thank you for all of your work and support of the Rotary Peace Fellowship!**