



800 Lakeview Avenue  
Jamestown, NY 14701  
716-484-8814

**Title of Position:** Club Leadership Training/District Assembly Chair

**Reports to:** The Director of Training

**Duration of Appointment:** Up to years; (renewable annually)

**General Description of Position:** Responsible for the planning, organization and delivery of a leadership training event open to all district members.

**Specific Duties and Responsibilities:** in collaboration with the DGE and the Director of Training:

- Plan the agenda, session leaders, date and location for Club Leadership Training/District Assembly
- Schedule the venue and catering
- Set the registration fee to break even
- Coordinate the development of the presentations and preparation of all handouts
- Develop and implement a strategy for ensuring that Rotarians register for Club Leadership Training/District Assembly
- Prepare the online registration website page, communication plan and onsite registration
- Prepare an evaluation form and a summary of the results for the DGE, Director of Training and session leaders

**Desired Skills & Experience:** Ability to oversee a large-scale event from beginning to end

**Expected Time Commitment:** 3 or 4 hours a month in the early stages of planning; 2 or 3 hours a week as the event approaches and all day onsite during event