



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

Title of Position: Chair, Rotary Leadership Institute (RLI)

Reports to: Director of Training

Duration of Appointment: Up to 3 years; (renewable annually)

General Description of Position:

- Plans, promotes, conducts and wrap-ups all RLI events within the District, in conjunction with the Director of Training
- Identifies and encourages RLI graduates to become RLI Faculty

Specific Duties and Responsibilities:

- Recommends to the Director of Training up to three RLI sessions with one in Ontario and one in New York.
- Decides on the venue, caterer and books the site for the training.
- Promotes the sessions on the district website, district newsletter, district council and any other reasonable way to inform clubs and members of upcoming sessions.
- Sets and collects the registration fee to cover expenses.
- Secures facilitators for each session.
- Orders necessary supplies including course material, certificates, pins, binders, etc.
- Ensures required equipment such as flip charts, easels, markers, etc. are available for each session.
- Prepares name tags for registrants and facilitators.
- Prepares certificates for graduates of Part 3. If DG not available, presents certificates to Part 3 graduates during lunch.
- Maintains a list of all registrants.
- Requests insurance certificate and ensures its receipt.
- Prepares cheque/check requests for sessions as well as overall payment to Shining Waters on a per registrant basis.

Desired Skills & Experience:

This is an administrative role. Requiring the ability to plan an event, monitor its progress and follow through to completion. Having completed RLI is an asset but not a necessity.

Expected Time Commitment:

Time varies depending on speed of individual registrations but likely to involve one or two hours per week leading up to the event plus a full day onsite during the event. Some follow-up required after event.