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### **District Rotary Foundation Subcommittees**

Districts may appoint additional subcommittee chairs. It is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians.

### **Alumni Subcommittee**

#### **Definition of Rotary Alumni**

Rotary alumni are valued members of the Rotary family. They are distinguished by their shared Rotary values and past participation in Rotary programs. Rotary alumni are individuals who have experienced Rotary through various programs, including, but not limited to:

Interact  
Rotaract  
Rotary Youth Exchange (ROTEX)  
Rotary Youth Leadership Awards (RYLA)  
Rotary Peace Fellowships  
Global Grant Scholarships  
Vocational training teams (members and leaders)  
District Grant scholarships  
New Generations Service Exchange  
Rotary Foundation awards to individuals in former TRF programs, such as:  
Ambassadorial Scholarships  
Grants for University Teachers  
Group Study Exchange  
Rotary Volunteers

**Purpose:** The district alumni subcommittee is responsible for managing an ongoing relationship with alumni in the district and to connect clubs with their alumni.

**Time commitments depend upon demand and need to be managed by the respective Chairperson to address in a reasonable time frame.**

#### **Title of Position: Alumni Subcommittee Chair**

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Monitor and manage an effective relationship with district alumni.

**Structure:** Chairperson with option to engage additional Rotarians as committee members.

**Qualifications:** In appointing members of the district Alumni subcommittee, preference should be given to Rotarians with proven capacity to promote the opportunities of Rotary to build interest in becoming a Rotarian as well as the benefits of supporting The Rotary Foundation and participating in service programs.

#### **Duties and Responsibilities of the CHAIR:**

- Create awareness of how to work with alumni to maintain their relationship with Rotary.
- Encourage alumni to create a My Rotary account on Rotary's website so they can share their information with RI
- Work with fellow district chairs to ensure RI receives data for program participants.

- Abide by Rotary's privacy and youth protection policies and local law.
- Support and coordinate alumni events and associations, where appropriate.
- Work with other district committees as Youth, Membership and Public Relations to identify district Alumni.
- Ensure alumni receive encouragement to make presentations in the district.
- Coordinate district wide Rotary Foundation alumni activities.
- Work with fellow district chairs to ensure RI receives data for program participants
- Provide input on district designated fund distribution.

As well, working with district clubs to help them to:

- Build strong relationships with current program participants
- Develop an action plan for keeping alumni involved in Rotary activities and for inviting them to become Rotarians
- Promote alumni to their members
- Use alumni to start new clubs
- Maintain contact with younger alumni until they're qualified for membership
- Involve alumni in other programs
- Involve alumni in club and district activities

#### **Scholarship, including Rotary Peace Fellowships, Subcommittee**

**Purpose:** The district Scholarship subcommittee is responsible for engaging clubs to source out qualified candidates for consideration of Rotary Foundation Scholarships, as well as Rotary Peace Fellowships.

**Time commitments depend upon demand and need to be managed by the respective Chairperson to address in a reasonable time frame.**

#### **Title of Position: Scholarship & Rotary Peace Fellowships Subcommittee Chair**

**Reports to:** District Rotary Foundation Chair Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Promote, through building awareness of clubs and district Rotarians, the submission of qualified candidates for Rotary Foundation scholarships as well as Rotary Peace Fellowships.

**Structure:** Chairperson with selection committee.

**Qualifications:** In appointing members of the district Scholarship subcommittee, preference should be given to Rotarians with proven capacity to promote the educational programs of The Rotary Foundation.

#### **Duties and Responsibilities of the CHAIR:**

##### **SCHOLARSHIP SUBCOMMITTEE**

- Distribute application materials to clubs.
- Establish a selection committee. \* Please note Impartiality requirements.
- Select qualified candidates.
- Conduct orientation for recipients.
- Maintain contact with scholarship recipients during the study year.

- Serve as a resource for any potential inbound global grant scholar applicants who would like to study at institutions with the district.
- Receives and maintain complete files copies (hard and electronic) of all scholarship applications and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Connect district grant scholarship recipients with the district alumni chair.
- Provides input on district designated fund distribution.

#### ROTARY PEACE FELLOWSHIPS SUBCOMMITTEE

- Distribute application materials to clubs.
- Establish a selection committee.
- Select qualified candidates.
- Conduct orientation for fellowship recipients.
- Provide training and guidance to sponsors and host counselors.
- Receives and maintain complete files copies (hard and electronic) of all fellowship applications and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Connect fellows with the district alumni chair.
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#### **Vocational Training Team (VTT) Subcommittee**

**Purpose:** The district Vocational Training Team subcommittee is responsible for engaging clubs to source out qualified Vocational Training Team opportunities that adhere to all the of the VTT program policies.

**Time commitments depend upon demand and need to be managed by the respective Chairperson to address in a reasonable time frame.**

#### **Title of Position: Vocational Training Team (VTT) Subcommittee Chair**

**Reports to:** District Rotary Foundation Committee Chair

**Duration of Appointment:** Appointed for a one-year term, renewable up to a maximum of three years.

**Overall Scope of Position:** Manage, promote and encourage club to develop viable and impactful Vocational Training Teams opportunities for District 7090 to consider.

**Structure:** Chairperson with option to engage additional Rotarians as committee members.

**Qualifications:** In appointing members of the district Vocational Training Team subcommittee, preference should be given to Rotarians with proven capacity to manage deadlines and recognize both opportunities and obstacles to implementing a project involving another district

#### **Duties and Responsibilities of the CHAIR:**

- Oversees distribution of VTT materials and resources.
- Ensures the wide publication of the program to clubs within our district.
- Provides advice and support materials for planning a VTT.
- Maintains information on previous exchanges within the district.
- Acts as liaison with District 7090 clubs and VTT staff at The Rotary Foundation.
- Responsible to identity important district VTT deadlines.

- In concert with DRFC reviews all proposed inbound and/or outbound VTT proposals for district Grant Funding and makes the final selection, subject to input from the DGE.
- Coordinates VTT program schedule with partner district VTT chair and representatives.
- Receives and maintain complete files copies (hard and electronic) of the team leader and team members VTT application and supporting documents in accordance with the filing requirements of the District Grant Spending Plan application.
- Establishes the schedule for selection interview of both team leader and team members.
- Establish a selection committee. \* Please note Impartiality requirements.
- Attends as an active participant in the selection of both team leader and team member.
- Acts as point person for communication with candidates, team leader and team members, regarding the selection committee final decision.
- Primary contact person with the partner district.
- Reviews the proposed VTT budget for completeness and with a view to ensuring appropriate stewardship of approved allotment of funds, subject to agreement from the DRFC
- Prepares team prior to departure by facilitating an orientation program.
- Provides oversight of all travel arrangements with RITS or other Travel Agencies in accordance with Terms and Conditions of Rotary Foundation Global Grants and District Grants.
- Receives for review and provide appropriate pre-authorizations all pre-departure documents and reimbursement requests.
- Work with Alumni chair to ensure RI receives data for program participants.
- Monitors to ensure appropriate and complete host itinerary and logistics in hand with adequate support from clubs within the district.
- Address any concerns of any form of inappropriate behavior during the official exchange in a professional manner as determined through consultation with the appropriate District leadership, i.e. DRFC and/or DG.
- Prepares and submits the final report, with all required documentation, including financial accounting to the District Grant Subcommittee Chair, in accordance with the pre-determined deadline for submission.
- Organizes post exchange follow- up.
- Exercises good judgment with diligent oversight in engaging member of the selection committee to assist with other duties/tasks in the Vocation Training Team venture.
- Provide input on district designated fund distribution.

**\*As a selection committee will be utilized in this process, Terms and Conditions for Rotary Foundation District Grants and Global Grants, as outlined below, must prevail.**

#### **Impartiality of Selection Committees**

**Rotarians who serve on a club or district-level selection committee for a TRF program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a TRF program award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc.**

**The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the club board or the DRFC chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.**