



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

District Rotary Foundation Committee

The district Rotary Foundation committee assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee chairs are members of this committee.

Title of Position: **District Rotary Foundation Committee Chair, District Director The Rotary Foundation.**

Reports to: District Governor and District Council

Duration of Appointment: To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause.

Overall Scope of Position: Overall responsibility for all aspects of the District Rotary Foundation Committee with final accountability for all reporting of the various subcommittees. The Rotary Foundation works directly with the district Rotary Foundation Committee Chair.

Qualifications: The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Strong analytical skills, proven ability to manage multiple commitments and respect time lines are critical to success in this role.

Duties and Responsibilities:

- Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.
- Oversee and serve as a member of all subcommittees, maintain contact with them to stay informed of their progress and directly support them as needed.
- Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
- Serve as the primary contact for district grants.
- Oversee the district qualification process and compliance with the requirements of qualifying; including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.
- Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees.
- Work with the district training committee to customize and provide Foundation sessions at the president-elect training seminar and district training assembly each year.
- Provide support to club Foundation committees.
- Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards.
- Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.
- Qualify the district and its clubs to use Rotary Foundation grants.
- Ensure that all clubs are able to qualify for Rotary Foundation grants and attend grant management seminars.
- Encourage clubs to find current Foundation information at www.rotary.org.