



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

District Rotary Foundation Subcommittees

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

Stewardship Subcommittee

Purpose: The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

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

Title of Position: Stewardship 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 proper stewardship of club and district sponsored Rotary Foundation grants on an ongoing basis.

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

Qualifications: In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:

1. Have at least three members being all Active Rotarians
2. Have at least one member who is a past governor or a person with audit experience
3. Ensure that the following do not serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, and members of the finance committee

Duties and Responsibilities:

- Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
- Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
- Provide support in the qualification of clubs, including assisting with grant management seminars. .
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all club and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.
- Approve the annual financial assessment of the financial management plan and ensure that it is properly distributed to the clubs in the district.