

# Vocational Training Team – District Committee for 7-1-17 to 6-30-18

## VTT Committee Responsibilities

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.”

- Provides advice and support materials for planning a VTT
- Provides information on previous exchanges in your district
- Assists in contacting the partner district as directed by the VTT Chair, if necessary
- Coordinates VTT program schedule with Partner District VTT Chair and representatives **\*VTT CHAIR RESPONSIBILITY**
- Receives, reviews and provides appropriate pre-authorizations all pre-departure documents and reimbursement requests **\*VTT CHAIR RESPONSIBILITY**
- Reviews the proposed VTT budget for completeness and with a view to ensuring appropriate stewardship of approved allotment of funds. **\*VTT CHAIR/DRFC RESPONSIBILITY**
- Reviews all proposed inbound or outbound VTT’s for District Grant Funding and makes the final selection. **\*VTT CHAIR/DRFC RESPONSIBILITY, WITH INPUT FROM THE DGE.**
- Coordinates Travel arrangements with RITS or Other Travel agencies as necessary
- Ensures there is enough club and district support for the outbound and inbound teams
- Distributes VTT materials and resources
- Publicizes the program
- Acts as liaison between club committees and the VTT staff at TRF
- Establishes the schedule for selection interview of both team leader and team members **\*VTT CHAIR RESPONSIBILITY**
- Attends as an active participant in the selection of both team leader and team members
- Acts as point person for communication with candidates, team leader and team members, regarding the selection committee final decision **\*VTT CHAIR RESPONSIBILITY**
- 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 **\*VTT CHAIR RESPONSIBILITY**
- Prepares teams before departure by organizing an orientation program
- Prepares host itinerary and logistics
- Ensures program policy adherence **\*VTT CHAIR/DRFC RESPONSIBILITY**
- Determines important district VTT deadlines **\*VTT CHAIR/DRFC RESPONSIBILITY**

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### VTT Committee Responsibilities (continued)

- 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.

#### **\*VTT CHAIR RESPONSIBILITY**

- Prepares and submits the final report, with all required documentation, including financial accounting, to the District Grant Subcommittee Chair
  - NOT LATER THAN THE EARLIER OF (2) TWO months after the project completion date or June 21st, 2018 **\*VTT CHAIR RESPONSIBILITY**
- Organizes post-exchange follow-up

**Daniel F. Smith, VTT Chair**

**John N. Teibert, DRFC**