

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
DISTRICT CHIEF OF STAFF

ROLE:

Support and work with the District Governor; assist in developing and supporting the District Governor's program and vision; assist in the training of Presidents-Elect and the District Leadership Team; support and attend district functions; serve as a resource, sounding board, and confidant to the District Governor.

RESPONSIBILITIES:

Attend and promote all District functions, training, and committee meetings as requested by the District Governor.

Assist in identifying, training and developing Presidents-Elect, Assistant Governors-Elect, and the incoming District Leadership team, continuing to support those individuals during their term.

Back up the Assistant Governors as needed including, but not limited to, coordinating the official DG club visits.

Work with the District Leadership Chairs as requested and/or necessary including planning District events.

Assist, support, coordinate and attend major district events as requested by the DG or other Leadership Team members. Such events include annual events such as the Membership Seminar, Ride to End Polio, Foundation Day, District Conference, DG Installation, Presidents Elect Training Seminar.

Assist the DG in tracking club and district events.

QUALIFICATIONS:

Rotarian in good standing with home club for the immediate past 3 years.

Past club president. Past Assistant Governor is preferred.

Former Chair or member of at least one District Leadership position.

Willing to attend and travel to District events keeping in mind some may include out-of-pocket costs.

Knowledgeable about Rotary International and District tools and reports including accessing and using both websites. Knowledgeable about Rotary International and District goals and Areas of Focus.

Possess good organizational and time management skills and good communication skills.

Possess good computer skills including email and Word.

Willing to work with others calmly, fairly, and with a sense of humor.

TERM OF OFFICE:

Two years: One year during the District Governor Elect term and one year during the District Governor term.