

**ROTARY INTERNATIONAL DISTRICT 5500**  
JOB DESCRIPTION  
**DISTRICT CONFERENCE CHAIR**

**ROLE:**

Oversee all aspects of the District Conference in conjunction with the sitting District Governor's desires, wishes, and requests.

**RESPONSIBILITIES:**

Develop all facets of a District Conference following guidelines offered by Rotary International in their manual, *Five Steps To A Successful District Conference*.

Select, train, and lead all necessary sub-chairs for the event to include: Site Manager, Treasurer, Registration, Promotion, Speakers, Programs, Hospitality Night, House of Friendship/Club booths

Maintain communication with the District Leadership Team and District clubs to ensure everyone is included in the planning and implementation of the Conference.

**QUALIFICATIONS:**

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

Experience in leading or organizing a major event for Rotary or another organization including budgeting.

Knowledgeable about Rotary International and District 5500 goals and Areas of Focus.

Willingness 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.