

Rotary District 5500

District Rotary Foundation Global Grants Chair

Job Description

ROLE

The district's Global Grants subcommittee chair is responsible for coordinating all Global Grants programs.

RESPONSIBILITIES:

Work with the members of the District Rotary Foundation Committee in determining the distribution of District Designated Funds (DDF)

Coordinate with The Rotary Foundation staff in Evanston

Understand the role of the Cadre of Technical Advisors

Encourage all clubs in the district to participate in at least one Global Grant, either singly or in partnership with other clubs

Understand all TRF policies and procedures with respect to Global Grants.

Become familiar with the on-line Global Grants application, and advise and assist clubs in completing this application

Track club progress in completing Global Grant projects by ensuring compliance with TRF requirements for Global Grant reporting

Conduct the Global Grants portion of the Grants Management Seminar

Understand the District 5500 procedure for funding Global Grants using the All-DDF model

Track the status of available DDF throughout the year

Work with district officers to ensure the full utilization of all DDF

QUALIFICATIONS:

Rotarian in good standing in a club within District 5500

Experience in writing, administering and reporting on grants is ideal

Good organizational and listening skills