

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
DISTRICT GRANTS SUBCOMMITTEE CHAIR

ROLE:

Oversee the District Grants Subcommittee comprising the District Grants Chair and Global Grants Chair and work with committee members in addition to the DFCC in promoting, allocating, and administering the District Designated Funds (DDF) from The Rotary Foundation (TRF). The Grants Subcommittee has the following four functions: 1) allocate the District's available DDF from TRF to the qualified Clubs in the fairest manner possible so projects can be successfully completed and members would be encouraged to contribute to the Annual Programs Fund; 2) Along with the DRFCC, set policy for awarding DDF to the District grants and also to the Global Grants; 3) In coordination with the District Stewardship Committee, oversee the administration of the District Grants and the Global Grants that are awarded; 4) Provide training on District and Global grants including selection of project based on needs analysis, the application process, the administration, and reporting as required.

RESPONSIBILITIES:

Assist the DG and DFCC in recruiting qualified members for the Committee and specifically experienced Subcommittee Chairs and assist with their orientation, training, review of responsibilities and accountability;

Make recommendations to the RDFC about District Grant and Global Grant policies;

Work with the RDFC in planning Foundation Seminars, club presentations, and special Foundation events throughout the year.

Coordinate with District PI chair district-wide promotion of TRF and using grants as an example of the good works TRF does.

Plan for and participate in the Grant Management Seminar for the clubs.

Offer the assistance of the Cadre of Technical Advisors to those Clubs participating in Global Grants and in need of advice and guidance.

QUALIFICATIONS:

Rotarian in good standing with home club for the immediate past 5 years.

Past Club Foundation Chair ideal.

Former Chair of at least one District Leadership position.

Past committee member of the District Grants committee.

Past experience in writing, administering and reporting on a Global Grant ideal.

Possess good organizational, listening skills and time management skills.

Comfortable with being the liaison between RDFC members and club members participating in grants.

