

ROTARY INTERNATIONAL DISTRICT 5500

JOB DESCRIPTION

DISTRICT TRAINER

ROLE:

Support the governor-elect by training incoming club and district leaders; support the governor by providing continuing education for Rotarians; chair the district training committee; provide Rotary leaders the knowledge and skills needed to lead their clubs and districts.

RESPONSIBILITIES:

Plan and conduct training events and breakout session as directed by the District Governor-Elect and District Governor, which may include but is not limited to:

- District Team Training Seminar
- President Elect Training Seminar (PETS)
- Grant Management Seminars (GMS) (in conjunction with Grants Management Chair)
- District Foundation Seminar (in conjunction with Foundation Chair)
- Leadership development program
- District Public Image Seminar (in conjunction with Public Image Chair)
- District Leadership Seminar
- District Membership Seminar (in conjunction with Membership Chair)

Convene a Training Team including chairs or representatives from appropriate District committees.

Manage registration and distribution of materials for training events.

Evaluate trainings and assess training needs.

Manage training budget.

Find session facilitators and assign other training responsibilities.

Communicate regularly with other District committees that are involved in training events.

Promote training events at District meetings and on social media.

Support club trainers in planning and promoting training events.

QUALIFICATIONS:

Have training, education, or facilitation experience.

Be an active member in good standing of a Rotary club in the District.

TERM OF OFFICE:

Appointed for a term of 1-2 years.