

**ROTARY INTERNATIONAL DISTRICT 5500**  
JOB DESCRIPTION  
**DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR**

**ROLE:**

Support and work closely with the District Governor; serve as the connection between the Rotary Foundation, District 5500 and the member clubs; administer all aspects of Foundation grants; with assistance from the committee, oversee the education of Rotarians about the Foundation and fundraising activities, and inspire Rotarians to support The Rotary Foundation.

**RESPONSIBILITIES:**

Conduct an annual District Rotary Foundation Seminar.

Conduct various training programs about the Rotary Foundation—its programs and opportunities,

Administer Foundation grants including the allocation of District Designated Funds (DDF) in compliance with RI and District requirements.

Promote significant levels of financial support for The Rotary Foundation by encouraging regular contributions to the Annual and PolioPlus Funds, and gifts to the Endowment Fund.

Encourage clubs to set fundraising goals in Rotary Club Central.

Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, Rotary Foundation Month.

Assist the District Governor in selecting recipients for Foundation awards.

Authorize and ensure proper implementation of the district MOU as well as helping organize grant management seminars, to qualify the clubs to use Rotary grants.

**QUALIFICATIONS:**

Past District Governor ideal. Past Assistant Governor is preferred.

Former Chair, preferably a club Foundation Chair or member of at least two District Leadership positions.

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

Knowledgeable about Rotary International, The Rotary Foundation and has experience with the Foundation's programs. Knowledgeable about the grant process of The Rotary Foundation and Areas of Focus.

Possess good organizational and time management skills, good communication skills and leadership abilities.

Possess good computer skills including email and Word.

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

**TERM OF OFFICE:**

Three years: Appointed for a 3-year term by the District Governor, District Governor-Elect, and the District Governor-Nominee (if selected at time of the appointment). Serve as an ex officio member of all subcommittees to stay informed of their progress and directly support them as needed.