

ROTARY VISION FACILITATION

Description of Responsibilities

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Title of Position: District Vision Coordinator

Position Objective: The District Vision Coordinator manages club scheduling, resulting from the promotional efforts by the District Vision Facilitation Chair. This position identifies the Club Vision Event Coordinator, manages the Rotary Vision Questionnaire (RVQ) and other pre-event handouts, and communicates through the Event Coordinator to prepare for the event.

Term of Position: Minimum of 2 years with option to extend service

This is a Volunteer Position: At the District level

Directed by and Reports to: The District Vision Facilitation Chair

Estimated number of hours per month to perform the responsibilities of this position: If all tools including the RVQ are online, it will take 30 minutes/club to coordinate a club. If the tools and RVQ are hard copy files and not online, it will take 1-3 hours/club to coordinate.

Responsibilities:

- Acts as the primary contact point for clubs to express interest via email and telephone District-wide
- Acts as the communication liaison between the District Facilitation Chair, District Facilitation Team and the local clubs...
 - Communicates with directly and updates regularly the District Vision Facilitation Chair
 - Manages the Club Vision Event Coordinator's tools, resources and RVQ sending them on to the Clubs in a timely manner
 - Manages the schedules and calendars for all events, communicating with the District Vision Facilitation Team to confirm final dates and communicating back the final date to each club
 - Ensures all tools and tasks are completed by the Club Vision Event Coordinator prior to the vision event

- Maintains an electronic file or data base...
 - On the clubs that have gone through a visioning session, their RVQ summaries and any other forms that a club may send back to the District
 - Contact information on the Vision Facilitation Team members (those who are trained to facilitate)
 - Master calendar of vision events

Desired Knowledge, Skills, and Abilities for this Position:

Administration experience:

- Detail oriented, proactive planner, ability to manage schedules and calendars
- High level of verbal and written communication skills for telephone and email correspondence
- A strong sense of customer service especially when serving individual clubs, club members, vision facilitation teams
- Patience in explaining the visioning process, handouts, schedules and steps to take in coordinating

Preparation for this Position:

The District Visioning Facilitation Chair will train this position.

Required: Attendance at 1-2 visioning sessions to observe and learn the process

Benefits: Added skill sets that the individual can use in the workplace and with other volunteer organizations. These responsibilities can become a building block for...

- Additional leadership qualities
- Personal growth and development
- Advancement within a group or organization
- Accelerated understanding of Rotary
- Management and organizational skills

Quality Control and Assessment of Position: Completed by the District Facilitation Chair

Success Measures:

- The vision sessions are scheduled in advanced with enough notice so that there are no delays or last minute glitches as to which Facilitators are attending each event.
- The Club Vision Event Coordinators understand in detail what they are supposed to be responsible for with their event.
- The Club Visioning Sessions are organized to the point that the event is completed to the satisfaction of the Facilitation Team.
- The club wall chart summaries and action plans are transferred to the District DG and/or AG as well as back to the District Vision Coordinator for electronic filing.

DISTRICT VISION FACILITATION TRAINER

Description of Responsibilities

Title of Position: DISTRICT VISION FACILITATION TRAINER

Position Objective: The District Vision Facilitation Trainer is responsible for curriculum updates/ revisions and improving the facilitation skills of district facilitators through regularly scheduled training sessions following the International Vision Facilitation Committee's guidelines, tools and resources. This position also assesses the competencies of the facilitation team, while helping individuals gain expertise in Rotary knowledge and facilitation skills.

Term of Position: Minimum 2 years, with 3-4 years desired developing a backup person to step in, shadowing the position in year 2 or 3.

This is a Volunteer Position: At the District Level

Directed by and reports to: District Vision Facilitation Chair

Estimated amount of hours per month to perform the responsibilities of this position: Average training session times are 3-4 hours in length. Preparation for any training event will require a 3:1 or 2:1 ratio: add approximately 9-12 hours for preparation.

Responsibilities:

- Trains facilitators annually on curriculum and program updates/revisions
 - Plans and schedules out training sessions according to district needs
 - Ensures facilitators attend the training sessions
- Trains the various levels of certifications advancing individual trainers to higher skill levels within a gradual, progressive manner
 - Identifies skills and moves individuals up according to their expertise
 - Provides ongoing assessment of individual facilitators
- Trains the mentor pool
- Manages the post event resources
- May facilitate visioning sessions when needed

Desired Knowledge, Skills, and Abilities for this Position:

- Teaching, training and/or facilitation experience
- Presents well by breaking down methodology, multi-level expectations, and broad curriculum concepts into a step-by-step process
- Ability to observe, assess and evaluate performance
- High level of verbal communication skills
- Experience with PowerPoint and other presentation technology tools
- Open to taking direction and accepting curriculum changes from the International Vision Facilitation Committee

Preparation for this Position:

- Understanding of the C.L.P. (Club Leadership Plan)
- Knowledge of District Leadership Plan
- Knowing how the District operates
- Has been certified on all levels of the Vision Program
- Required: Attendance at 1-2 vision training sessions to observe and learn training methods (this may require travel)

Benefits

Added skill sets that the individual can use in the workplace and with other volunteer organizations. These responsibilities can become a building block for additional...

- Accelerated understanding of Rotary
- Leadership qualities
- Personal growth and development
- Advancement within a group or organization
- Improved public speaking
- Improved management and organizational skills
- Improved Teaching-Training skills

Quality Control and Assessment by: District Vision Facilitation Chair

Success Measures

- The number of vision facilitators is enough to serve the district's needs
- There are enough facilitators in each certification level to allow for advancement
- without creating future needs/gaps within these levels
- Facilitators, when assessed, are viewed as improving and developing
- Small turnover rate in facilitators
- Feedback from the clubs indicate that their facilitators are assessed as above average and/or making

DISTRICT VISION FACILITATOR

Description of Responsibilities

Title of Position: DISTRICT VISION FACILITATOR

Position Objective: The District Vision Facilitator works within a team of 2-3 other facilitators to facilitate the Visioning Session to Clubs within their District. This position is trained in the Visioning Process as designed and managed by the International Visioning Committee.

Term of Position: Minimum 2 years with option to extend service based on knowledge, skills and abilities as a facilitator

This is a Volunteer Position: At the District Level

Directed by and reports to: District Vision Facilitation Chair

Estimated amount of hours per month to perform the responsibilities of this position: 10 hours per facilitation which includes planning and preparing

Responsibilities:

- Facilitates the Club Visioning Session
- Promotes the District Visioning Program whenever possible
- Identifies potential District Vision Facilitators and leadership candidates to the District Visioning Team
- Meets regularly with the District Vision Facilitation Team members...
 - To discuss and offer training tips to each other and to ensure all facilitation roles can be covered.
 - To evaluate effectiveness of the facilitation process.
 - To make edits to the manual which is then given to the District Vision Facilitation Chair who relays the edits to the National Visioning Committee.

Desired Knowledge, Skills, and Abilities for this Position:

- Teaching, training and/or facilitation experience
- Detail oriented, proactive planner, ability to manage schedules and calendars
- A professional presence when speaking to a group
- High level of verbal communication skills for presentations
- Experience with PowerPoint and other presentation technology tools

****See Facilitator Qualifications (Found in this Tab) for specific roles a facilitator must become proficient in when working with the Rotary Visioning program.**

Preparation for this Position: The National and District Visioning Group will train this position, which may require some travel.

Required: Attendance at 1-2 visioning sessions to observe and learn the process

Benefits (What can the potential applicant gain from being a volunteer/staff member in your organization?)

Added skill sets that the individual can use in the workplace and with other volunteer organizations. These responsibilities can become a building block for additional leadership qualities, personal growth and development, and advancement within a group or organization.

Quality Control and Assessment: Completed by the District Vision Chair or District Vision Team Trainer

Success Measures (How will we know this position has helped the Rotary organization be more successful and healthy?):

- The Vision Facilitator is fully trained and can stand in for any of the roles required during a visioning session.
- The Visioning Sessions start on time and end on time with the content of the program not being compromised due to the timeline.
- The Clubs that have had a visioning session are giving positive feedback about their experience.
- The Clubs that have had a visioning session are continuing to work on their actions, and are maintaining or improving their membership.
- The Clubs, at the end of a long session, seem excited, motivated, and understanding of their final actions.
- Struggling clubs are improving as the year goes on.