

## The District Rotary Foundation Committee

### AREA REPRESENTATIVE RESPONSIBILITIES

2008-09

The Area Foundation Representatives are key participants in the District's efforts to help Clubs support The Rotary Foundation (TRF). It is the Area Representative's responsibility to encourage the Clubs in their Area to recognize the importance of meeting both Club and District Foundation Fundraising Goals and to assist the Clubs in their efforts to participate in the Foundation Programs. The Area Representative is asked to perform the following functions for/with Clubs in their Area:

1. Be available to assist the Club Foundation Chair with the Foundation processes and to teach new Club Foundation Chairs about the duties of the position
2. Maintain regular contact with each Club Foundation Chair to determine how the Club is doing towards its goals and offer any assistance that may be required to move the Club toward the achievement of its goals.
3. At least once in each half of the Rotary year, appear before each Club, **along with the Assistant Governor**, to provide information about the progress of the Area and the District towards meeting both the club and the District Foundation goals.
4. Maintain regular contact with the Assistant Governor and keep them informed of the progress on the Foundation goals and objectives for your Area.
5. Attend the appropriate Fall District Foundation Seminar for Club Foundation Chairs. This year's plan is to hold 2 Training Seminars in the District – October 18<sup>th</sup> in Duncan and October 25<sup>th</sup> in Tacoma – venues to be announced.
6. Promote and plan for 100% participation of each Area club at the respective Fall District Foundation Seminar. The primary Club attendee at this Seminar should be the Club Foundation Chair. Also invited are the Foundation Committee members, the President, Treasurer, International Service Director and other Club Members who have an interest in the Foundation. This meeting will have information on objectives, training on Foundation processes and strategies for gaining support for the Foundation.
7. Assist the Clubs in the Area with obtaining speakers or programs for Foundation Month, preferably speakers that will reflect success stories about the good work of the Foundation.
8. Once per quarter, review the Monthly Contribution Report and the Club Recognition Summary with your Club Foundation Chairs. You can download these reports from the TRF website. Use the following User Id: dg0506 and password: district5020.
9. Provide assistance to club Foundation chairs in contacting appropriate people at TRF who may be of assistance with regard to problems with members Foundation accounts. The Contact Center can be reached at [contact.center@rotary.org](mailto:contact.center@rotary.org) or by telephone at 866-9ROTARY.

10. Ensure that all Club Foundation Chairs are aware that there are new addresses for all Foundation contributions and the addresses can be found at [http://www.rotary.org/cgi-bin/printablePage.cgi?file=newsroom/announcements/060926\\_accounts.html](http://www.rotary.org/cgi-bin/printablePage.cgi?file=newsroom/announcements/060926_accounts.html)
11. Prior to the March 2009 President Elect Training Seminar, meet with the President-elect and the incoming and/or current Club Foundation Chair of each Club in your respective Area to provide assistance in establishing each club's goals. At the same time, discuss strategies that may help the Club achieve their portion of the District goals and provide them with information on available TRF Resources.
12. Assist the Club Foundation Chairs in identifying potential Major Donor, Paul Harris Society and Bequest Society participants. Major Donors and Bequest Society participants may be but need not be Rotarians. These names should be forwarded to the District Development Chair Bob Lovely or the District Permanent fund Chair Treacy Duerfeldt or the District Annual Fund Chair Bashir el-Khalafawi
13. Identify Club Members who have an interest in the Foundation and may be willing to work on The Rotary Foundation Committee at the District level. The names of these Rotarians should be forwarded to the District Foundation Chair.
14. Encourage all clubs to have a **Polio Challenge Coordinator** – each club is asked to contribute a minimum of \$1000 in each of the next three years in an effort to match the amount of money provided by the Gates Foundation towards our polio eradication efforts. Polio can be eradicated! End Polio Now!

***“EVERY ROTARIAN, EVERY YEAR”- DOING GOOD IN THE WORLD***