

**Rotary District 5020**  
**District Rotary Foundation Committee Chair (DRFCC)**  
**Job Description**

**Overview and Objectives:**

- The District Rotary Foundation Committee Chair leads the Foundation Committee in assisting the DG to educate, motivate, and inspire Rotarians to participate in Foundation program and fundraising activities in the District. The Chair oversees the Annual Fund, District Designated Fund “DDF” and two types of Grants (District Community Grants and the Rotary Foundation Global Grants). The committee serves as the liaison between The Rotary Foundation and the club members using the Rotary International Publication, “The District Rotary Foundation Committee Manual publication as a guideline. Position reports to District Governor.

**Term of Appointment:** The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE, DGN and Rotary International.

**Responsibilities:**

- Works together with Public Image and Membership Committees to promote the Vibrant Club Initiative (see be a vibrant club North America)
- Ensures clubs are aware of Clubrunner Grant module, My Rotary, Grant module and Zone Foundation resources available
- Appoints members to the Foundation Committee on recommendation of and in consultation with the District Governor line;
- Organizes members of the Foundation Committee to serve as Chairs of the following subcommittees:
  - Annual Fund Fundraising
  - Endowment Fund/Major Gifts
  - Scholarships
  - Vocational Training Teams
  - Paul Harris Society
  - Grants
  - PolioPlus
  - PolioPlus Society
  - Stewardship
  - International Service
  - Treasurer
  - Area Representatives
  - Foundation Champions
- Meets regularly with Foundation Committee and works with committee to plan, coordinate, manage and promote all District Foundation activities
- Appoints one US and one Canadian Rotarian to promote the Paul Harris Society
- Appoints one US and one Canadian Rotarian to make presentations to clubs to promote Foundation giving
- Oversees the District Designated Fund allocation process and signs the SHARE Decision Worksheet submitted to the Rotary Foundation
- Ensures one committee member acts as Treasurer for Rotary Foundation Funds entrusted to the District
- Ensures an independent review be completed for the District Designated Funds spending per the applicable TRF Grant Terms and Conditions for the year undertaken and these results should be presented to District Council
- Encourages clubs to offer at least two Foundation Programs a year
- Encourages annual and major gifts to the Rotary Foundation
- Oversees distribution of the District Designated Fund (DDF) and authorizes use of funds for grants in consultation with the DG and DGE
- Encourages clubs to set fundraising goals in Rotary Club Central

- Qualifies the district and implement the district Memorandum of Understanding (MOU). Ensure that reports are submitted on time
- Assures the District is eligible for Grants by DREC, DG and DGE completing Foundation training
- Holds grant management seminars to qualify clubs for Rotary Foundation grants (minimum of annually)
- Acts as the primary contact to help with grant resources, application reviews, and project funding approvals.
- Helps choose qualified recipients for Rotary Foundation Fundraising awards
- Presents annually a minimum of three (one to be held at DTA) District Rotary Foundation Seminars
- Assists the District Governor Elect to establish Rotary Foundation fundraising goals for their term
- Liaises with Zone Coordinator on Rotary Foundation matters, as appropriate
- Attends a Rotary Foundation Seminar conducted by Zone leaders when new information is offered by The Rotary Foundation
- Encourages all Rotary Foundation Committee members to attend and participate in DTA and other district training meetings
- Keeps District Council apprised of key issues relating to the Rotary Foundation
- Submits report and attends District Council meetings
- Committee in time to be presented at the District Conference
- Attends DTA/Conference and may be required to give a presentation
- May be required to participate in PNW PETS to educate President-Elects on the Rotary Foundation
- May be required to attend Zone Institute

**Qualifications:**

- Recommended that the District Rotary Foundation Chair be a Past District Governor
- Competent technology skills
- Experience in obtaining Foundation information and reports from Rotary Club Central
- Significant knowledge of, commitment to, and experience with Rotary Foundation activities
- Familiarity with Foundation resources available to District and Clubs
- Effective verbal and written communication skills
- Ability to access and respond to all communications (phone, Zoom, email, etc.) in a timely fashion
- Ability to manage, lead and guide volunteers
- Must be Youth Protection compliant and have taken District Youth Protection training
- Must be a Rotarian in good standing

**6 October 2019**