

RLI

Addendum; Job Descriptions for Regional and District Coordinators.

Duties of Regional Coordinators*

The duties of a Regional Coordinator shall include, but not be limited to, the following:

- a. Serve as members of the HOA-RLI Board of Directors, including attendance at all Board meetings.
- b. Assist the HOA-RLI Chair and Extension Chair in promoting and extending RLI within the Coordinator's assigned area.
- c. Assist and advise the District Coordinators in their assigned areas in promoting and conducting their RLI sessions, including (if requested) selecting seminar sites, recommending faculty, submitting expenses, etc.
- d. Represent HOA-RLI at course sites in their assigned areas, as appropriate.
- e. Serve as the liaison with District Coordinators in his/her assigned area and nearby Districts in organizing and promoting multidistrict RLI programs, when such programs are found to be appropriate.
- f. Assist in the training of RLI facilitators, faculty and trainers, when requested.

*1. Regional Coordinators. The Board shall select and appoint Regional Coordinators who shall serve as members of the Board and who shall be assigned to regions as determined by the Board. The primary duty of the Regional Coordinators shall be to assist their member districts in establishing and maintaining RLI programs in their Districts, in cooperation with their District Governors and the RLI District Coordinators. The duties of the Regional Coordinators shall be set out in a separate document as amended and approved by the Board. The duties set out therein shall not be deemed to be restrictive; Regional Coordinators are encouraged to undertake all tasks necessary to implement effective and successful RLI programs in their Districts. (HOA-RLI Bylaws, Art. VI)

Approved by HOA-RLI Board
June 12, 2018

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Duties of District Coordinators*

The duties of a District Coordinator shall include, but not be limited to, the following:

a. Overall, the District Coordinator is responsible for the successful operation of the Rotary Leadership Institute (RLI) program and classes in his/her Rotary District. This includes a wide range of activities, from promoting and marketing the RLI program to clubs and Rotarians in the District to ensuring that all RLI graduates receive graduation certificates and RLI pins...and everything in between. Each district in HOA-RLI is autonomous in its conduct of the RLI program, but District Coordinators are encouraged to communicate with other District Coordinators and freely exchange ideas and materials to make the RLI program better in all Districts.

Some of the duties that District Coordinators typically perform are the following:

1. Serve as the promotions and marketing chair for RLI in the district, with the support of District leaders and others. Promoting RLI to District clubs and Rotarians is a year-round activity, but should not be limited to the District Coordinator. The RLI program and course sites should be promoted by the District Governor, the District Governor-Elect and others in the DG lineup, and Assistant Governors whenever possible.
2. In cooperation with the District Governor and his/her District calendar, schedule RLI class sessions at appropriate times and places in the District. Care should be taken to avoid scheduling conflicts or overloads with the District calendar. Normally, two or three RLI class sessions should be scheduled each Rotary year. Sessions may be scheduled at various locations in the District, as determined by the District Coordinator.
3. Arrange or contract for the locations where RLI classes will be held, and ensure that the facilities are adequate to accommodate the necessary arrangements needed for the HOA-RLI model (e.g., U-shaped set-up in each room for 15-20 participants, projectors and screens, easels, registration and eating areas, proper signage, etc.).
4. Handle registration for all attendees through the HOA-RLI Website, unless delegated to another Rotarian. This includes posting the classes on the Website, keeping track of all registrations, and ensuring that the required registration fees are paid by all participants.
5. Develop the agendas for all RLI sessions and assign facilitators for all classes. Collect evaluations from all participants and compile and share the evaluation results with all facilitators.
6. Serve as the arrangements chair at each class site, unless delegated to another responsible Rotarian. This includes such things as arranging for the venue and meals, providing adequate easels and easel pads and other materials for facilitation purposes, providing appropriate signage, etc. Soon after the conclusion of all sessions, submit an Expense Reimbursement Form to the HOA-RLI Treasurer for reimbursement of all session costs and for reporting on registration fees received.

7. In cooperation with the District Governor and the Regional Coordinator, as appropriate, recruit qualified Rotarians in the District to serve as HOA-RLI faculty members, whose initial appointment should be approved by the District Governor. After the initial appointment, faculty members serve at the discretion and direction of the District Coordinator. The Regional Coordinator and the District Coordinator share the responsibilities for Faculty training, orientation, and reorientation functions until a District RLI Training Coordinator is appointed.

***District Coordinators.** Each District Governor of a member district, in cooperation with the district's RLI Regional Coordinator, shall appoint a Rotarian in the District to serve as District Coordinator for such district for the governor's year of service. District Governors are encouraged to continue appointments for multiple years to assure continuity and experience. The primary duty of the District Coordinators shall be to coordinate, carry out, and maintain RLI programs in their Districts, in cooperation with their District Governors and the RLI Regional Coordinators. The duties of the District Coordinators shall be set out in a separate document approved by the Board and as amended by the Board. The duties set out therein shall not be deemed to be restrictive; District Coordinators are encouraged to undertake all tasks necessary to implement effective and successful RLI programs in their Districts. (HOA-RLI Bylaws, Art. VI, Sec. 2)

Approved by the HOA-RLI Board
June 12, 2018