

**Mid-Atlantic
ROTARY LEADERSHIP INSTITUTE
RLI DISTRICT CHAIR
Job Description**



1. Positional
 - a. Appointed by District Governor
 - b. Voting Delegate to Mid-Atlantic RLI Annual Meeting
 - c. Serves one-to-three-year terms or at the discretion of District Governor
2. General Description
 - a. Represents Zone 33 RLI in District
 - b. Plans, conducts and wrap-ups all events within the district, subject to direction of the Regional Coordinator
 - c. Selects, organizes, and presides over the District RLI Committee (which should include promotional chair, facilities chair, faculty chair and possibly Assistant Governors)
 - d. Communicates with District Governor as appropriate
 - e. Consults with RLI Public Image Chair and RLI District Committee (if available) on an event promotion plan for the year with a specific regional and cross-district plan for each scheduled event in the district.
 - f. Identifies and encourages RLI graduates to become RLI Faculty
3. Promotions
 - a. Selects District RLI Committee
 - b. Promotes all RLI events within the district and nearby districts
 - c. Examples of Promotional opportunities:
 - i. DG's newsletter
 - ii. DG establishment of club goals for RLI attendance
 - iii. Club newsletters
 - iv. District website
 - v. Targeted emails to previous RLI attendees – Through DACdb RLI Module
 - vi. Inclusion of event dates on District calendar
 - vii. Membership and Foundation Seminars
 - viii. Club programs featuring recent attendees, graduates, or faculty
 - ix. Distribution of RLI brochures at district events or club meetings
 - x. Provide special RLI table at district conference
 - xi. Encouraging graduates to wear RLI pins
 - xii. Recognizing graduates at club meetings and district events
 - xiii. Contact Rotary Clubs that are in the same proximity of upcoming events and ask that they promote to members or assign RLI committee member to visit club and promote.
 - d. Sample Plan for Specific Promotion with Club Leadership

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- i. Talk to club presidents about promoting RLI to club members in leadership line
 - ii. Educating individuals on whether club will pay for RLI registration; encourage clubs to include budget for RLI registration for members
 - iii. Word with Public Image Chair on effective ways to promote RLI to club members
 - e. Promotional Best Practices
 - i. Advise clubs that space is limited, and early registration is recommended
 - ii. Encourage clubs to pay registration fee for their club members
 - iii. Promote at all Rotary events
 - iv. Enlist DGE's and DGN's as champions and provide material to them for when they make club visits
 - v. Include District and Club Membership Chairs in efforts to promote RLI events. Invite them to attend RLI events
 - vi. Copy all communications to DG, DGE and DGN as their support is imperative
- 4. Pre-Event Duties:
 - a. Monitor Registration through the RLI Icon
 - b. Recommend proposed dates and event sites for consideration in consultation with the Regional Coordinator, District leadership and Registrar. Verify any event conflicts before finalizing RLI dates.
 - c. Review and implement RLI site protocol
 - d. Ensure necessary space, if possible, expanding as required by registrations
 - e. Engage caterer
 - f. At times, registration can be extended to the Monday prior to a Saturday event. The decision needs to be made in collaboration with the Regional Coordinator. Printing of name tags, certificates and table tents is of primary concern.
 - g. Identify hotels that are convenient and available for out-of-town faculty. Send information to faculty for them to make own reservations and payment
 - h. If faculty dinner planned, identify restaurant, and make reservations. Reimbursement guidance provided on approved policy.
 - i. Notify Regional Coordinator of faculty hotel and site for dinner. Regional Coordinator notifies assigned faculty
 - j. Communicate to all participants which includes welcome, date, time, location of event with building identification and any other pertinent information.
 - k. Make sure faculty have enough flipcharts, easels and markers provided by RLI, facility or individual faculty.
- 5. Day-of-Event Duties:
 - a. Identify person to be timekeeper to notify faculty five minutes before class ends
 - b. Manage on-site registration procedures and identify volunteers to staff registration table

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- c. Have volunteers arrive 30 minutes prior to opening of registration to assist in setting up materials, name badges, check-in etc.
 - d. Collect on-site payment of fees All checks must include the name of the attendee or attendees and be forwarded to the RLI Treasurer
 - e. Assign and set-up classrooms including signage, flip carts and other facilitation materials as needed
 - f. Place interior and exterior signage
 - g. Take pictures of all events or assign someone to do so
 - h. Submit to newsletters, webpages, and social media
6. After-Action
- a. Final check-in must be completed at the end of the day. For those that do not show up, they need to be cancelled in the backroom of the event. Once cancellations are recorded, then classes must be posted in the event to allow the participant to register for the next part.
 - b. RLI Treasurer and RLI Registrar must be notified that the classes have been posted so that vouchers can be issued for the cancellations.
 - c. Conduct debriefing with Regional Coordinator and faculty
 - d. Submit photos and articles to appropriate outlets
 - e. Provide certificates and pins to Graduates
 - f. Notify appropriate club presidents and district leadership of RLI graduates and recommend they publicly recognize them