ZONE 33 ROTARY LEADERSHIP INSTITUTE RLI Regional Coordinator Job Description



1. Positional

- a. Appointed by RLI Board
- b. Non-voting delegate to Mid-Atlantic RLI Board Meetings
- c. Serves one-to-three-year terms or at the discretion of RLI Board

2. General Description

- a. Represents Zone 33 RLI in assigned region
- b. Attends RLI events in assigned districts (if unable to attend, appoints stand-in)
- c. Provides direction and support to RLI District Chairs
- 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. Secures faculty for all events in assigned districts in consultation with Faculty Trainer (Anita Moreau), Mid-Atlantic RLI Chair (Marcia Scheideman) and other Regional Coordinators.
- g. Provides RLI promotional materials to District Chairs in collaboration with Mid-Atlantic RLI Public Image Committee (Judy Cocherell, Chair)

3. Faculty Assignment

- a. Selects Faculty in consultation with Faculty Trainer for each event using faculty online availability signup (DACdb). Optimally faculty include a mix of in district and out of district, new and seasoned faculty.
- b. Implements faculty assignment calendars. Call goes out from Regional Coordinator Chair several times a year for upcoming scheduled events.
- c. One month prior to event, Regional Coordinator accesses sign-up for upcoming event and chooses faculty to participate in event. Communicates with faculty to determine schedule for event.
- d. When event faculty shortfalls exist, work with Faculty Trainer and District Chair to secure additional faculty.
- e. Contact participating faculty one to two weeks prior to confirm faculty is comfortable with event agenda and assignments.
- f. Prepare final agenda after registration closes

g. Consider assigning maximum faculty with understanding that all might not be needed IF registration falls short. This means that some would be considered "back-up" faculty. They will have reserved the date in advance rather than being called upon at the last minute after registration closes and faculty numbers are confirmed

4. Registration

- a. Monitor event registration progress
- b. Coordinate with District Chair to determine extending registration period until Monday prior to Saturday event.

5. Promotional

a. Consults with District Chair and provides input from regional perspective and possible cross-district promotional ideas for each events promotional plan.

6. Pre-Event

- a. Coordinate with District Chair on who will communicate with faculty (10 days prior to event) regarding:
 - i. Details of faculty dinner (if appropriate)
 - ii. Coordination of books, evaluations, graduate pins
 - iii. Printing of participant agendas, name badges, tent cards, and faculty bios
 - iv. Inviting of District Governor (or representative)

7. Day-of-Event

- a. Meets onsite with District Chair, faculty, registration volunteers to review day's events, timing, breaks, meals, materials, signage, etc.
- b. Monitors registration and responds to issues as they occur
- c. Welcomes participants, introduces District Governor (or representative),
 District RLI Chair, Faculty and Volunteers

8. Post-event

- a. Meet with District Chair, faculty and other staff for general recap and review of evaluations if available.
- b. Submits evaluation summary (if possible) to Faculty Trainer within 10 days of event.