

**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
 - 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. Inclusion of event dates on District calendar
 - vi. Membership and Foundation Seminars
 - vii. Club programs featuring recent attendees, graduates or faculty
 - viii. Distribution of RLI brochures at district events or club meetings
 - ix. Provide special RLI table at district conference
 - x. Encouraging graduates to wear RLI pins
 - xi. Recognizing graduates at club meetings and district events

- xii. 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
 - 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. Recommend proposed dates and event sites for consideration in consultation with the Regional Coordinator, District leadership and R registrar. Verify any event conflicts before finalizing RLI dates.
 - b. Review and implement RLI site protocol
 - c. Ensure necessary space, if possible, expanding as required by registrations
 - d. Engage caterer
 - e. At times, registration can be extended to the Monday prior to a Saturday event. Decision needs to be made in collaboration with Regional Coordinator. Printing of name tags is of primary concern.
 - f. Identify hotel convenient and available for out-of-town faculty. Send information to faculty for them to make own reservations and payment
 - g. If faculty dinner planned, identify restaurant and make reservations. Reimbursement guidance provided on approved policy.
 - h. Notify Regional Coordinator of faculty hotel and site for dinner. Regional Coordinator notifies assigned faculty
 - i. Communicate to all participants which includes welcome, date, time, location of event with building identification and any other pertinent information.
 - j. Make sure faculty have enough flipcharts, easels and markers provided with 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
- 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
- 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. Conduct debriefing with Regional Coordinator and faculty
- b. Submit photos and articles to appropriate outlets
- c. Send certificates and pins to Graduates
- d. Notify appropriate club presidents and district leadership of RLI graduates and recommend they publicly recognize them