

**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

