

# CLUB ROTARY FOUNDATION COMMITTEE CHAIR JOB DESCRIPTION



Your chief responsibility as chair of your club's Rotary Foundation committee is to inspire your club's members to give to the Foundation and participate in its activities. Find more information about these duties in the accompanying documents.

RESPONSIBILITIES	
GENERAL	CLUB ROTARY FOUNDATION COMMITTEE
Attend your district training assembly.	Promote Foundation grants and activities and help members participate in them.
Work with the president-elect to select and prepare your committee members.	Inspire club members to give to The Rotary Foundation.
Create subcommittees as needed (e.g., global and district grants, fundraising, annual giving, PolioPlus, Rotary Peace Centers).	Attend the grant management seminar to ensure that your club qualifies for Rotary Foundation global grants.
Meet regularly and plan activities.	Oversee the global grants qualification process.
Set committee goals that will help achieve the club's annual goals, and monitor progress toward them.	Conduct inspirational, Foundation-focused club programs at least four times a year.
Manage your committee's budget.	Work with your treasurer to manage any Rotary grant funds your club receives.
Work with your club's other committees and your district committee on multiclub activities or initiatives.	Work with your district's international service chair and service projects committee to develop and fund projects.
Provide committee updates to your club, including the club president and its board of directors.	Work with your treasurer to submit donations to the Foundation in an accurate and timely manner.
Determine what your club expects of your committee.	Work with your club's membership committee to ensure a positive club image and experience.