

# **Rotary District 7610 Area Foundation Advisor (AFA)**

## **Job Description**

**Purpose:** The Area Foundation Advisor assists the District Foundation Chair and the Assistant Governors in helping the clubs better understand the Foundation and its programs and to achieve their goals and objectives related to The Rotary Foundation.

### **Qualifications:**

The Area Foundation Advisor (AFA) for The Rotary Foundation (TRF) is a dedicated past club president who has shown outstanding leadership and administrative abilities and who now will serve as liaison officer between the District Rotary Foundation Chair and club Foundation chairs (CFC). This individual will serve as an integral member of the Assistant Governor Support Team, with an area that coincides as nearly as possible with that of the Assistant Governor. He/she will be appointed for one year, but should be prepared to serve up to three years if reappointed.

### **Duties and Responsibilities:**

#### **Leadership**

- ❖ Lead by example. Each Area Foundation Advisor should---at a minimum---be a Paul Harris Fellow, a Sustaining Member of TRF, and a Benefactor. Advisors are encouraged to be a member of the Paul Harris Society.

#### **Advocacy**

- ❖ Advocate that each club has a Foundation chair who is listed as such among the club roles/officers on the club's page in the District database, and develop a good working relationship with him/her,
- ❖ Outline the District's Rotary Foundation key objectives for the year to the Club Foundation Chair as well as to club members,
- ❖ Serve as a year-round key link in district-to-club communications on TRF,
- ❖ Encourage all club members to contribute SOMETHING to the Annual Fund and preferably to become Sustaining Members of TRF, and identify the different ways to contribute,

- ❖ Work with the CFC in identifying club members with the potential to become Major Donors, Bequest Society or Paul Harris Society Members,
- ❖ Encourage clubs to participate in the Educational Programs of TRF by submitting scholarship applications,
- ❖ Encourage clubs to participate in the Humanitarian Programs of TRF by applying for District Grants and Global Grants,
- ❖ Encourage and assist clubs to achieve elements of the Presidential Citation and Governor's Citation where applicable to The Rotary Foundation, which will assist in qualifying clubs for these recognitions,
- ❖ Encourage clubs to participate in and nominate candidates for the Rotary Peace Fellows program.

### **Resource**

- ❖ Attend an Area Foundation Advisor training session to attain a level of Foundation knowledge sufficient to be helpful to the clubs.
- ❖ Become knowledgeable about the clubs' contribution histories using the Monthly Contribution Report (MCR), Club Recognition Summary (CRS), EREY Eligibility Report, and Club Fundraising Analysis.
- ❖ Ensure that the CFC can access the club's giving record (Club Recognition Summary and EREY Eligibility Report) via the *My Rotary* portal on the Rotary International website.
- ❖ Review each club's Club Recognition Summary and EREY Eligibility Report with the CFC and assist in making corrections, if necessary.
- ❖ Work with the CFC to familiarize him/her with Foundation forms and reports.
- ❖ Help provide speakers on TRF, utilizing District Foundation Committee and Subcommittee Chairs.
- ❖ Check with the CFC on a regular basis, offering assistance if necessary.

## **Reporting**

- ❖ Present a periodic three to five-minute Foundation report to the club beginning with congratulations on their accomplishments to date and inspire them to even greater work.
- ❖ Provide to the Assistant Governor and the District Rotary Foundation Chair a quarterly report on the Foundation status of each club, to include club successes, problems, progress on attaining club Foundation goals, and awareness and understanding of The Rotary Foundation in a timely manner for reporting to the District Governor on a date determined by the Assistant Governor.