

Rotary District 7610 Awards Chair and Committee

Job Description

Purpose: To organize and carry out the awards program under the supervision of the governor which recognizes clubs and individuals for outstanding achievement in furthering the objectives of Rotary International within the district.

Qualifications: An active and dedicated Rotarian of District 7610 with strong organizational abilities.

Duties and Responsibilities:

- ❖ Submit approved criteria to the web master to be posted on the district website.
- ❖ Consult with the governor-elect about the awards criteria
- ❖ Evaluate award entries and make suggestions to the governor
- ❖ Encourage each Rotary club in the district to submit award entries for their outstanding projects – to include, but not be limited to, their club web page and club bulletin;
- ❖ Promote an understanding of and effective participation in the Awards program through regular contacts with each club in the district;
- ❖ Encourage clubs to organize exhibits of the winning programs at district meetings;
- ❖ Visit clubs within the district to speak about the importance of the Awards program and provide information on the program to clubs;
- ❖ Promote publication of the Awards program in all appropriate Rotary communication media in the district including the governor's monthly newsletter.
- ❖ After deadline, arrange a meeting of the committee to make selections for the awards
- ❖ Work with the district executive secretary to prepare the award certificates
- ❖ Prepare the script for presentation of the awards at the Awards & Installation Banquet
- ❖ Write an article for the district website and governor's newsletter announcing the award recipients

Special Duties and Responsibilities associated with Rotarian of the Year:

- ❖ Consult with the incoming District Governor about the criteria and whether or not the DG wants any changes. If so, confer with the awards committee members and discuss proposed changes. Submit the revised criteria to the DG for approval.
- ❖ When approved, submit the revised criteria to the web master for posting to the District website.
- ❖ Write an article promoting the Rotarian of the Year Award for the newsletter.
- ❖ After the deadline has passed, arrange a meeting with the committee members to make the selection for the Rotarian of the Year Award.
- ❖ Order the award for the presentation and write the inscription with assistance from the committee members.
- ❖ Prepare the announcement for the Rotarian of the Year Award and attend the District Conference to present the award.
- ❖ Write an article for the District website and Governor's newsletter announcing the Rotarian of the Year.