

**Rotary District 7610**  
**District Rotary Foundation Paul Harris Society Chair**

Job Description

**Purpose:** To advocate contributing to The Rotary Foundation on a regular, sustaining basis by means of Paul Harris Society (PHS) pledge to contribute a minimum of \$1,000 annually.

**Qualifications of Chair and Committee:** In addition to any minimum recommended qualifications established in the District Leadership Plan and Procedures Manual, subcommittee members should themselves be Paul Harris Society members.

**Committee Structure:** The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment.

**Duties and Responsibilities:**

- ❖ Encourage prospective PHS members in the district to enroll in the Paul Harris Society, and maintain their enrollment pledges as long as they are financially able.
- ❖ Advocate that PHS pledges designate Annual Fund-SHARE as the target fund for donations, since this will increase the amount of District Designated Funds (DDF) in future years.
- ❖ Develop a close working relationship with The Rotary Foundation's Annual Giving Officer in Evanston to ensure timely receipt of PHS-Eligible District 7610 member lists, and to ensure that TRF is aware of PHS applications that may have been submitted to the District rather than TRF.
- ❖ Obtain PHS recognition materials from TRF and other sources, and arrange presentation ceremonies for new PHS members at appropriate Rotary meetings. When possible, involve the District Governor and District Rotary Foundation Chair in these presentations.
- ❖ Track the number of PHS members in each club, ensuring that a PHS club banner with nameplates is presented to those clubs that qualify with a minimum of four PHS members.
- ❖ Keep the District 7610 PHS "committee" list in the DACdb up-to-date.
- ❖ Work with other members of the District Rotary Foundation Committee in determining the distribution of District Designated Funds (DDF).
- ❖ Utilize, through the DRFC, the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

- ❖ Work with club and district officers to ensure the full utilization of all DDF.