**Position Summary**

The District Rotary Foundation Committee (DRFC) Chair assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The subcommittee chairs report to the to the DRFC Chair and members of this committee.

**Qualifications**

The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to the District Designated Fund until the DRFC chair is appointed.

In addition to the minimum recommended qualifications established in the District Leadership Plan, it is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians. Committee members should be appointed based on their program participation, Foundation expertise and giving.

**Duties and Responsibilities**

The District Rotary Foundation Committee chair shall:

1. Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.
2. Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.
3. Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
4. Serve as the primary contact for district grants.
5. Oversee the district qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.
6. Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the district training assembly, presidents-elect training seminar, and grant management seminars, focusing on agenda and content.
7. Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.
8. Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.

**Training Requirements**

All members of the district Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC). In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings as outlined in Article 20 of the Rotary Code of Policies.

At a minimum, the District Rotary Foundation Committee Chair must:

1. Complete Annual Grants Management Seminar (10 courses) completion or a Grant Management Recertification program (after completing the Grants Management Seminar program) through the Rotary Learning Center.
2. Maintain up-to-date certification in Protecting Personal Data.
3. Complete a District 5080 Board Compliance Disclosure for each fiscal year of service.

**Appointments**

To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause. The district governors scheduled for each of the years of the three-year term for the DRFC chair will jointly select the DRFC chair. If the governor scheduled for the third-year of the DRFC term has not been elected yet, the other two governors may jointly select the DRFC chair and the third-year governor must accept and abide by this decision.

This selection should take place and be reported by the district governor-elect no later than 31 December before taking office on 1 July of the following calendar year. However, if neither the second nor the third-year governor has been selected, the DRFC selection must wait until either the second or the third-year governor can jointly agree with the first-year governor on the DRFC selection and the third governor not yet elected must agree to abide by the selection.

**Removal for Cause**

If the assigned Trustee, governor, governor-elect, and governor-nominee all agree, the district Rotary Foundation committee chair may be removed for cause when there are significant issues that cannot be resolved.