**Position Summary**

The Grants Subcommittee Chair is responsible for promoting and encouraging implementation of district grants, global grants, and participation in the Rotary Peace Centers program. To ensure transparency in all grant transactions, the general secretary will copy both the DRFC Chair and the Grants Subcommittee Chair on all standard communication with Rotary clubs in their district that are participating in grants. The governor will be copied on key communication with Rotary clubs in his/her district, including communication regarding approvals and disapprovals.

**Qualifications**

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.

In appointing the District Grants Treasurer, preference should be given to Rotarians who have experience with a Rotary Foundation grant and have professional expertise in financial management, grant preparation, project management, or stewardship.

**Duties and Responsibilities**

The District Grants Treasurer is responsible for administering the District Grants Bank Account utilizing a method as determined by the DRFCC or the Governor line in a manner that is consistent with Generally Accepted Accounting Principles, maintaining relations with the banking institution selected by the Foundation Grants Committee, working with the financial auditor to ensure all information required to complete an annual audit is available for review, and actively participating as a member of the District Grants Subcommittee.

The District Grants Treasurer will be responsible for ensuring compliance with the District 5080 TRF Grants Financial Management Plan. District 5080 Policies and Procedures, Section 9.05, including:

1. Maintaining a General Ledger in accordance with Generally Accepted Accounting Principles.
2. Maintain receipts for all expenditures. (Note: this does not pertain to receipts for expenditures made by the various clubs as they execute the grant projects, rather, only to expenditures made from the Grants Accounts.) Rotary District 5080 Policy Manual 45
3. Ensure that all grant banking activities, including the conversion of funds, are in accordance with local law.
4. Adhere to all TRF bank account requirements as outlined in the District Qualification Memorandum of Understanding, including:
	* The Grant Accounts should be low or non-interest bearing.
	* Any interest earned will be documented and used for eligible, approved grant activities or returned to TRF.
	* The name of the District Block Grant account will be “Rotary District 5080 District Grant”. The name of each district-sponsored global grant account will have the format “Rotary District 5080 Global Grant ####”.
	* Grant funds may not be deposited in investment accounts of any kind. v. Perform monthly bank reconciliations and retain them electronically. vi. Annually, within 30 days after the end of each Rotary year, as well as upon request, the District Grants Treasurer will make available to the DRFC a copy of the General Ledger.

**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 Rotary District Grants Treasurer 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**

The governor-elect shall appoint members for the open positions of the district Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.