**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 members of the district grants subcommittee, preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.

**Duties and Responsibilities**

The Grants Subcommittee Chair is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them. The Grants Subcommittee Chair is responsible for reviewing all humanitarian grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. The District Grants Subcommittee Chair may establish additional subcommittees for District Grants and shall:

1. Serve as a district expert and resource on all Rotary Foundation grants.
2. Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district.
3. Provide input on DDF distribution.
4. Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants.
5. Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
6. Establish and maintain appropriate grant management recordkeeping systems.
7. In the absence of a Vocational Training Team Subcommittee Chair, conduct orientation (at the multidistrict level, when possible) for all scholar, and vocational training team recipients before their departure or upon their arrival.

**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 Grants Subcommittee 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**

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.