

Position Description
Rotary Peace Fellowship Subcommittee Chair

Position Summary

The Rotary Peace Fellowship Subcommittee Chair is responsible for leading The District Rotary Peace Fellowship Subcommittee. The District Rotary Peace Fellowship Subcommittee is responsible for recruiting, supporting, and endorsing candidates for the Rotary Peace Fellowship.

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.

Duties and Responsibilities

The District Rotary Peace Fellowship Subcommittee chair shall:

- a) Complete all trainings related to this role.
- b) Serve as the main point of contact for Rotary Peace Fellowship candidates.
- c) Appoint the District Rotary Peace Fellowship Subcommittee. In appointing members of the District Rotary Peace Fellowship subcommittee, preference should be given to Rotarians who have experience with the Rotary Peace Fellowship and those who have professional expertise in the field of peace and development. To avoid the appearance of a conflict of interest, Rotary Peace Centers committee members and volunteer readers for the Rotary Peace Fellowship are not permitted to endorse candidates in the same application cycle in which they serve as a committee member or a volunteer reader.
- d) Serve as the liaison between the District Rotary Peace Fellowship Subcommittee and Rotary International.
- e) Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
- f) Support candidates by providing suggestions to enhance application quality.
- g) Interview candidates and submit endorsement decisions to The Rotary Foundation.

The District Rotary Peace Fellowship Subcommittee members shall:

- a) Complete all trainings related to this role.
- b) Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
- c) Support candidates by providing suggestions to enhance application quality.
- d) Interview candidates and submit endorsement decisions to The Rotary Foundation.
- e) Serve as a district expert and resource on all Rotary Peace Fellowships.
- f) Work with the district alumni chair to identify peace fellows and involve them in district alumni activities.

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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 Peace Fellowship Subcommittee Chair must complete:

- a) Complete a District 5080 Board Compliance Disclosure for each fiscal year of service.
- b) District Rotary Peace Fellowship Process (3 courses)
 - All About Rotary Peace Fellowships
 - Gete Ready: District Rotary Peace Fellowship Subcommittee
 - Protecting Personal Data

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.