**Position Summary**

The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

**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 stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant.

**Duties and Responsibilities**

The Stewardship Subcommittee Chair shall:

1. Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
2. Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
3. Oversee the qualification of clubs, including assisting with grant management seminars.
4. Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
6. Refer any reported or observed irregularities or misuse of grant funds to The Rotary Foundation.
7. Monitor approved grants for timeliness of reporting.

**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 complete:

1. 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.