**Position Summary**

The Vocational Training Team (VTT) Subcommittee Chair is responsible for promoting club and district participation in VTTs, preparing outbound VTTs for their trip, and planning and implementing visiting VTTs host itinerary. A separate VTT selection committee may be formed and charged with the responsibility of selecting the team leader and team members. The selection committee is normally formed from members of the VTT subcommittee. The VTT Chair is normally the most recent prior year team leader and serves as the chair of the VTT Selection Committee

**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.

In appointing members of the Vocational Training Team Subcommittee, preference should be given to Rotarians with professional expertise in Vocational training teams management, grant management, fund raising, international collaboration and coordination.

**Duties and Responsibilities**

The Vocational Training Team Subcommittee Chair shall:

1. Identify opportunities for building and establishing District Vocational Training Teams where members of the District may travel to another country to teach and learn from others in their field of expertise.
2. Facilitate and coordinate the funding of VTT’s through Club or Foundation sources.
3. 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 Vocational Training Team Subcommittee Chair must:

1. Complete “Orientation for Scholars and Vocational Training Teams” 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.