

Club Foundation Chair Position Description and Responsibilities

The Club Foundation Chair provides leadership to the club's efforts to support The Rotary Foundations (TRF) activities and programs. Working with each governor-elect and governor and the District Rotary Foundation chair (DRFC) every year, the Club Foundation Chair educates club members regarding the Foundation, encourages and promotes club contributions to the various Foundation funds and persuades the club to undertake district and global grants that meet community needs locally and globally.

The Club Foundation Chair will create and manage the operation of a Club Foundation Committee. The Club Foundation committee should include made up of experienced and new dedicated Rotarians who work together to in educating, training, motivating, supporting and inspiring Rotarians to participate in all Foundation programs and grants. The Club Foundation Committee serves as the liaison and link between the District Foundation Committee and club members.

Purpose: To help clubs achieve their goals and objectives related to Foundation activities, the Club Foundation Chair works with the club leadership to plan, coordinate, and evaluate Foundation related activities of the club.

Qualifications: Appointed by the club president, the Club Foundation Chair serves a single or multiple annual terms. Preference is given to Rotarians with experience in Foundation related activities and a passion for Foundation programs.

Duties and Responsibilities:

- Lead the efforts to get the club qualified for Foundation grants – district grants and global grants, per the procedures established by the District Foundation Committee
- Lead the club's effort to get Rotarians to contribute to the various Foundation Funds at different levels such as EREY and Sustaining Members for the Annual Fund, Paul Harris Fellows, Paul Harris Society, Major Donors and Bequest Society.
- Encourage the club to apply for district and global grants, using the DaCdb Grant Module (DDF) and My Rotary (Global).
- Ensure that reports on district sponsored programs and activities are submitted to the Foundation on time.
- Assist the President to establish annual Foundation goals.
- Participate in the meetings of the District Foundation Committee and the Grants Subcommittee
- Promote member and club contributions to PolioPlus and to global grants undertaken by the club or other clubs in the District.
- Collaborate and coordinate with other Club Foundation chairs and with other district committee chairs to access and utilize resources that help increase participation in Foundation programs such as grants and to increase giving. Work especially with Club PR chair to increase Club and Rotary visibility in the community.
- Encourage club participation in Foundation training opportunities.
- Recruit members to the Foundation Committee and identify and monitor successors for the Club Foundation Chair role.
- Promote member and club contributions to PolioPlus and to global grants undertaken by the club.