



Rotary District 7620 Job Description

DISTRICT GRANTS SUB-COMMITTEE CHAIR

Overview

The District Grants Sub-Committee (DGSC) is comprised of subject experts in the six Areas of Focus identified by Rotary International (RI) and is not a approve or disapprove team. Under the direction of the Districts Grants Sub-Committee Chair ("Chair") is to vet and shepherd district club grant submissions – *"Not vetted if not working it."*

District 7620 has purchased a district grants database providing an efficient and transparent tool to administer club community grant submissions. This tool is the **District and Club Database**, officially referred to as "**DaCdb**." The program design provides the DGSC subject experts confidential, virtual and transparent interface platform for all committee members to view and submit comments relative only to the subject grant submission grant number.

Pursuant to the DGSC recommendation of a qualified grant to the "Chair," by an electronic signature forwards the vetted grant recommendation to the DRFC for final approval.

The grant awards are funded through established accounts identified as the District Designated Funds (DDF) and or District Project Trust Fund (PTF) IRS 501(c)(3) entities.

Role and Responsibilities

The "Chair" accepts:

1. The mission of role and responsibilities in concert with the DRFC. The DRFC allocates DDF Funds per the approval of the District Governor (DG) from The Rotary Foundation (TRF).
2. Establish and manage governance adhoc committees to address standard policies and procedures, bylaws, DGSC qualifications, etc. documents.
3. Establish routine DGSC team meetings no less than quarterly with invitation to DG & DRFC.
4. In collaboration with the DRFC oversees the administration of grants evaluation procedures by DGSC team members in a timely and efficient manner. Overseeing and taking actions necessary to assist the DGSC is fulfilling its responsibilities in supporting clubs.

5. In collaboration with the DRFC sets policy for the vetting, timely turn-around and awarding recommendations to the DRFC. Understanding that there may be "unique" situations (i.e. COVID-19), that may require extraordinary changes in policy to address the times of emergent needs and expediting approvals per the DG and DRFC.
6. In collaboration with DRFC oversees DGSC annual training on DaCdb, review updates in understanding of the TRF, annual DG grant awards eligibility guidelines, and grant Memorandum of Understanding (MOU).
7. In collaboration with the DG & DRFC in recruiting subject experts to the DGSC.
8. Assigning DGSC encourages the DGSC through interaction with clubs to promote a culture of inspiration and support to clubs. Show that we value the fairest manner possible in vetting qualified grants so as to encourage enhanced support to their club members increased contributions to the TRF Annual Fund. This is a unique situation and opportunity to be part of enhancing a Giving and Grant Culture - Promoting the Spirit and Art of Giving.
9. Promotes the participation of DGSC subject experts of the six focus areas in, but may not be limited to, Club President-Elect Trainings (Pre-PETS), Club Rotary Foundation Chairs Training and Rotary Leadership Institute (RLI).
10. Promotes to clubs the value and provide guidance to club TRF chairs on use of, application for, administration of, applying for and reporting requirements for grant approvals.
11. Participate on other District activities as requested by the DG and or DRFC.
12. Assist in succession planning.

Qualifications

1. Must be an active member in good standing with a Rotary Club for at least 5 years
2. Having served as a Club Foundation Chair is strongly desirable
3. Have served on a District Grants Committee
4. Having participated in applying for District and Global grants
5. Having past accounting/fiduciary experience in either a professional or voluntary capacity

Term of Office:

- ❖ 3 years, or at the discretion of the standing District Governor.

