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DISTRICT COMMITTEE STRUCTURE



Note that this chapter is based on The Rotary Foundation Code of Policies that will take effect on 1 July 2013.

The district Rotary Foundation committee is made up of experienced and dedicated Rotarians who assist the district governor in educating, motivating, and inspiring Rotarians to participate in Foundation activities. The committee serves as the liaison between the Foundation and club members. The district governor is an ex officio member.

District Rotary Foundation Committee Chair

To be effective, the district Rotary Foundation committee must have continuity of leadership. For this reason, the committee chair is appointed to a three-year term.

Under the district governor's leadership, the committee chair works with the committee to plan, coordinate, and evaluate district Foundation activities.



Rotary Reminder

The Rotary Foundation works directly with the district Rotary Foundation committee chair and the four main subcommittee chairs. Information about Rotary Peace Centers is communicated through the grants subcommittee chair.

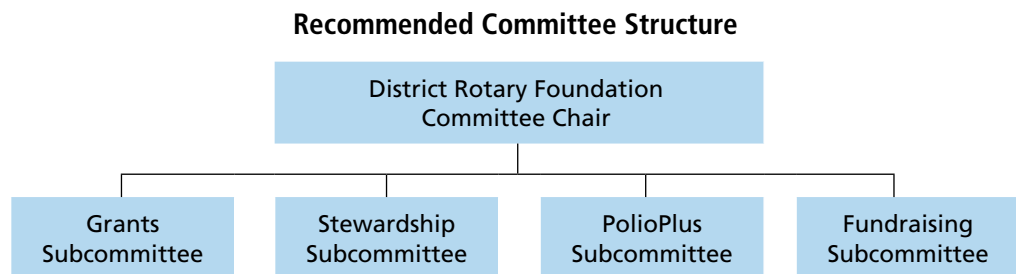
RESPONSIBILITIES

- » Report to the district governor monthly on district Foundation activities, including the qualification status of clubs and the district.
- » Oversee and serve as an ex officio member of all subcommittees.
- » Help the governor-elect collect input from club members before establishing district Foundation goals for next year.
- » Provide an authorizing signature (one of two) for use of the District Designated Fund, reflecting the committee's decisions.
- » Work with the district governor, district trainer, and district training committee to plan, organize, and promote district seminars (grant management seminar, district Rotary Foundation seminar, district assembly, and presidents-elect training seminar).
- » Oversee the district qualification process, and compliance with the requirements of the district memorandum of understanding.
- » Confirm that global grant applications have been completed and that the sponsoring clubs are qualified.
- » Serve as the primary contact for district grants.
- » Ensure that Foundation grant activities are reported on at a district meeting to which all clubs are invited.
- » Provide support to club Foundation committees.
- » Assist the governor in nominating qualified recipients for district Rotary Foundation awards.

District Rotary Foundation Subcommittees

Under the Future Vision Plan, the district Rotary Foundation subcommittees are simplified to reflect activities related to implementation of the Foundation's new grants. Depending on the interests of the district, other subcommittees can be added.

Subcommittee chairs, appointed by the governor for the year, automatically become members of the district Rotary Foundation committee. These appointments should be based on the chairs' commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. The governor also appoints members to open positions on the subcommittees.



GRANTS SUBCOMMITTEE

The district grants subcommittee manages, promotes and encourages implementation of Rotary Foundation grants, and participation in the Rotary Peace Centers program. The subcommittee helps clubs participate in educational, vocational, and humanitarian activities.

Responsibilities

- » Serve as a district expert and resource on all Rotary Foundation grants.
- » Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.
- » Create and implement a district policy that outlines the distribution of grant funds for clubs and the district.
- » Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- » Ensure implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
- » Establish and maintain appropriate grant management recordkeeping systems.
- » Distribute applications to potential Rotary Peace Fellows and select qualified applicants.

- » Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholarship, and vocational training team recipients before their departure or upon their arrival.
- » Coordinate districtwide Rotary Foundation alumni activities.
- » Provide input on District Designated Fund distribution.

Structure

The grants subcommittee may be organized in several ways. For example, you may want to appoint additional subcommittees for district grants, global grants, Rotary Peace Fellows, and alumni.

For more information, see Chapter 6: Rotary Foundation Grants and Programs.

STEWARDSHIP SUBCOMMITTEE

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

Responsibilities

- » Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- » Help qualify clubs, including assisting with grant management seminars.
- » Ensure implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reports to The Rotary Foundation on the grants.
- » Monitor and evaluate stewardship and grant management practices for all club- and district-sponsored grants, including reports to The Rotary Foundation on the grants.
- » Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- » Create a system to resolve any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- » Approve the annual financial assessment of the financial management plan and ensure that it is properly distributed to clubs in the district.

Structure

The stewardship subcommittee may be organized in several ways. For example, you may want to appoint additional subcommittees for reporting, misuse investigation, requirements of local laws, and annual financial assessment.

For more information, see Chapter 7: Guide to Implementing the District MOU.

POLIOPLUS SUBCOMMITTEE

The district PolioPlus subcommittee educates Rotarians and the community about the Foundation's polio eradication efforts, and organizes fundraisers.

Responsibilities

- » Encourage donations for PolioPlus from Rotarians, clubs, the district, and the District Designated Fund.
- » Organize at least one PolioPlus district fundraiser during the year.
- » Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary club and district activities related to polio eradication.
- » Help the governor and the district trainer with PolioPlus presentations during Rotary Foundation training at district meetings.
- » Coordinate with national and regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities.
- » Provide input on District Designated Fund distribution.

Structure

PolioPlus subcommittees are organized according to the status of the disease in your district. You may want to appoint additional subcommittees to focus on promoting Rotary's polio eradication work and on fundraising. Subcommittee in endemic countries may work more closely with national PolioPlus committees. Encourage club presidents to appoint a club PolioPlus committee similar to the district PolioPlus subcommittee.

For more information, see Chapter 5: PolioPlus.

FUNDRAISING SUBCOMMITTEE

The district fundraising subcommittee manages and monitors Foundation fundraising and recognition efforts in the district.

Responsibilities

- » Assist and advise clubs on setting fundraising goals and on strategies for achieving them.
- » Organize club and district fundraising activities.
- » Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.
- » Coordinate district donor appreciation events.
- » Provide input on District Designated Fund distribution.

Structure

The fundraising subcommittee allows for flexibility in your district's fundraising efforts. Based on your district's needs, you may want to appoint additional subcommittees for annual giving and the Permanent Fund or include responsibility for more

specific tasks like a Foundation dinner. Consider your district's goals and the areas your district would like to strengthen to determine how many subcommittee members to appoint.

For more information, see Chapter 8: Fundraising.

OTHER SUBCOMMITTEES

Districts may appoint additional subcommittee chairs. The following additional subcommittees will be listed in Member Access based on support provided by the Foundation, and can be reported by the district governor. Potential responsibilities for these subcommittees, listed below, would be taken from the four standing subcommittees. Modify the responsibilities as appropriate. It is also up to the district to determine how all subcommittees would coordinate and work together.

Chairs of these subcommittees will be the Foundation's contacts on their respective topics.

Alumni Subcommittee

- » Maintain a list of Foundation program participants sponsored by or residing in the district, and advise the Foundation of changes.
- » Track alumni who are good speakers for participation at training meetings.
- » Obtain nominations for the district's endorsement for the Global Alumni Service to Humanity Award.
- » Ensure that all alumni make presentations in the district.
- » Encourage alumni to remain involved with Rotary by becoming Rotarians, identifying future program participants, making contributions to the Foundation, and participating in service projects.
- » Manage a district alumni association.

Annual Fund Subcommittee

- » Help clubs set Annual Fund goals.
- » Publicize club and district monthly goal achievements.
- » Encourage contributions in support of club goals.
- » Encourage participation in fundraising events.
- » Promote special giving opportunities such as the Paul Harris Society, Rotary Foundation Sustaining Member gifts, challenge/leverage gifts, corporate matching gifts, and corporate and community Foundation support.
- » Coordinate efforts with the Permanent Fund subcommittee chair.

Permanent Fund Subcommittee

- » Establish district Benefactor, Bequest Society, and major gift goals.
- » Inform Rotarians of planned giving opportunities.
- » Work with club presidents to recognize current Benefactors and Bequest Society members.

- » Coordinate efforts with the Annual Fund subcommittee chair.
- » Coordinate the identification, cultivation, and solicitation of potential donors in support of the Permanent Fund; involve district leadership, regional Rotary Foundation coordinators, Trustees and Directors, alumni, and Major Donors in planning and soliciting major gift prospects, as appropriate.
- » Thank Benefactors, Bequest Society members, and Major Donors, and continue to nurture relationships with them.

Rotary Peace Fellowships Subcommittee

- » Distribute application materials to clubs.
- » Establish a selection committee.
- » Select qualified candidates.
- » Conduct orientation for fellowship recipients.
- » Provide training and guidance to sponsor and host counselors.
- » Connect recipients with the district alumni chair.

Scholarship Subcommittee

- » Coordinate orientation for scholarship recipients.
- » Confirm participation by the host district and determine whether training or guidance is necessary for the host counselor.
- » Ensure that Rotarians in the host district are informed that a scholarship recipient will be studying there.
- » Maintain contact with scholarship recipients during the study year.

Vocational Training Team Subcommittee

- » Interview candidates and choose a leader, members, and alternates.
- » Identify partner districts.
- » Ensure fulfillment of all program requirements.
- » Coordinate local itineraries.
- » Coordinate team orientation and language training needs.