

**Rotary District 7610
District Foundation, Inc. Chair**

Job Description

Purpose:

District 7610 Rotary Foundation, Inc., established and incorporated in the Commonwealth of Virginia (Corporate identification number 0543718-1) by its Articles of Incorporation, is governed in accordance with the broad policy set forth and within the legal parameters established by the Articles of Incorporation and the laws of the United States, the Commonwealth of Virginia and by the principles of Rotary International. The bylaws of the corporation establish the detail of governance within these guides.

The corporation is organized and operated exclusively for educational and charitable community service purposes within the meaning of Section 501 (c) 3 of the United States Internal Revenue Code; As stated in the corporation articles, the primary purpose of the corporation is to implement long term charitable programs of the Rotary District 7610 and the Rotary Foundation in the areas of community service, specifically education, and humanitarian service and to provide such other services and to conduct any other such activity lawful and necessary in connection with such purposes.

While the corporation is not officially organized as a membership organization, it's directors and officers shall be drawn from the membership of Rotary District 7610, and the corporate membership shall consist only of the members of the board of directors. The board is responsible for overall policy and direction of the Foundation, and delegates responsibility for day to day operations to the foundation officers and foundation committees.

Qualifications:

The chair shall be an active Rotarian in District 7610 with proven executive and leadership skills. He/she must be a member of the corporation board of directors and is elected annually to serve as chair by the board membership

Duties and Responsibilities:

The chair (president) shall:

- ❖ Be the chief and principal executive officer of the corporation and, subject to the control of the directors.
- ❖ Supervise and control all of the business and affairs of the corporation.
- ❖ Convene the regularly scheduled board meetings.
- ❖ Provide for or arrange for other members of the Executive Committee to preside at such meetings in the following order: Vice-Chair, Secretary, and Treasurer. The Chair
- ❖ Serve as an ex-officio member of any or all foundation committees.
- ❖ When present, preside at all meetings of the members (when such membership has been formed), and of the directors.
- ❖ Sign, with the Secretary, certificates, awards, and forms of the corporation, and any deeds, mortgages, bonds, and may sign contracts, service agreements, or other instruments which the directors may authorize to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the directors or by these by-laws to some other officer, agent of the corporation, or authorized licensee, or shall be required by law to be otherwise signed or executed.
- ❖ Perform all duties incident to the office of the Chair and such other duties as may be prescribed by the directors from time to time.