

Rotary District 7610

District Rotary Foundation Chair (DRFC)

Job Description

Purpose: To assist the District Governor in helping the clubs in achieving their goals and objectives related to The Rotary Foundation.

Qualifications: It is recommended that the DRFC be a past governor who has outstanding knowledge of The Rotary Foundation and its programs.

Duties and Responsibilities:

The duties of the DRFC include, but are not limited to:

- ❖ Those duties as set forth in the District Leadership Plan and Procedures Manual,
- ❖ Coordinating all district Foundation fundraising and recognition activities, including the Annual Fund, Endowment Fund, PolioPlus Fund, and educational and humanitarian grants,
- ❖ Recruiting and training of committee and sub-committee chairs
- ❖ Oversight of committee and sub-committee chairs,
- ❖ Supporting appropriate subcommittees by encouraging high levels of financial support for TRF programs through regular Annual Fund contributions and gifts to the Endowment Fund,
- ❖ Serving as an ex-officio member of all subcommittees and keeping informed of all subcommittees' progress,
- ❖ Assisting the District Governor and District Governor-elect in recruiting Area Foundation Advisors,
- ❖ In concert with the District Governor, preparing and maintaining job descriptions for the Area Foundation Advisors and subcommittee chairs,
- ❖ Training and working with the Area Foundation Advisors, keeping the District Governors and Assistant Governors informed,

- ❖ In concert with the District Governor, working with the Assistant Governors to assess club support needs and aligning limited district resources to best meet those needs and to ensure that the Area Foundation Advisors are made an integral part of their teams,
- ❖ Assisting the District Governor-elect in obtaining input from club Rotarians before establishing district Foundation goals for implementation during his/her term as Governor,
- ❖ Encouraging clubs to access up-to-date information on the RI web-site and at My Rotary,
- ❖ Encouraging clubs to post their Foundation goals in Rotary Club Central,
- ❖ Assisting the committee chairs in identifying and using RI resources available to them to include the resources of the Regional Rotary Foundation team,
- ❖ Contacting the chairs in advance of key dates to verify that event planning and implementation is on schedule,
- ❖ Publishing the District Foundation Newsletter,
- ❖ Planning and conducting the annual District Foundation Seminar and annual District Foundation Awards Banquet,
- ❖ Working with the District Governor-elect and DRFC committee members in determining the distribution of the SHARE District Designated Funds (DDF),
- ❖ Coordinating the distribution of SHARE DDF based on these decisions,
- ❖ Along with the District Governor, providing the authorizing signature for the use of DDF and establishing parameters, protocols and Memoranda of Understanding for the commitment of DDF to grants,
- ❖ Working with club and district officers to ensure full use of all DDF,
- ❖ Facilitating submission of timely and complete reports to The Rotary Foundation of all humanitarian grants sponsored by clubs in the district,

- ❖ Conducting regular communications with club program chairs,
- ❖ Helping the District Governor select qualified recipients for the District Rotary Foundation Service Award, and nominating candidates for the TRF Citation for Meritorious Service (CMS) and TRF Distinguished Service Award (DSA), the Service Award for a Polio Free World, TRF Global Alumni Service to Humanity Award, and TRF Alumni Association of the Year,
- ❖ Attending/participating in district meetings and training seminars as required,
- ❖ Preparing/presenting reports of TRF activities at district meetings,
- ❖ Advising the District Governor of problem areas and noteworthy achievements.

In performance of his/her duties, the DRFC will coordinate with other members of the district staff as appropriate.