

## **Rotary District 7610 District Rotary Peace Fellowship Subcommittee**

### Job Description

#### **Purpose:**

The district Rotary Peace Fellowship subcommittee is responsible for promoting club and district participation in the Rotary Peace Fellowship as well as for selecting candidates for the Rotary Peace Fellowship. It ensures careful attention is paid to four basic elements – Promotion and Selection, Orientation of candidates, Fellows, hosts and Rotarian counselors, Hosting Fellows and Alumni Outreach.

#### **Qualifications of Members:**

The subcommittee that is responsible for reviewing Rotary Peace Fellowship applications and for selecting the district-endorsed candidate should include the current District Governor, immediate past governor, the Governor-elect, the District Rotary Foundation Committee chair, and three Rotarians or non-Rotarians with expertise in the fields of peace and conflict resolution, education, and/or civic or business leadership. Where practical, the committee should include members with language abilities who can assess an applicant's foreign language skills during the interview.

#### **Chair Duties and Responsibilities:**

- ❖ Distribute application materials to clubs within the district. Notify clubs of the Rotary Peace Fellowship opportunity,
- ❖ Coordinate with and through the Area Foundation Advisors to promote the program with clubs,
- ❖ Coordinate the promotion to develop understanding of and effective participation in the Foundation's Rotary World Peace Fellowship by assigning clubs in the district to each subcommittee member and providing training and material for the subcommittee members,
- ❖ Coordinate the district selection process for a candidate for the Rotary Peace Fellowship,
- ❖ Coordinate orientation for selected Rotary Peace Fellows before their departure and upon their arrival; participate in multidistrict orientations when possible,

- ❖ Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for inbound program participants,
- ❖ Maintain contact with recipients during the study period; encourage timely submission of reports to sponsor and host district governors and the Foundation,
- ❖ Provide effective orientation to Rotarian counselors in the sponsoring clubs of selected Fellows,
- ❖ Coordinate publicizing to the media and to Rotarians in the district the recipients' return from study,
- ❖ Connect recipients with the district Alumni chair; maintain ties with recipients upon their return,
- ❖ Encourage clubs to access up-to-date information on the RI Web site ([www.rotary.org](http://www.rotary.org)),
- ❖ Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities,
- ❖ Work with members of the District Rotary Foundation Committee in determining the distribution of District Designated Funds (DDF),
- ❖ Work with club and district officers to ensure the full utilization of all DDF,
- ❖ Promote, interview, and endorse applications for the Rotary Peace and Conflict Studies Fellowships for short-term certificate studies,
- ❖ Create awareness of the Rotary Peace Fellowship program within clubs, district-wide, and outside of Rotary.

### **Subcommittee Duties and Responsibilities:**

- ❖ Assist the chair in notifying clubs of the Rotary Peace Fellowship opportunities,
- ❖ Assist the chair in promoting and understanding effective participation in the Rotary Peace Fellowship through regular contact with each club in the district and through district meetings,
- ❖ Encourage and assist assigned club chairs in carrying out their responsibilities,
- ❖ Participate in the selection of a qualified Rotary Peace Fellowship candidate from club-endorsed candidates,
- ❖ Assist the chair in promoting an understanding of and effective participation in the Foundation's Rotary Peace Fellowship program, through regular contact with each club in the district and through

- ❖ district meetings,  
Participate in meetings called by the subcommittee chair.