

# Rotary District 7610

## The District Foundation Stewardship Chair and Committee

### Job Description

#### **Purpose:**

The Foundation Stewardship Committee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds, facilitation of club projects, the fulfillment of TRF mission, and educating Rotarians on proper and effective grant management.

#### **Qualifications of Members**

In appointing members of the District Foundation Stewardship Committee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant.

#### **District Foundation Stewardship Committee Responsibilities**

The District Foundation Stewardship Subcommittee is responsible for:

- ❖ Assisting with implementing, management, and maintenance of district and club qualification process including the implementation of the District Memorandum of Understanding and oversight of the grant management seminars;
- ❖ Assisting with development and maintenance of District Financial Management Plan and ensuring its proper distribution to all district clubs;
- ❖ Ensuring that all TRF grants, club and district, adhere to proper stewardship measures and grant management practices including reports to TRF on grants;
- ❖ Conducting, or overseeing the conduct of, an Annual Financial Assessment of the administration of grants funds;
- ❖ Abiding by, following, enforcing, disseminating, and educating irregularities to TRF and conduct initial local investigations into any Rotarians on the terms and conditions for district and global grants;

- ❖ Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- ❖ Creating a system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or reports of misuse.

### **Method for Reporting and Resolving Misuse of Grant Funds (refer also to District 7610 Conflicts of Interest and Code of Ethics Policy)**

- ❖ Reports of misuse of grant funds must be tracked, investigated, and resolved;
- ❖ Any report or allegation of misuse of grant funds will be referred immediately to the District Foundation Stewardship Chair (DFSCC) for review, investigation and report of recommended action/resolution;
- ❖ The DFSCC shall maintain a record of any such investigation. The DFSCC shall maintain a log to facilitate and track reports of misuse of grant funds received from Rotarians, beneficiaries, cooperating organizations and any other individuals involved in or aware of grant activities;
- ❖ All such reviews shall include any recommended procedural changes to prevent reoccurrence;
- ❖ After investigating and determining consequences, report any potential misuse or irregularities in grant-related activity to TRF and indicate how the district will act to resolve the situation.