

**Rotary District 7610**  
**The Rotary Foundation District Vocational Training Teams**  
**Chair and Subcommittee**

Job Description

**Purpose:** To coordinate all Vocational Training Team projects throughout the district, whether funded by Global Grants or District Grants.

**Qualifications:** In addition to the minimum recommended qualifications established in the District Leadership Plan and Procedures Manual, preference should be given to those who have participated in a Vocational Training Team trip, who have club-level experience with the Global Grants program or former Matching Grants program, or who are knowledgeable about the aspects of former Group Study Exchanges.

**Chair and Subcommittee Duties and Responsibilities:**

- ❖ Educate district clubs on the unique characteristics and value of Vocational Training Teams, distinguishing them from the more typical Global Grant projects, by delivering club programs and providing training at district events.
- ❖ Understand all TRF policies and procedures with respect to Vocational Training Teams.
- ❖ Become intimately familiar with the on-line Global Grants application as it applies to Vocational Training Teams, and advise and assist clubs in completing this application.
- ❖ Track club progress in completing Vocational Training Team projects by ensuring compliance with TRF requirements for reporting.
- ❖ Lead seminar breakout sessions on how to apply for Global Grants involving Vocational Training Teams.
- ❖ Work with the members of the Rotary Foundation District Committee in determining the distribution of District Designated Funds (DDF).
- ❖ Work with district officers to ensure the full utilization of all DDF.

