

**DISTRICT 5300 SERVICE CHAIR
JOB DESCRIPTION**

AWARDS

Responsibilities of the Chair.

1. Meet with the District Governor-Elect prior to the District Assembly and review the Governor-Elect's goals objectives and the special emphasis programs designated by Rotary International Presidents.
2. Select committee members to serve on the Awards Committee using Avenues of Service Chairs, Youth Service Chair, Bulletin Editor plus a broad representation from the District clubs of experienced and new Rotarians.
3. At the District Assembly provide to the Club Presidents the Club Avenue of Service Chairs a list of awards, the guidelines and the Governor's criteria to be applied for each award.
4. Establish and communicate the following dates for club reporting deadlines:
 - 1) Distribution of the annual report questionnaires by January 15.
 - 2) Due date for clubs submitting reports to be eligible for Awards is April 1.
 - 3) Date for judging to be completed is April 10.
 - 4) Publish the due dates in the Governor's newsletter or by a special bulletin to the clubs.
5. Assist the District Conference Committee and chairs in planing plenary session.
6. Order Awards and Recognitions including ribbons, certificates of achievement, engraved plaques, and other engraved items as determined by the Governor.
7. Process any other recognitions determined by the District Governor.
8. Prepare a budget and review it with the Governor.
9. Train and include a Vice Chair in the committee operation.
10. Keep a File/Journal and file it with the District Secretary and pass a copy on to the incoming Chair.