

## DISTRICT 5300 AVENUE OF SERVICE CHAIR

### JOB DESCRIPTION

#### COMMUNITY SERVICE

##### Responsibilities of the Chair:

1. Promote, coordinate and give guidance in Community Service activities
2. Review with the District Governor and District Governor Elect prior to the District Assembly the Governor Elect's goals and objectives and the special emphasis programs designated by Rotary International Presidents.
3. Conduct a plenary session at the District Assembly with guidelines covering the following:
  - 1) District Governor's goals and objectives as related to Community Service.
  - 2) Rotary International special emphasis programs. (Should be mandated as a club objective and program)
  - 3) Techniques for successful projects or programs.
  - 4) Techniques for committee operation.
  - 5) Outline the information needed for District Reports and District Awards
4. Be available to speak to the clubs on Community Service.
5. Make written reports to the District Governor as requested.
6. Submit and encourage clubs and their Avenue of Service Club Chair to submit articles for District distribution and information.
7. Present one program about Community Service in at least one of each Assistant Governor's Presidents' meeting with club Community Service Chairs in attendance.
8. Serve as a Chair for Community Service on the District Awards Committee.
9. Assist on the District Conference Committee and chair the plenary session.
10. Hold Area Meetings for the Club Chairs for Community Service.
11. Special programs  

1) Literacy	Special District Responsibilities
2) Hunger and Poverty	1) Civic Projects
3) Shelter	2) Senior Citizens
4) Water	3) R.I. Special Programs
5) Health	
11. Prepare a budget and review it with the Governor
12. Prepare a final accounting of income and expenses and file it with Treasurer.
13. Train and include a Vice Chair in the committee operation.
14. Keep a File/Journal and pass it on.