

**DISTRICT 5300 AVENUE OF SERVICE CHAIR  
JOB DESCRIPTION**

**ROTARY FOUNDATION**

Responsibilities of the Chair:

1. Provide leadership, coordination and guidance to the District committee and subcommittees as defined in the District 5300 Policy Manual for the programs of the Rotary Foundation, as directed by the District Governor.
2. Review with the District Governor and District Governor-Elect, prior to the District Assembly, the District'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 goals and objectives as related to the Rotary Foundation.
  - 2) Disseminate information on the Rotary Foundation Programs for raising contributions including Unrestricted Funds, Annual Giving, Planned Giving/Major Gifts, the Permanent Fund and Paul Harris Fellow and Paul Harris Sustaining Member recognition.
  - 3) Disseminate information on Rotary Foundation Programs including Matching Grants, Miller Grants, 3H Grants, Ambassadorial Scholarships, Group Study Exchange, Polio+ Partners, Alumni, and Rotary International special emphasis programs. (Should be mandated as a club objective and program)
  - 4) Techniques for successful projects or programs.
4. Develop a speakers' bureau and various presentations for Foundation giving and Foundation projects for the clubs to call upon to achieve their goals for the Foundation.
5. Make written reports to the District Governor and the District about the progress of contributions and projects, as requested.
6. Submit and encourage clubs and their Club Foundation Chairs to submit articles for the distribution to the clubs.
7. Present one program about the Rotary Foundation at each Assistant Governor's Presidents' meeting with club Rotary Foundation Chairs in attendance.
8. Serve as a Chair for the Rotary Foundation Awards on the District Awards Committee
9. Assist on the District Conference Committee and chair the plenary session for the presentation of the District Foundation achievements at the District Conference.
10. Hold Area Meetings for the Club Chair for the Rotary Foundation
11. Present Recognitions to recipients at the request of the District Governor.
12. Coordinate District Foundation functions for fund raising and training.
13. Prepare a budget and review it with the Governor.
14. Train and include a Vice Chair in the committee operation.
15. Keep a File/Journal on Rotary Foundation information [contributions, projects, Scholarships, alumni, etc.] and pass it on with a copy to the District Secretary.