

DISTRICT 5130 GRANTS SUBCOMMITTEE CHAIRMAN

ROLE:

To facilitate, inform and manage the process for District Grants Subcommittee within the District. Involvement as liaison between the Clubs in the District, the Stewardship Committee, The Rotary Foundation, as well as the other members of the grants team. Promote, allocate and administer the District's Designated Funds (DDF) in conjunction with the District Foundation Chairman and the District Governor.

RESPONSIBILITIES:

To attend and be involved in District Foundation training sessions.

Routinely communicate with necessary Club members, as well as Club presidents and Club presidents-elect to ensure their involvement

Notify necessary Club members in advance of various deadlines to improve compliance:

- Checks have been mailed
- Final Report deadline
- Application deadline
- Application approval or denials
- Collect District Grant applications
- Inform Stewardship Committee after grants are approved, completed and delinquent
- Open District Grant application on RI website and lead the process through approval
- Collect District Grant final reports
- Close District Grant applications on RI website and lead the process through closure
- Maintain a spreadsheet of applications with pertinent information needed
- Work on other District activities as requested by the District Governor

QUALIFICATIONS:

Be a member in good standing of a Rotary Club for at least 3 years. Have lead/organized/participated in various grant processes. Having served as a Club Foundation Chairman is highly desirable.

TERM OF OFFICE:

3 years--at the discretion of the standing District Governor.