

ROTARY INTERNATIONAL DISTRICT 5150

JOB DESCRIPTION

DISTRICT CHIEF OF STAFF

ROLE:

The Chief of Staff (COS) supports and works with the District Governor Elect (DGE) / District Governor. Assists in developing and supporting the DGE/DG programs and vision. Assists in the training of Presidents Elect and the District Leadership Team. Supports and attends district functions. Be a resource, sounding board, and confidant to the District Governor.

RESPONSIBILITIES:

The Chief of Staff (COS) is expected to attend and promote all District Functions, training, and committee meetings as requested by the DGE/DG.

To assist and help develop Presidents Elect, Assistant Governors, and the District Leadership Team.

The COS is a back up to the Assistant Governor for DG official club visits. Assists in coordinating the DG club visits.

Works with the DLT, webmaster, and others as necessary.

Helping and identifying future district leaders

To assist, support, attend, and/or coordinate major district events as prescribed by the DGE/DG. This includes:

- Presidents Social
- District Leadership Team Training
- District Pre Presidents Elect Training Seminar
- Far West Presidents Elect Training Seminar
- District Training Assembly
- Supporting DG club visits
- Supporting Presidents Council meetings
- Supporting all District Training
- Supporting the DLT holiday party
- District Foundation event
- Supporting the Major Donor event
- District Conference
- Any other district event of the focus of the DG

To be the eyes and ears within the district and DLT and report back to the DG

QUALIFICATIONS:

Rotarian in good standing with your Rotary Club and the district for at least 3 years.

Must have been a past president of a Rotary Club.

Ideal candidate will have been an AG or a DLT member.

Should have served on other DLT committees or subcommittees.

Should have visited and participated in projects with other Rotary Clubs

Must have good organizational and time management skills.

Must have good computer skills (Word, Excel, PowerPoint, email)

Must be knowledgeable about Rotary International tools and reports: My Rotary, Rotary Club Central, District and club membership and foundation reports, etc.

Ability to work with district level and club members

Requires traveling to district and club events

Desire to want to make a difference beyond the club level in Rotary

Requires a sense of humor

TERM OF OFFICE: Two – Three years; Serves during DGE and District Governor year.
(Candidate is identified during DGN year)