

## **DISTRICT STEWARDSHIP CHAIR**

**ROLE:** To ensure the careful management of Rotary Foundation grant funds, to educate Rotarians on proper and effective grant management, and to actively monitor all Rotary Foundation grants.

### **RESPONSIBILITIES:**

1. Qualify clubs for participation in The Rotary Foundation district and global grants programs.
2. Present to the district the Grants Management Seminar including distribution of the Grants Management Manual and Club Memorandum of Understanding (MOU) and District Addendum.
3. Track the process of club qualification each Rotary year.
4. Monitor on going club qualification and work with clubs to maintain or reinstate their qualification, including the monitoring of overdue reports.
5. Monitor and evaluate stewardship and grant management practices for all club and district sponsored grants.
6. Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
7. Create a procedure for resolving any misuse or irregularities in grant related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
8. Ensure that the annual financial assessment of the financial management plan and its implementation is conducted appropriately.
9. Participates in other District activities at the request of the District Governor.

### **QUALIFICATIONS:**

1. Experienced Rotarian in good standing for at least three years.
2. Having served as a Club Foundation Chair or have managed a RI grant is preferred.
3. Knowledgeable about district and global grant programs sufficient to serve as a district expert and resource on all Rotary Foundation grants.

**TERM OF OFFICE:** \_\_\_3\_\_\_ years- at the discretion of the standing District Governor