

ROTARY DISTRICT 5150
JOB DESCRIPTION

DISTRICT GRANTS SUB-COMMITTEE CHAIR

[Note that our District Policy Manual calls the Committee the “Grants Committee”, but The Rotary Foundation calls the Committee the “District Grants Subcommittee”]

ROLE:

To chair the District’s subcommittee that promotes, allocates and administers the District’s Designated Funds from the Rotary Foundation.

The Grants (Sub)committee has the following functions:

1. Allocate the District’s available District Designated Funds (“DDF”) from The Rotary Foundation to the Clubs based upon the fairest manner possible so as to encourage enhanced contributions to The Rotary Foundation’s Annual Program Fund;
2. Set policy for awarding DDF to District Grants and for awarding DDF to Global Grants;
3. In coordination with the District Stewardship Committee, oversee the administration of the District Grants and Global Grants that are awarded;
4. Promote Club use of and provide Training to Club members on use of, application for, administration of, and reporting on District Grants and Global Grants; and
5. Assist the Clubs in applying for District Grants and Global Grants.

RESPONSIBILITIES:

The Chair of the (Sub)committee is responsible for:

- A. Assisting the District Governor and District Foundation Chair in recruiting members of the Committee.
- B. Overseeing or taking actions necessary to see that the Committee is fulfilling its responsibilities.
- C. Preparing the Annual Allocation of DDF to the Clubs.
- D. Making recommendations to the Committee about District Grant and Global Grant policies.
- E. Arranging for and chairing meetings of the Committee.
- F. Arranging for and participating in Grants Trainings for the Clubs.
- G. Assigning Committee members as Assistance Grants Coordinators to assist specific Clubs in the Global Grant project applications and reporting.
- H. Coordinate with the District WCS Chair to encourage District Clubs’ participation in other Club’s Global Grants where additional funding is needed.
- I. Work on other District activities as requested by the District Governor.

QUALIFICATIONS:

Must be an active member in good standing with a Rotary Club for at least 5 years.

Having served as a Club Foundation Chair is highly desirable.

Have served on the District Grants Committee.

Having applied for grants is preferred.

Having past accounting/fiduciary experience in either a professional or voluntary capacity is helpful.

TERM OF OFFICE: 3 Years, or at the discretion of the standing District Governor.