

DISTRICT VISIONING FACILITATION COODINATOR

ROLE:

To serve as the District liaison overseeing the Vision Facilitation for District Clubs which assists and trains Rotary Club members in the identification, prioritization, planning, implementation and evaluation of all aspects of club projects, The Rotary Foundation, and the operations of a Rotary Club.

RESPONSIBILITIES:

Work with the club contact and facilitate all aspects of a Club Vision Facilitation Session, including the following:

- Send information about a Club Vision Facilitation Session and FAQ's
- Coordinate with the Club coordinator on date, and location of session (including directions to location and parking information).
- Send out all pertinent material to the Club Coordinator for each session
- Insure there are enough members participating for a session
- Format letter of Invitation to club members and send it to club coordinator
- Send out letter for invitation to take the Vision Facilitation Survey (online at Survey Monkey) to all club members
- Monitor and compile results of the survey and send to Vision Facilitation Team members
- Recruit and compile a list of district members to be on the Vision Facilitation Team of Trainers
- Coordinate Club dates with team trainers and choose 3-4 trainers for a session.
- Contact club AG about session
- One week before session confirm with club coordinator all materials for session are in place, location confirmed, dinner for Team members, and member attendance.
- Keep list of all clubs (and dates) that have participated in a session
- Help coordinate "Training the Trainers" with the District Training Coordinator.
- Participate in other District activities as requested by the District Governor.

QUALIFICATIONS:

An active Rotarian in good standing with your club for at least 3 years.

Have a solid knowledge of: how a Rotary club operates; the Rotary Foundation and RI Experience in group facilitation and project management is desirable.

Have attended a Visioning session and/or been a Visioning Facilitator.

TERM OF OFFICE: 3 years at the discretion of the District Governor and/or District Training Coordinator.