ROTARY INTERNATIONAL DISTRICT 5150 JOB DESCRIPTION

DISTRICT CHIEF OF PROTOCOL

ROLE:

The Chief of Protocol provides advice and guidance to the District Governor, Assistant Governors and Club Presidents with respect to Rotary governance, policies and procedures.

RESPONSIBILITIES:

The position requires being reasonably available to consult by telephone, email or in person as issues arise. The time demand varies depending on need. It may include meetings with district officers, committees and club officers and boards. May be requested to work on other District activities as requested by the District Governor.

QUALIFICATIONS:

You must be an active member in good standing of your Rotary Club for at least 5 years. Substantial experience in a Rotary leadership position, preferably including past service as a club president, is needed.

The position requires a working knowledge of the RI Constitution and Bylaws, Rotary Code of Policies, District Policy Manual, Standard Club Constitution and recommended Bylaws.

A legal background is preferred.

Mediation training and skills are helpful.

TERM OF OFFICE: Year to year at the discretion of the District Governor in office.