

# YOUR JOB AS CLUB ROTARY FOUNDATION COMMITTEE CHAIR



As club Rotary Foundation committee chair, you inspire your club to give to the Foundation and participate in its activities. Find details in [Lead Your Club: Rotary Foundation Committee](#).

## RESPONSIBILITIES

### ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, global grants, district grants, fundraising, annual giving, major gifts, PolioPlus, and Rotary Peace Centers)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

Manage your committee's budget

Work with your club's other committees and your district committee on multiclub activities or initiatives

Report committee activities and progress to the club president, board of directors, and the full club

Determine what else your club expects your committee to do

### YOUR COMMITTEE

Promote Foundation grants and activities and help members participate in them

Inspire club members to give to The Rotary Foundation

Attend the grant management seminar to qualify your club for Rotary grants, or talk to your president-elect to determine who from your club will attend

Oversee the qualification process for Rotary global grants

Conduct inspirational Foundation-focused club programs at least four times a year

Work with your treasurer to manage any Rotary grant funds your club receives

Work with the service projects committee to develop and fund projects