

Rotary District 5320 Job Descriptions

Major Events

District Assembly Chair
District Assembly Assistant Chair
Foundation Celebration Event Chair
District Conference Chair
District Conference Assistant Chair
Governor's Transition Celebration Chair

District Training and Support for Clubs

District Training Director
District Membership Director
District Membership Assistant Director
Membership Area Representatives (12)
Club Recognition and Awards Chair
Club Recognition and Awards Assistant Chair

New Generations (Youth) Programs

New Generations Director
Interact Chair
Rotaract Chair
RYLA Chair
Rotary Youth Exchange Chair
Scouting for Food Program Chair
Speech Competition Program Chair
Vocal Competition Program Chair
Workability Program Chair

The Rotary Foundation Giving

Annual Giving Chair
Permanent Fund Giving Chair
100% Paul Harris Clubs Chair
Paul Harris Society Chair

The Rotary Foundation

District Administration

Rotary Foundation District
Administration Committee
Foundation Area Representatives (12)
Matching and District Grants Chair

District Administration Positions

Executive Assistant to Governor (2)
Assistant Governor (12)
District Office Administrator
District Secretary
Assistant District Secretary
District Treasurer
Sergeant at Arms (2)

Public Relations

Public Relations and Marketing Chair
Public Relations and Marketing Assistant Chair
District Website Administrator
District Newsletter Editor
Rose Bowl Float Liaison
Donate Life and Organ Donor Awareness
Preventable Blindness Awareness
Drug and Alcohol Awareness
RI Fellowships Awareness
RI Friendship Exchange Awareness

Avenues of Service

Club Service Director
Club Service Assistant Director
Community Service Director
Community Service Assistant Director
District 5320 Charitable Foundation Board
International Service Director
International Service Assistant Director
Vocational Service Director
Vocational Service Assistant Director
Literacy Resource Chair
Reading by 9 Liaison
Business Rotarian of the Year Program Chair
Ethics in Action Program Chair

The Rotary Foundation Programs

Ambassadorial Scholarships Chair
Foundation Alumni Chair
Group Study Exchange Chair (2)
Rotary World Peace Fellowships Chair
Polio Eradication Chair (2)

RI Resource Groups

Health and Hunger Resource Group Coordinator
Literacy Resource Group Coordinator
Water Resource Group Coordinator

District Administration Committees

Committee on Organization Administration and
Legislation – (COAL)
District Advisory Board
District Finance Committee
District Nominating Committee

Major Events

District Assembly – The District Assembly committee organizes and supports the attendance of incoming club Presidents, officers and directors, committee chairpersons and new Rotarians to annual District Assembly for instruction, information and inspiration. Positions: Chair, Assistant Chair.

Foundation Celebration Committee – The Foundation Celebration Committee promotes the Rotary Foundation and awareness of programs by organizing the annual celebration to honor clubs and individuals who have made outstanding contributions of time, money and talent to the Rotary Foundation. Positions: Chair

District Conference – The District Conference committee plans, promotes and organizes the annual District Conference, including speakers, action sessions and collateral activities for this annual celebration of achievement and service. Further the programs of Rotary through fun, fellowship and inspiration. Positions: Chair, Assistant Chair.

Governor's Transition Committee – The Transition Committee plans and organizes the annual transition (demotion) night to honor the outgoing Governor and celebrate the installation of the Governor for the coming year. Positions: Chair

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District Administration Positions

Executive Assistant to Governor (2) – Executive Assistants to the Governor serve with the District Governor in leadership, administration, communications and oversight of the District, together with the Club Presidents and officers.

Assistant Governor (12) – The Assistant Governor assists clubs, club officers and members in any manner possible in carrying out their club's service projects and activities. Assistant Governors represent the Governor in the promotion of Rotary International and District objectives, plans and activities.

District Office Administrator – District Office provides support to the District Governor, staff and clubs. The office supervises the publication of the District newsletter, District Website, and District membership directory. Works under the supervision of the District Treasurer to maintain the District accounting system, payment of expenses and revenue collection. Works with Public Relations chair to coordinate communications and responds to inquiries from clubs and visiting Rotarians.

District Secretary – The District Secretary prepares the minutes of the Presidents', Governors' staff, Finance Committee and Advisory Board meetings, publishes notices, and reports clubs' attendance to Rotary International.

District Treasurer – The District Treasurer is the Chief Financial Officer for the District, responsible for overseeing the collection of revenues, payment of expenses and preparation of financial reports as required by District policies.

Sergeant at Arms (2) – The Sergeant at Arms provides assistance and coordinates arrangements for the Governor and staff at District functions. Ensures that all facilities and equipment are properly set up for all District events and functions.

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District Administration Committees

Committee on Organization Administration and Legislation – (COAL) – COAL keeps the organization and administration manual of District 5320 in conformity with the constitution and by-laws of Rotary International and District policies.

District Advisory Board – The District Advisory Board is responsible for providing advice and counsel to the District Governor, District Governor Elect and District Governor Nominee in all matters

regarding the general policies, practices and operation in the administration of Rotary in District 5320, including multi-year planning.

District Finance Committee – The Finance Committee provides oversight, auditing and monitoring of District finances and with the District Governor develops and actively monitors the District Budget.

District Nominating Committee – The Nominating Committee is responsible for the selection of the next District Governor Nominee in accordance with the by-laws of Rotary International.

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District Training and Support for Clubs

District Training Director – The District Trainer works to help develop training for Rotary Clubs and District Leaders in support of the District Leadership Plan, focusing on the areas of The Rotary Foundation, Membership Development, Rotarian Leadership Development and Youth Leadership Development.

District Membership Director – The District Membership Committee encourages and assists clubs in developing and implementing club plans for recruiting and retaining club members. With District Training Director, develops and implements District membership training seminar. Determines the feasibility for establishing new Rotary Clubs in the District.

Membership Area Representatives (12) – Assists the District Membership Director in carrying out the responsibilities of that office. Works directly with up to four Rotary clubs in developing and implementing club plans for recruiting and retaining club members. With the area Assistant Governor, acts as liaison between the club and the District on membership issues.

Club Recognition and Awards Committee - Assists the District Governor in identifying Clubs and Rotarians for club and individual awards by developing and implementing a procedure for evaluating club service and public relations activities. Positions: Chair, Assistant to Chair

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The Rotary Foundation District Administration

Rotary Foundation District Administration Committee – The District Foundation Committee shall be the primary contact for The Rotary Foundation with District 5320. The Committee shall be responsible for all support of the Rotary Foundation in fundraising, publicity, and involvement with its activities.

Foundation Area Representatives (12) – Assists the District Governor and the District Foundation Committee in promoting The Rotary Foundation District-wide. Works directly with up to four Rotary clubs in developing and implementing club plans and activities in support of the Foundation. With the area Assistant Governor, acts as liaison between the club and the District on Foundation issues.

Matching and District Grants Chair – Provides District clubs with grant program information, assists clubs with applications for Rotary Foundation matching grants and District Simplified Grants, processes requests and approval of District grants.

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The Rotary Foundation Giving

Annual Giving Chair – Promotes District-wide financial support for the Rotary Foundation, including new Paul Harris Fellowship recognition and sustaining gifts. Ensures each Club receives an Annual Giving presentation annually, provides continuing education about Annual Giving to clubs and members and distributes Club Recognition Reports to clubs and District leaders for discussion and review.

Permanent Fund Giving Chair - Ensures each Club receives a presentation on the Permanent Fund and provides ongoing mentoring with the Club Foundation Chairs.

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The Rotary Foundation Programs

Ambassadorial Scholarships Chair – Encourages District clubs to publicize, recruit and select scholars. Coordinates hosts and mentors for international scholars and colleagues.

Foundation Alumni Chair – Promotes and encourages availability of Foundation Scholars, GSE Team Members, and alumni of other Rotary Foundation programs as speakers at Rotary meetings and events. Maintains a roster of alumni and sponsors alumni reunions and events.

Group Study Exchange Chair (2) – Recruits, trains and prepares District 5320 teams for trips out of the country and coordinates visiting GSE team activities in our District.

Rotary World Peace Fellowships Chair – Recruit and coordinate applications for the Peace and Conflict Study program by informing and educating clubs and members about the program and communicating its goals and objectives.

Polio Eradication Chair (2) – Promotes awareness of the “Polio Plus” campaign to eliminate polio worldwide. Assists multi-club fundraising efforts and coordinates District fundraising events to raise funds for the eradication of polio.

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The Rotary Foundation District Recognition

100% Paul Harris Clubs Chair – Promotes and encourages all District clubs to achieve and sustain contributions to the Rotary Foundation so that each member of the club is recognized as a Paul Harris Fellow. Coordinates recognition of clubs that achieve 100% Paul Harris Club status.

Paul Harris Society Chair - Promotes the Paul Harris Society and encourages all Rotarians to join by pledging and donating \$1,000 to the Rotary Foundation annually.

Foundation Celebration Chair – The Foundation Celebration Committee promotes the Rotary Foundation and awareness of programs by organizing the annual celebration to honor clubs and individuals who have made outstanding contributions of time, money and talent to the Rotary Foundation.

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RI Resource Groups

Health and Hunger Resource Group Coordinator – The Rotary International Health and Hunger Resource Group supports Rotary club and district efforts to improve health in their communities, especially among children and mothers. It encourages projects that improve nutrition, reduce vulnerability to preventable and treatable diseases, and increase access to safe drinking water and basic sanitation. The coordinator encourages and educates clubs to sponsor one or more literacy projects that address the special emphases identified by the RI Health and Hunger Resource Group.

Literacy Resource Group Coordinator – The Rotary International Literacy Resource Group connects Rotarians with the information and tools they need to actively promote literacy at home and abroad. It asks Rotary clubs to learn about literacy and education issues in their communities and help increase access to quality learning opportunities for those in need. Clubs are also encouraged to work with the International Reading Association and the Dollywood Foundation's Imagination Library to conduct literacy projects worldwide. The coordinator encourages and educates clubs to sponsor one or more literacy projects that address the special emphases identified by the RI Literacy Resource Group.

Water Resource Group Coordinator - The Rotary International Water Resource Group has been appointed to support Rotary's efforts to address this important global issue. Besides providing information to Rotary clubs and districts, it urges every Rotarian to become aware of water-related issues and participate in a water or sanitation project. The group also works to identify, facilitate, and

develop guidelines for major Rotary water and sanitation efforts around the world. . The coordinator encourages and educates clubs to sponsor one or more water projects that address the special emphases identified by the RI Water Resource Group.

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Avenues of Service

Club Service Director – Assists District clubs in creating, promoting and implementing club service activities. Provides education and resources for conducting effective club meetings, assist. Provides information and resources to clubs for effective club administration. Assists clubs in coordinating multi-club fellowship events. Oversees and coordinates the maintenance of the Speakers' Bureau database of available programs for club meetings. Positions: Director, Assistant to Director.

Community Service Director – Assists District clubs in creating, promoting and implementing community service activities. Assists clubs in coordinating multi-club community service events. Provides information and education to clubs regarding community service opportunities. Encourages and oversees submission of community service topics and programs to the District Speakers' Bureau database of available programs for club meetings. Encourages and coordinates club participation in "Rotarians at Work Day", an annual District-wide community service day. Positions: Director, Assistant to Director.

District 5320 Charitable Foundation – The Foundation administers the nonprofit charitable trust available to District clubs to support their fundraising activities. Contributions to the Charitable Foundation are tax-deductible as provided by state and Federal laws. Positions: Chair, Treasurer, committee member.

International Service Director – Assists District clubs in creating, promoting and implementing international service activities. Assists clubs in coordinating multi-club international service events. Provides information and education to clubs regarding international service opportunities. Encourages and oversees submission of international service topics and programs to the District Speakers' Bureau database of available programs for club meetings. Positions: Director, Assistant to Director.

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Vocational Service Director - Assists District clubs in creating, promoting and implementing vocational service activities, including District-wide events and programs. Assists clubs in coordinating multi-club vocational service events. Provides information and education to clubs regarding vocational service opportunities. Encourages and oversees submission of vocational service topics and programs to the District Speakers' Bureau database of available programs for club meetings.

Literacy Resource Chair – Assists District clubs in creating, promoting and implementing local and international literacy projects. Assists clubs in coordinating multi-club literacy events, including annual "Reading by 9" book collection events. Provides information and education to clubs regarding literacy service opportunities. Encourages and oversees submission of literacy service topics and programs to the District Speakers' Bureau database of available programs for club meetings. Also acts as the [RI Literacy Group Coordinator](#).

Reading by 9 Liaison – Works with representatives of the Los Angeles Times "Reading by 9" program to coordinate book collection at the Orange County Fair and other literacy events connected to the program.

Business Rotarian of the Year Program Chair – Plans, implements and promotes club participation in the annual Business Rotarian of the Year Awards, honoring District Rotarians for ethics in their vocational field and service to others.

Ethics in Action Program Chair – Assist clubs with the planning and implementing programs for adults and youth which promote ethical behavior in business and the community.

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New Generations Programs

New Generations Director - Assists District clubs in creating, promoting and implementing youth service activities. Promotes, encourages and oversees the implementation of District-wide Youth Service programs, including RYLA, Interact, Rotaract, RYLA, Speech and Vocal Competitions, Workability Program and Scouting for Food.

Interact Chair - Assists District clubs in organizing, sponsoring and overseeing local Interact clubs for the purpose of providing service opportunities for high school students. Liaison between Interact club leadership and District, providing leadership training and District-level fellowship opportunities for Interact club leaders and members.

Rotaract Chair - Assists District clubs in organizing, sponsoring and overseeing local Rotaract clubs for the purpose of providing service opportunities for young people. Liaison between Rotaract club leadership and District, providing leadership training and District-level fellowship opportunities for Rotaract club leaders and members.

RYLA Chair – Promotes, encourages and oversees the planning and organization of the annual Rotary Youth Leadership Awards program, developing qualities of leadership and good citizenship in young people. Recruits and trains District Rotarians to participate in the program and work cooperatively with teams as mentors and facilitators.

Rotary Youth Exchange Chair – Promotes cultural exchange and education opportunities for high school students abroad through short-term summer and full academic year student exchanges sponsored by Rotary districts. Coordinates placement/training of youth exchange students in the District.

Scouting for Food Program Chair – Coordinates Rotary Club, Interact and Rotaract involvement in the annual November Boy Scouts of America food drive for the Second Harvest Food Bank.

Speech Competition Program Chair – Coordinates the annual District-wide speech competition among high school students based on the current RI theme, including the presentation and performance of finalists at the District Conference.

Vocal Competition Program Chair - Coordinates the annual District-wide vocal competition among high school students based on the current RI theme, including the presentation and performance of finalists at the District Conference.

Workability Program Chair – Serves as liaison to the Boy Scouts of America and local school districts in the planning and implementation of Workability Field Days, an activity of the Boys' Scouts Explorers program. Exploring gives youth ages 14-20 the opportunity to explore careers and vocations through direct contact and experience with potential employers. The program is available to youth of all abilities.

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Public Relations

Public Relations and Marketing Director – Coordinates and oversees all activities, materials, programs and projects that represent the concepts, purpose and image of Rotary to its members and to the public. Supports and trains clubs in developing and maintaining club public relations efforts to promote club projects and image. Prepares annual report to District leadership on public relations activities to assure continuity, currency and effectiveness.

District Website Administrator – Designs and maintains the Rotary District 5320 website, including the online membership directory.

District Newsletter Editor – Encourages the submission of news articles and photos from clubs, solicits advertising, edits and publishes monthly District-wide newsletter.

Rose Bowl Float Liaison – Promotes District Participation in building and financing of the RI Rose Parade Float. Encourages decorating and riding on the float by Rotary clubs, Rotaract, Interact and Foundation Alumni

Contact Only Positions – No District Wide Programs Currently in Place

Donate Life and Organ Donor Awareness - Encourage blood donation and increase awareness of the California organ donor registry.

Preventable Blindness – Educates on the efforts to eliminate avoidable blindness and reduce the global burden of blindness, which currently affects an estimated 40 to 45 million people worldwide

Drug and Alcohol Awareness – Encourages club participation in local and international drug and alcohol awareness projects.

RI Fellowships – Encourages membership and participation in Rotary fellowships including Bridge, Motorcycle, Past Presidents, RV, Surfing, Yachting, Wine Appreciation

RI Friendship Exchange - Encourages Rotarians to experience other cultures staying in the homes of Rotary club members in another country.

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