

Club Rotary Foundation Committee

Preparation

- Meet with the outgoing club Rotary Foundation chair.
- Review your club's bylaws to become familiar with your club's procedures and regulations.
- Review your club's strategic plan and develop annual goals to support it.
- Select and prepare your committee members with the president-elect.
- Create subcommittees as needed (global grants, district grants, fundraising, annual giving, major gifts, PolioPlus, and Rotary Peace Centers).

Responsibilities

The Rotary Foundation committee chair's responsibilities are summarized below:

- Develop a communication plan for the year.
- Determine what additional responsibilities or duties your club has for your committee.
- Manage your committee's budget.
- Work with other committees in your club and with your district committee on multi-club activities or initiatives.
- Plan and conduct regular committee meetings and activities. Monitor progress toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.
- Oversee the qualification process to be eligible to receive Rotary Foundation global grants.
- Open a separate bank account to handle Rotary Foundation funds, i.e. District or Global Grant.
- Assist the Service Project Committee Chair to complete grant project reports to the District or RI.

The committee's responsibilities are summarized below:

- Develop committee goals to achieve club Foundation goals for the coming year.
- Educate club members about the Foundation.
- Encourage and facilitate participation in Foundation grants and activities.
- Ensure that your club and its members contribute to The Rotary Foundation.
- Ensure that your club is qualified to receive Rotary Foundation grants and that it maintains a system for managing grant funds as outlined in the club memorandum of understanding.
- Conduct inspirational Foundation-focused club programs at least four times a year.
- Contact your district Rotary Foundation committee chair to find alumni or volunteers to relate their experiences with The Rotary Foundation.
- Work with the service projects committee to develop signature and sustainable projects.

Resources

- **Every Rotarian, Every Year Club Success Booklet (958)** - http://www.rotary.org/RIdocuments/en_pdf/958en.pdf
- **Gift Acceptance Policy Manual** - http://www.rotary.org/RIdocuments/en_pdf/trf_gift_acceptance_policy.pdf
- **Rotary Foundation Facts (159)** - http://www.rotary.org/RIdocuments/en_pdf/159en.pdf
- **Rotary International and The Rotary Foundation Annual Report (187)** - http://www.rotary.org/RIdocuments/en_pdf/187en.pdf

Resource Person

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