

Tab 1

Rotary

District 5170



**Welcome to
Silicon Valley**



Leadership Job Descriptions

Updated 7/15/25

7/15/2025

Table of Contents

District 5170 Governor	4
District 5170 Lieutenant Governor	6
District 5170 Area/Assistant Governor	8
District 5170 Chief Information Officer (CIO)	10
District 5170 Chief of Staff	11
District 5170 Diversity, Equity, and Inclusion (DEI) Committee	12
District 5170 Finance Committee Chair	14
District 5170 Public Image Chair	16
District 5170 Membership Chair	17
District 5170 Webmaster	18
District 5170 Remembrance Committee Chair	19
District 5170 Newsletter Chair	20
District 5170 Youth Service Chair	21
District 5170 Vocational Service Director	22
District 5170 International Service Director	23
District 5170 Club Service Director	24
District 5170 Community Service Director	25
District 5170 Visioning & Action Plan Strategy Champion	26
District 5170 TRF Stewardship Chair	27
District 5170 PolioPlus Chair	28
District 5170 Paul Harris Society Coordinator	29
District 5170 The Rotary Foundation Endowment Fund Chair	30
District 5170 Rotary Foundation Chair	31
District 5170 Systems Tech Administrator	32
District 5170 RYLA Chair	33
District 5170 Rotaract Chair	34
District 5170 RI Convention Promotion Chair	35
District 5170 Awards Chair	37
District 5170 Club Secretary Specialist	38
District 5170 Club Treasurer Specialist	39
District 5170 DACdb Specialist	39
District 5170 Club Runner Specialist	41
District 5170 Resolutions Committee Chair	41
District 5170 Council on Legislation & Resolution Representative (COL, COR)	42
District 5170 Nomination of Zone Director District Representative	43
District 5170 Vocational Training Team (VTT) Chair	46
District 5170 Governor Advisory Council (DGAC) Chair	47
District 5170 Alumni Chair	48
District TRF Fundraising and Annual Fund Giving Chair	49
District 5170 Sergeant at Arms Committee	50
District 5170 Climate Action Committee	51
District 5170 Youth Services Committee	52

District 5170 Governance Committee	53
District 5170 Foundation Committee	54
District 5170 Public Image Committee	55
District 5170 Leadership and Learning Committee	56
District 5170 Membership Attraction Chair	57

District 5170 Governor

Role: The District Governor serves as the chief administrative and operational leader of Rotary District 5170, representing Rotary International (RI) to the district's clubs and members. The Governor provides leadership, motivation, and guidance to strengthen clubs, achieve district goals, and advance Rotary's mission of service.

Responsibilities:

1. **Representation of Rotary International:**
 - o Act as the official representative of Rotary International within the district.
 - o Promote and uphold Rotary's core values, mission, and initiatives.
 - o Facilitate communication between RI, zone leadership, and district clubs.
2. **District Leadership:**
 - o Lead and inspire clubs to achieve district and RI goals, including membership growth, The Rotary Foundation (TRF) support, and project engagement.
 - o Provide strategic direction to ensure alignment with RI priorities.
 - o Oversee and support the activities of District Committees, Assistant Governors, and other leadership roles.
3. **Club Visits:**
 - o Conduct official visits to each club within the district to provide guidance, assess needs, and promote district and RI initiatives.
 - o Recognize and celebrate club achievements during visits.
4. **District Administration:**
 - o Plan and execute the district's annual calendar of events, including the District Conference, District Training Assembly, and other key events.
 - o Chair district leadership meetings, including Governor's Cabinet and Council meetings.
 - o Ensure effective administration of district finances, budgets, and reporting requirements in compliance with RI policies.
5. **Membership Growth and Retention:**
 - o Lead efforts to attract new members and retain existing ones by promoting innovative membership strategies.
 - o Collaborate with clubs and the district Membership Chair to identify opportunities for growth and engagement.
6. **The Rotary Foundation (TRF):**
 - o Promote active participation in The Rotary Foundation through contributions, grants, and programs.
 - o Work closely with the District Foundation Chair to ensure clubs are informed about funding opportunities and reporting requirements.
7. **Event Leadership:**
 - o Plan, promote, and preside over the District Conference to celebrate achievements and share inspiration.
 - o Lead the President-Elect Training Seminar (PETS) preparation and delivery to equip incoming presidents for success.
8. **Communication:**
 - o Maintain consistent and open communication with club leaders, Assistant Governors, and district committees.
 - o Disseminate important updates and initiatives from Rotary International and the district.
9. **Conflict Resolution:**

- o Mediate and resolve conflicts or challenges within clubs as needed.
 - o Provide support and guidance to clubs facing operational or leadership difficulties.
- 10. Succession Planning:**
- o Support the development of future district leaders through mentorship and training.
 - o Ensure a seamless transition by collaborating with the incoming Governor and leadership team.

Qualifications:

- Active Rotary Club member in good standing for at least seven years.
- Past Club President with demonstrated success in club operations and leadership.
- Experience in district-level leadership roles (e.g., Area/Assistant Governor, committee chair).
- Strong communication, organizational, and leadership skills.
- Commitment to Rotary's mission, values, and goals.

Term of Office:

- One year, beginning July 1 and ending June 30, as designated by Rotary International.

Estimated Monthly Time Commitment:

- 40+ hours per month, with significant additional time and travel during peak events (e.g., District Conference, District and Zone Events, International Events, PETS).

Reports to:

- Past District Governor's Council and Finance Committee

District 5170 Lieutenant Governor

Role: Serve as the primary support and coordination officer for Area/Assistant Governors (AGs), acting as a key liaison between the District 5170 Governor and the AGs. The Lieutenant Governor ensures consistent communication, alignment, and accountability across all areas to achieve district goals and support club success.

Responsibilities:

1. **Coordination with Area Governors:**

- o Serve as the primary point of contact for Area/Assistant Governors, providing guidance and support for their responsibilities.
- o Facilitate regular meetings with AGs to share updates, address challenges, and encourage collaboration.
- o Monitor the performance and effectiveness of AGs, providing constructive feedback and resources as needed.

2. **Support for the District Governor:**

- o Work closely with the District Governor to implement district initiatives and priorities.
- o Ensure consistent communication between the Governor and AGs to align efforts and address concerns.
- o Provide regular updates to the District Governor on the progress and challenges within assigned areas.

3. **Training and Development:**

- o Coordinate training sessions and workshops for AGs to enhance their leadership and operational skills.
- o Mentor AGs, sharing best practices and strategies for supporting Club Presidents and their teams.

4. **Club Engagement:**

- o Assist AGs in fostering strong relationships with Club Presidents to promote engagement and collaboration.
- o Support clubs indirectly by ensuring AGs have the tools and knowledge to address club needs effectively.
- o Become proficient with DACdb, Ignite App and Club Central to help communications and Engagement

5. **Strategic Planning:**

- o Collaborate with the District Governor and other district leaders to develop and implement strategic plans for the district.
- o Ensure AGs understand and contribute to district goals, including membership growth, foundation support, and public image.

6. **Event Coordination:**

- o Work with AGs to promote and facilitate district events, including conferences, training sessions, and special programs.
- o Support the District Governor in planning and executing key district initiatives.
- o Lead and support the implementation of **1 District Leadership Fellowship meeting** hosted in your Club's area. Invite Club members to attend and participate in a District Leadership meeting.

7. **Conflict Resolution:**

- o Assist AGs in mediating and resolving conflicts within clubs, escalating issues to the District Governor when necessary.

- o Act as a resource for AGs to address complex challenges in their areas.
- 8. **Accountability:**
 - o Oversee the progress and reporting of AGs, ensuring timely completion of assigned tasks.
 - o Provide recommendations for the appointment and reappointment of AGs based on performance and district needs.

Qualifications:

- Active Rotary Club member for at least five years.
- Past Club President with a proven track record of leadership and effective club management.
- Experience as an Area/Assistant Governor or equivalent district leadership role preferred.
- Strong interpersonal, organizational, and communication skills.
- Commitment to Rotary's mission and goals.

Term of Office:

- 1 or 2 years, subject to reappointment at the discretion of the District Governor.

Estimated Monthly Time Commitment:

- Approximately 15-20 hours per month, with additional time during district events or special initiatives.

District 5170 Area Governor

Role: Serve as a liaison between the Clubs and the District 5170 Governor, assisting clubs with District 5170 or Rotary International questions and updates, while also supporting club presidents to achieve their goals.

Responsibilities:

1. **District Governor Visits:**
 - o Prepare Club Presidents and the District 5170 Governor for District Governor (DG) visits by coordinating schedules, confirming meeting agendas, and ensuring clubs are aware of presentation expectations.
2. **PETS (President-Elect Training/Learning Seminar):**
 - o Attend PETS to assist President-Elects with orientation and preparation for their leadership year.
 - o Provide guidance on developing effective club plans and goal-setting.
3. **Club Meetings and Recognition:**
 - o Coordinate and attend each of your club meetings in your area once a month or as needed to maintain open communication and build relationships with club leadership.
 - o Assist clubs in identifying and pursuing recognition and award opportunities for achievements.
4. **Club Central and Strategic Planning:**
 - o Support Club Presidents in entering and tracking Club Central goals.
 - o Offer advice and tools to assist clubs in creating and implementing Strategic Plans that align with District goals.
5. **Membership and Engagement Support:**
 - o Promote membership development and retention by sharing best practices and resources from the District.
 - o Encourage innovative projects and programs that engage members and strengthen clubs.
 - o Become proficient with DACdb, Ignite App and Club Central to help communications and Engagement
6. **Reporting and Updates:**
 - o Provide timely club updates to the District Governor as needed.
 - o Share district communications and initiatives with club leaders, ensuring alignment with Rotary International goals.
7. **Training and Mentorship:**
 - o Act as a mentor to Club Presidents and President-Elects, offering support and guidance throughout their leadership journey.
8. **District Events:**
 - o Promote and encourage participation in District events, conferences, and initiatives.
 - o Represent the District at key events in your area.
9. **Conflict Resolution:**
 - o Mediate and assist with resolving conflicts within clubs, referring matters to the District Governor if necessary.

Qualifications:

- Active Rotary Club member for at least three years.
- Past Club President with demonstrated knowledge of effective club management.

- Familiarity with District 5170 resources, goals, and operations.
- Strong communication, organizational, and leadership skills.
- Commitment to supporting Rotary's mission and values.

Term of Office:

- 1 or 2 years, subject to reappointment at the discretion of the District 5170 Governor.

Estimated Monthly Time Commitment:

- Approximately 10-12 hours per month, with additional time during key events (e.g., PETS, DG visits, District Events and the District Conference).

District 5170 Chief Information Officer (CIO)

Role:

Oversee and manage the integration and alignment of data across Rotary International, Club Runner, and district calendaring systems. Ensure the development and maintenance of a standardized database to facilitate smooth transitions between district governor years and job roles for volunteer Rotarians.

Responsibilities:

- Update and synchronize data integration between Rotary International, Club Runner, and district calendaring platforms.
- Develop and maintain a standardized database to store essential district information for continuity.
- Provide technical support to District 5170 leadership and committees regarding data management and system usage.
- Create and document standard operating procedures for data updates and system integrations.
- Train and support district volunteers in the effective use of integrated systems and the standardized database.
- Collaborate with district leaders to ensure that data processes meet the operational and strategic needs of District 5170.

Qualifications:

Rotary Club member with a minimum of three years of experience in data management, IT systems, or related fields. Familiarity with Rotary International systems and platforms such as Club Runner is preferred.

Term of Office:

Three years or at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

20 hours/month

District 5170 Chief of Staff

Role: The Chief of Staff (COS) is a vital District Officer and serves officially as the District Secretary. This role involves supporting and assisting the District Governor (DG) and District Governor Elect (DGE) in leadership activities, major events, and District 5170 operations. The COS helps develop and implement the DG/DGE's programs and vision, facilitates smooth administrative operations, and serves as a resource, sounding board, and confidant to the District Governor.

Responsibilities:

1. Leadership Support:

- o Assist and support the DG and DGE in leadership activities, including promoting their vision and programs.
- o Act as a resource and advisor to the DG and DGE.
- o Provide feedback and help identify future district leaders.

2. Event Coordination and Attendance:

- o Coordinate and attend major district events, including:
 - District Training Events
 - Pre-PETS
 - Far West PETS
 - Club Leadership Academy
 - District Foundation events
 - District Conference
 - DG club visits
 - Presidents Council meetings
 - Other events as directed by the DG/DGE.
- o Assist in planning and logistics for these events to ensure smooth execution.

3. Training and Development:

- o Help train Presidents Elect, Area Governors, and the District Leadership Team.
- o Assist in the development of leadership skills across the district.

4. District Administration:

- o Serve as the DG's backup for Area Governors during DG club visits.
- o Work with the District Leadership Team (DLT), webmaster, and other stakeholders to ensure smooth administrative operations.
- o Support and facilitate the use of Rotary International tools and reports, such as My Rotary, Rotary Club Central, ClubRunner, and DACdb.

5. District Engagement:

- o Promote and attend all District 5170 functions, training sessions, and committee meetings as requested by the DG/DGE.
- o Act as the eyes and ears within the district to assist the DG in fulfilling their duties.
- o Participate in and support projects and activities with Rotary Clubs throughout the district.

Qualifications:

- A Rotarian in good standing for at least three years.
- Must have served as a past President of a Rotary Club.

- Ideal candidates will have experience as an Assistant Governor (AG) and/or served on District Committees.
- Strong organizational, time management, and technology skills.
- Knowledgeable about Rotary International tools and reports, including My Rotary, Rotary Club Central, and membership/foundation reports.
- A collaborative mindset with the ability to work effectively with district leaders and club members.
- Commitment to attending and traveling to district and club events as required.
- A sense of humor and a passion for making a difference beyond the club level in Rotary.

Term of Office:

- Year to year, at the discretion of the District Governor.

Estimated Monthly Time Commitment:

- 10–15 hours per month.

District 5170 Diversity, Equity, and Inclusion (DEI) Committee

Role:

Foster a culture of belonging, respect, and inclusion throughout District 5170 by supporting clubs in embracing and promoting Rotary's commitment to diversity, equity, and inclusion.

Responsibilities:

- Convene monthly Zoom meetings to discuss DEI best practices, resources, and strategies with club DEI representatives and interested members.
- Provide guidance and tools to help clubs create inclusive environments and attract diverse membership.
- Support clubs in organizing DEI-themed programs, speaker events, and service projects.
- Collaborate with the District Governor and leadership team to ensure DEI principles are integrated into all District programs and events.
- Serve as a resource on inclusive language, policies, and practices aligned with Rotary International's DEI framework.
- Promote participation in DEI training opportunities offered by Rotary International and Zones.
- Develop and maintain a District 5170 DEI resource library of articles, videos, and tools.
- Assist in tracking club DEI activities and impact stories for sharing and recognition across the District.

Qualifications:

Rotary Club member with a commitment to advancing diversity, equity, and inclusion. Experience in DEI work, facilitation, education, or community engagement is highly valued.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6–10 hours/month, including one monthly Zoom meeting.

District 5170 Finance Committee Chair

Role: Serve as the primary financial oversight officer for District 5170, ensuring the fiscal health and transparency of the district's finances. The Finance Committee Chair leads the Finance Committee in reviewing monthly financials, maintaining records, and distributing financial updates to key stakeholders.

Responsibilities:

1. **Financial Oversight:**
 - o Review and analyze monthly financial statements to ensure accuracy and alignment with the district's approved budget.
 - o Identify and address discrepancies, making recommendations for corrective action when necessary.
2. **Committee Leadership:**
 - o Schedule and lead regular Finance Committee meetings to review financials, budgets, and other fiscal matters.
 - o Foster collaboration within the Finance Committee to ensure thorough review and discussion of financial issues.
3. **Reporting:**
 - o Approve and distribute actual-to-budget reports to District 5170 Committee Chairs through the District Administrator.
 - o Ensure timely and accurate distribution of financial updates to the District Governor and Leadership Team.
4. **Record Keeping:**
 - o Maintain a written record of all Finance Committee proceedings, including meeting minutes, decisions, and action items.
 - o Collaborate with the District Administrator to ensure proper filing and archival of financial documents.
5. **Budget Monitoring:**
 - o Work with the District Governor, Treasurer, and Administrator to monitor and manage the district's budget.
 - o Provide insights and recommendations for efficient resource allocation.
6. **Compliance:**
 - o Ensure that financial practices comply with Rotary International policies and District 5170's bylaws.
 - o Support annual audits or reviews as required.
7. **Training and Guidance:**
 - o Provide guidance and support to committee members and District 5170 leadership on financial matters.
 - o Mentor incoming Finance Committee Chairs to ensure a smooth transition.

Qualifications:

- Active Rotary Club member with at least five years of membership.
- Prior experience in financial management, budgeting, or as a club treasurer.
- Familiarity with Rotary International's financial policies and District 5170's financial practices.
- Strong organizational and communication skills.

Term of Office:

- One-year term, with the option for reappointment at the discretion of the District 5170 Governor.

Estimated Monthly Time Commitment:

- Approximately 4-6 hours per month, with additional time during budget planning periods.

District 5170 Public Image Chair

Role:

Promote Rotary's mission to the public and within District 5170, enhancing awareness and understanding of Rotary values, projects, and contributions.

Responsibilities:

- Encourage public image initiatives across clubs, including media outreach and branding efforts.
- Work with club Public Image Chairs to share best practices and resources from Rotary International.
- Attend regional public relations meetings and Zone Public Image webinars.
- Lead and promote a District wide Public Image Zoom meeting Quarterly with Club Public Image Chairs to share Best Practices.
- Participate in developing a five-year District 5170 Public Image Strategic Plan.

Qualifications:

Rotary Club member with communication or marketing experience, especially in media relations, social media, or public speaking.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-15 hours/month

District 5170 Membership Chair

Role:

Lead and support District 5170's membership initiatives by developing strategies and tools to attract, engage, and retain members, ensuring clubs achieve growth and maintain vibrant, active memberships.

Responsibilities:

- Collaborate with club membership chairs to provide guidance, resources, and training on effective membership recruitment and retention and Attraction strategies.
- Attract, Inspire, and Motivate. A.I.M.
- Develop and share tools, templates, and reports to help clubs analyze membership trends and set growth goals.
- Organize and lead district-wide membership workshops, webinars, and training sessions.
- Work with the District Governor and Membership Committee to identify and address membership challenges and opportunities.
- Promote Rotary International membership programs and initiatives, such as the Membership Leads Program and support Leadership and Diversity within our Clubs. .
- Serve as a resource for clubs seeking support with new member orientation and engagement programs.
- Monitor membership growth and retention metrics across the district, providing regular updates and recommendations to district leadership.

Qualifications:

- Active Rotary Club member for at least three years with leadership experience.
- Strong communication and organizational skills, with a passion for membership development.
- Experience as a club membership chair or on a membership committee is preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-12 hours/month

District 5170 Webmaster

Role:

Manage and enhance the content, design, and functionality of District 5170's websites, ensuring user-friendly access to information for members and the public.

Responsibilities:

- Maintain content for the main District 5170 and outward-facing websites, updating information as needed.
- Support club-level requests, including user accounts, event postings, and registration.
- Create and manage all District 5170-wide eBlasts, including opt-out preferences.
- Collaborate with the District 5170 Governor on website enhancements and potential technology updates.

Qualifications:

Active Rotary Club member for at least three years with web management experience. Prior experience on a PR Committee or similar is desirable.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 Remembrance Committee Chair

Role:

Coordinate the tracking and remembrance of Rotarians, partners, and family members within District 5170, ensuring they are respectfully recognized.

Responsibilities:

- Recruit a support committee to gather information on Rotarian passings.
- Contact club presidents and Assistant Governors for names, obituaries, and photos of those to be remembered.
- Oversee the creation of the 'In Memoriam' presentation at the District 5170 Conference.
- Send condolence cards on behalf of the District 5170 Governor.

Qualifications:

Active Rotary Club member for at least two years.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

5-7 hours/month

District 5170 Newsletter Chair

Role:

Produce the quarterly District 5170 newsletter, compiling relevant updates from Rotary International, the District 5170, and local clubs.

Responsibilities:

- Gather news from RI, District 5170 committees, and clubs for the newsletter.
- Write and format articles, design the newsletter, and submit it for approval.
- Ensure timely distribution of the electronic newsletter.

Qualifications:

Active Rotary Club member for at least three years with experience in writing or document design. Knowledge of Microsoft Office and DACdb preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 Youth Service Chair

Role:

Serve as the District 5170 liaison for Youth Service, guiding and training Rotary Club members in planning, implementing, and evaluating Youth Service programs. Oversee the Youth Service Team to support club-led youth initiatives.

Responsibilities:

- Recruit and schedule engaging speakers for Youth Service sessions at the District 5170 Training Assembly and District 5170 Conference.
- Lead the Youth Service Team in supporting club programs, including Interact, Rotaract, RYLA, Speech Contest, Youth Protection, and Youth Exchange.
- Familiarize yourself with youth service projects within District 5170 and identify potential mentors for clubs.
- Provide support to Club Youth Service Directors as needed.
- Assist with District 5170 and Club events upon request.

Qualifications:

Active Rotary Club member for at least two years with a history of youth involvement. Experience as a Club Youth Services Chair or Youth Exchange Host Parent is a plus.

Term of Office:

Two years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-12 hours/month

District 5170 Vocational Service Director

Role:

Act as the District 5170's liaison to support clubs in the development, implementation, and evaluation of Vocational Service projects.

Responsibilities:

- Organize and facilitate Vocational Service training at District 5170 events.
- Identify model vocational projects within District 5170 and match mentors with interested clubs.
- Provide assistance to Club Vocational Service Directors.

Qualifications:

Active Rotary Club member for at least three years with experience in vocational projects or as a Vocational Service Director.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 International Service Director

Objective:

Achieve intra-District international service excellence by facilitating collaboration and learning in all interested Clubs.

Role:

Act as the District 5170's liaison to support clubs in the identification, development, implementation, evaluation, and sharing of International Service projects.

Responsibilities:

- Organize and facilitate International Service training at District 5170 events.
- Identify model international projects within District 5170 and encourage mentorship and education on international projects with interested clubs.
- Provide assistance to Club International Service Directors.
- Work Closely with the District Grant's Chair promoting World Projects.
- Develop and support participation opportunities on the District Website showing a list of Projects available to promote Members and Guest involvement.
- Manage and promote travel opportunities across Clubs

Qualifications:

Active Rotary Club member for at least three years with experience in international service projects or as an International Service Director.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 Club Service Director

Role:

Act as the District 5170's liaison to support clubs in the development, implementation, and evaluation of Club Service projects.

Responsibilities:

- Organize and facilitate Club Service training at District 5170 events.
- Identify model club activities within District 5170 and match mentors with interested clubs.
- Focus Club Central Goals: (in My Rotary)
 - Club Participation, Social Activities, District Conference
 - Rotary Fellowship Participation, Club Membership
- Encourage Clubs to earn the “Club Excellence Award”
<https://my.rotary.org/en/news-media/office-president/club-excellence-award>
- Provide assistance to Club Club Service Directors.

Qualifications:

Active Rotary Club member for at least three years with experience in vocational projects or as a Club Service Director.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 Community Service Director

Role:

Act as the District 5170's liaison to support clubs in the development, implementation, and evaluation of Community Service projects.

Responsibilities:

- Organize and facilitate Community Service training at District 5170 events.
- Identify model community projects within District 5170 and match mentors with interested clubs.
- Provide assistance to Club Community Service Directors.
- Encourage Club's Community Service Directors to Post on their club Website Projects where community involvement is encouraged. Ensure the Club have a API link to the District 5170 www.URNeeded.org Rotarian Events.

Qualifications:

Active Rotary Club member for at least three years with experience in vocational projects or as a Community Service Director.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 Visioning & Action Plan Strategy Champion

Role:

Guide clubs through the Vision Facilitation process, supporting strategic planning across club projects, The Rotary Foundation, and operational goals.

Responsibilities:

- Coordinate Vision Facilitation sessions, from scheduling to material distribution and survey result analysis.
- Assist Club Presidents in developing a 3 Strategic year Plan and update goals in Club Central.
- Encourage strong Club Leadership Alignment and Succession Planning.
- Recruit and train Vision Facilitation Team Champions. (Ideally Past President) .
- Track and maintain a record of participating clubs and maintain progress by encouraging clubs to update their goals in RI Club Central.

Qualifications:

Rotary Club member with knowledge of Rotary operations and strategic planning experience.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 TRF Stewardship Chair

Role:

Oversee the stewardship of Rotary Foundation grants within District 5170, ensuring proper grant management and compliance with RI guidelines.

Responsibilities:

- Lead club qualification for TRF grants, presenting at Grants Management Seminars and tracking club compliance.
- Monitor club grants for sound management and resolve any irregularities.
- Conduct an annual assessment of financial management practices for grants.

Qualifications:

Rotary Club member with experience managing RI grants and expertise in Rotary Foundation programs.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-12 hours/month

District 5170 PolioPlus Chair

Role:

Support Rotary's commitment to polio eradication and encourage participation in PolioPlus activities by all District 5170 Rotarians. Help raise funds for Rotary's PolioPlus Campaign.

Responsibilities:

- Encourage donations from Rotarians, clubs, and the public for the PolioPlus Campaign.
- Support club and District 5170 PolioPlus fundraising activities during each Rotary year.
- Work with the District 5170 Foundation Chair, Public Relations committee, and Governor for appropriate recognition.
- Assist in presenting PolioPlus as part of Rotary Foundation training at District 5170 events.

Qualifications:

Active Rotary Club member for at least three years with experience promoting PolioPlus at the club level.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

5-7 hours/month

District 5170 Paul Harris Society Coordinator

Role:

Serve as the liaison between District 5170 and the Zone Annual Giving Officer, coordinating activities related to the Paul Harris Society (PHS).

Responsibilities:

- Identify new PHS members and prepare recognition materials.
- Implement PHS training at District 5170 and Club levels for Club presidents and Foundation Chairs.
- Make presentations to promote PHS at club and District 5170 functions.
- Determine the annual District 5170 goal for new PHF Fellows.

Qualifications:

Active Rotary Club member for at least three years, familiar with the Rotary Foundation, and a current PHS member.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 The Rotary Foundation Endowment Fund Chair

Role:

Coordinate The Rotary Foundation fundraising efforts, particularly for Major Donor, Bequest Society, and Benefactor giving within District 5170.

Responsibilities:

- Work with the District 5170 Foundation Chair to monitor and recognize fundraising for TRF endowments.
- Assist clubs in setting and achieving their fundraising goals.
- Coordinate District 5170 donor appreciation events and publicize club goal achievements.
- Provide training on TRF at District 5170 events and Club meetings.

Qualifications:

Active Rotary Club member with experience in TRF fundraising and presentations, ideally as a Club Foundation Chair.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8-10 hours/month

District 5170 Rotary Foundation Chair

Role:

Serve as the President of the Rotary District 5170 Foundation, providing leadership and support to clubs that require a charitable foundation to facilitate their fundraising and philanthropic initiatives.

Responsibilities:

- Oversee the management and operations of the Rotary District 5170 Foundation, ensuring compliance with legal and financial requirements.
- Act as a resource for clubs needing a charitable foundation to support their community and international projects.
- Collaborate with clubs to guide them through the process of utilizing the District Foundation for their fundraising efforts.
- Promote the use of the District Foundation as a vehicle for tax-deductible contributions.
- Provide training and resources to club leaders on the purpose, structure, and capabilities of the Rotary District 5170 Foundation.
- Review and approve requests from clubs to use the District Foundation for specific causes, ensuring alignment with Rotary's mission and values.
- Communicate regularly with clubs to highlight the opportunities and benefits of partnering with the District Foundation for their charitable work.
- Collaborate with the District Governor and Foundation Committee to support district-wide fundraising efforts and initiatives.

Qualifications:

- Active Rotary Club member for at least three years with demonstrated leadership experience.
- Familiarity with charitable foundations, nonprofit fundraising, or Rotary Foundation programs is highly desirable.
- Strong organizational, communication, and financial management skills.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-15 hours/month

District 5170 Systems Tech Administrator

Role:

Oversee and manage the DACdb database for District 5170 and train users as needed.

Responsibilities:

- Develop training for Club secretaries at the District 5170 Training Assembly.
- Support clubs with DACdb membership synchronization with RI.
- Set up event registration and tracking, create reports, and rosters for events.

Qualifications:

Rotary Club member for at least three years with experience as Club Secretary. Knowledge of DACdb is preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 RYLA Chair

Role:

Oversee the Rotary Youth Leadership Awards (RYLA) Program, coordinating District 5170 efforts to deliver the program and supporting volunteer leadership.

Responsibilities:

- Work with RYLA committee members to coordinate the annual 3-day RYLA program.
- Identify and recruit the RYLA management team to handle outreach, finances, registration, and administration.
- Develop improvements for the RYLA program and communicate program needs to District 5170 leadership.

Qualifications:

Rotary Club member for five years with experience in youth camps and youth protection certification. Must have attended an entire RYLA weekend.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

10-12 hours/month

District 5170 Rotaract Chair

Role:

Serve as liaison between District 5170 Rotary Clubs and Rotaract Clubs, encouraging collaboration, communication, and growth within the Rotaract network.

Responsibilities:

- Maintain contact with Rotaract leadership and their sponsoring Rotary clubs.
- Encourage Rotaract participation in District 5170 activities and collaboration among Rotaract clubs.
- Provide guidance and resources for establishing new Rotaract clubs.

Qualifications:

Rotary Club member for at least three years with a strong interest in working with young adults.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 RI Convention Promotion Chair

Role:

Promote attendance at the annual RI Convention to Rotarians throughout District 5170.

Responsibilities:

- Attend club and District 5170 meetings to promote the convention.
- Serve as a resource for convention materials and information.
- Contribute convention articles to District 5170 publications and social media.
- Organize a District 5170 group reception or event for the convention.
- Invite prospective Rotarians to attend the convention.

Qualifications:

The District 5170 Governor Nominee is assigned this position.

Term of Office:

One year.

Estimated Monthly Time Commitment:

2-3 hours/month

District 5170 Awards Chair

Role:

Coordinate the annual District 5170 club awards program, working with the District 5170 Governor, Assistant Governors, and Club Presidents.

Responsibilities:

- Familiarize with award criteria and encourage Clubs to apply for awards.
- Create a committee to review and rank awards.
- Collect, collate, and verify all award applications, ensuring accuracy.
- Order awards and arrange for proper delivery to the District 5170 Conference.
- Assist in coordinating the meeting with the Governor and solicits input from District Leaders and Club Presidents to solicit feedback to the Governor so they can choose the candidate. The awards are determined as the sole discretion of the Governor during their term.

Qualifications:

The Immediate Past District Governor is the Lead person for this role.

Term of Office:

One year, served during the District 5170 Governor's year, identified in the prior year by the DGE.

Estimated Monthly Time Commitment:

4-6 hours/month

District 5170 Club Secretary Specialist

Role:

Serve as an expert resource on integrating club data and secretarial duties with Rotary International's data and membership platforms. Support club secretaries in maintaining accurate records, ensuring compliance with Rotary standards, and performing essential secretarial functions.

Responsibilities:

- Provide expertise on integrating club-level data with Rotary International and membership systems.
- Assist club secretaries in maintaining accurate membership records and submitting updates to Rotary International.
- Guide club secretaries in documenting and keeping minutes for board meetings as conducted by club presidents.
- Educate club secretaries on their roles and responsibilities through training materials, breakout sessions at district events, and one-on-one support as needed.
- Develop and share resources to streamline secretarial duties and ensure compliance with Rotary International guidelines.
- Serve as a resource for club secretaries, offering support on request but not requiring regular monthly meetings.
- Participate in district events and provide breakout session leadership as needed.

Qualifications:

Rotary Club member with experience as a Club Secretary or in a similar administrative role. Familiarity with Rotary International's data platforms and secretarial processes is required.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 Club Treasurer Specialist

Role:

Support club treasurers in evaluating budgets, creating financial statements, and understanding financial tools and processes. Develop and provide standard budget templates and expert guidance on financial best practices for clubs of varying sizes.

Responsibilities:

- Assist club treasurers in evaluating their budgets based on membership and financial goals.
- Develop and share standard budget templates tailored to different club sizes to facilitate financial planning.
- Provide training and coaching on financial tools, including QuickBooks, Club Runner Finance, and DACdb Finance, to streamline financial management and reporting.
- Offer guidance on integrating club finances with district and Rotary International billing systems.
- Deliver presentations and workshops at district events and breakout sessions to enhance financial literacy among club treasurers.
- Act as a resource for club treasurers, offering one-on-one support and troubleshooting as needed.
- Collaborate with the district leadership team to ensure alignment of financial practices across clubs.

Qualifications:

Rotary Club member with experience as a Club Treasurer or in financial management. Proficiency in tools like QuickBooks, Club Runner Finance, or DACdb Finance is required.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 DACdb Specialist

Role:

Serve as a resource for clubs on the effective use of DACdb, ensuring integration with Rotary International, district systems, and club operations. Provide training and demonstrations to enhance member communication and interaction using the DACdb platform.

Responsibilities:

- Assist clubs in integrating DACdb with district and Rotary International systems.
- Provide guidance and training on how to use the DACdb platform effectively, including its membership and data management features.
- Educate members on downloading and using the Ignite app on their cell phones.
- Work directly with club boards to enhance member communication and interaction through DACdb.
- Lead breakout sessions and participate in Zoom calls to demonstrate DACdb functionalities and answer questions.
- Develop resources and documentation to support club members in utilizing DACdb tools.
- Collaborate with district leaders to ensure consistent and efficient use of DACdb across clubs.

Qualifications:

Rotary Club member with experience using DACdb or similar data management platforms. Familiarity with Rotary International's systems and member communication tools is preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 Club Runner Specialist

Role:

Serve as a resource for the effective use of Club Runner, ensuring integration with Rotary International, district systems, and club operations. Support club members in utilizing the Club Runner app and data integration features.

Responsibilities:

- Assist clubs in integrating Club Runner with district and Rotary International systems.
- Provide training and demonstrations on the use of Club Runner, including the mobile app and data integration tools.
- Educate members on downloading and effectively using the Club Runner app on their cell phones.
- Work with club boards to enhance member communication and operational efficiency using Club Runner.
- Participate in district events, leading breakout sessions and offering guidance on Club Runner usage.
- Be available for Zoom calls and training updates to educate club members on Club Runner functionalities.
- Act as a conduit for technical support, liaising between Club Runner and district leadership as needed.

Qualifications:

Rotary Club member with experience using Club Runner or similar platforms. Familiarity with Rotary International's systems and Club Runner's features is required.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6-8 hours/month

District 5170 Resolutions Committee Chair

Role:

Provide advice and guidance on Rotary governance, policies, and procedures, ensuring that District 5170 operates within Rotary International's guidelines and best practices. Additionally, support the development of legislative proposals for the **Rotary International Council on Legislation (COL)** in collaboration with the **District 5170 Council on Legislation Representative**.

Responsibilities:

- Be available for consultation by telephone, email, or in person as governance and policy issues arise.
- Meet with District 5170 officers, committees, and club officers as needed to provide guidance on governance matters.
- Annually review **District 5170 Bylaws and Policies**, making recommendations to the District Governor for updates or revisions.
- Work with the **District 5170 Council on Legislation Representative** to develop and review **proposed enactments and resolutions** for submission to **Rotary International's Council on Legislation (COL)** (3 year term).
- Provide insight into **how district policies align with or may be impacted by changes at the international level**.
- Support the **District Governor Line** in ensuring consistency between district governance and Rotary International's policies.

Qualifications:

- Active Rotary Club member for at least **five years**, with substantial District leadership experience, preferably as a **Past Club President or District Governor**.
- Strong understanding of **Rotary International's governance structure, policies, and procedures**.
- Legal background or experience with policy development is **preferred**.

Term of Office:

Year-to-year at the discretion of the District 5170 Governor.

Estimated Monthly Time Commitment:

4-6 hours/month (variable, depending on governance and legislative needs).

District 5170 Council on Legislation & Resolution Representative (COL, COR)**Role:**

Serve as the **District 5170 Representative** to Rotary International's **Council on Legislation (COL)** and **Council on Resolutions (COR)**, ensuring the district's perspectives and interests are effectively communicated at the

international level. Represent the district in reviewing, discussing, and voting on proposed enactments and resolutions that shape Rotary's governance and policies worldwide.

Responsibilities:

- **Legislative Review & Representation:**
 - Serve as **District 5170's delegate** at the Rotary International **Council on Legislation (every three years)** and **Council on Resolutions (annually)**.
 - Study all proposed enactments and resolutions prior to the COL and COR sessions.
 - Participate in discussions and voting on legislative proposals that impact Rotary policies, governance, and programs worldwide.
- **Communication & Engagement:**
 - Provide **updates and reports** to the District Governor, club leaders, and members on key legislative changes.
 - Gather input from **district clubs** regarding proposed legislation and resolutions.
 - Act as a resource for clubs in understanding **Rotary International's governance, bylaws, and policies**.
- **Preparation & Participation:**
 - Attend **training and briefing sessions** provided by Rotary International.
 - Stay informed about **Rotary constitutional documents**, including the **Manual of Procedure, RI Bylaws, and Standard Rotary Club Constitution**.
 - Review and discuss proposed legislative items with **district leadership** prior to the COL session.
- **Post-COL Reporting & Implementation:**
 - Report back to **district leadership and clubs** about adopted legislation and its impact on district operations and club governance.
 - Assist in implementing necessary changes at the **district and club levels**.
 - Encourage club leaders to align their practices with **updated Rotary policies**.

Qualifications:

- **Active Rotary Club member** in good standing, with substantial District leadership experience.
- Strong understanding of **Rotary International's governance structure, policies, and procedures**.
- Excellent communication skills to effectively engage with clubs and district leadership.
- Ability to **analyze and evaluate** legislative proposals and their potential impact.

Term of Office:

Three-year term per the Manual of Procedures 9.060. (Next term starts 7/1/2026) and have an Alternate names should the nominated PDG not be able to serve

Estimated Monthly Time Commitment:

Varies based on the **Council cycle**, typically **2-4 hours/month**, with increased commitment leading up to and following **Council on Legislation** and **Council on Resolutions** sessions.

District 5170 Nomination of Zone Director District Representative

Role Summary:

The **District 5170 Representative for Nomination of Zone Director** plays a crucial role in ensuring the district's voice is effectively represented in the selection of a **Rotary International Zone Director**. This

position, typically filled by a **Past District Governor (PDG)**, involves participating in a structured nomination and election process to select a **qualified leader** who will serve as the Zone Director.

Responsibilities:

1. Nomination & Election Process

- Encourage **Rotary clubs within District 5170** to **nominate qualified candidates**, typically **Past District Governors (PDGs)**, for the **Zone Representative** position.
- Ensure nominations are submitted using the **official Rotary International form** and meet all qualification criteria.
- Verify that completed nomination forms include a **physician's statement** certifying the candidate's good health.
- Submit nominations by the **September 1 deadline** in the year preceding the election.
- Work with the **district's nominating committee** to **review all candidates** and ensure they adhere to **Rotary's non-campaigning policies**.
- Oversee the district's election process, which may take place at the **district business meeting** or via **ballot-by-mail**.
- Serve as the **Appointed or elected Zone Representative** in the selection process for the **Rotary International Zone Director**.

2. Representation & Engagement

- Represent **District 5170's interests and perspectives** in the selection of the Zone Director.
- Engage with **Rotary clubs and district leaders** to discuss the qualifications and vision for potential Zone Directors.
- Communicate **Rotary International's policies and expectations** related to the Zone Director selection process.
- Facilitate discussions with clubs and district leadership to ensure alignment on the best candidate for the role.

3. Legislative & Governance Responsibilities

- Guide clubs in **preparing and submitting proposals** for consideration at the **Council on Legislation (COL)** and **Council on Resolutions (COR)**.
- Lead **district-level discussions** on proposed resolutions and enactments, gathering diverse perspectives from clubs.
- Attend and actively participate in **Rotary International's governance meetings**, ensuring that District 5170's voice is heard.
- Provide **reports and updates** to **district leadership and clubs** regarding **council deliberations and decisions**.

Qualifications:

- **Past District Governor (PDG)** or **senior district leader** with extensive **Rotary leadership experience**.

- Strong understanding of **Rotary International's governance structure, policies, and election procedures.**
- Excellent **communication and facilitation skills** to engage with clubs and district leaders.
- Ability to **analyze and evaluate candidate qualifications** and effectively represent **district interests.**

Term of Office:

- The **term aligns with the Zone Director selection cycle**, typically **one election cycle** as determined by **Rotary International.**

Estimated Time Commitment:

- Time commitment varies based on the election cycle, with **higher engagement required in the months leading up to and following the nomination and election process.**

Timeline:

1. **Nomination Period** – Rotary clubs submit nominations by **September 1 of the year preceding the election.**
2. **Review & Election** – The district nominating committee reviews candidates, and elections take place at the **district conference** or via **ballot-by-mail.**
3. **Certification** – The district reports the elected **Zone Representative and an alternate to Rotary International by June 30 of the election year.**

This structured process ensures that **District 5170 selects a well-qualified representative to participate in the Zone Director nomination process**, contributing to the leadership and governance of **Rotary International at the Zone level.**

Here's a structured format for your **District Governor Advisory Council (DGAC)**, integrating both Past District Governors (PDGs) and Emerging Rotary Leaders (ERLs). This council will support, advise, and mentor District 5170 leadership, ensuring continuity, innovation, and alignment with Rotary values and goals.

District 5170 Vocational Training Team (VTT) Chair

Reports to: District Rotary Foundation Chair

Supports: District Governor, District International Service Chair, Club VTT Coordinators

Appointed by: District Governor

Term: 1 year, renewable

Role Summary:

The VTT Chair leads and supports District 5170 clubs in developing, coordinating, and implementing Vocational Training Team projects—an avenue for Global Grants that allows teams of professionals to travel abroad (or host incoming teams) to share expertise and build capacity in Rotary's Areas of Focus.

Key Responsibilities:

- Promote VTT opportunities to clubs, including project models and funding pathways.
- Assist clubs in developing proposals and connecting with international Rotary partners.
- Provide guidance on grant writing, team composition, and project sustainability.
- Coordinate logistics and orientation for outgoing and incoming teams.
- Collaborate with the DRFC, Grants Subcommittee, and International Service Chair.
- Monitor project progress and ensure timely reporting and compliance with TRF.

Preferred Qualifications:

- Experience with Global Grants or international service work.
- Strong communication, coordination, and mentoring skills.
- Familiarity with Rotary Foundation Areas of Focus and grant processes.

Time Commitment:

- 4–6 hours/month average
- Attendance at PETS, District Training Assembly, and other TRF trainings
- Available for club outreach, support, and Zoom consultations

District 5170 Governor Advisory Council (DGAC) Chair

Reports to: District Governor

Supports: District Governor, District Governor-Elect, District Leadership Team

Appointed by: Role automatically assumed by Immediate Past District Governor

Term: 1 year

Role Summary:

The DGAC Chair leads a collaborative advisory body composed of Past District Governors and Emerging Rotary Leaders (ERLs), focused on preserving Rotary's legacy while guiding District 5170's leadership into the future. The Chair facilitates strategic planning, mentorship, and innovation by connecting historical wisdom with emerging perspectives.

Key Responsibilities:

- Facilitate quarterly DGAC meetings and special sessions as needed.
- Serve as the liaison between the DGAC and the current District Governor.
- Ensure balanced and inclusive participation among PDGs and ERLs.
- Oversee the development of recommendations on district goals, leadership succession, and major initiatives.
- Promote collaboration across generations of Rotary leadership and maintain council engagement.
- Support strategic event planning and leadership development initiatives.

Council Structure and Collaboration:

- **Chair:** Immediate Past District Governor
- **Vice Chair:** Most senior PDG (by year of service)
- **Members:** All living Past District Governors of District 5170
- **Emerging Rotary Leaders (ERLs):** Up to 5 appointed annually by the DG with input from PDGs.

Council Activities:

- Participate in strategic review sessions to assess progress on membership, Foundation giving, public image, and service.
- Design and support leadership mentorship programs for Assistant Governors, Club Presidents, and ERLs.
- Provide guidance to the District Nominating Committee for DG and key district leadership roles.
- Serve as a knowledge and innovation resource in planning PETS, District Conference, and training events.

Preferred Qualifications:

- Must be the Immediate Past District Governor of District 5170.
- Demonstrated ability to facilitate collaborative, respectful discussions.
- Strong knowledge of Rotary International policies, district operations, and leadership structures.
- Commitment to mentorship and leadership development.

Time Commitment:

- 2–4 hours per month
- Attendance at quarterly DGAC meetings
- Availability for strategic planning or special sessions as needed

District 5170 Alumni Chair

Reports to: District Rotary District Membership Chair

Supports: District Governor, District Membership Chair, Youth Service and International Service Committees

Appointed by: District Governor

Term: 1 year, renewable

Role Summary:

The Alumni Chair fosters continued engagement with former Rotary program participants, including Youth Exchange students, RYLA alumni, Peace Fellows, Global Grant Scholars, Interactors, Rotaractors, and Vocational Training Team members. The Chair promotes Rotary as a lifelong experience by encouraging alumni to remain connected, contribute their talents, and consider Rotary membership or partnerships.

Key Responsibilities:

- Maintain and update a district alumni database with input from club and district program chairs.
- Reach out to past Rotary program participants to build relationships and assess interest in further involvement.
- Work with club leaders to connect alumni with service opportunities, events, speaking engagements, and membership pathways.
- Promote alumni involvement in Rotary programs such as mentoring, speaking, project partnerships, and grant collaboration.
- Share success stories of alumni impact through district communication channels.
- Encourage clubs to recognize and involve alumni in local initiatives and membership strategies.
- Coordinate with the District Membership and Public Image teams to highlight alumni as potential Rotarians and advocates.
- Submit updates and success stories to Rotary International's alumni team when applicable.

Preferred Qualifications:

- Strong communication and networking skills.
- Familiarity with Rotary programs (RYLA, Youth Exchange, Global Grants, etc.).
- Commitment to building lasting relationships and recognizing the value of alumni engagement.
- Ability to work across Rotary committees and club structures.

Time Commitment:

- 2–4 hours per month
- Attendance at relevant district events and leadership meetings
- Ongoing outreach to alumni and collaboration with clubs

District TRF Fundraising and Annual Fund Giving Chair

Reports to: District Rotary Foundation Chair

Supports: District Governor, Club Foundation Chairs, Major Donor & Paul Harris Society Coordinators

Appointed by: District Governor in consultation with the District Rotary Foundation Chair

Term: 1 year, renewable

Role Summary:

The District TRF Annual Fund Giving Chair leads efforts to promote and grow contributions to The Rotary Foundation's Annual Fund throughout District 5170. This role combines strategic fundraising leadership with donor engagement, club education, and recognition support. The Chair collaborates with the District Foundation Team and club leaders to achieve district giving goals and strengthen Rotary's impact locally and globally.

Key Responsibilities:

- Lead the district-wide strategy to increase Annual Fund contributions, including Every Rotarian Every Year (EREY) and Rotary Direct participation.
- Promote all channels of Annual Fund giving, including online contributions, Rotary Direct, and club campaigns.
- Monitor and report on club and district giving progress toward TRF goals (total giving, per capita, EREY participation).
- Provide clubs with resources, tools, and coaching to support their fundraising efforts.
- Work with Assistant Governors and Club Foundation Chairs to encourage goal setting and donor engagement.
- Encourage Paul Harris Fellow and Paul Harris Society recognition through Annual Fund giving.
- Collaborate with the Major Donor, Endowment/Legacy Giving, and PolioPlus Chairs to ensure aligned messaging and donor outreach.
- Celebrate and recognize clubs and individuals reaching milestones or TRF banners.
- Contribute updates and success stories to the district newsletter and public image team.
- Attend and support Foundation events, donor recognition programs, and training seminars.

Preferred Qualifications:

- Prior experience with Rotary Foundation fundraising at the club or district level.
- Strong understanding of TRF giving programs and recognition levels.
- Effective communication and collaboration skills.
- Ability to motivate and support club leaders in achieving their fundraising goals.

Time Commitment:

- 4–6 hours per month
- Attendance at key district meetings, training events, and Foundation seminars
- Availability for virtual and in-person support to clubs and Assistant Governors

District 5170 Sergeant at Arms Committee

Role:

Support the successful execution of District 5170 events by coordinating room setup, assignments, directional signage, and logistics, ensuring a smooth and welcoming environment for all attendees.

Responsibilities:

- Provide logistical support at District events, including District Assemblies, Conferences, PETS, and other scheduled meetings.
- Coordinate room assignments and directional signage to ensure efficient attendee flow.
- Work with event planners and District leadership to understand and execute room and equipment needs.
- Support registration logistics and event flow (e.g., badge tables, seating, materials distribution).
- Ensure consistent standards of order, decorum, and efficiency during large meetings and events.
- Provide on-site troubleshooting and assist with any last-minute adjustments.
- Mentor and coordinate volunteer support when needed at events.
- Hold periodic committee meetings or Zoom check-ins for planning and coordination.

Qualifications:

Rotary Club member with experience in event planning, logistics, hospitality, or operations. Must be organized, detail-oriented, and able to work collaboratively in a team setting.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8–12 hours/month (varies depending on the event schedule).

District 5170 Climate Action Committee

Role:

Promote environmental sustainability and climate awareness throughout District 5170 by encouraging Rotary clubs to take action on climate-related projects, education, and advocacy aligned with Rotary's seventh area of focus: Protecting the Environment.

Responsibilities:

- Convene monthly Zoom meetings to share climate-related initiatives, projects, and resources with club representatives.
- Educate Rotarians about climate change, sustainability practices, and how clubs can take climate action locally and globally.
- Collaborate with club-level Environmental Sustainability Chairs to support and expand environmental service projects.
- Promote Rotary International and ESRAG (Environmental Sustainability Rotary Action Group) resources and initiatives.
- Support clubs in applying for District and Global Grants related to environmental projects.
- Organize or support at least one District-wide environmental service day or event annually.
- Encourage youth and Interact involvement in climate-related initiatives.
- Track and report on District-wide climate action efforts for annual recognition and promotion.

Qualifications:

Rotary Club member passionate about environmental sustainability and experienced in project coordination, advocacy, or science-based environmental work. Familiarity with Zoom and collaborative tools preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

5–8 hours/month, including one monthly Zoom meeting.

District 5170 Youth Services Committee

Role:

Support and strengthen Rotary's commitment to youth development in District 5170 by providing guidance, coordination, and resources for youth programs including Interact, RYLA, Youth Exchange, Rotaract, and Youth Protection.

Responsibilities:

- Convene monthly Zoom meetings to coordinate efforts across all District youth programs and share best practices.
- Support Club Youth Services Chairs in organizing and sustaining vibrant Interact and Rotaract clubs.
- Promote participation in District youth programs such as RYLA (Rotary Youth Leadership Awards), Youth Exchange, and local youth leadership events.
- Collaborate with the District Youth Protection Officer to ensure compliance with Rotary's Youth Protection policies and training requirements.
- Work with District leaders to include youth voice and representation in events and initiatives.
- Encourage partnerships between Rotary clubs and local schools or youth organizations.
- Assist in organizing District-wide youth events and recognition opportunities.
- Track and report youth participation data and program impact to Rotary International and District leadership.

Qualifications:

Rotary Club member with experience in youth programming, education, or mentoring. Must be passionate about youth development and familiar with Rotary's youth programs.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

6–10 hours/month, including one monthly Zoom meeting and periodic event support.

District 5170 Governance Committee

Role:

Support effective governance practices across District 5170 by reviewing and recommending updates to District policies, procedures, and bylaws in collaboration with the District Resolutions Committee Chair.

Responsibilities:

- Convene monthly Zoom meetings (or as needed) to review governance matters, including district policies, procedures, and governance documents.
- Collaborate closely with the District Resolutions Committee Chair on the development, review, and vetting of proposed resolutions and policy changes.
- Ensure alignment of District policies with Rotary International governance and compliance standards.
- Provide guidance to club leaders on governance-related questions and promote best practices in club operations and board structures.
- Review and recommend updates to the District Leadership Plan, Manual of Procedure, and District Committee structure as necessary.
- Support the preparation of governance documents for District Training Assembly, District Conference, or special business meetings.
- Maintain and archive records of approved resolutions, amendments, and policy updates.
- Serve as a resource for incoming District leaders regarding governance responsibilities and structures.

Qualifications:

Rotary Club member with experience in governance, nonprofit leadership, law, or policy. Familiarity with Rotary's Manual of Procedure, District policies, and organizational structure preferred.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

4–8 hours/month, including one Zoom meeting and document review as needed.

District 5170 Foundation Committee

Role:

Oversee and manage the District 5170 Foundation, a separate 501(c)(3) nonprofit entity, to support charitable, educational, and humanitarian activities within the District. Ensure compliance with nonprofit regulations and alignment with Rotary values while promoting transparency, impact, and financial stewardship.

Responsibilities:

- Hold regular committee meetings (via Zoom or in-person) to review grant requests, fund disbursements, and financial reports.
- Evaluate and approve club and district grant applications for eligible projects aligned with the Foundation's charitable purpose.
- Maintain compliance with IRS regulations, state nonprofit reporting requirements, and 501(c)(3) best practices.
- Work closely with the District Treasurer, Foundation Treasurer, and legal counsel as needed to ensure proper management of funds and filings.
- Promote awareness of the District 5170 Foundation to clubs, encouraging contributions and engagement in funded initiatives.
- Monitor the use of funds and require reporting from grant recipients to ensure accountability and impact.
- Coordinate with the District Rotary Foundation Committee (DRFC) where appropriate to distinguish between District Foundation and TRF (The Rotary Foundation) activities.
- Support fundraising efforts, donor recognition, and strategic planning to expand the Foundation's reach and sustainability.

Qualifications:

Rotary Club member with experience in nonprofit governance, finance, grant management, or legal compliance. Familiarity with 501(c)(3) operations is strongly preferred.

Term of Office:

Three years at the discretion of the District 5170 Foundation Board.

Estimated Monthly Time Commitment:

6–10 hours/month, depending on the volume of grant applications and financial reporting cycles.

District 5170 Public Image Committee

Role:

Support and amplify Rotary's mission, values, and impact through strategic communications and storytelling across District 5170. The committee, led by the Public Image Chair, collaborates with clubs to enhance Rotary's visibility and brand recognition through media, digital platforms, and public engagement.

Responsibilities:

- Meet monthly via Zoom to coordinate District-wide messaging, share best practices, and provide support to club Public Image Chairs.
- Assist clubs in developing effective communication strategies, including social media, websites, newsletters, and media outreach.
- Promote Rotary's People of Action campaign and ensure consistent use of Rotary branding and logos in all communications.
- Create and distribute templates, promotional toolkits, and graphics for use by clubs and District leadership.
- Highlight successful service projects, events, and member stories through District newsletters, websites, and social media channels.
- Support marketing efforts for District events such as the District Conference, training sessions, and membership drives.
- Coordinate photography and video efforts at District events to capture Rotary in action.
- Monitor media and public relations efforts, tracking engagement and visibility metrics to improve impact over time.

Qualifications:

Rotary Club member with experience in marketing, public relations, social media, graphic design, or digital content creation. Strong communication and collaboration skills are essential.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8–12 hours/month, including committee meetings and media/project work.

District 5170 Leadership and Learning Committee

Role:

Foster leadership development and lifelong learning among Rotarians in District 5170 by designing and supporting educational programs, resources, and events that strengthen club and district leadership capacity.

Responsibilities:

- Convene monthly Zoom meetings to coordinate leadership training initiatives and collaborate with District Training leaders, Assistant Governors, and other committee chairs.
- Develop and support training programs for club presidents, officers, committee chairs, and emerging leaders.
- Organize and facilitate key District training events such as District Training Assembly, Pre-PETS, and other learning workshops throughout the Rotary year.
- Promote enrollment in Rotary Learning Center courses, Rotary Leadership Institute (RLI), and other personal and professional development opportunities.
- Identify and recruit trainers, facilitators, and speakers with Rotary knowledge and leadership experience.
- Maintain and update training materials, curriculum guides, and online resources to ensure consistent, high-quality instruction.
- Support learning opportunities that reflect Rotary's values of DEI, service, ethics, and collaboration.
- Collaborate with the Public Image and Membership Committees to promote leadership programs and recognize participation.

Qualifications:

Rotary Club member with experience in training, facilitation, education, or leadership development. Strong organizational, communication, and teamwork skills are essential.

Term of Office:

Three years at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

8–12 hours/month, with additional time during training preparation and delivery periods.

District 5170 Membership Attraction Chair

Role:

Support and advance District 5170's membership growth by focusing specifically on **attracting new members** through innovative outreach, strategic partnerships, and creative marketing efforts. Work closely with the District Membership Chair and committee to develop and implement strategies that expand Rotary's reach and appeal to diverse audiences.

Responsibilities:

- Collaborate with club membership chairs and public image teams to develop **creative outreach campaigns** that highlight the value of Rotary.
- Attract, Inspire, and Motivate. **A.I.M.** – Inspire clubs to actively seek prospective members through community engagement and networking opportunities.
- Identify and share **best practices for member attraction**, including digital marketing, social media campaigns, and community partnership models.
- Coordinate **district-wide membership attraction initiatives**, such as open house events, membership drives, and Rotary Days of Service.
- Work with the District Governor and Membership Committee to **identify target demographics** and communities for outreach.
- Promote and assist clubs in using **Rotary International's Membership Leads Program** to convert leads into active members.
- Provide clubs with **tools, templates, and resources** for hosting successful prospective member events.
- Support the creation of **new club formats** (satellite clubs, passport clubs, cause-based clubs) to reach underrepresented groups or areas.
- Monitor **district-wide attraction metrics** and share progress reports and recommendations with the District Membership Chair and leadership team.

Qualifications:

- Active Rotary Club member for at least three years with demonstrated involvement in **membership outreach or public image efforts**.
- Strong communication, networking, and organizational skills.
- Marketing, public relations, or community engagement experience is preferred.
- Previous experience as a club membership chair or on a membership/public image committee is helpful but not required.

Term of Office:

1 year at the District 5170 Governor's discretion.

Estimated Monthly Time Commitment:

2-4 hours/month