ROTARY INTERNATIONAL DISTRICT 5150 JOB DESCRIPTION

DISTRICT ROTARY PEACE FELLOW CHAIR

ROLE:

The Rotary Peace Fellows Chair is the individual who promotes the Rotary Foundation Peace Fellows Program.

RESPONSIBILITIES:

The position requires a time commitment of one hour per week much of the year with ten to twenty hours a week during Peak activity of soliciting, reviewing applications and organizing a team to interview candidates. The position requires the Chair to work with the District Governor and the District Rotary Foundation Chair on this and other District-related activities as requested.

(a) <u>Promoting the Program</u>- January -May

Provide written materials to Rotary Clubs and Rotarians, speak at Rotary events and meetings. One should, of course, be familiar with the program and TRF generally.

(b) <u>Assistance on completing applications</u> Applications due to District by May 31.

Communicating with prospective applicants and assisting on completing R.I. forms. The communication work also involves communicating with R.I. Staff including current Peace Fellows Coordinator: Rebecca Holloway, Tel: 847-866-3440, E-mail: Rebecca.Holloway@rotary.org

- (c) <u>Organizing and Conducting interviews-</u> June
 - Locating and training a diverse team, including some PDGs and others, to conduct interviews of applicants.
- (d) <u>Interviews of Candidates and Reporting to R.I.-</u> District nominations due to RI by July 1st.

 Conducting interviews with team, and filing recommendations with Rotary.
- (e) RI selects Fellows and notifies the winners in November.

QUALIFICATIONS:

You are a Rotarian in good standing with your club for at least five years,

An active supporter of the Rotary Foundation, preferably a Paul Harris Fellow

Have familiarity and /or experience with the Peace Fellows Program.

TERM OF OFFICE: Three years – at the discretion of the District Governor and/or TRF Chair.