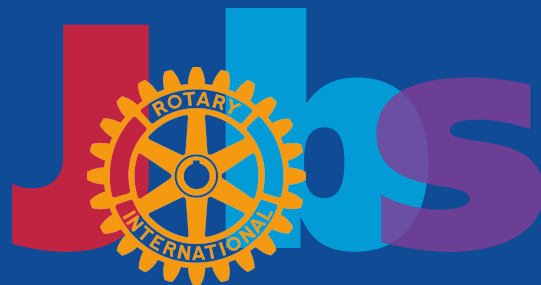


# Openings

## 2018 and Beyond



### Diversity & Inclusion

#### Champion

**Time Commitment** 3 in-person meetings with the Membership Committee, subcommittee meetings as needed, offline work as needed

**Skills** strong communication, passion for diversity/inclusion, access to email

#### Responsibilities

- provide reports to the membership committee and Co-Chairs,
- establishing 2-3 measurable goals,
- overseeing Diversity/Inclusion initiatives
- overseeing development of LGBT+ Ally informal fellowship (does NOT have to attend meetings)
- overseeing Women in Leadership informal fellowship (does NOT have to attend meetings)
- oversee diversity & inclusion initiatives as team determines

#### LGBT+ Fellowship Coordinator

**Time Commitment** informal communication with D/I Champion, subcommittee meetings as needed, offline work as needed

**Skills** strong communication, networking skills, access to email, database management

#### Responsibilities

- conduct feasibility of forming local LGBT fellowship for Rotarians, friends, family and allies.
- provide reports to the D/I Champion
- determine base budget for new group
- establishing 2-3 measurable goals,
- partner with existing RI LGBT+ Fellowship for guidance

#### Team Members

**Time Commitment** informal communication with D/I Champion, subcommittee meetings as needed, offline work as needed

**Skills** strong communication, access to email

#### Teams Include

- Diversity/Inclusion Action Team
- Women in Leadership fellowship
- LGBT+ Ally fellowship

### Uncovering New Leads

#### Alumni Reachout Assistant

**Time Commitment** informal communication with Alumni Chair, communication with clubs, communication with alumni needed

**Skills** strong communication, access to email, experience with databases

#### Responsibilities

- Partner with Alumni Chair and Rotary International to update contacts of district alumni
- Cross reference alumni list with active Rotarians
- Reach out to district alumni to see if they are interested in joining Rotary
- ▶ All work can be done remotely from home

### Mini Grants

#### Grant Manager, Membership

**Time Commitment** informal communication with Membership Co-Chair, communication with applicants, offline work as needed

**Skills** strong communication, access to email, database management

#### Responsibilities

- Organization of 2 membership mini grants, 3 times per year
- Communication with applicant clubs
- Assistance with developing grants in partnership with clubs as needed
- Reviewing grants and making recommendations
- Grant awards
- Report collection and post-award data collection
- ▶ All work can be done remotely from home

#### Grant Manager, Public Image

**Time Commitment** informal communication with Public Image Co-Chair, communication with applicants, offline work as needed

**Skills** strong communication, access to email, database management, knowledge of Rotary Master Branding guidelines

#### Responsibilities

- Organization of 1 public image mini grant, 3 times per year
- Communication with applicant clubs
- Assistance with developing grants in partnership with clubs as needed
- Reviewing grants and making recommendations
- Grant awards
- Report collection and post-award data collection
- ▶ All work can be done remotely from home

### Public Image

#### Graphic Designer

**Time Commitment** offline work as needed

**Skills** strong communication, access to email, knowledge of Rotary Branding Standards

#### Responsibilities

- Partner with Public Image Co-Chairs to develop district print and digital collateral
- Provide design services to clubs as needed for events/announcements, etc.
- ▶ All work can be done remotely from home

#### Photographer

**Time Commitment** event coverage as needed

**Skills** strong communication, access to email, professional or recreational photography experience

#### Responsibilities

- Partner with Public Image Co-Chairs to provide photography services for district events
- Provide Public Image Co-Chairs with action photos for social media campaigns

### Club Development & Culture

#### Club Health Check/Vibrant Clubs Specialist

**Time Commitment** informal communication with Development/Culture Champion, communication with clubs, offline work as needed, up to 6 club visits per year

**Skills** strong communication, access to email, knowledge of Rotary Club Health Check and Vibrant Clubs (click for sample)

#### Responsibilities

- Communication with Development/Culture Champion
- Reach out to clubs to offer resources
- Complete up to 6 club visits per year to focus and coach on this area

#### Rotarian Fellowships and Rotarian Action Groups Specialist

**Time Commitment** informal communication with Development/Culture Champion, communication with clubs, offline work as needed, up to 6 club visits per year

**Skills** strong communication, access to email, knowledge of Rotary Fellowships and Action Groups (click for sample)

#### Responsibilities

- Communication with Development/Culture Champion
- Reach out to clubs to offer resources
- Complete up to 6 club visits per year to focus and coach on this area
- write short article for e-bulletin for May, 2019 edition

### District Administration

#### Assistant District Secretary

**Time Commitment** Minimal. Three-year commitment become District Secretary in 2019.

**Duties** Assistant District Secretary as required in recording District minutes. Attend District Assembly, District Conference and District Council meetings

**Skills** Knowledge of Microsoft Office helpful

#### Assistant District Treasurer

**Time Commitment** Three-year commitment become District Treasurer in 2019,

**Duties** Perform all bank reconciliations monthly. Receive, record and deposit payment checks from January through March. Familiarize self with District Books.

**Skills** Knowledge of QuickBooks Online extremely helpful. Training is available however.

- ▶ All work can be done remotely from home