



THE ROTARY LEADERSHIP INSTITUTE OF NORTHEAST AMERICA, INC



DUTIES & RESPONSIBILITIES OF VICE-CHAIRS

1. Will act in the absence of the chair as the official representative of the RLI at such site locations as designated by the chair
2. Will see that the RLI Chair receives a copy of the faculty course assignments from each of their sites 10 days before the event. Executive Director will provide both chairs, (VC and RVC) with a list of faculty volunteers for their sites. We expect both chairs to work together however the assigning responsibility will rest with the Regional vice Chairs, they being most familiar with faculty course preferences. All site faculty volunteers, assigned or not assigned, must be notified by 8 to 10 days prior to the event.
3. Responsible for communicating with all regional vice chairs for all site locations to make sure adequate supplies are available, such as: notebooks, tent cards, name badges, overhead projectors, flipcharts, etc.....
4. Will keep close contact and communication with all regional vice-chairs in their respective zones
5. Will report to the chair any unresolved issues and problems that arise either before or after a session
6. Will attend the two steering committee meetings and the RLI annual meeting

DUTIES & RESPONSIBILITIES OF THE REGIONAL VICE CHAIRS

1. Will act as the official representative of the RLI and preside at such site locations as designated by the chair.
2. Will assign courses to the faculty volunteers 10 days prior to the event and send a copy of the assignments to the RLI Chair and Vice Chair. Executive Director will provide both chairs, (VC and RVC) with a list of faculty volunteers for their sites two weeks in advance of the each event. All site faculty volunteers, assigned or not assigned, must be notified by 8-10 days prior to the event. The smooth operation of the site location would also include registration setup and having adequate supplies and equipment. (Notebooks, graduate pins and certificates)
3. Will serve as the host for the faculty dinner meeting the night before said site (*only faculty members meals will be paid for, and no liquor will be reimbursed*)
4. Will communicate and work with the RLI Registrar with regard to the registration list, printing of name badges, tent cards, etc....in anticipation of said site location
5. Will communicate, assist, and work with all District Chairs assigned to the RVC, and also will assist in advice and consultation in setting and recommending course sites.

6. Will work with the District Chair on site selection and costs in a timely manner, before the site is officially committed to and a contract signed.
7. Serves as the liaison with District Chairs in promoting and organizing course sites
8. Will handle all aspects of the evaluation process. That is handing out, collecting, completing summary and returning evaluations to the RLI Evaluation Chairs within two weeks of the site date.
9. Will send RLI site attendance report and all collected moneys to the Registrar within 10 days of the event.
10. Will follow up on the collection of registration fees for delinquents.
11. Will attend the two steering committee meeting and the RLI annual meeting.

ROLES & RESPONSIBILITES OF THE DISTRICT CHAIRS

1. Will serve as the arrangements chair at each site in their respective district, unless otherwise designated to another responsible Rotarian in said location
2. Will serve as the promotions chair for each particular course site in their respective district, unless designated to another responsible Rotarian in said district
(promotions is a year round-full time activity - RLI course sites and the program should be promoted by the DG, DGE, and District Chair, and distribute the RLI brochure as often as possible)
3. To make sure the site location will accommodate the necessary arrangements needed for the RLI model- i.e. u-shaped set up in each room for 15-20 participants, screens provided in each breakout room for overhead projectors, breakfast room & a registration area with proper tables, and proper signage at the site location. If at a college location or school, proper signs must be placed in strategic positions to lead the attendee the easiest route to the building location for registration.
4. Will work with the clubs in each district in having each club nominate at least two members at each site to attend Part 1, and will work with the RLI registrar and send letters to previous Part 1 & 2 participants to get them to register for Parts 2 & 3 and graduate participants at such locations offering graduate courses.
5. Will work with the Regional Vice-Chair, and the Executive Director to have all contracts reviewed and approved by the Executive Director before signing at a particular location on behalf of the RLI (****all contracts must be sent to Ward Vuillemot for approval!!!*)
6. Will attend the RLI annual meeting.
7. Will volunteer or recruit prospective RLI faculty *members (must be nominated by the DG)* and will volunteer to serve on an RLI committee as set forth:

ROLES & RESPONSIBILITIES FOR FACULTY MEMBERS

1. Will be Rotarians in good standing in their clubs and Districts. They will have a good knowledge and understanding of Rotary and will have held leadership roles in their clubs and districts.
2. Rotarians that have not served as a District Governor must complete all three Parts (I, II, and III) of the course material before becoming a candidate to join the faculty.
3. All faculty must attend the faculty training program before becoming a member of the faculty.
4. Faculty members are asked and expected to participate at various sites throughout the Division. Faculty members should plan to attend at least a couple of sessions each Rotary year.
5. Faculty that are unable to participate during an 18 month period are asked to attend a reorientation session conducted by the Division Training Chair or a member of that sub-committee.
6. Faculty must work closely with the Regional Vice-Chairs. The RVC will work with each faculty member to decide location and which courses the faculty member is most comfortable teaching.
7. Faculty members are responsible for their own transportation and lodging expenses. The Faculty dinner the evening prior to the scheduled session is paid for by the Division along with the meals and breaks on the training day.
8. Faculty are encouraged to attend the pre-event faculty dinners, since it is at this setting the event logistics are shared and adjusted and curriculum issues discussed.
9. Faculty members are encouraged to attend the Annual Meeting of the Division. It is during this meeting that updates to curriculum and training techniques are discussed.

*THANK YOU FOR ALL OF YOUR SERVICE TO THE ROTARY LEADERSHIP
INSTITUTE-IT IS SUCCESSFUL-BECAUSE OF YOU!!*