

**District 5020
District Literacy Chair
Job Description**

Overview and Objectives: The Literacy Committee will assist clubs in developing and implementing Literacy programs and projects.

Term of Appointment: The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

Responsibilities:

- This is not a District Council position
- Chairs the District Literacy Committee
- Organizes District Literacy Committee meetings throughout the year
- Liaises with Zone Literacy leaders to develop a proactive program to assist in the training of club Literacy committee chairs and members
- Literacy resource for clubs in the District
- Informs DG about Literacy activities in the District
- Promote Literacy via District communication vehicles such as the website and newsletter – September is Literacy Month promotion
- Set Literacy award criteria, advertise for award submissions and decide on successful applicants
- Works with District Awards Chair to present Literacy awards at the District Conference
- Ensures all awards are ready for presentation at the District Conference
- Attends DTA/Conference and may be asked to present at this event
- Recommends to DG team potential replacements for the Literacy Chair position at term conclusion.

Qualifications:

- Competent technology skills
- Effective verbal and written communication skills
- Ability to travel to/from Canada/USA
- Be a Rotarian in good standing

26-Feb-20