

Rotary Club of Livermore

Revision Number: _____

Revision Date: _____

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14. Duties of Board Advisors

LITERACY GROUP COORDINATOR

The Literacy Group Coordinator shall work to develop three literacy goals:

- Every club to participate in International Literacy Day and Rotary Literacy Month.
- Every Rotary club to undertake a literacy project either at home or abroad.
- Every club to seek alliances with other organizations to promote literacy.

The top three priorities for the club are:

1. The Dictionary project.
2. School partnerships or Adopt-a-School programs
3. Character literacy projects (4-Way Test projects) - The easiest way to do this is to place a 4-Way Test banner or plaque in our local schools.

Other priorities:

4. Once-a-month club program or project dealing with the literacy aspects of the Rotary monthly theme (September through March).
5. Conduct an adult literacy project.
6. Conduct an "Outside of the Box" literacy project
7. Participate in or initiate a comprehensive literacy web site

GRANTS COORDINATOR

The Grants Coordinator shall have the following responsibilities:

- The Grants Coordinator will ensure that all club members understand their responsibilities regarding the issuance of grant funds and the outcome of projects funded by the grants.
- The Grants Coordinator shall manage club qualification to receive TRF grants.
- The Grants Coordinator shall be responsible for ensuring that stewardship measures and proper grant management practices are implemented for all TRF grants, including ensuring that there will be no conflicts of interest in the planning of projects.
- The Grants Coordinator and Assistant Grants Coordinator shall attend all training sessions arranged by the District. The President and President-Elect are also invited to attend the training.
- The Grants Coordinator shall maintain original documents for a minimum of five years, including, but not limited to:
 - Documents relating to qualification
 - All records and documentation of policies and procedures required by the club MOU
 - Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, and written or electronic correspondence.

Documents shall be stored in a location specified by the Grants Coordinator and made known to the club Secretary and made available to club Rotarians. The records shall also be provided to TRF or the district upon request or in the case of an audit.

- The Grants Coordinator shall report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. The Grants Coordinator shall provide a monthly report on grant activities to the Club Board of Directors and a quarterly report to club members and the District.
- The club's President-Elect shall monitor any potential misuse or irregularities in grant-related activity and report the same to the District Grant Committee Chair. Club members shall be advised to report any suspected misuse of grant funds to the President-Elect.
- The Grants Coordinator shall advise club members of the content of this document so as to advise them of their responsibilities.
- In the event that either the Grants Coordinator or the Assistant Grants Coordinator is not able to carry out the duties assigned by this policy document, the President shall appoint a replacement for that person. The records held by the Grants Coordinator shall be transferred to the new holder of the position.