## POSITION:

District Personnel Director

## TERM:

Three-year term recommended.

## REPORTS TO:

The District Governor

## BUDGETARY RESPONSIBILITY:

In coordination with the District Governor, determine budgetary requirements, if any, to support the personnel committee.

## PREREQUISITES:

* Be an active member in a Rotary Club in District 5320
* Served as a past Rotary Club President in District 5320
* Be a Paul Harris Fellow prior to assuming the position as Personnel Director
* Served at least one year in a District 5320 position
* Have an appreciation for and commitment to the objectives and tenets of Rotary International and Rotary District 5320
* Be willing and able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.

## JOB SUMMARY:

In coordination with the DG, DGE and/or DGN, identify, recommend, and appoint Rotarians to District leadership positions consistent with the schedules established by the District Governor line.

## PRIMARY JOB RESPONSIBILITIES:

* Organize a Personnel Support Committee to keep track of potential district leaders through their:
  + Attendance at District events.
  + Graduation from District Education and Training programs.
  + Club and District jobs held and completed satisfactorily
  + Club and District awards both personal and club
  + Rotary Foundation giving designations and achievements.
  + Positive personal comments made by district leaders and event chairs
* Solicit, record and maintain examples of personal excellence among those Rotarians with whom members of District Staff come into official contact.
* In coordination with the District Website Committee Chair, the District Bulletin Editor and the District Secretary:
  + Post and maintain accurate District Staff personnel assignments and changes on the District Website.
  + Include information relative to District Staff changes in District publications.
* As required, submit written reports to the District Governor.

## SECONDARY JOB RESPONSIBILITIES

* Participate in the planning and presentation of training classes to district staff.
* Advise club representatives regarding the establishment, workings and tasking of Club Personnel Committee Chairs.
* Attend the District Assembly and other seminars to actively promote attendance of the Personnel Committee representatives of all clubs.
* Identify, encourage and assist in the development of future club and district leaders.
* As requested, participate in meetings at the group level for Club Personnel Committee Chairs to exchange ideas.’
* In coordination with the District Education and Training Committee Director, participate in the District Team Training Seminar in such a way as to pass on to the person who relieves you as District Personnel Committee Director for the following Rotary Year a summary of events during your term in office.
* Maintain the elements of the District Operations Manual related to personnel selection and job descriptions.