



Rotary Leadership Institute Northeast America Division

Regional Vice Chair (RVC) Duties and Responsibilities

1. Know Your Site: room size, materials, faculty and food. As the date approaches, you may be able to increase food, material and faculty, but you probably won't be able to change the number of rooms.
2. Contact all facilitators signed up for the site 30 days before the event to ensure they are still available, ask them to place the event on their calendar.
3. Select the facilitators you will be using at the event at least 10 days prior to the event.
4. Prepare the class schedule indicating the sessions assigned to each facilitator and send schedule to each facilitator 10 days prior to the event.
5. Verify you have enough course material for each session and walk-ins, obtain more if needed.
6. Prepare for walk-ins by having extra name tents, name badges with holders, and course material available.
7. Have the site chair select personnel to staff the registration desk. Registration should be staffed by enough well-trained volunteers (not faculty) to effectively process the registrants. Staff should arrive at the site by 7:15 am with registration starting at 0730 am.
8. Once you have the registration material from DacDB, print out the name tents, name badges, completion certificates, registration labels, and copies of the registration list for the registration desk.
9. Prepare packets for each student and place in envelopes (except Part I place in folio) course curriculum, name tent, name badge with holder, and course schedule.
10. Determine in advance, when you need to close registration for each part. Walk-Ins need to be accepted on a standby basis. They should be placed in a class only when you have determined that the duly registered participants are not being negatively impacted.
11. Divide registration table into PAID, UNPAID and WALK-IN. Check-in people as they using the registration sheet and collect any missing data.
12. UNPAID – Check-in, and collect balance, including late fee if registered within 10 days of the session. WALK-IN - Collect their data sheet with payment and hold them for your approval.



**Rotary Leadership Institute
Northeast America Division**

13. Conduct Graduation ceremony for Part III students at noon. Have District Governor present pin and completion certificate. Issue Part I, Part II, and Graduate certificates at the end of the day.
14. Collect expense vouchers from faculty, approve and sign them. Forward to Treasurer for reimbursement.
15. Post-registration: Review and reconcile the registration on DacDB with the funds submitted. Confirm; cash, check, voucher, or scholarship for each registrant
16. Transmit to RLI-NEA Administrator within 10 days of the session, checks, vouchers, scholarships, and a personal check made payable to RLI NEA to in lieu of the cash. Refunds or payments may not be made from cash received.
17. Prepare actual cost sheet for the site and an expense report with receipts covering any out of pocket expenses such as Friday evening dinner to RLI-NEA Treasurer and Registrar.
18. Send list of facilitators used to RLI-NEA Executive Director.
19. Prepare evaluation report and send report to RLI-NEA Chair and RLI-NEA Executive Director. Send each facilitator a copy of their evaluations.