



Rotary Leadership Institute Northeast America Division

District Site Chair Duties and Responsibilities

1. Send an updated list of District officers (DG, DGE, DGN, and Site Chair) to RLI-NEA Executive by 1 August.
2. Working with your district leadership, select site and date of next year's event and send to your Regional Vice Chair (RVC) for review and approval by RLI NEA Executive Director.
3. Negotiate contract for next year's site. Forward to RVC for review and approval by RLI-NEA Executive Director. Site chairs are **not** authorized to sign contracts. The RVC will prepare a cost estimate sheet for next year's site.
4. Working with the district leadership publicize event and recruit participants.
5. Verify site is ready (meeting rooms set up in U-shape, meal arrangements set up ahead of time).
6. Arrange hotel for any facilitator needing a room for the night before the event and forward the information to your RVC
7. Make arrangements for the Friday evening facilitator dinner meeting, preferably at the same hotel where facilitators will be staying. Try to keep the cost of the dinner below \$25 per person. RLI NEA does not pay for drinks other than tea, coffee, or soda. Facilitators are responsible for the meal cost for their guest.
8. Select district 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 and registration opens at 07:30 am.
9. Handle any issues with the facility throughout the day.