



2007-08 Literacy Resource Group Roles & Responsibilities

General Coordinator and Assistant General Coordinator

There is one general coordinator and one assistant general coordinator for the 2007-08 Literacy Resource Group. They are responsible for motivating resource group members, ensuring effective communication amongst group members, and coordinating group activities. Specifically they:

- Develop and implement overall resource group efforts, including goals, action plan, and communication plan
- Manage the international efforts of the resource group
- Monitor and coordinate activities of area coordinators
- Compile an annual report of Rotary's worldwide literacy efforts from the quarterly reports of the literacy resource group's area coordinators
- Communicate regularly with Rotary International staff contacts regarding the Literacy Resource Group's progress and areas that need review and adjustment

Area Coordinators

There are six area coordinators responsible for 38 different zone coordinators around the world. Area coordinators serve as the primary link between the literacy resource group general and assistant general coordinator and zone coordinators. They regularly:

- seek out and provide literacy information resources, materials, and direction to zone coordinators
- monitor and coordinate the activities of zone coordinators
- communicate at least once a month with zone coordinators, the general coordinator and the assistant general coordinator
- make quarterly reports to the general coordinator and assistant general coordinator about:
 - Any communication difficulties between district coordinators and zone coordinators
 - Major literacy project successes from each zone
 - Quantity and type of literacy related service projects reported in each zone
 - Common project and literacy challenges faced by each zone
 - Groups with whom it may be appropriate to form alliances

Zone Coordinator

One of the primary responsibilities of the 2007-08 Literacy Resource Group zone coordinators is to establish effective two-way communications with districts in their zone and the 2007-08 Literacy Resource Group area coordinators.

Zone coordinators communicate with districts by:

- Making contact with each district governor-elect or district resource group coordinator by 1 June 2007

- Requesting every district contact to encourage every Rotary club to undertake a literacy project either at home or abroad
- Asking district contact what the district literacy goals are for 2007-08 by 1 July 2007. If the district has not set goals, offer suggestions and resources
- Distributing resource group information and publications to each district coordinator every month
- Assessing what clubs are doing by distributing and collecting questionnaires
- Seeking from districts: literacy information; resources; online sources; materials that can be shared with other districts and zones
- Establishing what districts need from the resource group

Zone coordinators communicate with area coordinators by:

- Reporting to the area coordinator by 15 June the plans and goals for the zone
- Communicating monthly with the area coordinator about the zone's progress and needs
- Making quarterly reports to the area coordinator that include:

- At least two literacy project reports from their zone
- Any communication difficulties with districts
- Major literacy project successes from each district within a zone
- Quantity and type of literacy related service projects reported in each district
- Common project and literacy challenges faced by each zone
- Organizations that focus on literacy in a zone and work with Rotary clubs or districts
- Common district level literacy needs to the area coordinators
- Groups with whom it may be appropriate to form alliances

Quarterly Zone Reporting Schedule	
<i>10 October</i>	First quarterly report for July, August, and September due to area coordinators
<i>10 January</i>	Second quarterly report for October, November, and December due to area coordinators
<i>10 April</i>	Third quarterly report for January, February, and March due to area coordinators
<i>31 May</i>	Final report including a review of the year due to area coordinators

Zone coordinators should also:

- Seek out and provide literacy information resources, materials, and direction to district coordinators
- Promote the celebration of 8 September as International Literacy Day, March as Literacy Month and 6 March as World Book Day, or 2 March as Dr. Seuss's Day (U.S. only)
- Attend the Rotary institutes in their areas to promote the work of the resource group.
 - Contact the convener to offer assistance with presentations or panel discussions on the topic of literacy

- Serve as a resource to appropriate district and club leadership district assemblies, PETS and district conferences
- Encourage district contacts to develop district-level literacy recognition programs, such as a “Governor’s Literacy Award”
- Share success stories with the area coordinators and Rotary International staff contacts for publication on the RI Web site, *Rotary World* or *THE ROTARIAN*
- Encourage clubs and districts to list literacy projects in need of assistance on the World Community Service (WCS) Projects Exchange, www.rotary.org/programs/wcs/projects/database.html. Encourage those interested in supporting projects to review the WCS Projects Exchange to find literacy projects to support
- Encourage clubs and districts to report successfully completed literacy projects to Rotary International for inclusion in the RI Community Projects Database, www.rotary.org/programs/projectsdb

District Resource Group Coordinator

The resource group district coordinators coordinate a district’s literacy efforts and work directly with a district’s leadership, Rotary clubs, and other Rotary sponsored groups, such as Interact, Rotaract, and Rotary Community Corps to encourage Rotarians to participate in activities that promote literacy.

District coordinators communicate with district leaders by:

- Working with district leaders to develop district goals for literacy including:
 - Raising awareness of literacy issues by encouraging:
 - carrying out a literacy seminar
 - a literacy speaker at the district conference
 - the district governor presenting a district literacy award
- Planning and implementing activities that celebrate International Literacy Day on 8 September 2007, Rotary’s Literacy Month in March 2008, and 6 March 2008 as World Book Day, or 2 March 2008 as Dr. Seuss’s Day (U.S. only)
- Promoting literacy projects with governor and governor-elect at the district assembly, PETS, and the district conference
- Serving as a communication link from the district to the club level to identify candidates for district level literacy awards
- Coordinating with the district Rotary Foundation chair regarding literacy project implementation that fit within the Foundation grant programs

District coordinators communicate with Rotary clubs by:

- Asking every Rotary club to undertake a literacy project either at home or abroad
- Encouraging Rotary clubs to help achieve district literacy goals
- Distributing materials like newsletters, information pamphlets, and literacy resources from the 2007-08 Literacy Resource Group to clubs and all district literacy contacts
- Informing clubs of district-wide literacy resources and opportunities for service
- Serving as a primary contact for all Rotarians interested in literacy in the district
- Encouraging clubs to celebrate International Literacy Day on 8 September 2007, Rotary’s Literacy Month in March 2008 and 6 March 2008 as World Book Day, or 2

March 2008 as Dr. Seuss's Day (U.S. only) with activities that address literacy concerns

- Reinforce the items related to literacy in the 2007-08 Presidential Citation and assist clubs with those goals related to literacy

District coordinators communicate with zone coordinators by:

- Communicating monthly with the zone coordinator, beginning in September, about literacy activities in their district
- Submitting quarterly reports to the zone coordinator that include:
 - At least two literacy project reports from their district
 - Any communication difficulties with district leaders or Rotary clubs
 - Major literacy project successes from the district
 - Quantity and type of literacy related service projects reported in each district
 - Common project and literacy challenges faced by clubs in the district
 - Organizations that focus on literacy in a district and work with Rotary clubs
 - Common community literacy needs
- Contact the zone coordinator for guidance, project ideas, and assistance in goal setting