

# Job Description Vision Facilitator

**RESPONSIBLE TO:** District Club Visioning Chair

**MAIN PUROSE OF JOB:** To facilitate visioning events in Rotary Clubs throughout various Rotary districts to bring together a club’s many talented personalities and transform the collective energy and talents into a team that is moving with intention in the same direction. Successful clubs using visioning processes sustain and increase membership, implement successful service projects, support the Rotary foundation, and develop leaders in the club and beyond. Resulting long range plans create continuity of leadership, vision and process, consistency in programming, consensus, solidarity and unanimity in purpose and action.

**SOME OF THESE ABILITIES, SKILLS AND KNOWLEDGE ARE REQUIRED:**

• Approachable with friendly manner	• Resolving conflict
• Good listener	• Paraphrasing
• Well organized	• Consensus building techniques
• Motivated	• Facilitation training
• Knowledge of Rotary	• Planning meetings
• Public speaking	• Creating agendas
• Verbal communication	• Demonstrated leadership skills
• Written communication	• Planning projects
• Group dynamics	• Collaborating techniques
• Question asking	• Summarizing discussions
• Facilitation techniques	• Managing flip charts
• Commitment to planning	

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Facilitate visioning events in Rotary Clubs throughout Rotary districts with the assistance of one or more trained facilitators.
2. Attend Vision Facilitator Training workshop(s) generally lasting 6 -7 hours in one day.
3. Champion the process of planning and implementing using vision facilitation techniques.
4. Promote a collaborative, reflective atmosphere during events.
5. Encourage every person’s participation in group discussions.
6. Provide group leadership as needed without dominating group processes.
7. Model appropriate communication and leadership skills.
8. Direct discussion to stay on track.
9. Maintain contact with District Club Visioning Chair, District Club Visioning Coordinator and Club Visioning Facilitation Event Coordinators.
10. Assist in scheduling and setting-up club events.
11. Assist in securing assistant vision facilitators for club events.
12. Assist in communicating dates and times of events to group members.
13. Maintain familiarity with current vision facilitation policies and practices.

14. Monitor the activities, duties, and responsibilities of vision facilitators assisting during each event.
15. Ensure that vision facilitation procedures are met at each visioning event.
16. Ensure that follow-up action plans are discussed and documented by the end of the visioning even.
17. Ensure that follow-up proceedings are prepared reflecting information written on flip charts so those not attending event have a sense of what transpired during the event.
18. Train future Vision Facilitators as the need arises.
19. Make suggestions to improve visioning processes.