

# ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

## Terms of Reference

### NATIONAL OPERATIONS COMMITTEE

#### Purpose

The purpose of the Operations Committee is to:

- (i) To encourage RAWCS Regions, Rotary Clubs and Districts to promote and utilize RAWCS facilities when undertaking projects and to monitor and support Project Managers and projects.
- (ii) To oversight the operational management areas and arrive at common policy for all Regions for the management of:
  - a. RAWCS Regions
  - b. Project registration
  - c. Volunteer registration
  - d. The operation of the online donation facility
  - e. Project reports
  - f. Volunteer Team Leader reports
  - g. RAWCS website
- (iii) To formulate policy on all operational areas agreed to by the majority of Regional Operational Chairs and recommend it to the Board for approval.
- (iv) To recommend staff to the Board for appointment to all RAWCS National Operations areas of responsibility.
- (v) To assist and advise RAWCS Regions, Rotary Clubs and Districts concerning the availability and organization of volunteer training teams and/or specialists, and materials and any necessary finance.
- (vi) To promote the objects of RAWCS.
- (vii) To ensure, that all RAWCS projects to be implemented by a Rotarian, Rotary Club, Rotary District or other volunteer, have completed an official RAWCS Project Registration Form.
- (viii) To ensure, that all RAWCS volunteers invited by a Rotarian, Rotary Club, Rotary District, have completed their details on the online RAWCS Volunteer Registration facility.
- (ix) To send quarterly reports of progress on all operational projects under its control to the Board.

- (x) To discuss reports received quarterly by the Regional Operational Committees in regards to:
  - a. details of registered projects and by whom,
  - b. details of current and completed projects,
  - c. survey plans if applicable
  
- (xi) To ensure accurate Minutes are to be kept of all meetings and copies are to be distributed to all members and the Board.

### **Responsibilities**

The Operational Committee will meet by phone prior to all Board meetings and at least bi-monthly to formulate and recommend any policy on any operational aspect of RAWCS Ltd.

The Operational Manager will be responsible for calling these meetings so that they may be able to report on the committee's behalf to the Board meeting.

The Operational Committee may form such sub-committees as are required to supervise on-going projects. Each sub-committee will have a Manager nominated by the Operational Committee and endorsed by the RAWCS Board. Because of the expertise required in project management, such Managers and members of the sub committees may be co-opted from the broader Rotary community with the endorsement of the Board.

There are no Sub-committees currently.

### **Accountabilities**

Processes for the nomination, appraisal, selection, management, reporting and final evaluation will conform to established RAWCS. procedures.

Committee Composition.

The committee shall comprise but not limited to:

- (a) an Operational Manager appointed by the Board from the five Regional Operational Chairs and
- (b) the five Operational Chairs from each region;
- (c) the RAWCS National Chair & Secretary