

**ROTARY AUSTRALIA WORLD  
COMMUNITY SERVICE Ltd**

ABN 37 739 341 003



**DISTRICT  
CHAIRPERSON  
INFORMATION  
MANUAL**

**Revised August 2012**

## THE ROLE OF THE DISTRICT CHAIRPERSON

### WELCOME ON BOARD

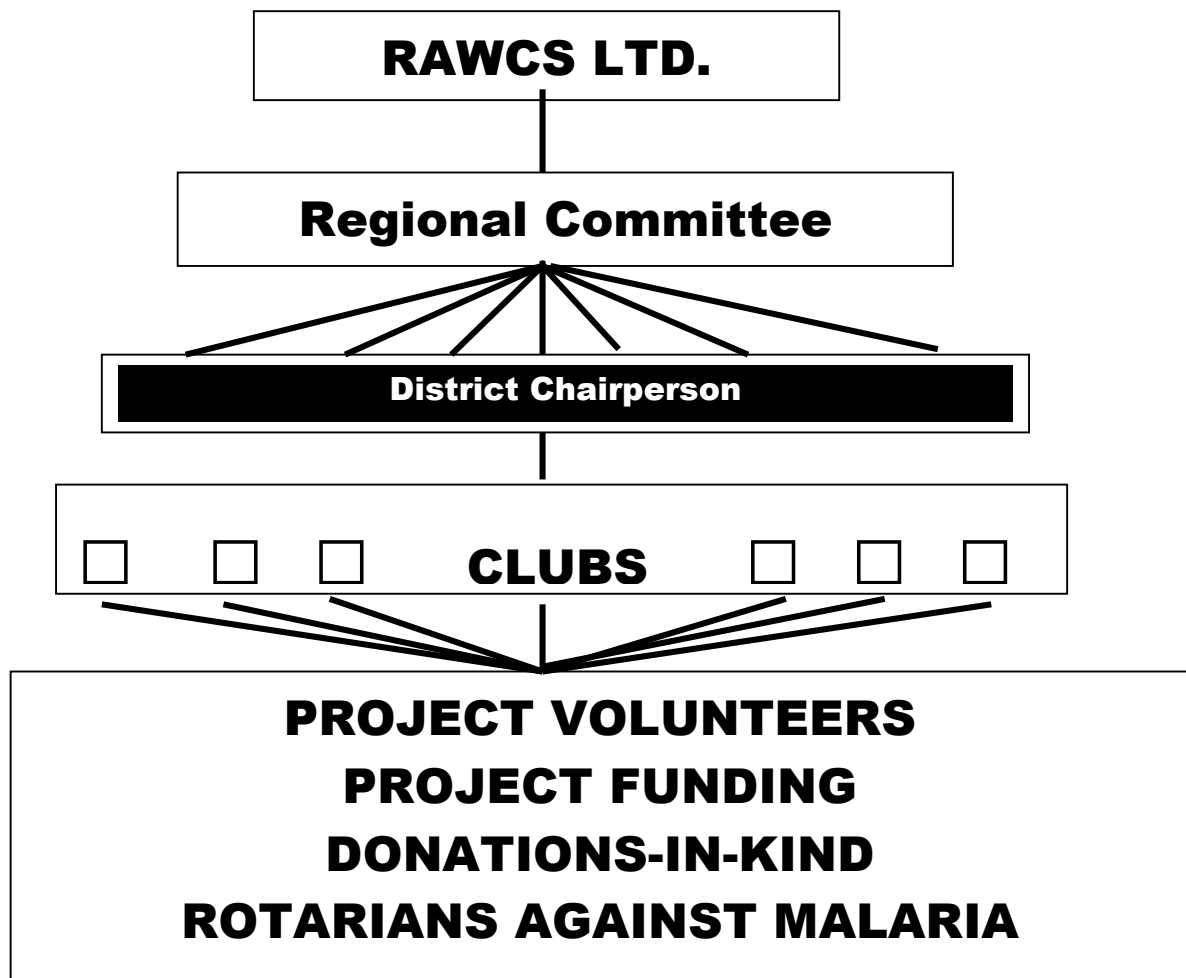
Welcome and congratulations on accepting the challenging role of District RAWCS Chairperson. You have joined a team of dedicated Rotarians endeavouring to make a difference in the world through bringing your talents to assist in the alleviation of poverty, need and sickness in communities beyond Australia. You have been nominated and selected because you have indicated your concerns with the less than acceptable living standards of some of our near neighbouring countries and have shown your willingness to share some of your personal time in working towards providing some solutions to local problems.

This Manual is provided to assist you in carrying out your duties across the District. It is intended to be a guide only and cannot be read as a definitive document. It will offer advice, direct you to important contacts and suggest ways in which you can provide training for those becoming involved in your District's RAWCS programs. It will also note a number of specific tasks that will be required of you to ensure the smooth functioning of the extended Regional program.

**Good luck in your endeavours and thank you for accepting the challenge.**

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**As District Chair you have responsibilities to your Region and District clubs**



## **The Appointment:**

Volunteers in any organisation come with one great qualification...commitment. Without such, the job would soon become mundane and results would suffer. For your interest and enthusiasm, you have been asked, cajoled or volunteered yourself into a pivotal RAWCS position. Why pivotal? Well without the close contact with club members across the District, your Region could not function effectively in delivering its promises of the advancement of international understanding and goodwill.

Perhaps there is an ideal set of criteria for the appointment of a District Chairperson and in an ideal world that person would be equipped ready to advance the charitable works of RAWCS to new heights in the District. However, Rotary is an organisation that prospers on its policy of rotating leadership positions to encourage others to seek new skills and build management strengths.

Appointments to this position, as with all such District roles, are made by the District Governor based upon knowledge of the individual available at the time and recommendations from those nearer to a particular field of interest. With a DG, knowledgeable about RAWCS and a past Chairperson making a strong recommendation, the choice of a District Chairperson should be geared for a successful year. It would be desirable for the candidate for the Chair to have had previous experience on a RAWCS committee and perhaps to have served on a Project Volunteer Team at some time.

The appointment having been made it is hoped that the retiring Chairperson would formally hand over all documents, contacts, proposals and background information to the incoming officer and spend time assisting with the settling in period.

Continuity of roles in Rotary is undergoing considerable discussion worldwide. Wherever possible, the role of the District RAWCS Chairperson should extend for a maximum of three years with the last year being partially devoted to the preparation of the incoming Chairperson.

## **The Role**

As already indicated there are two levels of responsibilities (a) District and (b) Region.

### **• District Level**

1. To represent the District in all matters pertaining to RAWCS. The first point of contact with Rotarians on matters concerning RAWCS should be the Chairperson. Being the focus point requires accessibility, knowledge and patience.
2. To provide a conduit between the Regional Committee and District. Ongoing programs, new projects, volunteer information, distributions and news items raised at Regional level, require dissemination just as District initiatives need to be relayed onwards.
3. To work with the Project Manager, the Regional Projects Volunteer Coordinator and the Regional Treasurer to ensure that applications for the registration of new projects, team documentation, reports, donations and payments are presented and processed in the correct manner - (both prior to leaving and on the return of the team).
4. To conduct regular RAWCS and information sessions as required by District. Wherever possible clubs should be encouraged to appoint a member responsible for RAWCS and World Community Service Programs. It is to these representatives that such information should be directed.
5. To distribute the Regional Newsletter and other publications to District clubs. Copies are always available on the Regional website.
6. To endeavour to have a RAWCS segment included in the District Conference and District Assembly. Such inclusions depend upon the requirements of District Governor and may need early requests to be added to the program. Booths as well as program segments may be negotiated.

7. To endeavour to establish a District RAWCS committee incorporating all aspects of existing programs.
8. To promote and publicise successful Volunteer Teams and programs, Funding projects and Donations-in-Kind to district clubs. Few clubs get to hear of the successful ventures of teams undertaking RAWCS projects. By establishing and publishing a list of RAWCS Guest speakers, clubs can be informed about programs and encouraged to undertake similar projects.

• **Regional Level**

1. To attend RAWCS Training Sessions and Regional Meetings whenever possible to stay fully informed of the policies, procedure, techniques and progress of all RAWCS programs and projects.
2. To organise the logistics of Regional General Meetings, Workshops and Training when held in your District. The District Chair, by providing a good venue, catering, accommodation and local facilities for attendees can facilitate a great weekend of business and fellowship.
3. To report RAWCS District happenings to the Regional Secretary for publication in Agenda Papers. Each District is asked to submit a report in writing of activities prior to the holding of a General Meeting. The Regional Secretary will publish the report in the meeting papers.

**CLUB TRAINING**

There is no set formula for this process and, indeed, club training has been a concern for the Management Committee over past years. Districts vary so much in their involvement, their distances and their emphases that a set procedures need to be adapted to suit local situations.

Some District Chairpersons are able to call meetings once or twice a year to conduct training and enthuse club members. Others utilise web pages and e-mails. Hopefully all Districts Chairs have access to the International Service program at District Assemblies and can provide some training there.

Various Manuals have been developed over the years to assist in the process. Copies are available on the RAWCS website.

**CONTACTS**

RAWCS is a diverse organisation that depends upon networking with many people. Hence contacts become extremely important. Those that are most important to you in your role as District Chairperson are noted below.

Remember to keep your District Governor fully informed of all projects being planned and certainly report back all the successes accomplished by teams and clubs throughout the district.

For your convenience, note down the contact information for :

**District Contacts**

District Governor	
District Governor Elect	
District Governor Nominee	
Club Representatives for RAWCS in the District	

### Regional Contacts

Project Volunteer Coordinator	
Donations in Kind (DIK)	
Rotarian Against Malaria (RAM)	
Regional Chair	
Regional Secretary	
Regional Treasurer	

### Project Managers for Projects in the District

Project No.	Project No.	Project No.	Project No.

### Other Contacts


The RAWCS National Website contains a lot of information about projects requiring both volunteers and funding and how to participate in a project. You can view these at [www.rawcs.com.au](http://www.rawcs.com.au)

## RAWCS Volunteer Application & Report Forms

- 1) At least 1 month before the team departs, all orders for RAWCS shirts and badges must be placed with the Regional Project Volunteer Coordinator.
- 2) Volunteers must fill out all parts of the Project Volunteer Application and return it to the TEAM Leader, at least 18 days before departure – .  
Volunteer Application Form (VAP)
  - Part 1 (pages 1 and 2) – Volunteer Proposal – to be signed by the Volunteer and the President of the Sponsor Club
  - Part 2 – Volunteer Agreement – to be signed by the Volunteer and Project Manager or Team Leader
  - Part 3 – Volunteer Release and Waiver of Liability – to be signed by the Volunteer and a witness
  - Part 4 – Medical Certificate – to be signed by the Volunteer and a Doctor.

*If a Volunteer is under 18 years of age the forms must also be signed by a Parent or Guardian.*

*Volunteers must conform with the policy of Rotary International and RAWCS on the protection of children and the laws of the state. Full details can be found in the RAWCS Manual – Youth Abuse and Harassment Prevention Policy.*

*When a project involves children under 18 years of age, a Volunteer is required to submit the Volunteer Information required by the state of residence – details are available from your Regional Coordinator.*
- 3) At least 14 days before the team departs, the Team Leader, after collecting each Project Application Form and ensuring that all details are complete and all pages are signed by the relevant people, forwards all forms to the Regional Project Volunteer Coordinator.
- 4) At least 14 days before the team departs, the Risk Management Assessment, should be completed and forwarded to the Regional Project Volunteer Coordinator.
- 5) Team Leader Report Forms and Time Sheets need to be sent to the District RAWCS Chairperson & Regional Volunteer Coordinator within 14 days of a team returning home.
- 6) Project Manager Annual Report Forms for all currently registered projects are required to be sent to the Regional Coordinator and National Volunteer Coordinator by 31<sup>st</sup> July each year. Failure to do so may mean that your project might cease to be registered as a RAWCS project.

These forms can all be downloaded from the RAWCS website: [www.rawcs.com.au](http://www.rawcs.com.au)

## **FUNDING FORMS**

Clubs or individuals can make donations to any project requiring funding listed on the National website. A remittance form is provided on the website for your convenience. Please ensure that you notify your RAWCS District Chair and District Governor of any donation made, particularly by a Club so that proper acknowledgement of every donation is carried out.

All donations should be made to your RAWCS Regional Treasurer, made out to “**Rotary Australia Overseas Aid Fund**”, noting the registration number of the specific project the donation is made to. A tax deductible receipt will be issued when requested and the name of donor and address is supplied.

## **NATIONAL POLICY ON TAX DEDUCTIBILITY OF DONATIONS BY PROJECT VOLUNTEERS**

In the past, RAWCS offered project volunteers an avenue to access tax deductibility for expenses that are incurred when **volunteering** on any RAWCS project.

Recently, the RAWCS Board conducted a review of donations made to the Overseas Aid Fund and is of the opinion, that, when an arrangement is made to incur expenses for the benefit of the donor, donations do not qualify for tax deductibility under the current taxation laws.

The Board is seeking further clarification, but in the meantime, has directed that, from 1 July 2012, RAWCS cease issuing tax deductible receipts for donations where the donor seeks to derive any form of benefit from the donation.

## **VOLUNTEER INSURANCE**

Volunteers are covered for travel insurance that may include recreation/holiday travel to a maximum of 90 days by Rotary Australia Group Accident & Travel Insurance Cover (currently ACE Insurance Limited - Policy number -04FX004340). This coverage is arranged by the Regional RAWCS Project Volunteer Coordinators.

All volunteers must give a reasonable time to the RAWCS Project compared to the recreation/holiday component of their travel before their Regional Project Volunteer Coordinator will approve the insurance coverage.

If the Regional Coordinator refuses insurance coverage then the volunteer must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

**The maximum coverage of 90 days must not be exceeded by any volunteer.**

Any RAWCS volunteer remaining overseas longer than 90 days must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

### ***References:***

[www.smartraveller.gov.au](http://www.smartraveller.gov.au)

For information on conditions within a country.

[www.rawcs.com.au](http://www.rawcs.com.au)

For information on Volunteers and Funding Projects and all forms

## **REFERENCE MATERIALS**

The following materials are available for your information and assistance

**Project Volunteer Information Manual:** Revised in August 2012. Outlines the preparations, duties, concerns and issues for people considering joining a Project Volunteer project

**Team Leaders Manual:** Revised August 2012. Offers advice and instruction to Team Leaders preparing teams for overseas work projects. Contains official forms.

**Project Manager Information Manual:** Revised in August 2012. Outlines the duties and responsibilities of the Project Contact and how to register a new project with RAWCS

**Regional Project Volunteer Coordinator Information Manual:** Revised in August 2012. Outlines the duties and responsibilities of the Regional Project Volunteer Coordinator

**District Chairperson Manual:** Revised in August 2012. Outlines the duties and responsibilities of the District Chairperson

These are available on the RAWCS National website [www.rawcs.com.au](http://www.rawcs.com.au) or through your Regional Secretary or Regional Project Volunteer Coordinator.