

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

Terms of Reference

Disaster Response Committee

Purpose

The Disaster Response Committee (DRC) shall advise the RAWCS Executive Committee with respect to recognition of disasters warranting a response from the Rotary Australia Relief Fund (RARF) and appropriate Rotary projects to receive funds from the RARF.

The activities undertaken by the Disaster Response Committee shall include:

- (a) Assessing proposed Rotary DGR1 fund projects which apply for funding distributions from the RARF against the RARF Criteria and advising and recommending to the RAWCS Executive Committee as to which proposals should be supported;
- (b) Monitoring news reports of developing disasters and advising the Board when the impact requires action to register a RARF appeal to raise funds to address humanitarian relief for specific disasters;
- (c) Development of 'off-the-shelf' projects which can be available to assist Clubs with meaningful rapid response to natural disasters;
- (d) Developing guidelines and information for Rotary Clubs wishing to develop disaster relief projects;
- (e) Developing a RAWCS policy for assessing disasters to aid in determining when a RARF response is appropriate; and
- (f) Staying abreast of Disaster Response programs developed by other Agencies and Government to identify potential improvements to RAWCS policies and procedures and to identify opportunities to partner with other Agencies.

The Disaster Response Committee shall work in association with the RAWCS Executive Committee the RARF Project Managers and the National Projects Supervisor.

Responsibilities

The Disaster Response Committee shall:

- (a) Advise the RAWCS Executive Committee when RARF Appeals should be commenced;
- (b) Advise the RAWCS Executive Committee as to which disaster relief project proposals should be supported;
- (c) Provide the necessary support to assist Clubs and Districts to respond to disasters and prepare relief projects.
- (d) Propose improvements to RAWCS disaster response procedures.

Committee Composition.

The committee shall comprise:

- (a) Chair: The Manager Regional Coordinators Director;



- (b) The National Projects Supervisor;
- (c) Two Regional representatives with Disaster response experience;
- (d) RAWCS CEO; and
- (e) Others as may be determined by the RAWCS Executive Committee

Terms of Office and Meetings

Members of the Disaster Response Committee will be appointed by the Board for a term of three years commencing on the 1st of July following their appointment.

The Disaster Response Committee will meet at least once per month and more regularly, as required, to respond to developing disasters.

Financial Management

All funds subject to the Disaster Response Committee activities must be deposited into the RAWCS Limited national account.

Management of all monies must be in accordance with RAWCS Policy and Procedures and all expenditure by the Disaster Response Committee must be authorised by a minimum of three members of the committee and approved by the National Treasurer.