

# ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

## Terms of reference

### PROJECTS COMMITTEE

#### Purpose

The Projects Committee shall advise the Board in relation to the approval and coordination of humanitarian aid and relief projects both overseas and within Australia as submitted by the Clubs or Districts.

The Projects committee as a whole shall;

Assess project proposals to ensure they meet RAWCS and DFAT requirements for all RAWCS projects (i.e. for all Overseas Aid, Benevolent Society, Disaster, RAM and SWSL projects)

Authorise the allocation of a RAWCS project number to the project

- (a) Manage the projects submitted by Clubs or Districts.
- (b) ensure that the relevant Project Registration Forms (PRF) are received and properly executed; and evaluate them prior to their registration and inclusion on the RAWCS website;
- (c) conduct suitable monitoring of each project.
- (d) evaluate, after completion, the:
  - (i) Value to the recipient community;
  - (ii) Appreciation of volunteers; and
  - (iii) Financial value of each project;
- (e) ensure that volunteers Project Managers and team leaders report to the Committee on the progress of each project by submitting their reports online and on time;
- (f) monitor local difficulties and changing circumstances so as to instruct volunteers and Project Managers;
- (g) prepare and produce a report to be submitted to the Board;
- (h) ensure that any surveys carried out are evaluated and all relevant documentation is placed on the project web page;
- (i) Prepare and produce an Annual Report on all projects, to be submitted to the Board in July of each year.
- (j) Ensure District Governors are advised of projects undertaken in their district.
- (k) Ensure Regional Project managers are advised of projects undertaken in

their region.

**(l) Responsibilities.**

All Project reports shall use the online reporting system and include the following:

- (a) Project details (including Project Number and Country);
- (b) Number of Volunteers;
- (c) Total hours worked;
- (d) Labour costs (including varying rates);
- (e) Costs of airfares; Incidental costs; and
- (f) Administration costs

The reports can be reviewed by the relevant Regional Committee and shall be available for inspection on the RAWCS website.

**Accountabilities**

The Projects Committee is accountable to the Board for the processes for the nomination, appraisal, selection, management, reporting and final evaluation of projects in conformity with established RAWCS procedures and as documented in the Projects Procedures manual.

**Committee Composition.**

The committee shall comprise:

- (a) National Project Manager appointed by the Board;
- (b) One Board appointed project committee members.
- (c) National Regional Chairs board Representative.
- (d) DGN Representative on the Board

**Terms of Office and Meetings**

Office-bearers shall take office on 1 July following the meeting at which they were appointed and shall hold office for a term of two years.

The Projects Committee will meet as and when required by phone conference