

# ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

## Terms of Reference

### IN-KIND DONATIONS & EQUIPMENT REPURPOSING ACTIVITY COMMITTEE

#### Purpose

The Activity committee shall advise the Board in relation to the provision of humanitarian aid through the donation and repurposing of goods and equipment. The aid must be effective for the long term, be sustainable and enhance peoples' lives.

The Activity shall:

- (a) receive requests for aid goods from Rotary Clubs and appropriate aid organisations in developing countries.
- (b) receive goods from within Australia, from Rotary Clubs, health & educational institutions, individuals and other organisations for distribution to developing countries and other areas of need.
- (c) match the goods received with the requests for aid goods wherever possible and ensure that all goods are dispatched to appropriate areas of need.
- (d) maintain records, facilitate customs declarations and transport arrangements.
- (e) assist, Rotary Clubs, Districts and other organisations to dispatch aid goods direct to recipient Rotary Clubs or aid organisations.
- (f) maintain the quality of the goods dispatched.
- (g) minimise the cost of transport; and
- (h) maintain a close liaison with the Rotary Clubs and aid organisations in the recipient countries and other areas of need so as to have an appreciation of their requirements and to minimise problems that they may encounter.

#### Responsibilities

The Committee shall:

- (a) keep abreast of current trends and practices in regard to shipping and freight, as well as customs facilities and processes in Australia and recipient countries.
- (b) ensure that RAWCS procedures for the Activity are current;
- (c) provide the necessary support and education to assist Clubs and Districts to operate in accordance with the stated objectives of the Activity and RAWCS.

### **Accountabilities**

The 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 activity Compliance Policy & Operations Guidelines documents.

### **Committee Composition**

The committee shall comprise:

- (a) a National Activity Manager appointed by the Board; and
- (b) the Operations Regional Managers from each region.

### **Terms of Office and Meetings**

Nominations of candidates for election as office-bearers of the Activity Committee shall be received at the Annual General Meeting of the Regional Committees.

Office-bearers shall take office on 1 July following the meeting at which they were elected and shall hold office for a term of three years. Where it is unanimously agreed an officer may serve in successive positions for a maximum of twelve (12) years.

The Activity Committee will meet as and when required but ideally four (4) times a year. At least fourteen (14) days' prior notice of meetings is required.

### **Financial Management**

All funds received by the Activity Committee shall 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 Activity Committee must be authorised by a minimum of three members of the committee.