

# **Rotary Australia World Community Service Limited**

## **Regional Operations Committees**

### **Terms of Reference**

Rotary Australia World Community Service Limited (RAWCS) engages with Rotarians and Rotary Clubs through a regional network of 5 Regions. Each Region is managed by the Regional Operations Committees that is comprised of Rotarians from within the region.

The Regional Operations Committees have local knowledge and contact with Rotarians, Rotary Clubs and District RAWCS Committees to provide an advisory and supervisory role in the promotion, support and delivery of each of the RAWCS activities in their region.

#### **Regions**

For effective administration of RAWCS programs in Australia, Rotary Districts shall be grouped into Regions to operate from the 1st day of July to the 30th day of June in the next year.

The composition of the Regions shall be as follows:

Northern Region — RI Districts 9550, 9570, 9600, 9630, 9640.

Eastern Region — RI Districts 9650, 9670, 9675, 9685, 9705

Southern Region — RI Districts 9780, 9790, 9800, 9810, 9820, 9830.

Central Region — RI Districts 9510

Western Region — RI Districts 9455, 9465.

#### **Management of the Regional Operations Committee**

The Regional Operations Committees are managed through a Regional Co-ordinator and include the RAWCS Regional Activities Supervisors and the RAWCS Chairs of the Rotary Districts within the Region. These Committees administer and support the operations of RAWCS at the regional level.

#### **Accountabilities**

The Regional Operations Committee is accountable to the Board of RAWCS Ltd. Specifically the Committee has the following objectives:

- To promote the objects of RAWCS within the Regions and provide the necessary promotion and support for operations of the Rotary Australia Overseas Aid Fund (RAOAF); Rotary Australia Benevolent Society (RABS); and the Rotary Australia

Relief Fund (RARF) to ensure Districts and Rotary Clubs are aware of RAWCS Activities.

- To encourage Rotary Clubs and Districts to use RAWCS facilities and systems when undertaking projects and to monitor and support Project Managers.
- To ensure that approved projects have been correctly registered.
- To ensure that Team Leaders and Volunteers have been correctly registered and acquainted with the relevant training manuals and policies.
- To assist and advise Rotary Clubs and Districts concerning the availability and organisation of volunteer training teams and/or specialists and materials that could be deployed for projects.
- To ensure that Project Managers and Team Leaders report progress of projects and comply with audit requirements by submitting reports online and on time.

## **Meetings**

The Regional Operations Committees are to meet at least four (4) times a year and are encouraged to meet in various locations around the Region. Meetings can be face to face or via video or other electronic means. One meeting will be designated as the Annual Meeting of the Regional Operations Committee at which Committee positions can be appointed under the procedures described for each position below.

The Regional Secretary shall ensure that minutes of all Regional Operations Committee meetings are forwarded to the Chairman of RAWCS Ltd., the Company Secretary and the RAWCS Regional Operations Coordinator's Representative on the Board within five working days.

## **Financial Management**

To ensure Regions control all administrative funds, the Committee shall prepare in advance a yearly regional administration budget for the approval of the Board. Such budget to be submitted to the National Treasurer no later than 31 May in each Rotary Year.

All Regional Operations Committee expenditure must be authorised by a minimum of three members of the Regional Operations Committee.

## **Committee Composition**

The committee shall comprise the following voting members:

- Regional Co-ordinator
- Immediate Past Regional Coordinator (acting as Vice Regional coordinator)
- Regional Secretary
- Donations In Kind Regional Supervisor

- Rotarians Against Malaria Regional Supervisor
- Projects and Volunteers Regional Supervisor
- Communications Regional Supervisor
- District RAWCS Chairs (representing their District Governor)
- District Governors in each Region are ex officio members
- District Governors Elect in each Region are ex officio members
- District Governors Nominee in each Region are ex officio members

### **Committee Selection Procedures**

Committee positions will normally be appointed, when due, at the Annual Meeting however casual vacancies can be filled by appointments following the procedure for each position. Appointments to fill casual vacancies take effect immediately and stand until the end of the current term of the Committee member whose resignation created the vacancy. All Committee members must be Rotarians in good standing with their Clubs.

#### Regional Coordinator:

The District Governors within each Region can nominate a Rotarian to be the Regional Co-ordinator for the Region these nominations are seconded by the nominating District's District Governor Elect. The term of office for Regional Co-ordinators is for three (3) years commencing on 1 July. If more than one nomination for Regional Co-ordinator is received a ballot shall be conducted, by vote of the Regional Operations Committee, at the Region's Annual Meeting to appoint the Regional Coordinator.

#### Immediate Past Regional Coordinator:

The Immediate Past Regional Coordinator is recognised as a Committee position not requiring election.

#### Regional Secretary:

The Regional Secretary is appointed by the Regional Operations Committee. The term of office for Regional Secretaries is for three (3) years commencing on 1 July. If more than one nomination is received a ballot shall be conducted to elect the Regional Secretary.

#### Regional Activity Supervisors:

The Regional Supervisors for the Donations in Kind, Rotarians Against Malaria, Projects & Volunteers and Communications Activities are appointed by the Regional Operations Committee and confirmed by the respective National Activity Manager. The term of office for Regional Activity Supervisors is for three (3) years commencing on 1 July.

#### RAWCS District Chairs:

RAWCS District Chairs are appointed by their District Governor.

To ensure continuity it is recommended that no more than half of the committee positions are changed at each Annual Meeting.

## **Review**

The effectiveness and membership of the Regional Operations Committees is reviewed annually by the Regional Co-ordinators and reported to the Board through the Regional Co-ordinator's Representative. All Regions are encouraged to develop assistants to support each Regional Operations Committee position and to facilitate succession.