



District 9705 Position Documents



Table of Contents

Alumni.....	- 3 -
Archives and Property Officer	- 4 -
Australian Rotary Health.....	- 5 -
Critical Incident Response Team (CIRT).....	- 6 -
District Awards Officer	- 8 -
District Secretary	- 9 -
District Treasurer.....	- 10 -
Emergency Services Community Awards.....	- 11 -
Finance and Audit Committee.....	- 12 -
Insurance Officer.....	- 13 -
Interplast.....	- 14 -
IT Committee	- 15 -
Learning and Development	- 16 -
Legal Officer	- 17 -
Membership.....	- 18 -
Newsletter Editor.....	- 19 -
District Peace Programs	- 20 -
Probus Chair	- 21 -
Public relations/public image	- 22 -
Rotary Australia World Community Service (RAWCS)	- 23 -
Rotarians Against Malaria (RAM)	- 24 -
Rotary Oceania Medical Aid for Children (ROMAC).....	- 25 -
ShelterBox	- 26 -
Vocational Service	- 27 -
Youth Protection Officer.....	- 28 -
District 9705 District Team Leader – Youth Services	- 29 -
Dream Cricket	- 30 -
Interact.....	- 31 -
4 Way Test Public Speaking Competition	- 31 -
Model United Nations Assembly (MUNA)	- 32 -
National Youth Science Forum (NYSF)	- 33 -
Road Safety Education RSE (was RYDA).....	- 34 -
Rotaract	- 35 -
Rotary Youth Leadership Award (RYLA).....	- 36 -
Rotary Youth Program of Enrichment (RYPEN).....	- 37 -
Youth Exchange Program (YEP)	- 38 -

Rotary Foundation Committees will comply with RI and TRF Guidelines and Mandates



Alumni

Status Appointed by the District Governor

Purpose- D9705 will maintain an ongoing relationship with Alumni from all programs and views Alumni as valuable members of the Rotary Family.

Committee Tasks

1. To support and coordinate alumni events and associations across the district.
2. To work with other committees to connect alumni who are potential candidates for membership and Foundation giving.
3. To create awareness to clubs of how to work with alumni to maintain their relationship with Rotary.
4. To encourage alumni and current program participants to report data to Rotary International.
5. To work with other District Committees, particularly Membership, Foundation, Youth Services to identify alumni, their skills such as public speaking or professional expertise.
6. To work with clubs across the District to
 - Build strong relations with current program participants,
 - Develop an action plan for keeping alumni involved in Rotary activities and for inviting them to become members,
 - Promote alumni to members,
 - Use alumni to start new clubs,
 - Maintain contact with younger alumni until they are qualified for membership,
 - Involve alumni in other programs,
 - Involve alumni in Club and District activities.
7. To abide by Rotary Internationals privacy and youth protection policies and the local law.
8. To attend meetings of the Club Development Group as scheduled.

Meeting Frequency As required

Reporting to Operations Committee through the Service Projects Team Leader

Finance and Audit Managed through Finance & Audit Committee

Archives and Property Officer

Status: Officer appointed by District Governor

Purpose:

- To store and maintain District property and ensure its availability for official District and Club activities
- To ensure appropriate records of Clubs are delivered to appropriate archives

Reporting: To the Finance & Audit Committee

Finances and Audit Requirements: Managed through the Finance & Audit Committee

Australian Rotary Health

Status: Multi-District Program operates at national level; D9705 has a District support committee.

Vision: *To encourage and stimulate the promotion of good health in Australia*

Objectives: The principal goals of Australian Rotary Health are to:

- Encourage, promote, stimulate and aid medical and health research in Australia
- Coordinate and manage Rotary health initiatives and community health projects
- Promote, encourage and stimulate public interest in the prevention and treatment of ill health in Australia

Australian Rotary Health is an RI approved multi-District project, supported by all Rotary Districts in Australia. It has grown to be one of the largest independent medical research funds in the country. While the current focus is mental health research and education programs, ARH supports a broad range of other health related projects. ARH offers Indigenous Health scholarships and Rural and Remote Medical and Nursing scholarships.

Rotary Clubs and individuals can support ARH programs and scholarships through fundraising activities and/or direct donations.

For more information see: www.australianrotaryhealth.org.au

Committee tasks:

- To promote the role of ARH in improving rural health services
- To liaise with ARH on behalf of the District
- To liaise with clubs regarding scholarships available and providing information on Research Grants
- To encourage clubs to be involved in ARH programs and fundraising

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee

Critical Incident Response Team (CIRT)

Status of Committee: Standing committee of the D9705 – Committee and Chair appointed by the District Governor.

Purpose

In the event of an incident the CIRT would be constituted with one member from each field to take up management of the incident at a District Level, liaising with the appropriate agencies and supporting the DG in communicating with media and those directly impacted by the critical incident.

Membership:

- The CIRT is to include members, preferably Rotarians with specific competencies in policing, dealing with the media, law and social work, with two or more members within each vocation. The D9705 Youth Functional Team Leader and D9705 Youth Protection Officer will be ex-officio members of this team
- Once CIRT team nominees have been approached and agreed to undertake the CIRT role. The District Governor and Board will ratify these members and appoint in writing for a nominated period.

Procedures - General

Following ratification, the CIRT will undertake an orientation induction by an approved and qualified Critical Incident trainer

Other training will cover:

- preventative measures,
- immediate responses and follow-up actions to deal with both the immediate consequences and the longer-term implications of a critical incident

The CIRT will be activated when the Chair declares a Trauma Critical Incident involving anyone in a District program. If this is an Exchange Student either inbound to or outbound from D9705 see Procedures below

Where a Trauma Critical incident is declared the District Chair will contact CIRT nominees to identify their availability and form the Team to deal with the incident.

Procedures specific to Youth Programs

- The CIRT will manage the incident in conjunction with the CIRT in the students Host/Sponsor District and the Rotary International Youth Services Resource Group and provide support to the District Governor in responding to contacts from external agencies.
- Provide management for any emerging Critical Incident through support to inbound or outbound exchange students of D9705
- Liaise with RI Youth Services Resource Group, Host and Sponsor District personnel, and the District Governor
- Provide guidance to the District Governor with respect to contacts from external agencies

Reporting Processes



Following any activation of CIRT a report is to be completed and submitted to DG through Committee Chair evaluating positive and negative aspects of the committee function. Annual review of availability of CIRT members to be undertaken by Chair before 31 May annually.

D9705 Programs covered by the CIRT, include but are not limited to:

- All District Rotary Clubs
- Interact
- RAWCS projects
- Rotary D9705 Youth Exchange Program
- Rotary Youth Leadership Awards (RYLA)
- Rotary Youth Program for Enrichment (RYPEN)
- National Youth Science Forum (NYSF)
- Science and Engineering Challenge
- Honeywell Engineering Summer School (HESS)
- Science Experience (SE)
- Model United Nations Assembly (MUNA)
- Roadside Youth Driver Awareness (RYDA)
- Dream Cricket
- Rotary Adventure in Citizenship (RAIC)

Meeting Frequency: This is an inactive committee that is activated to manage responses to critical incidents when required

Reporting: Incident reports go to the District Governor

Finances and Audit Requirements: Managed through Finance & Audit Committee

District Awards Officer

Status: Officer appointed by District Governor

Purpose:

- To maintain a register of District Awards and their selection criteria
- Assist the District Governor as required with the selection of the awardees and presentation of the awards
- Ensure the records of Awardees are delivered to the appropriate District archives
- Ensure that any physical awards are maintained, appropriately engraved and located

Reporting: To the Operations Committee through Functional Services Team Leader - Admin.

Finances and Audit Requirements: Managed through Finance & Audit Committee

District Secretary

Status: Officer appointed by District Governor

Purpose: To ensure meetings are effectively organised and minuted; records are effectively managed; the legal requirements of governing documents, local organisation laws, and Rotary responsibilities are upheld; and communication of all sorts, with members and the board, are consistent, timely, and informative

To do this the District Secretary has responsibility to:

- Keep Membership Records
- Record attendance at meetings
- Assist in the preparation of the District Directory
- To be a member of the District Board
- Send out notices of District Board Meetings, Annual General and other Special Meetings
- Record and preserve the minutes of such meeting
- Report as required to Rotary International
- Report changes in membership
- Send out and collect necessary Delegate Appointee forms from each club at time of District meetings/Special meetings
- Prepare and provide required reports to the Public Officer re Incorporation
- To undertake other duties that usually pertain to the office of secretary, including
 - to update District Committee and Officer Guidelines prior to the commencement of the Rotary Year in conjunction with the incoming District Secretary and the DGE
 - The revised and updated Guidelines be forwarded to the incoming officers at by email around the time of, or prior to, the District Changeover.
- Attend Board Meetings, AGM & Special Meetings
- Train Incoming Secretaries

Reporting: To the District Board



District Treasurer

Status: Officer appointed by District Governor

Purpose: To Chair the Finance and Audit committee whose role it is to oversee the financial administration of the District, review procedures and financial reporting, advise the board on financial strategy, and advise on fundraising.

To do this the Treasurer has the following duties:

- Maintain custody of District financial records
- Have responsibility for management of all District funds
- Maintain inventory of District assets
- Disburse funds and pay accounts upon approval of the District Governor
- Bill the clubs for District Dues
- Take follow-up action with clubs delinquent on District Dues
- To be a member of the District Board
- Provide reconciled accounts to each Board meeting
- Have the accounts audited annually and presented to the AGM
- Advise the District Governor on District financial matters, including preparation of the District Budget
- Train incoming club treasurers at the District Assembly
- Upon retirement from office, turn over to the incoming Treasurer or the District Governor all funds, books of accounts and other club property in the Treasurer's possession
- Undertake other duties that usually pertain to the office of Treasurer

Reporting: To the District Board



Emergency Services Community Awards

- Status of Committee:** Special Committee of D9705 Inc
- Vision:** To acknowledge and encourage Community Service within the ACT Emergency Services
- Objectives:** In keeping with Rotary's motto of "Service Above Self", the Awards acknowledge and celebrate selfless Community Service of ACT Emergency Services Personnel while supporting an important Rotary initiative: Australian Rotary Health PhD Research Scholarship into Post Traumatic Stress Disorder (PTSD) in Emergency Service Personnel.
- Committee Tasks:** To promote and organise the Emergency Service Community Awards within ACT including:
- Obtaining sponsorship as required
 - Liaising with Emergency Services Agencies
 - Liaising with National Emergency Services Community Awards committee
 - Conducting Awards Dinner within ACT in August of each year
 - Liaise with NSW RESCA reps as needed
- Meeting Frequency:** As needed
- Reporting:** To the District Operations Committee through the DC Chair - Service Projects
- Finance and Auditing:** Managed through Finance & Audit Committee



Finance and Audit Committee

Status: Committee appointed by District Governor

Purpose: To oversee the financial administration of the District, review procedures and financial reporting, advise the board on financial strategy, and advise on fundraising.

To do this the Finance & Audit Committee has responsibility to oversee the Treasurer in the following duties:

- Maintain custody of District financial records
- Have responsibility for management of all District funds
- Maintain inventory of District assets
- Disburse funds and pay accounts upon approval of the District Governor
- Bill the clubs for District Dues
- Take follow-up action with clubs delinquent on District Dues
- To be a member of the District Board
- Provide reconciled accounts to each Board meeting
- Have the accounts audited annually and presented to the AGM
- Advise the District Governor on District financial matters, including preparation of the District Budget
- Train incoming club treasurers at the District Assembly
- Upon retirement from office, turn over to the incoming Treasurer or the District Governor all funds, books of accounts and other club property in the Treasurer's possession
- Undertake other duties that usually pertain to the office of Treasurer

Reporting: To the Operations Committee through Functional Services Team
Leader - Admin

Insurance Officer

Status: Officer appointed by District Governor

Purpose:

- To ensure District 9705 and its Clubs have adequate and cost-effective insurance coverage
- To be the District contact for Clubs in all matters relating to insurance of Rotary activities
- To liaise with the national Rotary Insurance Committee
- Attend Annual Insurance Officer training

Reporting: To the Operations Committee through Functional Services Team Leader - Admin

Finances & Audit Requirements: Managed through the Finance & Audit Committee



Interplast

Status: A program which receives strong support from Rotary clubs in Australia and New Zealand; District Coordinator appointed by District Governor

Objectives: Interplast volunteers repairs bodies and rebuilds lives by providing free surgical and medical treatment to people in developing countries of the Asia Pacific Region living with a disability as a result of a congenital or acquired condition. Treatment targets those in need who would otherwise not be able to afford access to services.

Interplast assists with developing local capacity by providing training and mentoring for medical and allied health professionals to provide safe and appropriate treatment.

Website: www.interplast.com.au

Coordinator Tasks:

- To promote Interplast as an overseas medical treatment and training program to Clubs in D9705
- To liaise with the national committee of Australia & NZ
- To coordinate presentations and fundraising on behalf of Interplast

Meeting Frequency: As required

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee

IT Committee

Status: Committee appointed by District Governor

Purpose: Oversee and maximise the efficiencies that internet customer relationship management tools in Club Runner and My Rotary provided for the District and Clubs

Officer Tasks:

- To incorporate the web package Clubrunner into the District website (Admin)
- To develop, maintain and promote use of the District website (Admin)
- To maintain the District membership database (Admin)
- To assist District Committees to develop information and links for the website (Communications)
- To assist when requested by Clubs to develop their website (Communications)

Reporting: To the Operations Committee through Functional Services Team Leader - Admin

Finances and Audit Requirements: Managed through Finance & Audit Committee

Learning and Development

STATUS: A requirement as described by Rotary International.
Appointed by the District Governor.

PURPOSE The responsibility of the Learning & Development Committee is to prepare leaders for their year of service by improving knowledge and skills needed to lead clubs with enthusiasm and confidence.

COMMITTEE TASKS

1. To oversee Learning & Development within the District,
2. Plan and conduct Learning and Development events in conjunction with the District Governor Elect for incoming club and district leaders,
3. Plan and conduct Learning & Development events in conjunction with the District Governor and other committees as required. These would include:
 - The Rotary Foundation Chair e.g. Grants management,
 - Membership,
 - Public Image re the use of social media
4. Manage the budget allocation for District Learning & Development,

MEETING FREQUENCY As required

REPORTING TO Operations Committee through the Club Development Team Leader

FINANCE AND AUDIT Managed through Finance & Audit Committee



Legal Officer

Status: Officer appointed by District Governor

Purpose: To provide advice to the District Governor, Board and Club Presidents on any legal matters affecting Clubs or the District

Officer Tasks:

- As well as providing the advice, alert the DG and Board of any legal requirements of which the Board may not be aware

Reporting: To the Operations Committee through Functional Services Team Leader - Admin

Finances and Audit Requirements: Managed through the Finance & Audit Committee



Membership

STATUS A requirement as described by Rotary International. Chairman appointed by the District Governor for a three-year term.

PURPOSE The Membership Committee is responsible for identifying, marketing and implementing membership development strategies that will grow membership across the District.

COMMITTEE TASKS

1. Supporting Clubs by
 - Encouraging clubs to develop and implement innovative membership development strategies,
 - Ensure clubs have the membership resources available from My Rotary and that membership changes are reported promptly to RI,
 - Assist club membership committee chairs in carrying out their responsibilities
2. Planning by
 - Working with and communicating regularly with the District Governor and club leaders to ensure that the clubs and the district achieve its membership goals,
 - Maintain communication with other district committees, namely Webmaster and Newsletter editor to coordinated membership development activities,
 - Work with the Rotary Coordinator to plan membership activities in the District.
3. Training
 - * Attend a regional membership seminar held by the Rotary coordinator or explore online membership courses in the Learning Centre,
 - * Plan, promote and conduct a district membership seminar with the District Governor and District Trainer.
4. Engagement
 - * Coordinate district wide membership development activities,
 - * Visit clubs to speak about innovation, flexibility, diversity and ways to engage members,
 - * Encourage clubs to strive for RI or presidential membership recognition.
5. Attraction
 - * Assist club recruitment efforts, paying special attention to small and weak clubs,
 - * Encourage each club to strive to represent the demographic composition of the community's professions,
 - * Check membership leads regularly and work with the District Governor to determine who will manage them.
6. New Club Development
 - * Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club,
 - * Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs,
 - * Assist in organising and establishing new clubs.
7. Attend meetings of the Club Development Team as scheduled.

MEETING FREQUENCY As required

REPORTING TO Operations Committee through the Club Development Team Leader

FINANCE AND AUDIT Managed through Finance & Audit Committee

Newsletter Editor

Status: Appointed by District Governor

Purpose:

- To produce a monthly District Newsletter to promote the activities of the District Governor, Clubs and the District programs as well as provide information from RI
- To liaise with the District Governor and Clubs for material
- To liaise with the Webmaster and Public Image team as appropriate

Reporting: To the Operations Committee through Functional Services Team Leader - Admin

.

Finances and Audit Requirements: Managed through Finance & Audit Committee

District Peace Programs

- Status:** A Special Committee of D9705
- Purpose:** Rotary Peace projects are those that successfully make a difference in the lives of individuals and groups and so contribute to Peace within the community
- Background:**
.
- Committee Tasks:**
- Meeting Frequency:** As needed
- Reporting:** To the District Operations Committee through the DC Chair - Service Projects
- Finances and Audit Requirements:** Managed through the Finance & Audit Committee



Probus Chair

Status: Probus is part of the Rotary family of activities and is separately constituted; D9705 Coordinator ("Rotary District Probus Chairman") appointed by District Governor

Objectives: Rotary's commitment and financial investment in the formation of Probus clubs is vital to the continued success of Probus which is Rotary's most successful community service activity.

The basic purpose of Probus is

- to advance intellectual and cultural interests amongst adult persons;
- to provide regular opportunities to progress healthy minds and active bodies through social interaction and activities,
- to expand interests, and
- to enjoy the fellowship of new friends.

Coordinator Tasks:

Acts as Rotary District Probus Chairman, and is a key link between Rotary and Probus to:

- Investigate the need to form new Probus clubs
- Engage Rotary clubs to sponsor new Probus clubs
- Promote Rotary projects to Probus clubs, build and strengthen the relationship between Probus and Rotary
- Regularly visit and communicate with Probus clubs
- Assist ageing and failing Probus clubs through process of amalgamation or re-birthing
- Support Probus clubs in membership development and retention
- Provide guidelines and guidance on Probus administration Website:

Website: <http://www.probussouthpacific.org/>

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through the Finance & Audit Committee



Public relations/public image

STATUS: A requirement as described by Rotary International.
Appointed by the District Governor.

PURPOSE The Public Relations/Public Image committee functions to ensure D9705 has an effective Public Image which helps communities understand what Rotary does and how we are making a difference.

COMMITTEE TASKS

1. To promote Rotary to the community in order to foster understanding, appreciation and support for our programs.
2. To develop and maintain a public relations plan for the District.
3. Provide information to District Officers, Area Governors, and clubs on public relations matters including Rotary brands and logos.
4. To assist clubs with practical ideas and provide assistance as required in how to convey messages to the community for greatest effect
5. To encourage every Club to prepare a Public Relations plan to publicise its service and activities through a range of local media outlets with the aim of:
 - Gaining support and resources for specific projects,
 - Building links with other community groups,
 - Attracting qualified candidates for membership.
 - Recognising Rotarians for their contribution to the community.
6. To develop strategies to improve access to and use of social media in the promotion of Rotary across the district
7. To develop a social media page and regularly post to it.
8. Ensure Regular articles published on District Web Site.
9. To coordinate District promotion activities in support of the National program
10. To train incoming Public Relations officers as required,
11. To attend meetings of the Club Development Group as scheduled.
12. To bring to the attention of the District Governor any existing or emerging issues that may pose a potential risk to the District and/or Rotary International.
10. To work with other District Committees particularly Foundation, Service Projects, Youth to identify opportunities for promotion.

MEETING FREQUENCY As required

REPORTING TO Operations Committee through the Club Development Team Leader

FINANCE AND AUDIT Managed through Finance & Audit Committee



Rotary Australia World Community Service (RAWCS)

Status of Committee: Multi-District Program operates at national level; D9705 has a Special Committee to support the Clubs involved
Status: Officer appointed by District Governor

Vision: *To encourage and foster the advancement of international goodwill, peace and understanding through meaningful World Community Service projects supported by active participation of Australian Rotarians and Rotary Clubs*

RAWCS assists Rotary Clubs develop and manage projects to improve the lives and living conditions of others in developing countries in our region. RAWCS Ltd. operates as a national company with D9705 being part of the Eastern Regional Committee of Districts.

Clubs can support RAWCS projects through:

- Project volunteers working to support aid programs
- Donating goods and services (Donations in Kind)
- Malaria Control (Rotarians Against Malaria)

More detailed information at: <http://www.rawcs.com.au/>

Committee Tasks:

- To promote the activities of National RAWCS to D9705 Rotary Clubs
- To maintain contacts for Donations in Kind (DIK), Overseas Aid and construction projects and other RAWCS activities.
- To assist D9705 Rotary Clubs establishing work teams and volunteers to go to overseas
- To assist Clubs in developing project proposals and overseas contacts
- Providing a D9705 report at Eastern Region meetings

Meeting Frequency: Meetings as required

Reporting: To the District Operations Committee through DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee



Rotarians Against Malaria (RAM)

Status of committee: RAM is a multi-district national programme working within the framework of Rotary Australia World Community Service (RAWCS).

The District Committee comprises RAM representatives within each Area, supplemented by Area speaker teams, and an e-team representative, all reporting to the District 9705 RAM Supervisor. The Supervisor is a member of the District 9705 RAWCS Committee, and the Eastern Region RAM Committee.

Vision: *To work towards the elimination of malaria in partner countries with the National Health Authorities of Papua New Guinea, the Solomon Islands, Timor Leste and Nusa Tenggara Timor (West Indonesia) and Vanuatu.*

Clubs can support RAM projects by:

- Contributing to RAWCS Project 32/2010-11.
- Joining volunteer teams visiting partner countries to undertake appropriate assistance tasks.
- Expanding awareness of the RAM programme into schools and local communities.
- Planning and conducting District/Area wide activities on Malaria Awareness Day (MAD) 30th April.

More details can be found at <https://ram.rawcs.com.au/ram-australia/>

Donations can be made to <https://donations.rawcs.com.au/32-2010-11>

Committee Tasks:

- Promote RAM projects within Areas and Clubs by visiting and speaking about RAM.
- Create teams of speakers within Areas and distribute appropriate RAM promotional material.
- Encourage suitable RAM displays at Club, Area and District meetings, assemblies, and conferences.
- Assisting Clubs in planning and conduct of Area wide activities on Malaria Awareness Day (MAD) 30th April.
- Report to the District RAWCS Committee, RAWCS and RAM Eastern Region quarterly meetings, and as and when required to other RAM entities.
- Assessing eligibility for the Jack Ollson trophy as at 15th June each year.¹

Meeting frequency: As required by the District Supervisor

Reporting: To the District Operations Committee through Service Projects Team Leader.

Finance and Audit Requirements: Managed through Finance and Audit Committee

Complementary Project: To financially support the clinical trials of a malaria vaccine being developed by the Institute for Glycomics at Griffith University, Gold Coast, Queensland.

Donations can be made to <https://donations.rawcs.com.au/16-2016-17>

¹ 'The Jack Ollson trophy is presented to the Club that donates the largest amount of money to RAM projects during a Rotary year. For the time being, those projects include 32/2010-11 (RAM - Funding) and 16/2016-17 (Development of a Malaria Vaccine).'



Rotary Oceania Medical Aid for Children (ROMAC)

Status: A program, which was started by Rotarians and has Rotarians on the board [the Eastern Region includes D9705], receives strong support from Rotary clubs in Australia and New Zealand; District Coordinator appointed by District Governor

Objectives: ROMAC provides medical treatment in Australia and New Zealand for children from developing countries who have life threatening and/or complicated conditions that cannot be treated in their own country. As well as restoring dignity to the children, Australian surgeons and medical staff gain valuable experience in treating these severe cases that they would rarely see. No Australian child is disadvantaged and ROMAC adheres to strict immigration guidelines.

Website: <http://www.romac.org.au/>

Coordinator Tasks:

- To assist clubs in their support of and financial contributions to ROMAC
- To coordinate ROMAC promotion within D9705
- To liaise with the national ROMAC committee

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee



ShelterBox

Status: A program, which was started by Rotarians and has Rotarians on the board, receives strong support from Rotary clubs in Australia; District Coordinator(s) appointed by District Governor

Objectives: Provides emergency shelter and vital aid to stabilise, protect and support communities overwhelmed by disaster and humanitarian crisis. Sponsoring a ShelterBox costs \$1,000, including delivery direct to those who need it. Each box bears its own unique number so as a donor you can track your box all the way to its recipient country via the website. Trained ShelterBox Response Teams distribute boxes on the ground, working closely with local organisations, international aid agencies and Rotary clubs worldwide.

Website: <http://www.shelterboxaustralia.com.au>

Coordinator Tasks:

- To assist clubs in their support of and financial contributions to ShelterBox
- To coordinate ShelterBox promotion within D9705
- To liaise with the national ShelterBox committee

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee

Vocational Service

Status of Committee: Special Committee of D9705 Inc

Vision: *To encourage and foster high ethical standards in business and professions, to recognise the worthiness of all useful occupations and to dignify each Rotarian's occupation as an opportunity to serve society.*

Paul Harris wrote: "*Each Rotarian is a connecting link between the idealism of Rotary and their trade or profession*".

Objectives: Vocational Service is the responsibility of Clubs and individual Rotarians to foster and show by example, high ethical standards and support projects that help members contribute their vocational talents. Clubs should promote vocational service awareness. This can be done through vocational site visits, following the 4-way Test, Pride of Workmanship awards and activities with youth such as public speaking competitions, job interviews and work experience opportunities.

Further information:

<http://www.rotary.org/en/AboutUs/SiteTools/Search/Pages/ridefault.aspx?k=vocational%20service>

Committee Tasks:

- To promote the objects of RI's second avenue of Service in D9705
- To encourage and foster high ethical standards in business and professions, to recognize the worthiness of all useful occupations, to dignify the Rotarian's occupation as an opportunity to serve society
- To promote Vocational Service Month (October)
- To encourage Clubs to undertake Vocational Service activities, such as vocational site visits, the 4-way Test, Pride of Workmanship and activities with youth such as public speaking competitions, job interviews and work experience opportunities.
- To promote and implement the District 9705 Vocational Excellence Award and, in conjunction with the DG, select the awardee/s to negotiate and arrange for the presentation of the Award

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the DC Chair - Service Projects

Finances and Audit Requirements: Managed through Finance & Audit Committee



Youth Protection Officer

Status: Appointed by District Governor

Purpose: To raise awareness of risk management issues for youth programs and ensures that the district, clubs, and all program volunteers comply with RI and district abuse and harassment policies

Tasks:

- Work with clubs to inform all Rotarians of their obligations under both district policy and local laws, i.e. having each person involved with children having had the Working With Children Check (WWCC) or Working with Vulnerable Persons (WWVP). Advise Clubs of their responsibilities to maintain an archive of all Rotarians' and volunteers' WWCC records.
- Ensure Clubs have their own Youth Protection coordinator
- Ensure that appropriate training is made available to Rotarians, program volunteers such as host families or RYLA counsellors, and youth participants and their parents.
- Advise the district youth program committees about developments in educational and training programs.
- Maintain records of all allegations made
- Ensure proper handling of allegations, according to NSW or ACT laws, district policy and RI Policies and protection of the interests of all involved
- Receive all reports of sexual abuse or harassment and ensure they have been acted on in accordance with District and RI policy
- Inform the District Governor of any reports and subsequent developments
- Undertake any investigations and ensure all internal and external responses and reporting are undertaken as required
- Monitor youth protection procedures and practices at District Committee and Club level and advise the DG of any areas requiring further development
- Provide guidance to District Governor, District Learning & Development and District Committee Chairs in the implementation and training of General Awareness, Leadership and Specialist procedures in all youth activities
-

Reporting: To the Operations Committee through Functional Services Team Leader - Admin

Finances and Audit Requirements: Managed through the Finance & Audit Committee



District 9705 District Team Leader – Youth Services

Status: Appointed by District Governor

Purpose: To ensure the smooth operation of the District through the provision of advice and consulting with Youth Services Committee Chairs and Coordinators when called for.

Team Leader Tasks:

- Provide consultation for the delivery of the various youth service activities within the portfolio
- Bring to the District Board any existing or emerging issues that may flag a potential risk for the organisation, District and/or Rotary International

Areas and roles covered include:

- 1 **Program for High School Students** - Youth Exchange Program (YEP), Rotary Youth Program of Enrichment (RYPEN), Road Safety Education (RSE was RYDA), Interact Clubs, MUNA, Youth 4-Way Test speaking Competition, Interact
- 2 **Youth Science Programs** - National Youth Science Forum (NYSF); Science and Engineering Challenge
- 3 **Programs for students with different abilities** - Dream Cricket
- 4 **Programs for Youth over 18** - Rotary Youth Leadership Award (RYLA), Rotaract Clubs

Reporting: To the District Operation Committee



Dream Cricket

Status: Coordinator appointed by District Governor

Role of Rotary District Dream Cricket Coordinator:

- Appoint a Group Coordinator for each District Area
- Liaise with the DCA secretary and District Area Coordinators
- Assist District Area Coordinators as required.

The District Group Coordinators shall:

- Ensure Rotary Club representatives have all appropriate forms to be completed by club/schools
- Organise area visits to towns/schools to reduce travel
- Liaise with clubs/schools to ensure that relevant forms are completed and returned.
- Ensure there is have sufficient equipment for the number of children anticipated.
- Plan set up for the DCD program.
- Arrive in sufficient time, (normally 90mins prior to start) for set up.
- Set up program.
- Brief Rotarians and High school students 30 min prior to start □ Explain process to children, teachers and assistants.
- Start program
- Take note of numbers or children participating, names of schools attending, High school children numbers, names with name and contacts of the school, numbers of Rotarians, parents/others, name of media coverage.
- Request Rotary club and schools to complete post program report and return to secretary DCI.
- Ensure Rotary have list of High School students' names.
- Send Rotary representative Certificates of Appreciation for completion and presentation to students on school assembly.
- Send "Letter of thanks to schools" to Rotary representative to complete and send to all school principals who participated
- Collate all paperwork for each event and send to DCI secretary for filing.
- Spreadsheet all the above data for future reference.
- Promote at all times the program and ensure only DCI paperwork is used for all forms and media releases.
- Request copies of all media coverages be sent to DCI secretary.

Meeting Frequency: As required

Reporting: To the District Operations Committee through the Team Leader - Youth.

Finances and Audit Requirements: Managed by the Finance & Audit Committee if needed.

Interact

4 Way Test Public Speaking Competition

Status: Officer appointed by District Governor

Objectives: This contest is a public speaking competition for High School and College students in District 9705.

Each Rotary Club in the District may nominate one student each year, however if not all Clubs nominate a student then in the event that a Club wishes to nominate more than one student, such extra student may be considered for nomination by Clubs in the same Assistant Governor (AG) who are not themselves nominating a student.

Model United Nations Assembly (MUNA)

Objectives: MUNA simulates the workings of the United Nations Assembly by having teams of secondary students represent UN nations in debates on matters of world political and social concern. The program builds bridges of goodwill for world peace through encouraging young people to learn respect and tolerance for people of all races, religions and nationalities.

Committee Tasks:

- To promote the MUNA program within D9705 Rotary Clubs
- To run the annual D9705 MUNA project
- To support a team of participants to the National MUNA project

Chair:

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the Team Leader - Youth

Finances and Audit Requirements: Managed through the Finance & Audit Committee



National Youth Science Forum (NYSF)

Status: Officer appointed by District Governor

Objectives: The National Youth Science Forum (NYSF) provides Year 11 students from the District with a 2-week science odyssey in Canberra or Brisbane in January prior to Year 12. Selections are made following interview by the District Committee. Some 600 students are selected from Rotary Districts all over Australia and overseas to come together for the science odyssey. Selected students have an enthusiasm for a career in science, technology, engineering or mathematics. NYSF is a hands-on experience in which science comes to life and students learn leadership and communication skills and start networking for their future careers.

Website: <http://www.nysf.edu.au/>

Chair Tasks:

- To promote the National Youth Science Forum (NYSF) to Clubs in D9705
- To arrange a Selection Committee and organize District selections to select successful applicants for NYSF
- To encourage the use of returned students as speakers to Rotary clubs, schools and District Conferences
- To ensure that the Committee and volunteers have appropriate Working With Children checks completed and that Rotary protocols are followed.

Reporting: To the District Operations Committee through the Team Leader - Youth

Finances and Audit Requirements: Managed through the Finance & Audit Committee



Road Safety Education RSE (was RYDA).

Status of Committee: Chairperson appointed by District Governor with Coordinators in the 6 areas of the District

Objectives: RSE is a road safety education program delivered to the youth of our community through Rotary Clubs. RSE is a one-day event held at a non-school site that coordinates the efforts of local road safety experts, including driving instructors, Police, recovering survivors of road crashes, drug & alcohol educators and motoring services personnel.

Targeted at Year 11 students, RSE delivers sophisticated, integrated and powerful road safety education to help young adults become more responsible on the road.

Website: <http://www.rse.org.au/RYDA.aspx>

Chair's Task: To report on a regular basis to the Board; to ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed.

Coordinator's Tasks:

- To store & purchase presentation equipment & materials used for RSE activities within D9705
 - To provide assistance at venues of RSE to local coordinators/clubs
 - To liaise with Executive of Road Safety Education Limited regarding sponsorship
- Maintain appropriate registration and insurance on District property

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the Team Leader - Youth

Finances and Audit Requirements: Managed through the appropriate district clubs

Rotaract

Committee: Chair appointed by District Governor

Objectives:

To encourage and work with District Rotary Clubs to establish and support Rotaract Clubs by promoting Rotaract and Rotary Youth Programs to all young people aged 18 – 30 years old within the District as well as promoting, encouraging and supporting the creation of Rotaract Clubs within the District.

What is Rotaract?

- Rotaract is an international program for young adults aged from 18 to 30 who want to make a difference. Rotary Clubs organise and sponsor this leadership, professional development and service organisation.
- Rotaract develops leaders while members have fun and carry out at least one community service project.
- Rotaractors plan their own activities and welcome opportunities to work alongside their sponsoring Rotary Clubs.

Committee Membership: The Committee serves to support both Rotary and Rotaract Clubs of the District to publicise and administer the Rotaract program and create new clubs.

Committee's Tasks:

- Advances effective club practices and sustainable service projects
- Develops relationships between Rotaract Clubs and their sponsor Rotary Clubs
- Plans district wide projects, events and training sessions for incoming Rotaract Club officers and the District Rotaract Representatives.
- Distribute a District wide Rotaract Newsletter

Dual Rotary and Rotaract Membership

- In line with the changes implemented by the 2016 Council on Legislation of Rotary International, Rotaractors can now simultaneously hold separate membership in a Rotaract club and a Rotary club. To help make Rotary more accessible to Rotaractors we encourage a reduced membership fee, reduced recommended attendance requirement and a payment plan option.

Meeting Frequency: As needed (perhaps Monthly Teleconference)

Reporting: To the District Board

Finances and Audit Requirements: Managed through the Finance & Audit Committee



Rotary Youth Leadership Award (RYLA)

Status: Chair appointed by District Governor

Objectives: RYLA is an intensive program designed to develop leadership skills and enable participants to grow as a person. It focuses on 'leadership, learning and laughter' in an environment of 'co-operation, consideration, communication and confidence'. It is a "kick-start" for young people aged 18-28, who have demonstrated leadership, intelligence and compassion within their local community.

RYLA provides a training experience, to encourage continued and stronger leadership of youth and to publicly recognise the high qualities of the many young people who are rendering service to the community as young leaders. Rylarians also meet and interact closely with Rotarians and other Rylarians who are successful people with similar backgrounds of service.

During the week-long intensive program, the Rylarians are involved in numerous interactive sessions covering many topics including Team Building, Challenges of Leadership, Community Involvement and Developing Their Full Potential. Speakers are selected on the basis of reputation within the community, contribution to youth projects and ability to relate to young people. The wide range of highly regarded speakers enable Rylarians to gain a better understanding of the people and material resources available in their local community and further afield, and to establish a network of personal contacts.

Clubs should seek applications from candidates and their employers to sponsor suitable employees.

RYLA will be held annually in Canberra during January

Committee Tasks:

- To conduct the annual RYLA camp for D9705
- To liaise with D9705 clubs to promote the RYLA program □ To maintain a record of participants for future follow up

Chair:

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and that the protocols are followed

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the Team Leader - Youth

Finances and Audit Requirements: Managed through the Finance & Audit Committee



Rotary Youth Program of Enrichment (RYPEN)

Status: Chair appointed by District Governor

Objectives: The aim of RYPEN is to provide an enriching and challenging experience for Year 9 high school students. The weekend camp is a balance of social interaction, adventures and speakers to assist the students in developing life skills. RYPEN provides students with a wider experience than many have previously had. They interact with Rotarians and their peers from across the District and undertake challenging activities and adventures.

RYPEN will be held annually within District 9705

Committee Tasks:

- To conduct the annual RYPEN camp for D9705
- To liaise with D9705 clubs to promote the RYPEN program
- To maintain a record of supporting Rotary Clubs and participants for follow up by other Youth programs within D9705
- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed
-

Meeting Frequency: As needed

Reporting: To the District Operations Committee through the Team Leader - Youth.

Finances and Audit Requirements:

The RYPEN Committee will maintain RYPEN accounts to be established and operated in accordance with D9705 Inc. guidelines.



Youth Exchange Program (YEP)

Status: Chair appointed by District Governor

Objectives:

The Rotary International Youth Exchange Program (YEP) provides secondary school students aged 15 to 17, sponsored by a Rotary Club, with the opportunity to live and study abroad and live with host families for one academic year. Students learn a new language, a new way of living and a great deal about themselves.

The outbound student must have the support of a Rotary Club. It is preferable that the local Rotary Club "sponsor" the student but sometimes this does not happen, and the District Youth Exchange Committee will endeavour to find a sponsor Rotary Club. The program has high public recognition and extends Rotary to a wider community, crossing boundaries of age, race, nationality and religion. Students act as ambassadors while they study and live in another culture.

Potential outbound student candidates are identified several months before applications are due and screening at Club level occurs in April, when the candidates are generally in Year 9, 10 or Year 11.

Once the student is screened at Rotary Club level, the application is submitted to the District Youth Exchange Committee who conducts interviews, generally in late May.

Following selection, the students and their parents receive detailed preparation from the district committee in the months prior to the exchange that occurs over one calendar year and is followed by debriefing on their return.

Where a club sponsors an outbound student, they will be asked to reciprocate by hosting an inbound student. Inbound students from Europe usually arrive in July, Japan in March and southern hemisphere countries in January.

Web site:

<http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50099&pid=6620>
2

Committee Tasks:

- To promote YEP within Rotary Clubs and communities,
- Interview applicants which have been recommended by a D9705 Rotary Club and decide on suitability for the program and most suitable exchange country placement
- To provide training and support for both inbound and outbound students, their Student Counsellor, Rotary Clubs and families
- To manage placement and administration of inbound and outbound students
- To liaise with RYEA and other Australian districts with respect to policy Implementation, joint programs & Multi District tours
- To liaise with Rotary International Certified Districts in exchange countries
- Support to enable continuous RI Certification and suitable District guidelines to be met – see ***Mandate RI Code of Policy-Youth Exchange.docx***



- Assist the District Youth Protection Officer to ensure the Committee, Rotary Clubs, Host Families, Counsellors and volunteers comply with the legislative requirements of the NSW Working With Children and ACT Working With Vulnerable Persons.
 - To carry out the Procedures for Critical Incidents as outlined in the Responsibilities-Administration (Risk Management) documentation including to inform the District Youth Protection Officer and District Governor immediately of a reportable incident, *see also the RI requirements below*
 - Recommend to the District Governor persons suitable to form the Youth Exchange Committee
 - Convene, arrange and conduct meetings of the committee
 - Report to the District Governor, on relevant issues, as required including regular reports to the D9705 Board of Directors via District Youth Team Leader
 - Promote the program publicly and through the network of Rotary Clubs
 - Represent the committee at conferences and any relevant meetings which may be called
 - Assist and support YEP committee members and Rotary Clubs who may be experiencing difficulties with students or their parents
 - Communicate where appropriate with Chairpersons counterparts internationally and within Australia, with RYEP and the office of Rotary International for exchange of information
 - Assist committee members to deal with, or where appropriate initiate, liaise and manage counselling and discipline of both inbound and outbound students whose behaviour has the potential to bring disrepute upon themselves, this District or Rotary International
 - To discharge any other duties and responsibilities agreed to by the committee
- Meeting Frequency:** As necessary – YEP Committee meetings are independent of student training and briefings
-

Reporting: To the District Operations Committee through the Team Leader - Youth.

Finances and Audit Requirements:

The Youth Exchange Program Committee will maintain Youth Exchange accounts to be established and operated in accordance with D9705 Inc. guidelines.