

Roles and Responsibilities for Zone 8 Regional Council Portfolio Committee Members:

Rotaract

Position title:	Portfolio Committee Member, Rotaract
Location:	N/A
Reports to:	Rotaract Portfolio Lead
Date role commences:	1 March 2024 onwards

About the Regional Council

The **purpose** of the Regional Council is to implement a Zone-wide governance structure that will better support clubs to serve their communities, provide a rewarding membership experience, and grow their membership.

The Regional Council's **vision** is to significantly increase the reach and impact of Rotary and Rotaract in Zone 8.

The Regional Council has three mutually enforcing **outcomes**:

- Membership is growing with flourishing clubs and new club start-ups
- Rotary and Rotaract make a profound difference in our communities locally, regionally and across the world
- Rotary and Rotaract is known far and wide as a service organisation and partner of choice

The Regional Council has six key **outputs**:

- Enhanced focus on and support for new club start-ups
- Facilitation of larger scale projects through multi-club collaboration
- Implementation of new methods to provide more support to clubs and members
- Development of a unified voice for Rotary throughout Zone 8
- Diverse and effective Zone leadership
- Modern, integrated technology and streamlined administration

The Regional Council's initial **priorities** are:

- Membership – new club development and support of existing clubs
- Zone-wide Public Image
- Diversity Equity and Inclusion
- Interact

Position Description for Rotaract Portfolio Lead

The role of the Rotaract Portfolio Committee is to support their Portfolio Lead to achieve their goals and carry out their responsibilities, as outlined below:

Portfolio Lead Position Objective

A key objective of the Regionalisation Pilot Project is to engage and support our younger members and hear their unique perspectives. Although the Rotary experience may differ from country to country, the desire to carry out activities together are equally relevant across Zone 8.

The Rotaract Nominee will advance Rotaract in Zone 8 by:

- Championing the benefits of club fellowship and service through projects,
- Monitoring to ensure the effectiveness and deliverables of policies and programs for Rotaract are consistent and aligned to the Regional Council's vision, and
- Ensuring Rotaract perspectives are considered as the Regional Council develops new programs and initiatives to increase the reach and success of Rotaract, and Rotary, across the Zone.

The Rotaract Nominee may be required to represent the Regional Council at Public Events.

The Rotaract Nominee will ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the nature and range of Rotaract projects and programs within the zone.

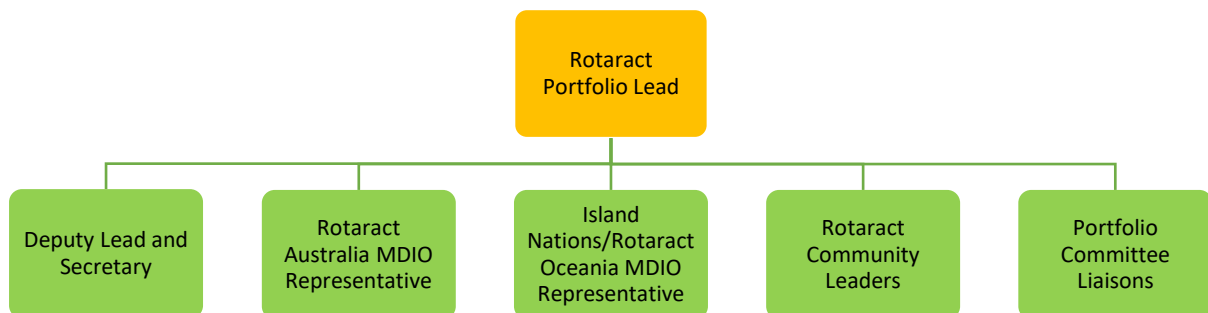
Portfolio Lead Key Responsibilities

1. Be an advocate for Rotaract, challenging the status quo, and inspiring others, and influencing organisational culture to create positive change.
2. Effectively promote Rotaract through good communication across a number of platforms and events.
3. Collaborate with stakeholders across Zone 8 working effectively with people from diverse backgrounds, value different perspectives, and leverage the strengths of a group.
4. Work with Rotaract Clubs in Zone 8 to promote joint fellowship and service projects.
5. Provide the Council with accurate, reliable, and timely data to enable Regional Council members to make sound policy and financial decisions.
6. Manage and report on all finance activities directly relating to your position, as agreed, in a timely manner ensuring compliance and reporting requirements as per Rotary International guidelines adhering to all agreed RI Policies.

7. Ensure that the collective voices of Rotaractors are communicated and taken into account when the Regional Council is considering relevant matters.

DRAFT organisational chart for Rotaract Portfolio

Note: The following is a draft organisational chart that is current as of 2 February 2024, and is subject to change as the objectives and scope of each Portfolio Committee is further developed.



DRAFT Rotaract Portfolio Committee Terms of Reference

Note: The following draft Terms of Reference are current as of 2 February 2024, and are subject to change as the objectives and scope of each Portfolio Committee is further developed with input from Portfolio Committee Members.

The membership of the committee shall consist of current Rotaract members in good standing from Zone 8, who:

- Is a Rotaractor for at least two (2) years, as a member of a Rotaract Club in Zone 8 and is supported by your Club President as a member of good standing.
- (Preferred, but not mandatory) Has held a Rotaract-related leadership (board, committee, project lead) position at Club, District, Zone or MDIO level (at least 1 full year).

It is recommended that all efforts are made to seek a minimum of 4 members from the island nations within Zone 8. The composition of the committee shall be reviewed annually.

Members of the committee shall be appointed to the following positions, or others required to implement agreed upon programs and projects:

- Chair (Rotaract Director)
 - Manage the committee, with support from the Deputy Chair;
 - Liaise with Regional Council, Finance and Audit Committee, and other stakeholders;
 - Oversee, or delegate oversight of, sub-committees organised by the committee; and
 - Coordinate effective meetings of the committee.
- Deputy Chair & Secretary
 - Support the Chair in managing the committee;

- Act as the Alternate Director, as required; and
- Maintain committee records.
- Monitoring and Evaluation Representative
 - Support the M&E team to develop and monitor relevant success criteria for the committee;
- Rotaract Australia MDIO Representative
 - Support engagement with the Rotaract Australia MDIO in the transfer of functions throughout the Pilot;
- Island Nations Representative / Rotaract Oceania MDIO Representative
 - Support engagement with the Island Nations regarding committee matters; or
 - Support engagement with the Rotaract Oceania MDIO in the transfer of functions throughout the Pilot;
- Rotaract Community Leaders x3
 - Support engagement with the Rotaract clubs in the Zone;
- Portfolio Committee Liaisons, as required
 - Support collaboration with the other Portfolio committees.

Meeting Frequency

The committee shall meet on a monthly basis, and as required.

Reporting To

The committee shall report to the Regional Council through the Rotaract Director.

Finance and Audit

The financial reporting and audit of the committee's expenditure shall be managed by the Regional Council Treasurer and through the Finance and Audit Committee.