

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

Service Projects and Programs

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| Position title: | Portfolio Committee Member, Service Projects and Programs |
| Location: | N/A |
| Reports to: | Service Projects and Programs 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 Service Projects and Programs Portfolio Lead

The role of the Service Projects and Programs 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 develop mechanisms to significantly improve the strategic growth, reach and impact of Rotary across Zone 8, and to support Rotary and Rotaract Clubs across the Zone with their programs and activities.

The Regional Council Portfolio Lead for Service Projects and Programs has the responsibility to:

- Grow Rotary's and Rotaract's impact and regional identify, broadening the reach, scope and scale of Rotary projects through a cascaded strategic plan.
- Co-ordinate and support major global, regional and national programs such as Anti-Slavery, Friendship Exchange, Youth Exchange, and Clean-up Australia.
- Leverage service initiatives across Rotary and Rotaract communities and Clubs, such as local awards, youth programs and local community initiatives.

The Portfolio Lead must understand the diverse range of cultures and communities across the Zone and ensure Regional Council strategies and programs recognise and embrace these differences.

The Portfolio Lead will be assisted by a Portfolio Committee, which will develop projects and programs, and strategic improvements in Rotary and Rotaract across the region. These will be presented to the Regional Council for adoption.

The Portfolio lead will undertake monitoring to ensure Rotary programs and strategies are consistent and aligned to Rotary's vision.

The Portfolio Lead may be required to represent the Regional Council at Public Events.

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

The Portfolio Lead will also ensure that the collective voices of those managing Rotary and Rotaract programs and projects are communicated to and considered by the Regional Council.

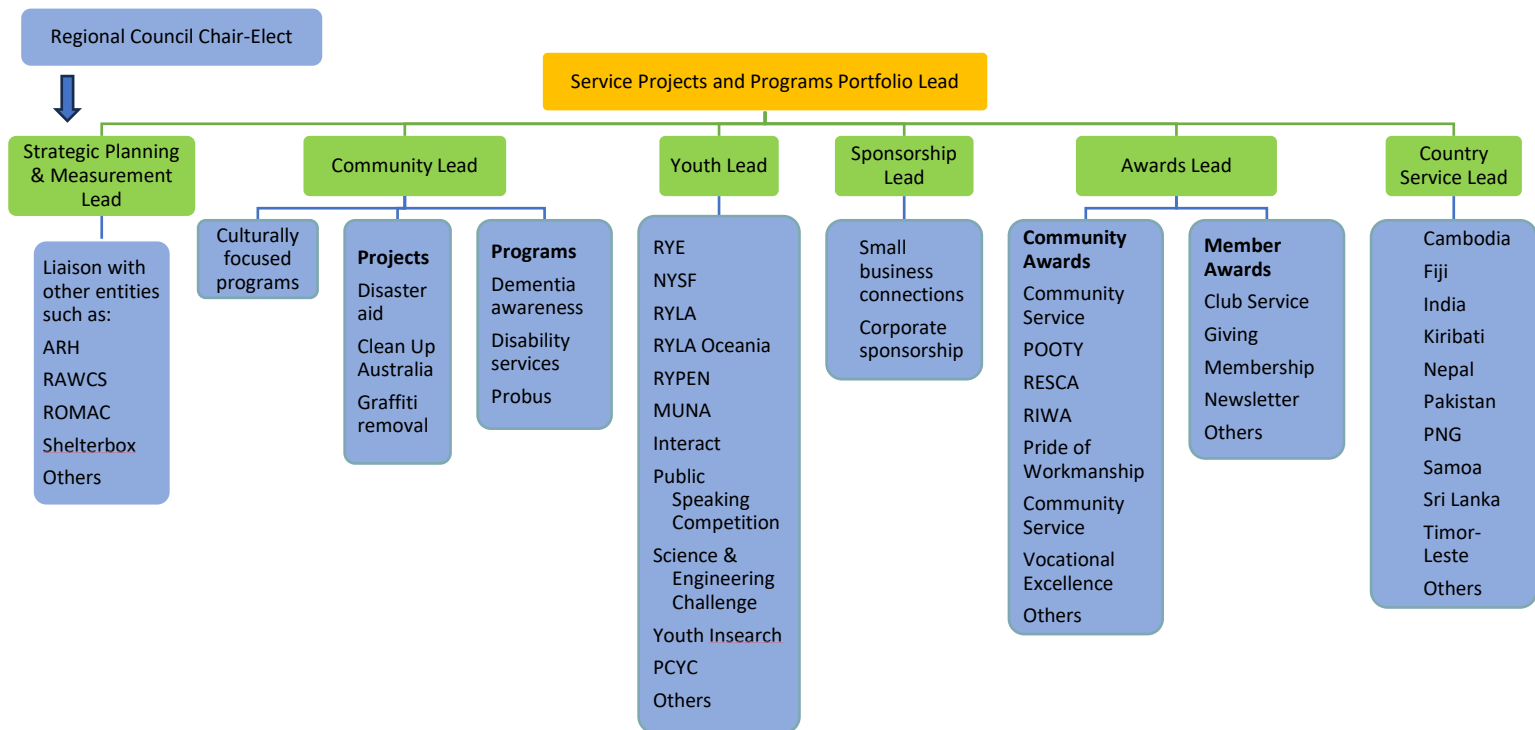
Portfolio Lead Key Responsibilities

1. Work with Rotary and Rotaract communities to identify and develop key projects that will successfully achieve Rotary's Vision in the Zone.

2. Promotion of Rotary projects and programs across the Zone.
3. Provide the Regional Council with accurate, reliable, and timely data to enable key decision makers to make sound policy and financial decisions.
4. Manage and report on all finance activities as agreed in a timely manner ensuring compliance and reporting requirements as per Rotary International guidelines adhering to all agreed RI Policies
5. Provide guidance and support to all operational and volunteer teams within Zone 8 on strategic programs and projects.

DRAFT organisational chart for Service Projects and Programs 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 Service Projects and Programs 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.

Status

Appointed by the Project and Programmes lead who may appoint a Deputy Lead to manage the Committee

Purpose

The responsibility of the Service Projects and Programs Portfolio Committee is to significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.

Committee Tasks

1. Develop strategies, policies and programs for Zone 8 aligned with the long-term transformation objectives of RI and the Regional Council.
2. Communicate service projects and programs to all Rotary members in Zone 8.
3. Monitor the implementation of strategy, policies and programs in Zone 8.
4. Propose sub-committees as required to the Regional Council and implement and monitor the outputs and outcomes of agreed Committees.
5. Keep service project and program records.
6. Manage the budget allocation for the Zone 8 Service Projects and Programs Portfolio Committee.

Meeting Frequency

At least quarterly and as required

Reporting To

Regional Council through the Service Projects and Programs Portfolio Lead

Finance and Audit

Managed through Regional Council Treasurer and the Finance & Audit Committee