

ROLES AND RESPONSIBILITIES

District Insurance Officer

The Rotary District Insurance Officers (DIO's) are a vital part of the support network for the Rotary National Insurance Programme (RNIP). Without the services of the DIO's the RNIP would not be able to function as efficiently to benefit members as it does now. The role can be thankless at times, but it is widely recognised and DIO's bring a huge amount of value to the process of understanding insurance and limiting exposure to risk.

Each District has an appointed DIO. More often than not the DIO has acted in that role for many years and comes from an insurance background. This is not always the case; certain DIO's come into the role with no insurance experience but quite quickly come to grips with the insurance programme and advising Rotary members around insurance and risk issues generally.

The DIO is the first port of call for insurance queries. If they are unable to provide the response/information required they will escalate the query to Rotary's insurance broker and risk advisor, Aon Risk Services (Aon). Aon will then review and, if necessary, discuss with insurers to determine their response/position and then report back to the DIO for onwards transmission to the enquirer.

Details of the escalation process and points of contact at Aon can be found on Page 3.

The role and responsibilities of a DIO can be generally defined as follows: -

- To act as the referral, point for insurance / risk management queries.
- To respond to those queries as best they can but recognising that if in doubt they should refer to Rotary's insurance broker / advisor, Aon.
- Where possible, to assist Rotary members in identifying and managing risk associated with the various activities undertaken within Rotary. Again, if there are any questions or concerns regarding those activities these should be passed on to Aon for comment.
- To assist District officials (finance and DG's etc.) in promoting the benefits of managing risk for the greater good of all Rotarians. Information needs to be driven down through the organisation from senior levels. DIO's are a vital link in training District Officials around risk management.
- Insurance presentation at PETS, Assemblies etc.
- Advice and support for District Protection Officers.
- Travel insurance support and advice to YEP.
- Youth Protection compliance
- Provision of Insurance Certificates of Currency.
- To oversee the timely collection of information required at renewal of the insurance programme including the Club Insurance & Compliance Declaration.
- To immediately notify Aon in the event of a claim or circumstance that may give rise to a claim under the RNIP, and the Provision of relevant Claim and Incident Report forms.
- Furthermore, to assist with the handling of a claim and act as the conduit between insurers and Rotary.

It cannot be over emphasised how important a DIO is to the smooth functioning of a national insurance programme the size and complexity of that arranged for Rotary. Without the dedication of these individuals the programme would not be sustainable and, certainly, the programme would not be in the enviable shape that it is today.

We thank you for your continued commitment to Rotary.

District Youth Protection Officer

The District Youth Protection Officer (DYPO) raises 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. He or she is the first point of contact in the District should any Rotarian receive an allegation of abuse or harassment. This Officer may train other District and Club Officers on procedures and guidelines related to abuse and harassment and other risk management issues.

The role and responsibilities of a DYPO can be generally defined as follows: -

- Knowledge of both RI policies and relevant State, Territory and local laws
- Maintain records of all allegations made
- Ensure proper handling of allegations, according to local laws and District policy, and protection of the interests of all involved.
- Work with Clubs to inform all Rotarians of their obligations under both District policy and local laws
- Review and maintain an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks. Alternatively, serve as a liaison to an external firm contracted for this purpose.
- 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.
- Youth Protection presentation at PETS, Assemblies etc.
- Advice and support for District Insurance Officers.
- To oversee the timely collection of information required on the Club Insurance & Compliance Declaration at renewal time
- To immediately notify Aon in the event of a claim or circumstance that may give rise to a claim under the RNIP.