



APPENDIX E

DISTRICT 7780

Club Protection Officer (CPO)

Job Description

RESPONSIBLE TO: Club Board and District Protection Officer

MAIN PURPOSE OF JOB: To insure the CPO's Rotary Club is in compliance with all protection policies of District 7780 and that vulnerable individuals who participate are protected from abuse.

SKILLS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Ability and willingness to participate in District 7780 protection training program and to carry out policies and practices.
- Prepared to pass concerns to professional agencies when necessary.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Attend workshops / district roundtables to receive training on District Protection policies, procedures, and practices.
2. Maintain knowledge of current state, federal and Rotary protection guidelines and legislation.
3. Understand protection procedures, rules and regulations.
4. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
5. Maintain complaint procedures.
6. Present existing and new protection information to the club once a year.
7. Compose articles for the Club newsletters.
8. Identify Rotarians who will likely be in the presence of vulnerable persons that would require a background check. Help facilitate the background check process for club Rotarians.
9. Conduct reference checks via personal interview or by phone on all background check applicants. After completion of the reference checks, forward application to District Protection Officer. Maintain a file of the results of the reference check interview.
10. Recruit, interview, select, orient, train, retain and recognize an Assistant CPO to function as a back-up and to ensure succession planning.