

**2017-2018**

Rotary International District 9700

**2016-2017**

Governor: George Weston

**ADMINISTRATION**

**Committee and Position Mandates**

# In this document

**A Standing Committee is one which provides advice to the Board and oversees a range of special committees**

**A Special Committee is one charged with the planning, operation and management of a specific program or project**

The Director – Administration is responsible for the function of the District that is structured into these Functional responsibilities:

**Corporate Governance** – Secretary (District – Administration)

Treasurer (District – Finances) District Resolutions

District Legal Officer

District Archives and Property Officer District Governor Nominating Committee District Webmaster

**Risk Management** – District Insurance Officer District Youth Protection Officer

Critical Incident Response Team (CIRT)

**Name of Role: District 9700 Director - Administration Status:** Appointed by District Governor

**Purpose:** To ensure the smooth operation of the District through effective and targeted governance and risk management

## Director Tasks:

* Provide support for the delivery of the various governance and risk management activities within the Administration portfolio
* Bring to the Governor any existing or emerging issues that may flag a potential risk for the organisation, District and/or Rotary International
* Receive reports from the various sections of the portfolio and use these to inform regular reports to the Board against the goals and targets set for the District in this field

## Areas and roles covered include:

* 1. District Insurance Officer
  2. District Webmaster
  3. District Resolutions officer
  4. District Youth Protection Officer
  5. District Archives and Property Officer
  6. District Legal Officer - who reports and liaises directly to the District Governor.

**Reporting:** To the District Governor, through the District Board

## Director: 2017-2018 PDG Gary Roberts

**Corporate Governance**

**Name of Role:** District Secretary

**Status:** Officer appointed by District Governor

**Purpose:** To ensure meetings are effectively organized and minuted; records are effectively managed; the legal requirements of governing documents, local organization 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
* Send out notices of District Board Meetings and Annual General Meeting
* 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 Department of Fair Trading
* To undertake other duties that usually pertain to the office of secretary, including
  + to update District Committee and Officer Mandates prior to the commencement of the Rotary Year in conjunction with the incoming District Secretary and the DGE
  + The revised and updated Mandates be forwarded to the incoming chairs at any appropriate training (such as Assembly) or 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

**Incumbent:** 2017 – 2018 Marilyn Roberts

**Corporate Governance**

**Name of Role:** District Treasurer

**Status:** Officer 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 District Treasurer has responsibility to:

* Maintain custody of District financial records
* Have responsibility for management of all District funds
* Maintain inventory of District equipment
* 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

**Incumbent:** 2017 - 2018 Doug Conkey

**Corporate Governance**

**Name of Committee:** District Resolutions

**Status of Committee:** Standing Committee of D9700 Inc.

**Purpose:** To provide advice to the Governor and the Board on matters

relating to the District rules, Constitution, Standing Resolutions (which assisted in the governance of the District prior to Incorporation)

## Committee tasks:

* To periodically review the Rules and Statement of Purposes and the Standing Resolutions for D9700 Inc. and to draft any appropriate amendments that may be required
* To approve the wording of any amendments and resolutions proposed
* To present any resolutions to the AGM, Special General Meetings or District Conference

## Committee:

Comprises the Chairperson, the District Legal Officer and other members as appropriate appointed by the District Governor.

**Meeting Frequency:** As required

**Reporting:** To the District Board through the Director - Administration **Finances and Audit Requirements:** Managed through the District Treasurer **Committee Chair:** 2017 – 2018 PDG Gary Roberts

**Corporate Governance**

**Name of Role:** District 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 District Governor or Board as appropriate **Finances and Audit Requirements:** Managed through the District Treasurer **Incumbent:** 2017 – 2018 David Ironside

**Corporate Governance**

**Name of Role:** District 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 District Governor through the Director – District Administration

**Finances and Audit Requirements:** Managed through the District Treasurer

**Incumbent:** 2017 – 2018 Michael Knight

**Corporate Governance**

**Name of Committee:** District Governor Nominating Committee

**Status of Committee:** Special Committee of D9700 Inc.

**Purpose:** The leadership of the District is in the hands of the Governor and so selection of suitable candidates for Governor is an important process for the improved and ongoing functioning of Rotary in District 9700. The Committee is tasked to seek out and propose the best available candidates for governor-nominee and recommend them to the Governor for selection as Governor Nominee Designate

## Committee tasks:

* To canvass the District for suitable candidates through both the District Newsletter and by personal approach - the Governor shall invite the clubs to submit their suggestions for nominations for governor nominee designate, prior to end February
* To ensure that suitable candidates are supported by their club, the suggestions shall be submitted in the appropriate RI form[1](#_bookmark0) indicating support of the club and naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.
* To collate a suitable list of “the best qualified Rotarians available to serve as governor” to be presented to the Selection Panel for consideration
* To prepare a suitable venue for the selection interviews and prepare an interview schedule, questions, and other requirements
* To advise selected candidates of the interview process, date, venue and time, including the manner of the interviews and any material they will need to provide or presentation to be prepared
* To maintain consistency with Article 13.020 (Nominating Procedure for Governor) of the by-laws of Rotary International
* To receive the Selection Panel nomination and ratify the appointment
* The Governor to make the announcement
* To ensure that a selected nominee is available before 31 May each year

## Committee membership:

The Nominating Committee shall have 5 members including the District Governor, the Immediate Past District Governor, the Vice-Governor, and two Past District Governors (from the last 5 years). The Governor shall be the chair of the Committee

## Selection Panel:

Role: to conduct the interviews in a professional and equitable manner; and to recommend a suitable candidate for nomination

The Selection Panel shall consist of the:

1 Download at <https://www.rotary.org/myrotary/en/document/district-governor-nominee-form>

* District Governor, District Governor Elect, District Governor Nominee,
* one Assistant Governor each, from a minimum of two groups within the District, excluding the group(s) from which the District Governor Nominee(s) Designate come(s), and
* the panel will be representative of both male and female Rotarians

**Note:** The make-up of the Nominating Committee may vary according to the number of applicants.

**Meeting Frequency:** As required

**Reporting:** To the District Board through the District Governor **Finances and Audit Requirements:** Managed through the District Treasurer **Committee Chair:** 2017 – 2018 DG George Weston

**Corporate Governance**

**Name of Role:** District Webmaster

**Status:** Officer appointed by District Governor

**Purpose:** Oversee and maximize the efficiencies that internet customer

relationship management tools in ClubRunner and My Rotary provide 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 appoint (in consultation with the District Governor) and manage the District IT Committee (Administration)
* To assist District Committees develop information and links for the website (Communications)
* To assist when requested by Clubs to develop their website (Communications)

**Reporting:** To the District Board through the Director – District Administration on technical matters of website operations

To the District Board through the Director – Communications & Public Image on matters relating to promotion, and web based communication

**Incumbent:** 2017 -2018 Paul Murray

# Risk Management

**Name of Role:** District Insurance Officer

**Status:** Officer appointed by District Governor

## Purpose:

* To ensure District 9700 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

**Reporting:** To the District Board through the Director – District Administration **Finances & Audit Requirements:** Managed through Director – District Administration **Incumbent:** 2017 - 2018 Sam Catanzariti

**Risk Management**

**Name of Role:** District 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). And advise Clubs of their responsibilities to maintain an archive of all Rotarians' and volunteers' WWCC records.
* Encourage Clubs to consider having 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 laws and district policy, 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 Trainer and District Committee Chairs in the implementation and training of General Awareness, Leadership and Specialist procedures in all youth activities

**Reporting:** To the District Governor or as delegated by the DG from time to time **Finances and Audit Requirements:** Managed through the District Treasurer **Incumbent:** 2017 – 2018 Sue Gordon

**Current Policy and Procedures** (available on District Web Site at (Insert location) [http://www.clubrunner.ca/Data/9700//HTML/144823//VOL\_1\_D9700\_YOUTH\_PROGRAMME\_](http://www.clubrunner.ca/Data/9700/HTML/144823/VOL_1_D9700_YOUTH_PROGRAMME_POLICY_PROCEDURE_CL1_V2.pdf) [POLICY\_PROCEDURE\_CL1\_V2.pdf](http://www.clubrunner.ca/Data/9700/HTML/144823/VOL_1_D9700_YOUTH_PROGRAMME_POLICY_PROCEDURE_CL1_V2.pdf) includes the following on Training:

## District Training Structure

* 1. **Awareness Training**

All Rotarians should be provided with general awareness training to ensure they are aware of the Rotary International and District policies and to have an understanding of how they should interact with youth generally and how they should respond if a student makes them aware of any situation which may constitute abuse or harassment.

They should be aware that membership is to be terminated where any member admits to, or is convicted of, or is otherwise found to have engaged in sexual abuse or harassment,. A Prohibited Employment Declaration is to be held from each member and this is to be updated annually. This training is conducted under arrangements established by the District Governor through the District Trainer with guidance from the District Youth Protection Officer and will include Abuse and Harassment Prevention Training .

## Leadership Training

All club members in Leadership Roles are to undertake training as directed by District Governor to ensure they are equipped to complete the tasks and duties their position requires. These members would include among others, Club President, Club Protection Officer and the Club Youth Programme Leader. This training is conducted under arrangements established by the District Governor through the District Trainer with guidance from the District Youth Protection Officer.

## Specialist Training

All personnel involved in specific youth programmes are to undertake training as provided by the District Committee for that particular activity. The nature and extent of the training will relate to the degree of risk assessed by the Committee Chairman following consultation with the District Youth Protection Officer and also any mandatory requirement established by Rotary International for that particular Youth Program

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**Risk Management**

**Name of Committee:** Critical Incident Response Team (CIRT)

**Status of Committee:** Standing committee of the D9700 – appointed by the 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 D9700 Youth Director will be ex-officio member 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 D9700 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.

See ***D9700 emergency-critical-incident\_policy-and-procedure.docx***

## 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 D9700
    - 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.

## D9700 Programs covered by the CIRT, include but are not limited to:

All District Rotary Clubs RAWCS projects

Rotary D9700 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 through the Director

Administration

**Finances and Audit Requirements:** The CIRT will have no financial activity. Any financial

issues arising from CIRT activity will be managed by the District Treasurer

**Committee Chair:** 2017 – 2018 PDG Gary Roberts