



Role title: Regional Coordinator	Reports to: Country Chair
Direct reports: Assistant Governor	Dotted reports: District Committee Representatives
Tenure in role: One year renewable two (2) times at the maximum.	Location: Nairobi
Resources: District leaders, Club leaders, Governor, Governor-Elect, Governor-Nominee, Regional Coordinators, other Assistant Governors, Executive Secretaries, Past District Governors, Presidents, Secretaries, Treasurers, Committee Chairs	Budget: Self-funding and/or District sponsored

Role purpose:

The Regional Coordinator, will assist the governor with the administration of clubs in the designated region. The Coordinator will support club effectiveness and by extension, district effectiveness. Regional Coordinators will have frequent contact with clubs and district committee regional leads, relaying information between the club, region and district.

The main responsibilities of a Regional Coordinator will include the following:

- Work with the Governor and other District leaders to assist Clubs achieve the District goals.
- Co-ordinate District activities in their regions
- Assist Assistant Governors to organise joint Club events in the regions
- Co-ordinate regional representatives of different District Committees e.g membership, Rotary Foundation, Programmes, Strategy, Learning & Facilitation etc
- Work with the Assistant Governors with logistics of District Governor's visits
- Work with the Assistant Governors to monitor implementation of Club goals
- Advise AGs on progress of achievement of District goals & Strategy in the region
- Initiate and coordinate joint Club activities in the region
- Work with the Assistant Governors in handling dispute resolution within Clubs in the region
- Follow up with Assistant Governors who have not submitted quarterly reports
- Work with the Assistant Governors to follow up with Presidents who have not submitted monthly Reports
- Work with the Assistant Governors to follow up with non-compliant clubs with regard to reporting and various compliance obligations
- Attend club activities e.g new member induction, Club Assembly, installation of President
- Working with Assistant Governor's, monitor each club's performance and communicate to the Governor the clubs' strengths, weaknesses, and progress.
- Attend district events and activities on behalf of the governor.
- Attend the Presidents-Elect Training Seminar and District Team Learning Seminar.
- Identify and encourage the development of future district leaders.
- Visit clubs regularly, offering the district leadership team specific ideas for supporting clubs.
- Build support at the club level for district committee initiatives in assigned regions.
- Encourage Assistant Governors to consult directly with relevant district committees when dealing with issues and concerns that are related to a committee's primary function.
- Support Assistant Governor's in ensure that a club's goals complement, and do not conflict with, district committee goals and objectives.
- Be familiar with clubs' goals in Rotary Club Central
- Promote attendance of the district conference and other district, zonal and RI meetings.



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- Schedule visits to assigned clubs in a region for the year.
 - Assist club leaders in scheduling and planning for the governor's official visit and accompany the DG on such Club visits
 - Complete club ratings and comments in the Rate Clubs section of Rotary Club Central
 - Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.
 - Attend district events and activities on behalf of the District Governor, upon request.

Core competencies:

- Good knowledge of Rotary systems and procedures
- Leadership experience and competence
- Motivational and interpersonal skills with demonstrated personal motivation and enthusiasm
- Excellent listening and communication skills (oral/written)
- Coaching, influencing and mentoring skills
- Unquestioned adherence to the Four Way Test

Knowledge, Skills, Experience:

Regional Coordinators should meet these minimum recommended qualifications:

- Must be a Past Club President and Assistant Governor with a track record of delivery and knowledge of the club leadership plan
- Experience as chair of a club committees
- Active member in good standing of a club in the district
- Passionate about membership development and success in attracting, engaging and retaining potential members
- Success in growing new clubs

Key performance indicators:

- 80% achievement of district goals.
 - Demonstrated regional support and implementation of district committees objectives and initiatives through the regional leads
 - Timely submission of Presidents' monthly reports and AG's quarterly reports.
 - Visible attendance of club meetings, club assemblies, and other Rotary events
 - Active participation in district events and activities including team learning and facilitation seminars
 - Efficient and effective district conference and learning and facilitation events.
 - Seamless succession planning for district and club roles.
 - Robustness and achievement of clubs' goals in Rotary Club Central.
 - Efficient scheduling district governor's visits.
 - Up to date membership lists and club invoices
 - Objective and timely club ratings in Rotary Club Central
 - Positive feedback form Club Presidents and District Governor
 - Monthly reports reviewed on time and issues highlighted for discussion with CC
 - Monthly attendance at CC 1:1 meeting and quality of information shared
 - Attendance at monthly CC/RC/AG meetings
 - Monthly meetings with each AG and issues reviewed
 - Quality and timeliness of response to CC
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