



Rotary International

South Pacific and Philippines Office

Street Address: Rotary Centre Level 2, 60 Phillip Street, Parramatta NSW 2150 Australia Tel: +61 2 8894 9800 Fax: +61 2 8894 9899 Email: risppo@rotary.org	Postal Address: Rotary International South Pacific & Philippines Office Level 2, 60 Phillip Street, Parramatta NSW 2150 Australia	Office Hours: 8.30 am to 5pm, Monday to Friday Except Australian & NSW Public Holidays
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Manager, International Office and Financial Services	Grace Ramirez	Grace.Ramirez@rotary.org	Ph: +61 2 8894 9830
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THE ROTARY FOUNDATION

Senior Fund Development Officer	Mark Anderson	Mark.Anderson@rotary.org	Ph: +61 2 8894 9841
Senior Coordinator, TRF Services	Robert Byrne	Robert.Byrne@rotary.org	Ph: +61 2 8894 9843
TRF Correspondent	Krissy Aure-Canson	MariaKristenne.Aure-Canson@rotary.org	Ph: +61 2 8894 9842

- Fund Development
- Paul Harris Fellow Recognition – process applications and issue regalia & certificates
- Maintain record of club recognition points
- Issue benefactor recognitions, bequest and major donor recognition
- Provide assistance and clarification on all Rotary Foundation matters
- Assist with The Rotary Foundation contribution enquiries

CLUB & DISTRICT SUPPORT

Supervisor	Andrew Best	Andrew.Best@rotary.org	Ph: +61 2 8894 9820
Coordinator	Trudy Grice	Trudy.Grice@rotary.org	Ph: +61 2 8894 9821
Coordinator	Mary Jayne Desmond	MaryJayne.Desmond@rotary.org	Ph: +61 2 8894 9822

- Admission of new Clubs (Rotary, Rotaract, Interact, Rotary Community Corps, Satellite clubs)
- Applications for change of name, change of club & district locality, merger of clubs and applications for club & district incorporation
- Licensing inquiries and advice re Licensed Vendors & Use of Rotary mark and brand centre guidance
- District dispute enquiries
- Special club and member anniversary recognition (25th, 50th, 75th, 100th), other special years by request
- www.rotary.org enquiries including My Rotary guidance, Rotary Club Central, Reports, Showcase & Ideas
- Assist the district governors, clubs and Rotarians in their communications with other departments.
- Training of clubs and district leaders

MEMBERSHIP

Regional Membership Officer, Membership Development	Barbara Mifsud	Barbara.Mifsud@rotary.org	Ph: +61 2 8894 9850
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- Provides support on using key RI membership resources: publications, tools, online resources, and reports
- Provides assistance and guidance with membership strategies including attraction, engagement, retention, diversity, etc.
- Works with zone membership team to conduct trainings, workshops, and presentations

FINANCE

Supervisor - Finance & Admin Services			
Coordinator	Sally Furto (Aust & NZ)	Sally.Furto@rotary.org	Ph: +61 2 8894 9832
Coordinator	Melissa Asanza (TRF Finance)	Melissa.Asanza@rotary.org	Ph: +61 2 8894 9833
Coordinator	Rosalyn Ong (Philippines)	Rosalyn.Ong@rotary.org	Ph: +61 2 8894 9831

- Collect per capita dues and other payments to Rotary International
- Process Semi Annual reports on club membership and inquiries on SAR payments
- Assist clubs & districts with inquiries on: club remittances and balances, reinstatements after payment following termination
- Process The Rotary Foundation contributions
- Make payments to Rotarians travelling at RI or Rotary Foundation expense
- Make payments to Rotary Foundation Scholars
- Make Global payments on behalf of TRF and Rotary International (SPAs)

ADMINISTRATION

Administration Coordinator	Bernadette Horrell	Bernadette.Horrell@rotary.org	Ph: +61 2 8894 9800
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- Assists with all enquiries about Rotary International, The Rotary Foundation & Shop.Rotary material