

DISTRICT 9423 LEADERSHIP TEAM MEMBER ROLE DESCRIPTION

The District organisation's purpose is to support and develop Rotary leaders, members and their Clubs to grow Rotary in a sustainable way; encourage engagement and collaboration within the Rotary family; and increase our collective impact

ROLE: DISTRICT CUSTODIAN

<p>PURPOSE</p>	<p>Ensure the District follows the principles and practices of good governance, risk management, and environmental, social and corporate responsibility; and</p> <p>To generally contribute to the District organisation's purpose as part of the District leadership team</p>
<p>WHAT SUCCESS LOOKS LIKE</p>	<ul style="list-style-type: none"> ▪ Compliance with Rotary International and WA Incorporated Association governance requirements ▪ Compliance with Charitable Collectors Licence requirements ▪ Compliance with processes for youth protection ▪ Compliance with privacy policy ▪ Compliance with Rotary Risk Management and Insurance Handbook ▪ Up to date District 9423 Constitution and Bylaws ▪ Rotary is held in high regard for environmental, social and corporate responsibility

<p>SERVICES AND ROUTINES</p>	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> ▪ Lead and implement the district risk management plan and strategy, communicate expectations and obligations through the Board, Specialists and Committee Chairs monitoring and reporting on performance to improve the district risk profile. ▪ Provide technical leadership, processes, tools, and support to Clubs to successfully implement the risk management framework. ▪ Identifying potential threats to brand reputation, financial sustainability, operational efficiency, and safety to fully develop a shared understanding of overall risk exposure. ▪ Act as a governance, risk, and compliance advocate, influencing and managing stakeholder relationships whilst providing expert advice and information on emerging governance and risk issues. ▪ Direct/coordinate delivery of regular risk analysis reports and programs designed to identify and minimise threats to the District and Clubs. ▪ Lead the development and implementation of an Integrated Management System capability across the District and Clubs, including environmental, social and corporate responsibility. ▪ Develop, implement, manage, and maintain the District governance strategy, policy, systems, and processes and monitor and report on performance and compliance to enable the District and Clubs to deliver its objectives within legal/statutory, public service and ethical obligations. ▪ Recommend for appointment and liaise closely with the District Youth Protection Officer and District Insurance Officer ▪ Involve the Mediator if and/as required
<p>KEY RELATIONSHIPS</p>	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> ▪ District Governor: regular two-way communication ▪ Board members: advice on governance, risk and compliance ▪ District Insurance Officer: support and liaison ▪ District Youth Protection Officer: support and liaison ▪ Mediator: involve as required ▪ External governance, risk, and compliance bodies: understanding and developing relationships

<p>RHYTHMS</p>	<p><i>Indicative schedule/time commitment of the job</i></p> <ul style="list-style-type: none"> ▪ Monthly meetings of District Board ▪ Quarterly District Communiqués on Governance, Risk Management & Compliance ideas, and issues ▪ Annual Insurance Club Insurance and Compliance Declaration
<p>YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....</p>	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> ▪ Manage a wide range of internal stakeholders with diverse priorities and expectations, to achieve a consistent and cohesive approach to risk management. ▪ Promote governance and risk management awareness and knowledge, with associated performance monitoring in a geographically dispersed organisation. ▪ Provide guidance on risk management strategies for sensitive matters while facilitating cultural change to move away from a compliance mindset to dynamic risk management.
<p>OTHER</p>	<p><i>References:</i></p> <ul style="list-style-type: none"> A. Rotary Governance Documents - https://my.rotary.org/en/learning-reference/about-rotary/governance-documents B. District 9423 Constitution C. District 9423 Bylaws D. Rotary District 9423 Governance Policy and Procedure Manual