

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: PROGRAMS AND PROJECTS DIRECTOR

<p>PURPOSE</p>	<p>To provide support for Youth programs and projects; Rotary endorsed programs; District endorsed projects; and relevant Committees and Coordination groups/hubs; 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>	<p>Programs and projects are well chosen, well managed and supported, having a positive impact in the community, locally to globally</p>
<p>SERVICES AND ROUTINES</p>	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> ▪ Ensure system of pooling information on Club projects and interests is widely known and effectively used ▪ Club and member support <ul style="list-style-type: none"> – Relevant enquires received from clubs and members are responded to – Clubs are encouraged and supported to get involved in service projects and connected to resources, mentors and other like-minded clubs – Clubs are encouraged to engage alumni in Rotary service through fundraising and hands on service – Ensure programs/projects information is effectively included in training and development ▪ Provide support to Chairs of various Programs and Projects <ul style="list-style-type: none"> – Liaise with Chairs of the programs and projects – Answer queries – Advise chairs on program promotional opportunities, District Newsletters, Club and district events – When requested by a program Chair, assist with the promotion of district groups, programs, and activities ▪ Engage with District Board members and Club Partners

	<ul style="list-style-type: none"> – Contact the appropriate Board members and Club Partners to advise of any relevant issues which may arise – Escalate any financial or reputational Issues which may adversely impact on District risk profile to District Custodian ▪ Assist with Program and Project communication <ul style="list-style-type: none"> – Ensure a centralised point of contact for Programs and projects – Ensure that all programs and projects use correct Rotary branding – Monitor District website to ensure information is up to date
KEY RELATIONSHIPS	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> ▪ District Governor: regular two-way communication ▪ Storyteller: input relevant program/project achievements ▪ Program/project Chairs: regular support and liaison
RHYTHMS	<p><i>Indicative schedule/time commitment of the job</i></p> <ul style="list-style-type: none"> ▪ Monthly meetings of District Board ▪ Regular liaison with relevant Committee Chairs
YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> ▪ Knowledge and passion for Rotary programs and projects at District, inter-club and individual club level ▪ Ability to inspire and facilitate collaboration