

Roles and Responsibilities for Zone 8 Regional Council Portfolio Committee Members:

Diversity, Equity and Inclusion (DEI)

Position title:	Portfolio Committee Member, DEI
Location:	N/A
Reports to:	DEI Portfolio Lead
Date role commences:	1 March 2024 onwards

About the Regional Council

The **purpose** of the Regional Council is to implement a Zone-wide governance structure that will better support clubs to serve their communities, provide a rewarding membership experience, and grow their membership.

The Regional Council's **vision** is to significantly increase the reach and impact of Rotary and Rotaract in Zone 8.

The Regional Council has three mutually enforcing **outcomes**:

- Membership is growing with flourishing clubs and new club start-ups
- Rotary and Rotaract make a profound difference in our communities locally, regionally and across the world
- Rotary and Rotaract is known far and wide as a service organisation and partner of choice

The Regional Council has six key **outputs**:

- Enhanced focus on and support for new club start-ups
- Facilitation of larger scale projects through multi-club collaboration
- Implementation of new methods to provide more support to clubs and members
- Development of a unified voice for Rotary throughout Zone 8
- Diverse and effective Zone leadership
- Modern, integrated technology and streamlined administration

The Regional Council's initial **priorities** are:

- Membership – new club development and support of existing clubs
 - Zone-wide Public Image
 - Diversity Equity and Inclusion
 - Interact
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Position Description for DEI Lead

The role of the DEI Portfolio Committee is to support their Portfolio Lead to achieve their goals and carry out their responsibilities, as outlined below:

Portfolio Lead Position Objective

At Rotary, we're committed to treating everyone with dignity and respect, allowing everyone's voice to be heard, and providing equitable opportunities for fellowship, service, and leadership. Although the Rotary experience may differ from country to country, issues of diversity, equity, and inclusion (DEI) are equally relevant within and across Zone 8.

The Regional Council Portfolio Lead for DEI will be assisted by a Portfolio Committee to advance the work of the [Diversity, Equity, and Inclusion Task Force](#) in Zone 8 by championing the benefits of a diverse and inclusive culture across the Zone.

The Portfolio Lead has the responsibility to:

- Establish a DEI framework fit for purpose in Zone 8.
- Identify other organizations that support DEI efforts and working with them on projects or events.
- Seek out new voices when you're making appointments and encouraging people who have been underrepresented in these roles to take on leadership positions.

The Portfolio Lead will undertake monitoring to ensure the DEI programs and strategies are consistent with Rotary International and align with the Regional Council's vision.

The Portfolio Lead may be required to present the Regional Council at Public Events.

The Portfolio Lead will ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the benefits and responsibilities of the DEI Framework.

The Portfolio Lead will ensure that the collective voices of the DEI Groups are communicated and taken into account when the Regional Council is considering all relevant matters.

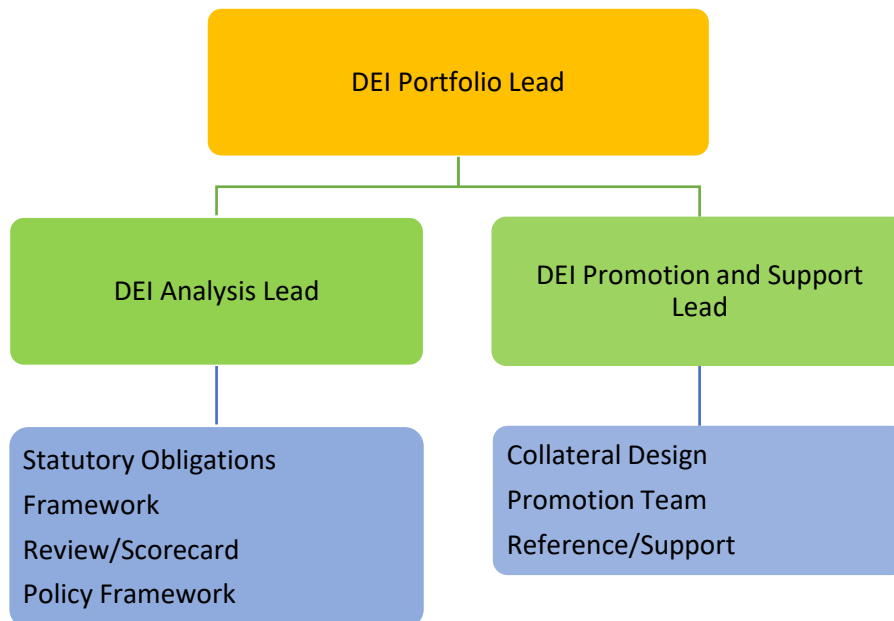
Portfolio Lead Key Responsibilities

1. Leadership and influence skills are highly valuable in promoting DEI at different levels. By being an advocate for inclusion, challenging the status quo, and inspiring others, individuals can influence organizational culture and create positive change.

2. Communication: Effective communication skills are essential for promoting DEI. This includes the ability to articulate ideas clearly and respectfully, actively engage in dialogue, and facilitate conversations around sensitive topics. Effective communication helps create a safe and inclusive environment for everyone to express themselves at all levels.
3. Collaboration and teamwork, building diverse and inclusive environments often requires collaboration and teamwork. The ability to work effectively with people from diverse cultures and backgrounds, value different perspectives, and leverage the strengths of a diverse group is important for achieving meaningful change and fostering inclusivity.
4. Provide the Council with accurate, reliable, and timely data to enable Regional Council members to make sound policy and financial decisions.
5. Provide guidance and support to all operational and volunteer teams within Zone 8 on DE&I issues.
6. Attend and/or facilitate DEI learning activities at annual Community Leader training forums.
7. Develop a network of DEI Champions / specialists who can support Rotary and Rotaract clubs with current issues and trends relating to DEI.
8. Ensure all types of people, cultural, nationalities and regional distinctions are recognized and together with those less able are properly considered in ensuring DEI by the Regional Council in all decisions made and activities undertaken.

DRAFT organisational chart for Public Image and Partnerships Portfolio

Note: The following is a draft organisational chart that is current as of 2 February 2024, and is subject to change as the objectives and scope of each Portfolio Committee is further developed.



DRAFT DEI Portfolio Committee Terms of Reference

Note: The following draft Terms of Reference are current as of 2 February 2024, and are subject to change as the objectives and scope of each Portfolio Committee is further developed with input from Portfolio Committee Members.

Status

Appointed by the DEI Lead who may appoint an Alternate Lead to manage the Committee and Represent the Committee at Board meetings, as required.

Purpose

The responsibility of the Diversity, Equity, Inclusion Portfolio is to advance the work of the Diversity, Equity, and Inclusion Task Force in Zone 8 by championing the benefits of a diverse and inclusive culture across the Zone.

Taken together, a new Governance approach will ensure we are able to provide greater support to clubs and members – to meet the goals of Rotary’s action plan, whilst providing more meaningful and rewarding club experiences for members.

Committee Tasks

1. Advocating for inclusion, challenging the status quo, and inspiring others, individuals can influence organizational culture and create positive change.
2. Effectively communicating skills and promoting DEI.
3. Building diverse and inclusive environments which achieve meaningful change and foster inclusivity.
4. Provide the Council with accurate, reliable, and timely data to enable Regional Council members to make sound policy and financial decisions.
5. Provide guidance and support to all operational and volunteer teams within Zone 8 on DE&I issues.
6. As required, assist with DEI learning activities at annual Community Leader training forums.
7. Develop a network of DEI Champions / specialists who can support Rotary and Rotaract clubs with current issues and trends relating to DEI.
8. Ensure all types of people, cultural, nationalities and regional distinctions are recognised and together with those less able are properly considered in ensuring DEI by the Regional Council in all decisions made and activities undertaken.

Meeting Frequency

At least quarterly and as required

Reporting To

Regional Council through the DEI Lead

Finance and Audit

Managed through Regional Council Treasurer and the Finance & Audit Committee