

Regional Council Portfolio Lead – Service Projects and Programs

Position Description

Position title	Portfolio Lead – Service Projects and Programs
Location	n/a
Reports to	Regional Council Chair
Date	1 January 2024

About the Regionalisation Pilot

The Regionalisation Pilot Vision is “to significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.” Through this new model we seek to:

- Provide greater consistency and continuity of strategy across the zone.
- Enable a single point of contact for external parties seeking partnerships.
- Build a stronger, unified Rotary image and brand across the region.
- Improve efficiency to reduce duplication and costs to members and indeed to RI.
- Create attractive and diverse leadership and development opportunities.

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.

Position objective

A key objective of the Regionalisation Pilot Project is to develop mechanisms to significantly improve the strategic growth, reach and impact of Rotary across Zone 8, and to support Rotary and Rotaract Clubs across the Zone with their programs and activities.

The Regional Council Portfolio Lead for Service Projects and Programs has the responsibility to:

- Grow Rotary’s and Rotaract’s impact and regional identify, broadening the reach, scope and scale of Rotary projects through a cascaded strategic plan;
- Co-ordinate and support major global, regional and national programs such as Anti-Slavery, Friendship Exchange, Youth Exchange, and Clean-up Australia;
- Leverage service initiatives across Rotary and Rotaract communities and Clubs, such as local awards, youth programs and local community initiatives.

The Portfolio Lead must understand the diverse range of cultures and communities across the Zone and ensure Regional Council strategies and programs recognise and embrace these differences.

The Portfolio Lead will be assisted by a Portfolio Committee, which will develop projects and programs, and strategic improvements in Rotary and Rotaract across the region. These will be presented to the Regional Council for adoption.

The Portfolio lead will undertake monitoring to ensure Rotary programs and strategies are consistent and aligned to Rotary's vision.

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

The Portfolio Lead will ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the nature and range of projects and programs within the zone.

The Portfolio Lead will also ensure that the collective voices of those managing Rotary and Rotaract programs and projects are communicated to and considered by the Regional Council.

Key Responsibilities

1. Work with Rotary and Rotaract communities to identify and develop key projects that will successfully achieve Rotary's Vision in the Zone.
 2. Promotion of Rotary projects and programs across the Zone.
 3. Provide the Regional Council with accurate, reliable, and timely data to enable key decision makers to make sound policy and financial decisions.
 4. Manage and report on all finance activities as agreed in a timely manner ensuring compliance and reporting requirements as per Rotary International guidelines adhering to all agreed RI Policies
 5. Provide guidance and support to all operational and volunteer teams within Zone 8 on strategic programs and projects.
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Person specification

A Rotarian or Rotaractor from a club in Zone 8 in good standing, with high levels of ethics and integrity.

Be eligible for appointment as a Company Director under Australian Corporations law.

Experience:

Expertise and experience or a relevant background to focus on engaging and leading important Rotary and Rotaract projects and programs across Zone 8.

Can identify key areas requiring change and recommend sustainable solutions.

Experience in reviewing programs and identifying new opportunities for broader inclusion.

Understanding of the role of the Regional Council, and the relationship between the Regional Council and the Portfolio Lead's area of responsibility.

Skills

Excellent leadership and influencing skills.

Well-developed people skills, embracing collaboration and teamwork to build diverse and inclusive environments, and with the ability to manage conflict resolution.

The ability to work effectively with people from diverse cultures and backgrounds, value different perspectives, and leverage the strengths of a diverse group.

Effective communication skills, both written and oral.

Proven ability to plan, develop, implement, and evaluate strategic objectives including risk management and uncertainties.

Ability to achieve meaningful change and foster inclusivity and success.

Exhibits a positive and proactive attitude – is flexible and action focused.

Appreciation of the issues and challenges likely to be faced by Rotary across Zone 8, including the many cultural and linguistic communities in the Zone 8 Region.

Qualifications

Relevant experience that clearly demonstrates the ability to engage, develop, and deliver new projects and programs.

Selection Criteria & Application: Portfolio Lead – Service Projects and Programs

Your Application

It is important that within your application you highlight how you meet the selection criteria and how your experience and skillset would enhance you as an applicant for the role described in the Position Description. In addressing the criteria:

- Give examples where as a director / committee member you have led initiatives that shows effective, innovative, and inspirational leadership.
- Describe your capacity to meet the needs of the role working alongside others in collaboration, as a leader and as a peer.

Please also provide a background CV with relevant educational and professional experience.

Your Role and Experience

- As a Rotarian or Rotaractor you have been within Rotary for no less than 4 years and are supported by your Club President as a member of good standing.
- You have a willingness to serve in a voluntary capacity as Portfolio Lead – Service Projects and Programs for two years and with the opportunity to stand for election within the role for a further two years.
- You are keen to work on the Regional Council to grow Rotary's and Rotaract's impact and regional identity by broadening the reach, scope and scale of Rotary projects, and providing coordination and support for major global, regional and national programs in the Zone.
- You have held a board/committee position at Club or District level.

Your Abilities

- You are able to lead and influence a group of volunteers to achieve the Regional Council's direction and outcomes for major projects and programs agreed for Zone 8, its Clubs, and Stakeholders.
- You have skills and/or experience from your business or professional background that enhance your ability to achieve the outcomes of this role, bearing in mind the many cultural and linguistic communities across the Zone 8 region.

You can Successfully

- Lead the development and oversight of major global, regional, and national programs and projects across Zone 8, promote these and monitor take-up.
- Ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the Regional Council's goals in relation to major programs and projects across the region.
- Support the management of resources (including budgeting) as required.