

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

Learning and Development (L&D)

Position title:	Portfolio Committee Member, L&D
Location:	N/A
Reports to:	L&D 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 L&D Lead

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

Portfolio Lead Position Objective

A key objective of the Regionalisation Pilot Project is to deliver training in a collaborative, consistent and efficient way across Zone 8, ensuring the quality of training remains high and that existing roles such as Club officers have a smooth roll out, while also expanding opportunities for learning, including the development of training for the Regional Council and associated roles.

The Regional Council Portfolio Lead for Learning and Development has the responsibility to:

- Lead the development of training and leadership formation pathways, platforms and content.
- Promote and monitor take-up and engagement in training and leadership formation pathways, platform and content.
- Support the provision of generic learning and development resources (including funding) within Zone 8.

The Portfolio Lead must understand the diverse range of cultures and communities across the Zone, and to 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 for presentation to the Regional Council, and will assist with the development of programs and training across the region.

The Portfolio lead will undertake monitoring to ensure Rotary leadership and development programs and strategies are consistent and aligned to the Regional Council's vision and RI's requirements.

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 objectives and programs for Learning and Development across the region.

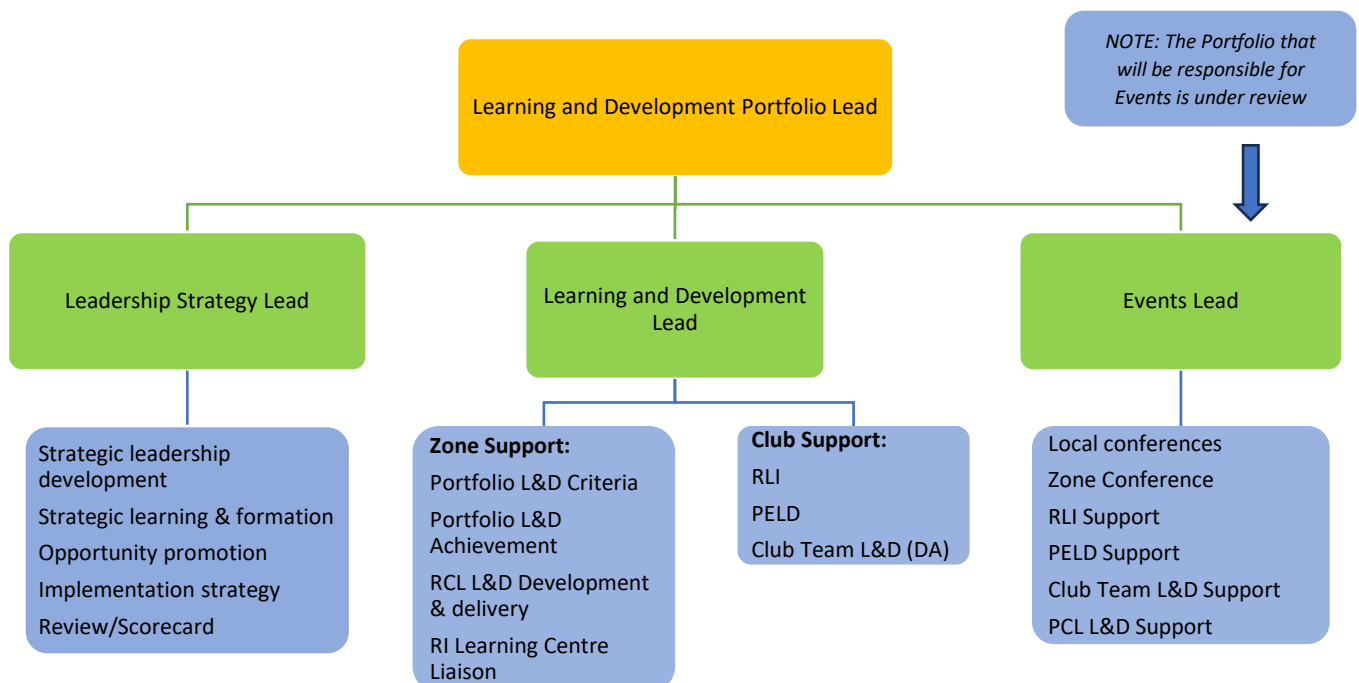
The Portfolio Lead will also ensure that the collective voices of those managing Learning and Development are communicated to and considered by the Regional Council.

Portfolio Lead Key Responsibilities

1. Work with the Learning and Development team and with Rotary and Rotaract communities to identify and develop opportunities for promoting learning and development in the Zone.
2. Liaise with the RI Learning and Development team to ensure Rotary International's (RI) training and leadership formation pathways, platforms and content are utilised appropriately within Zone 8.
3. Build a collaborative Learning and Development team across Zone 8.
4. Promote Learning and Development programs and opportunities across Zone 8.
5. Provide the Regional Council with accurate, reliable, and timely data to enable Council members to make sound policy and financial decisions.
6. Manage and report on the financial aspects of Learning and Development, as agreed in a timely manner ensuring compliance and reporting requirements are completed on time as per Rotary International guidelines adhering to all agreed RI Policies.
7. Provide guidance and support to all operational and volunteer teams within Zone 8 on Learning and Development strategies and programs.

DRAFT organisational chart for L&D 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 L&D 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 L&D Portfolio Lead who may appoint a Deputy Lead to manage the Committee.

Purpose

The responsibility of the Learning & Development Committee is to deliver learning and development in a collaborative, consistent and efficient way across Zone 8, ensuring the quality of training remains high while also expanding opportunities for learning at club level and delivering the wider requirements of learning and development for the Regional Council and associated roles.

Committee Tasks

1. To oversee learning and development within Zone 8.
2. Develop learning and development policies for Zone 8, aligned with the the long-term transformation objectives of RI and the Regional Council; locally, regionally and globally.
3. Establish training priorities for the Zone based on short and long term needs of Rotary.
4. Plan and conduct Learning and Development pathways, platforms and content in conjunction with:
 - Incoming club, portfolio and Zone leaders.
 - Other Regional Council Committees as required:
 - Major Fundraising and Grants
 - Membership
 - Public Image and Partnerships
 - Service Projects and Programs
 - Diversity, Equity and Inclusion
 - Corporate and Administration
 - Rotary Community Groups and Leaders
 - Rotary Specialists
5. Communicate the policies, pathways, platforms and content to all Rotary members in Zone 8.
6. Monitor the implementation of the policies in Zone 8.
7. Propose sub-committees as required to the Regional Council and implement and monitor the outputs and outcomes of agreed committees.
8. Source appropriate learning and development providers from both within and outside of Rotary.

9. Monitor and recommend changes in learning and development matters to the Regional Council.
10. Keep learning and development records.
11. Manage the budget allocation for Zone Learning & Development.

Meeting Frequency

At least quarterly and as required

Reporting To

Regional Council through the learning and development portfolio Leader

Finance and Audit

Managed through Regional Council Treasurer and the Finance & Audit Committee