

District 5020

District Rotaract Representative Job Description

Overview and Objectives: The District Rotaract Committee helps start, maintain and connect individual Rotaract clubs. The District Rotaract Representative is responsible to educate these clubs about Rotary. The representative assists in the development of programs and activities of the individual Rotaract Clubs by sharing of ideas. This position reports to District Governor.

Term of Appointment: The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

Responsibilities:

- Chairs the District Rotaract Committee
- Organizes District Rotaract Committee meetings throughout the year
- Works with groups to develop Rotaract Clubs in the District
- Works with Clubs to sponsor Rotaract Clubs in their area
- Meets with Rotaract clubs on a regular basis
- Works with Rotaract clubs assist them in developing programs and activities in continuity with the Rotary family of programs
- Forwards updates from Rotary International resources to Rotaract Clubs
- Develop familiarity with the [Rotary Youth Protection Guide \(775en\)](#)
- Develop familiarity with the Rotary District 5020 Youth Protection Policy
- Develop familiarity with the Rotaract Handbook – A Guide for Clubs and Sponsors
- Works with District Youth Protection Officer to ensure that RI and District Youth Protection Guidelines are being followed
- Works with the District trainer to ensure that appropriate youth protection training is developed and maintained for Rotaractors, other volunteers, and youth program participants
- Ensures clubs are aware of their responsibilities and they are operating within the RI Rotaract guidelines
- Prepares and submits Rotaract articles for District communication (newsletter and website)
- Encourages attendance at the DTA/Conference and may be asked to present at this event
- Submits Rotaract report and attends District Council Meeting
- Recommends to DG team potential replacements for the Rotaract Chair position at term conclusion.

Qualifications:

- Competent technology skills
- Demonstrated organizational, leadership and facilitation skills
- Effective verbal and written communication skills
- Must have been active in a Rotaract Club
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken the District Youth Protection training
- Be a Rotaractor or Rotarian in good standing

26-Feb-20