

Rotaract Australia Vice-Chair Prerequisites & Position Description

Regionalisation

Applicants are advised that changes to the role of Rotaract Australia Vice-Chair are being piloted as part of the Zone 8 Regionalisation Pilot. The following position description has been developed to best capture the expectations of the role for the next year, but further changes may arise during the term, with the exact scope and responsibilities still being determined. We are looking for candidates who are excited by the opportunity to be flexible and creative during this period.

Prerequisites

- Must be a member in good standing of a Chartered Rotaract Club within a Member District of Rotaract Australia.
- Must have served, or be currently serving, a term as District Rotaract Representative in a District.
 - Should the term as DRR have not been completed they shall not be eligible to take on the position of Chairperson in the following year.

Duties as per the Rotaract Australia Constitution

The Vice Chairperson has a supporting role to the Chairperson and represents the Chairperson when they are unavailable. The Vice Chairperson shall also serve as the Chairperson Elect, becoming Chairperson in the year following.

The Chairperson represents the Organisation with respect to all other organisations and within the Rotary/Rotaract organisation. The Chairperson shall actively encourage any Districts in the Area that are not members to join the Organisation. It is the responsibility of the Chairperson to work closely with the Council and the Executive over the year to attain the goals that have been set by the Council. A key part of the role is to provide support and advice to Rotaractors and Rotarians about Rotaract. The Chairperson is the sole official spokesperson for the organisation unless he or she delegates this to another member of the Executive for a specific purpose. The Chairperson presides over all meetings of the Council and the Executive; if the Chairperson is unavailable the Vice Chairperson acts on behalf of the Chairperson.

Responsibilities as per the Rotaract Australia Bylaws

The officers of the Executive shall remain in office from July 1 to June 30 or until their successors have taken office, unless the officer has been removed, in which case the office shall remain vacant until the office is filled.

The Vice Chairperson shall assist the Chairperson with their roles and responsibilities, and in the event of a vacancy of the office of the Chairperson, the Vice Chairperson shall serve as acting Chairperson until an election is held.

The Vice Chairperson shall be responsible for coordinating training of incoming Rotaract leaders provided by the Organisation.

General Expectations

- Support the implementation of all Rotaract Australia strategies and activities.
- Support the Chair and RA Team as needed
- Plan for leading the Executive in 2025-26 noting the transfer of major functions to the Zone 8 Regionalisation Pilot's Regional Council.
 - Coordinate with additional stakeholders arising from the Regionalisation Pilot (incl. Rotaract Community Leaders, Specialists and Portfolio Committees)
 - Support the training of Rotaractors in the MIDO through the Regionalisation Pilot
 - Support Regional Council activities as they relate to Rotaract
- Act as a representative of the MDIO and step in when the Chair is unavailable
- Ensure RA administration is up to date (ASIC, bank signatories, AGM)
- Become director with ASIC
- Become signatory on bank accounts
- Support Chair and RA organisation to assist clubs with queries
- Aid in the growth of Rotaract in Australia
- Become an Administrator of RA associated social media pages
- Assist with writing the RA Annual Report