

**Rotaract**

District 3191



CREATE HOPE  
in the WORLD



**Rotary**

District 3191



# **District Committees**

## **Roles & Responsibilities**

### **RIY 2023 – 2024**

**Rtr. Rtn. Arun Teja Godavarthi**

**District Rotaract Representative**

**RIY 2023 – 2024, RI District 3191**



Dear Rotaractors,

It is an immense pleasure to notify nominations for various Roles & Responsibilities in the District Committees for RI Year 2023 - 2024. The general guidelines for nominations notification are as follows:

- Nominations for the District Committees Members shall remain open till **April 26, 2023**.
- District Rotaract Representative reserves the rights to alter, change, add and remove any Roles or their profile as deemed necessary.
- The roles and responsibilities mentioned are generic. Specific roles & profiles may vary as per the confirmation from District Rotaract Representative, if you are passionate and confident about the role, Kindly Apply.
- Application to one / any post / posts does not guarantee any confirmation for the same.
- The Application process will be followed by a 1:1 discussion with the District Rotaract Representative & / or Committee Directors to understand the goals and objectives for RI Year 2023 - 2024. Details shall be communicated to the registered Email ID.
- All selections will be at the discretion of the District Rotaract Representative and no disputes regarding the same will be entertained whatsoever.
- This is not a competition. There is no WINNER or LOSER. There is no BETTER or WORSE. This is just an endeavor to pick people who could work TOGETHER with ease. The choice made is not a reflection of any sort of inferiority or superiority of one candidate over the others. It is merely an effort to pick TEAM PLAYERS who could gel with each other for the smooth functioning of the Rotaract District Council.
- To Apply visit: **[rotaract3191.org/apply](https://rotaract3191.org/apply)**



## **Treasurery:**

### **Team Responsibilities:**

- Own accountability for all the District Funds of Rotaract District Council & Rotaract District Organization.
- Plan and maintain the annual, event, operations budgets to best accommodate the activities and plans of Rotaract District Council.
- Maintain accurate records of transactions of income and expenses, before, during, and after each event.
- Liaison with the DRR, DRS & DJS to recommend the District Dues Structure for the members of Rotaract District Council & Rotaract Clubs of Rotaract District Organization.
- Liaison with the members of Rotaract District Council & Rotaract Clubs of Rotaract District Organization for the Collection of District Dues.
- Maintain the records of RI Dues for Rotaract Clubs.
- Maintain the process for payments and reimbursements related to activities of Rotaract District Council in accordance with District Protocols.
- Maintain balance sheets, transaction statements along with bi-annual audit of the accounts for Rotaract District Organization.
- Plan and organize regular meetings with Treasurers of all the Rotaract Clubs of RI District 3191.

## **Sergeant at Arms:**

### **Team Responsibilities:**

- Liaison with the relevant key stakeholders to ensure that required necessities are arranged to set up the events and meetings for success.
- Track & maintain the attendance of participants at District Meetings and Events.
- Liaison with the absentees to understand the reason for absence.
- Identify and facilitate possible improvements for future meetings and activities to improve the attendance.
- Encourage and Ensure that participants & members of Rotaract District Council maintain the Decorum of meetings and activities of Rotaract District Council.
- Encourage and Ensure that members of Rotaract District Council maintain the Decorum of meetings and activities of Rotaract Clubs.
- Ensure that all participants are wearing the Rotaract pins / badges.
- Ensure that meetings and activities are true to the agenda and are Punctual.
- Take attendance before meetings and maintain a record of the same and report the same to the district team.
- Plan and organize regular meetings with Sergeant at Arms of all the Rotaract Clubs of RI District 3191.

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- Provide Guidance for Rotaract Clubs to plan and execute Community Service Projects.
- Provide Guidance and encourage Rotaract Clubs to do Joint Projects under Community Services avenue.
- Plan and organize regular meetings with Community Service Directors of all the Rotaract Clubs of RI District 3191.

## **International Service:**

### **Team Responsibilities:**

- Plan and execute the “Rotaract Inter District Exchange” activities with various RI Districts.
- Ideate new ways of engaging with other RI Districts showcasing our cultures and programs and vice versa.
- Maintain healthy and positive relationships with other RI Districts.
- Promote Multi District and Rotary International Events.
- Provide Guidance for Rotaract Clubs to plan and execute International Service Projects.
- Provide Guidance and encourage Rotaract Clubs to do Joint Projects under International Service avenue.
- Plan and organize regular meetings with International Service Directors of all the Rotaract Clubs of RI District 3191.

## **Professional Development:**

### **Team Responsibilities:**

- Plan and organize initiatives that uplift skills that are relevant to the Rotaractor’s needs.
- Plan and organize entrepreneurship related initiatives.
- Provide Guidance for Rotaract Clubs to plan and execute Professional Development Projects.
- Provide Guidance and encourage Rotaract Clubs to do Joint Projects under Professional Development avenue.
- Plan Collaborative Initiatives with other organizations with respect to Professional Development activities.
- Plan and organize regular meetings with Professional Development Directors of all the Rotaract Clubs of RI District 3191.



## **Resources & Operations:**

### **Team Responsibilities:**

- Liaison with Rotaract District Council's Event Chairpersons for efficient planning and execution of events to enhance the experiences of the Rotaractors at Events.
- Own procurement and management of resources required for the activities and events of Rotaract District Council 3191.
- Liaison with DRR, Secretaries & District Treasurers for effective & optimal usage of funds available for the Rotaract District Council's activities, meetings & events.
- Provide Guidance to Rotaract Clubs on procurement of resources / merchandise requirements of the Rotaract Clubs.
- Plan and maintain the Rotaract Merchandise Store for Rotaractors of RI District 3191.

## **Club Service:**

### **Team Responsibilities:**

- Plan and organize fun and fellowship activities to increase friendship and bonding among the members of Rotaract District Council.
- Plan and organize activities to unite the Rotaract Clubs at District and Zonal levels.
- Own the fellowship and entertainment segment at all Rotaract District Council's activities and events.
- Provide Guidance for Rotaract Clubs to plan and execute Club Service Activities.
- Provide Guidance and encourage Rotaract Clubs to do Joint Projects under Club Services avenue.
- Plan and organize regular meetings with Club Service Directors of all the Rotaract Clubs of RI District 3191.

## **Community Service:**

### **Team Responsibilities:**

- Plan and define District wide service projects in order to enable the Rotaract Clubs to conduct such service projects.
- Identify resources for service projects that create an impact in the community.



## **Tech & Web Services:**

### **Team Responsibilities:**

- Develop and Regularly Maintain the District Website.
- Develop and Maintain the District Reporting System.
- Simplify the functioning of Rotaract District Council with optimal use of technology.
- Participate in regular meetings with Public Relations Directors of all the Rotaract Clubs of RI District 3191.

## **Director, Social Media & Outreach:**

### **Team Responsibilities:**

- Handle social media channels of Rotaract District Organization 3191.
- Create strategy for the outreach and growth of Social Media Outreach.
- Liaison with Rotaract District Council's Event Chairpersons to plan and execute the branding & outreach strategy for respective events and activities.
- Design engaging & informative campaigns and contests to connect Rotaractors to the brand of Rotaract District Organization 3191.
- Create a brand image for Rotaract and RI District 3191 within and outside the District.
- Create and execute plans to attract & inspire youth to join Rotaract.
- Provide Guidance to Rotaract Clubs on best practices to enhance the reach of their Rotaract Club's social presence.
- Plan and organize regular meetings with Public Relations Directors of all the Rotaract Clubs of RI District 3191.

## **Design & Visual Communications:**

### **Team Responsibilities:**

- Create Brand assets and creatives for the Rotaract District Council 3190 and its activities.
- Define Brand and Visual guidelines for the Logo & Brand usage of Rotaract District Organizations Brand kit.
- Provide Guidance to Rotaract Clubs on best practices and to maintain the Rotaract Club's brand Identity.
- Provide Guidance to Rotaract Clubs on correctness of the RI Brand guidelines across their creative assets and brand assets.
- Participate in regular meetings with Public Relations Directors of all the Rotaract Clubs of RI District 3191.

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## Editorial:

### Team Responsibilities:

- Plan bulletins and/or newsletters of Rotaract District Organization.
- Curate the content for correctness and readability across all communications of Rotaract District Council.
- Curate, update and maintain the District Directory of Rotaract District Organization.
- Plan and organize regular meetings with Editors of all the Rotaract Clubs of RI District 3191.

## CSR & Partnerships:

### Team Responsibilities:

- Explore the opportunities of collaboration with CSR Partners such as to enable the Service activities by the Rotaract Clubs of RI District 3191.
- Support the planning of District wide service projects in order to enable the Rotaract Clubs to conduct such service projects.
- Identify resources for service projects that create an impact in the community.
- Create and maintain records of the CSR partnerships and deliverables.
- Participate in regular meetings with Community Service Directors of all the Rotaract Clubs of RI District 3191.

## Public Image & Partnerships:

### Team Responsibilities:

- Explore the opportunities of collaboration with Media Partners, Outreach Partners and Sponsors, such as to enable the expansion of Brand of Rotaract and RI District 3191.
- Maintenance of any and all information for the public outreach of Rotaract and RI District 3191.
- Create and execute plans to increase the Brand awareness of Rotaract among youth to join the Rotaract Movement.
- Create and maintain records of the CSR partnerships and deliverables.
- Participate in regular meetings with Public Relations Directors of all the Rotaract Clubs of Rotaract District 3191.





## Fellowship Group Chairs:

- Plan and operate so as to promote the fellowship and enable fun around the common interests of the members of the said Fellowship Group.
  - **Examples:** Movies, Bikers, Sports & Fitness, Pets, Wildlife, Photography, Dance, etc.

## Special Focus Committees:

- Plan and organize activities and programs so as to bring impact in the Special Focus areas.
  - **Examples:** Polio, Environment, Menstrual Hygiene Management (MHM), Wildlife, Literacy etc.

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# Rotaract Clubs of RI District 3191

Club ID	Rotaract Club Name
8824329	A P S College of Engineering
8824987	AIEMS Bengaluru MBA
215231	Alliance University
216417	Atria Institute of Technology
8824365	Attibele Sarjapura
212622	Banashankari
218259	Bangalore Aagneya
8825219	Bangalore Advaita
88030	Bangalore B.I.T.
217186	Bangalore East
8185	Bangalore Jayanagar
8823877	Bangalore JP Nagar
215128	Bangalore Kempgowda
8823922	Bangalore Midtown
214015	Bangalore Orchards
8824988	Bangalore Revolution
216418	Bangalore South
91519	Bangalore South Parade
215514	Bangalore Southwest
218712	Bangalore Spandana
217243	Bangalore Uttaraahalli
8167	Bangalore Vijayanagar
218214	Bangaluru United
214511	Bengaluru Basavanagudi
8823827	Bengaluru Harmony
8823262	Bengaluru HSR
8824045	Bengaluru Nagarbhavi

Club ID	Rotaract Club Name
213764	BGS SAP
89320	Bishop Cotton Womens Christian College
91509	BMS College of Engineering, Basavanagudi
72591	C.M.R.
8824207	Cambridge Group of Institution Channapatna
8824065	Chandralayout Bangalore
218342	City Centre
218257	College of Nursing, Baptist Hospital
8824902	DA Pandu RV Dental College
218222	E-Club of Bangalore Green City
92312	Garden City College
8823264	Government Boys College, Kolar
217739	Government College Of Nursing Victoria Hospital Campus, Bangalore
8824989	Government Polytechnic Immadihalli
8823265	Government Womens College, Kolar
217610	Govt. First Grade College for Women, Ramanagara
217609	Govt. First Grade College, Harohalli
217504	Govt. First Grade College, Ramanagara
8824380	Gupta College
217241	IBSB
8825481	Indian Institute of Fashion Technology
212158	Jain College Raja Rajeshwari Nagar
213579	Jain Evening College
8824761	JNTUACE Kalikiri
8143	Jyoti Nivas College
215974	K.G.F. Community
8825482	Kammavari Sangam Institute of Technology

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# Rotaract Clubs of RI District 3191

Club ID	Rotaract Club Name
218366	Kolar Pride
89212	Koramangala
218223	KPS PU College, Hebbal
8824521	Krupanidhi Group of Institutions
213238	KSSEM
218246	Lady Vailankanni Degree College
8824851	Law College Kolar
218122	Loyala Degree College, Bangalore
218224	Madhuban Greater Jayanagar
216440	Maharani Women's ACM College
213555	Marathahalli
8825064	Medikardia
212627	Mount Carmel College
218227	MSSV & CO
8823249	Narsee Monjee Institute of Mangement Studies, Bangalore
217434	National College Basavangudi
216071	National School of Journalism and Public Discourse
216658	New Horizon College of Engineering
8825259	NMIMS Zest
8824377	NMIT-MBA
218245	Palmville
215607	Patel College of Pharmacy
91584	PES University
8825365	PES University Electronic City
8825071	Phoenix Nagarbhavi
8824187	Prestige Falcon City
218258	Prison Ministry India

Club ID	Rotaract Club Name
8824629	R V College of Architecture
68941	R.V.C.E.
8824041	Ramanagara
92239	Regional Vocational Training Institute for Women
217757	RR Institute Of Advanced Studies
217758	RR Institute of Technology BE
8824773	RV Institute of Management
84598	S.S.M.R.V. Degree College
8824817	Sacred Heart Degree College for Women
8824518	Samarpane RC College
8825547	Seshadripuram Institute of Commerce & Management
91568	Shantiniketan
213076	Shishu Mandir
8824012	Sobha Forest View
213531	Sri Baghwan Mahaveer Jain College
47515	Sri Bhagawan Mahaveer Jain College
217716	Sri Sai College For Women
218234	Sriraksh Bank
8824472	St. Francis de Sales College
217250	St. Joseph's College Autonomus
8081	St. Joseph's College Of Commerce
8824444	St. Teresas Degree College for Women
212680	T.S.M.T.
8824488	United Mission Degree College
213512	V E T
218236	Vijaya College

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**TOGETHER**  
we **CONNECT & PARTNER** to **GROW**  
our ideas & learnings and turn them into splendid  
experiences.