

**Rotaract**

District 3191



**CREATE HOPE  
in the WORLD**



**Rotary**

District 3191



# **Executive Council**

## **Roles & Responsibilities**

### **RIY 2023 – 2024**

**Rtr. Rtn. Arun Teja Godavarthi**

**District Rotaract Representative**

**RI District 3191, RIY 2023 – 2024**



Dear Rotaractors,

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

- Nominations for the Executive Council shall remain open till **February 5, 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. The preferred experience for each role is just an indicative detailing and is not a mandatory requirement, 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 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 District Council.
- To Apply visit: **rotaract3191.org**



## **District Rotaract Secretary (Admin & Operations):**

### **Responsibilities:**

- Maintain Records of Reports & Events, and Resources related to the Rotaract District Council & Rotaract District Organization.
- Liaison with Zonal Rotaract Representatives to maintain the Club Reporting & Events.
- Serve as a bridge between DRR, Executive Council, District Committees, and Rotaract community.
- Assist DRR during Rotaract Club installations, project visits and DRR's official visits.
- Create and share the annual, quarterly and monthly calendar of Rotaract District Council to the Executive Council and Rotaract Club representatives.
- Support District Meetings: Creating, Sharing and Maintaining the agenda, minutes of meetings and reports.
- Support the planning & execution of Rotaract District Council's activities and plans.
- Liaison with the Rotaract District Council to identify potential opportunities for improvements to enable smooth, efficient & satisfactory functioning of Rotaract District Council for the benefit of Rotaract District Organization.

### **Preferred Experience:**

- A Past President of a Rotaract Club in RI District 3190.
- A Current / Past Executive Council Member of RI District 3190.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 2 years.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

## **District Joint Secretary:**

### **Responsibilities:**

- Liaison with District Rotaract Secretary & Zonal Rotaract Representatives to maintain the records of Club Reporting & Events.
- Support the Operations for smooth functioning of Rotaract District Council.
- Support the tracking for Records of Reports & Events, and Resources related to Rotaract District Council & Rotaract District Organization.
- Liaison with the Rotaract District Council to identify potential opportunities for improvements to enable smooth, efficient & satisfactory functioning of Rotaract District Council for the benefit of Rotaract District Organization.

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- Liaison with the District Rotaract Secretary to issue reminders and updates to Rotaract Clubs about the Club Reporting.
- Support the planning & execution of Rotaract District Council's activities and plans.

### **Preferred Experience:**

- A Past President of a Rotaract Club in RI District 3190.
- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 2 years.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

### **Zonal Rotaract Representative:**

#### **Responsibilities:**

- Represent the DRR in his / her absence at events and activities of assigned Rotaract Club .
- Guide and help Rotaract Clubs to be successful in setting & achieving their goals and objectives.
- Responsible for smooth administration & interaction within the assigned Zone.
- Provide feedback and recommendations for improvements to enable effective Administrative procedures to support the Rotaract Clubs.
- Share details of the issues, concerns and grievances from Rotaract Clubs.
- Promote Joint Projects among the Rotaract Clubs.
- Facilitate potential collaborations by Rotaract Clubs for the Rotaract District Council's activities and events.
- Plan and organize regular Zonal meetings to facilitate closer partnerships between the Rotaract Clubs.

#### **Preferred Experience:**

- A Current / Past President of a Rotaract Club in RI District 3190.
- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 2 years.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

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## **Treasurer:**

### **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.

### **Preferred Experience:**

- Relevant knowledge about banking, finance & accounting.
- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

## **Sergeant at Arms:**

### **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.

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- 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.

### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

### **Director, Training:**

#### **Responsibilities:**

- Liaison with the DRR & Professional Development Directors to plan and execute training programs (Annual Rotaract Training, PETS SETS, DOTS etc.) to train Rotaract Club leaders.
- Plan and execute TTT for the District Orientation Team.
- Coordinate with DRS, DJS & ZRRs for orientation programs for all Rotaract Clubs of Rotaract District Organization.
- Support the creation of Rotaract Knowledge Hub and Rotaract Learning Center for Ri District 3191.

#### **Preferred Experience:**

- A Current / Past Executive Council member of RI District 3190.
- A Current / Past President of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 2 years.
- Rotaractor who loves speaking and educating about Rotaract and its values.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Club.





## **Director, Resources & Operations:**

### **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.

### **Preferred Experience:**

- Rotaractor with relevant knowledge about leading / hosting events.
- Rotaractor with strong connections in order to support the management of resource requirements.
- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

## **Director, Club Service:**

### **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.

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- 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 Rotaract District Organization.

### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

### **Director, Community Service:**

#### **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.
- 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 Rotaract District Organization.

#### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.. or Is passionate about serving the society and community around us.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.





## **Director, International Service:**

### **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 Rotaract District Organization.

### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.. or Is passionate about connecting Rotaractors across borders.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

## **Director, Professional Development:**

### **Responsibilities:**

- Plan and organize skilling initiatives 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 and organize regular meetings with Professional Development Directors of all the Rotaract Clubs of Rotaract District Organization.



### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Board Member of a Rotaract Club.. or Is passionate about skilling and professional growth programs.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

### **Director, Tech & Web Services:**

#### **Responsibilities:**

- Develop and 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 Rotaract District Organization.

#### **Preferred Experience:**

- A Rotaractor with relevant knowledge and experience in technology and development.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

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

#### **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.

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- 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 Rotaract District Organization.

**Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Current / Past Public Relations Director of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

**Director, Design & Visual Communications:**

**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 Rotaract District Organization.

**Preferred Experience:**

- A Current / Past Public Relations Director / Designer of a Rotaract Club.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.



## **District Editor:**

### **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 Rotaract District Organization.

### **Preferred Experience:**

- A Current / Board Member of a Rotaract Club.
- A Rotaractor with high attention to detail, with good command over language and grammar.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 1 year.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.

## **Director, Next Gen:**

### **Responsibilities:**

- Liaison with District Rotaract Representative, District Interact Representative and the DRC & DIC to identify potential synergies for involvement of Interactors in Rotaract District Council's plans and activities.
- Encourage and facilitate partnerships between Rotaract Clubs and Interact Clubs for Joint Projects.
- Promote Rotaract among the Interact fraternity and inspire Interactors to join Rotaract. Promote Rotaract and inspire Interactors to join Rotaract.

### **Preferred Experience:**

- A Current / Past Rotaract District Council (EC or DC) member of RI District 3190.
- A Rotaractor who is an active member of a Rotaract Club in District 3190 for at least 2 years.
- Rotaractor who has the Passion to join Rotaract District Council.
- A Rotaractor who is a benevolent person and rejoices helping fellow Rotaractors and Rotaract Clubs.