ROTARY AUSTRALIA WORLD COMMUNITY SERVICE Ltd

ABN 37 739 341 003

REGIONAL PROJECT VOLUNTEER COORDINATOR INFORMATION MANUAL

Revised August 2012

Rotary Australia World Community Service Ltd

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Thank you for accepting the role and responsibilities of a Rotary Australia World Community Service Regional Project Volunteer Coordinator. Your willingness to share your expertise and experience in the development of better international relationships is greatly appreciated and undoubtedly beneficial to creating a more balanced and harmonious world community.

The Regional Project Volunteer Coordinator shall ensure the efficient and effective management and coordination of all projects within the Region, Districts and Clubs, and keep other Regions adequately informed on the progress of such projects and on all matters as requested by the Board. The Coordinator will endeavour to obtain details of World Community Service projects being carried out by Clubs and Districts in the Region.

As Regional Project Volunteer Coordinator you will have responsibilities to both your RAWCS District Chairmen and Project Managers. The role in the past has been less prescriptive; today's Regional Project Volunteer Coordinator requires a more formal approach to leadership brought about by regulatory demands and safety concerns. You must ensure that your team leader's are briefed in their duty of care for their team and are now responsible for the oversight of Occupational Health and Safety, Risk Assessment, Child Protection, Anti Discrimination & Sexual Abuse as well as general accountability.

This Manual is offered as a guide upon which to base your planning and decision making as well as satisfying the requirements of Rotary Australia World Community Service Ltd.

You should also read and be familiar with the RAWCS Volunteer Information Manual, the RAWCS Team Leaders Information Manual, the RAWCS Project Managers Information Manual and the RAWCS District Chairperson Information Manual

Regional Project Volunteer Coordinator Actions

The Regional Project Volunteer Coordinator notifies the insurance company of the names of all volunteers and their dates of travel — date of leaving home and of returning home.

The Coordinator then issues the Team Leader with a copy of the Insurance Policy Summary and the emergency contact details of the insurance company.

In addition the Coordinator notifies the Department of Foreign Affairs and/or the Australian Embassy of High Commission in the country the team is travelling to of all the volunteer details and travel dates.

They also notify their Regional executive, the District Governor's responsible for each volunteer in Australia and the District Governor responsible for the country where the volunteers will be working of all the volunteer details and travel dates.

The Regional Project Volunteer Co-ordinator shall be responsible for:

1. Accepting fully completed Project Registration Forms and Registration Fee of $50 from Rotarians, Clubs, or Districts, or selecting projects approved by the Regional Committee and requesting a project number for each project from the National Project Coordinator. The Registration Fee is forwarded to the Regional Treasurer to assist with the Regional costs of administration.
2. On registration and the issue of a project number, confirming details of such projects promptly to your Districts and the Project Manager initiating the project and providing a copy of the Project Manager Information Manual, if not already supplied.
3. Assisting and advising Districts and Clubs in the formation of teams and dispatch of teams, including briefing, air passages and any other necessary assistance.
4. Ensuring that teams submit all documentation before departure and render a full report within 2 weeks of their return.
5. Reporting to the Regional Committee on all matters affecting volunteer teams and funding projects.
6. Act in an advisory role to the Regional Committee on matters relating to funding of projects.
7. Request, if applicable, a survey to be carried out on a specific project.
8. Request that the Project Manager maintain contact with the recipient organisation and endorsing Rotary Club/ District throughout the duration of the project.
9. Receive donations for each project and forward the money to the Company Financial Controller or Regional Treasurer.
10. Arrange for transfer of such donations to the Recipient by requesting payment from the Company Financial Controller or Regional Treasurer who will arrange a bank draft or telegraphic transfer to cover the amount due.
11. Maintain a copy of all records of volunteers and donations in respect of each of the teams and projects for which the Regional Project Volunteer Coordinator is responsible and report quarterly to the Regional Committee.
12. Arrange and maintain secure storage of all volunteer documents for 5 years after the return of the team.
13. Arrange for Regional certificates of appreciation to be issued to all volunteers and notify AusAID of the details required for volunteers to gain Commonwealth recognition of their volunteer services.

Each Regional Volunteer Project Coordinator shall prepare and forward quarterly reports to their Regional Chairman and annual reports to both their Regional Chairman and the National Project Coordinator.

The reports shall be in the form of a spreadsheet with written report summaries and include the following:

- Project details (including Project Number and Country);
- Number of Volunteers;
- Total days worked;
- Estimate of labour costs (based on varying rates supplied by National Coordinator);
- Costs of airfares; Incidental costs incurred by the volunteer; and
- Administration costs

All Regional Coordinators shall attend the Project Volunteer and Projects Funding Committee at least once per year. (Currently April)

They are also welcome to attend the RAWCS Ltd. AGM held at the Rotary Zone Institute in November each year.

National Project Volunteer and Projects Funding Committee

(a) The Committee shall consist of a Chairman, a Vice Chairman and each of the Regional Project Volunteer Co-ordinators. The Chairman shall be appointed by the Board and report to the RAWCS Board on a half yearly basis.

(b) The objects of the Committee shall be to:

(i) Coordinate the projects submitted by the Regions and registered by the National Project Coordinator, evaluate projects overseas prior to their inclusion in the lists of projects and ensure that the relevant Project Registration Forms with signatures and endorsements are received and are properly executed;

(ii) Evaluate, after completion, the:

Workmanship;

Value to the recipient organisation;

Cultural value;

Gratification of volunteers; and

Financial value of each project;

(iii) Establish suitable monitoring of each project;

(iv) Ensure that District Governors are consulted and notified in respect to all projects undertaken within their District;

(v) Ensure that Project Managers report to the Committee on the progress of each project and at its completion;

(vi) Monitor local difficulties and changing circumstances so as to instruct Project Managers and volunteers;

(vii) Encourage Project Managers and Team Leaders to ensure that appropriate materials are on site and food and accommodation is adequate where required;

(viii) Advise the Board of any large projects or of any project that exceeds five (5) teams and receive approval from the Board before proceedings with such projects;

(ix) Prepare and produce a quarterly report to be submitted to the relevant Regional Committee and National Board;

(x) Provide information on all registered Projects requiring Volunteers or Funding as required (this information is on the National website);

(xi) Prepare and produce an Annual Report on all projects to be submitted to the Board by the end of July each year.

(c) The Chairman shall arrange an Annual Conference in April at a convenient venue upon the giving of three (3) months notice of such meeting and after obtaining the approval of the Board for such meeting.

(d) Required attendees at the Annual Conference shall include:

(a) The Chairman of the Committee;
(b) The Vice Chairman of the Committee;
(c) All Regional R.A.W.C.S. Volunteer Project Coordinators;
(d) Representatives of the Board

(e) The Committee shall ensure that regular minutes of each Annual Conference will be kept and provided to the Board and all Regional Chairpersons and Regional Project Volunteer Coordinators.

(f) All reports shall be tabled and discussed in detail at the Annual Conference together with any other relevant items of business which are to be included in the Agenda.

RAWCS Website

The RAWCS National Website contains a lot of information about projects requiring both volunteers and funding or both. It is updated regularly and newly registered projects are entered online as they are registered. You can view these at www.rawcs.com.au.

RAWCS Volunteer Application & Report Forms

1) At least 1 month before the team departs, all orders for RAWCS shirts and badges must be placed with the Regional Project Volunteer Coordinator.

2) Volunteers must fill out all parts of the Project Volunteer Application and return it to the TEAM Leader, at least 18 days before departure – .

   Volunteer Application Form (VAP)

   Part 1 (pages 1 and 2) – Volunteer Proposal – to be signed by the Volunteer and the President of the Sponsor Club

   Part 2 – Volunteer Agreement – to be signed by the Volunteer and Project Manager or Team Leader

   Part 3 – Volunteer Release and Waiver of Liability – to be signed by the Volunteer and a witness

   Part 4 – Medical Certificate – to be signed by the Volunteer and a Doctor.

   If a Volunteer is under 18 years of age the forms must also be signed by a Parent or Guardian

   Volunteers must conform with the policy of Rotary International and RAWCS on the protection of children and the laws of the state. Full details can be found in the RAWCS Manual – Youth Abuse and Harassment Prevention Policy.

   When a project involves children under 18 years of age, a Volunteer is required to submit the Volunteer Information required by the state of residence – details are available from your Regional Coordinator.

3) At least 14 days before the team departs, the Team Leader, after collecting each Project Application Form and ensuring that all details are complete and all pages are signed by the relevant people, forwards all forms to the Regional Project Volunteer Coordinator.

4) At least 14 days before the team departs, the Risk Management Assessment, should be completed and forwarded to the Regional Project Volunteer Coordinator.

5) Team Leader Report Forms and Time Sheets need to be sent to the District RAWCS Chairperson & Regional Volunteer Coordinator within 14 days of a team returning home.

6) Project Manager Annual Report Forms for all currently registered projects are required to be sent to the Regional Coordinator and National Volunteer Coordinator by 31st July each year. Failure to do so may mean that your project might cease to be registered as a RAWCS project.

All forms can all be downloaded from the RAWCS website: www.rawcs.com.au

Funding Forms

Clubs or individuals can make donations to any project requiring funding listed on the National website. A remittance form is provided on the website for your convenience. Please ensure that you notify your RAWCS District Chair and District Governor of any donation made, particularly by a Club so that proper acknowledgement of every donation is carried out.

All donations should be made to your RAWCS Regional Treasurer, made out to **"Rotary Australia Overseas Aid Fund",** noting the registration number of the specific project the donation is made to. A tax deductible receipt will be issued when requested and the name of donor and address is supplied.

NATIONAL POLICY ON TAX DEDUCTIBILITY OF DONATIONS BY PROJECT VOLUNTEERS

In the past, RAWCS offered project volunteers an avenue to access tax deductibility for expenses that are incurred when **volunteering** on any RAWCS project.

Recently, the RAWCS Board conducted a review of donations made to the Overseas Aid Fund and is of the opinion, that, when an arrangement is made to incur expenses for the benefit of the donor, donations do not qualify for tax deductibility under the current taxation laws.

The Board is seeking further clarification, but in the meantime, has directed that, from 1 July 2012, RAWCS cease issuing tax deductible receipts for donations where the donor seeks to derive any form of benefit from the donation.

VOLUNTEER INSURANCE

Volunteers are covered for travel insurance that may include recreation/holiday travel to a maximum of 90 days by Rotary Australia Group Accident & Travel Insurance Cover (currently ACE Insurance Limited - Policy number -04FX004340). This coverage is arranged by the Regional RAWCS Project Volunteer Coordinators.

All volunteers must give a reasonable time to the RAWCS Project compared to the recreation/holiday component of their travel before their Regional Project Volunteer Coordinator will approve the insurance coverage.

If the Regional Coordinator refuses insurance coverage then the volunteer must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

The maximum coverage of 90 days must not be exceeded by any volunteer.

Any RAWCS volunteer remaining overseas longer that 90 days must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

References:

www.smartraveller.gov.au	For information on conditions within a country.
www.rawcs.com.au	For information on Volunteers and Funding Projects and all forms

REFERENCE MATERIALS

The following materials are available, for your information and assistance, on the RAWCS website www.rawcs.com.au or from your Regional Project Volunteer Coordinator

Project Volunteer Information Manual : Revised August 2012. Outlines the preparations, duties, concerns and issues for people considering joining a Project Volunteer project

Team Leaders Information Manual : Revised August 2012. Offers advice and instruction to Team Leaders preparing teams for overseas work projects

District Chairperson Information Manual : Revised in August 2012. Outlines the duties and responsibilities of the District Chairperson

Regional Project Volunteer Coordinator Manual : Revised in August 2012. Outlines the duties and responsibilities of the Regional Project Volunteer Coordinator

RAWCS Policy on Youth Abuse and Harassment : August 2012. Outlines the policy of Rotary International and RAWCS.