

ROMAC ROLE DESCRIPTION

ROLE TITLE: ROMAC WESTERN REGION CHAIR

ROLE TYPE: ROMAC Office Bearer

APPOINTMENT:

- The Western Region Chair is a member of the ROMAC Operations Committee and the ROMAC Management Committee and must be a current member of a Rotary Club.
- The Regional Chair will chair the ROMAC Western Region Committee which will be comprised of representatives that cover the breadth of all the Rotary Clubs in the Region
- The appointment is on an annual basis; up to a maximum of 3 x 1 year terms plus 1 where required or deemed necessary.
- The first 6 months considered to be on probation and continuance after this period based on successful implementation of the role.

LOCATION: The ROMAC Western Region essentially covers all the Rotary Clubs in Western Australia.
Email western@romac.org.au.

SUPERVISOR/MANAGER: Operations Director

MENTOR: ROMAC Board Deputy Chair

MAIN DUTIES/RESPONSIBILITIES:

- Establish and maintain the ROMAC Western Regional Committee in order that the members can collectively ensure:
 - The best possible treatment of patients through access to the:
 - required Doctors and Hospital beds
 - necessary transportation and hosting arrangements
 - Rotary Clubs within the Region are regularly contacted, offered ROMAC presentations and approached for donations
 - Local Hospitals are invited to support ROMAC and participate in the treatment of our children
 - Opportunities for Club and Regional ROMAC fundraising initiatives are developed and undertaken
 - ROMAC, its locally hosted patients and its activities are well promoted in local media
 - Local Corporate entities and small business are invited to support ROMAC
 - ROMAC support through local Government entities is regularly pursued
 - The treatment and hosting of all local ROMAC patients is reviewed and evaluated
- Any issues with patients, their treatment or the hosting are reported to the Operations Director as a matter of urgency
- ROMAC problems associated with non-patient activities or processes are reported to the Chair or Deputy Chair as soon as possible
- Good working relationships are maintained with the DGs, DGEs, DGNs and other District officials in order to get:

Role Description Name: ROMAC Western Region Chair	Version: Final
Prepared by: Maggie Alexander, Organisational Development Consultant	Date: 1 April 2025
Approved by: Mike Hetherington, Operations Director	Page: 1

- their full cooperation on all ROMAC activities
- assistance in identifying potential new office bearers for ROMAC
- opportunities to participate in District activities like Conferences, Assemblies and PETS

SKILLS & EXPERIENCE

Qualifications:

- Medical qualifications would be an advantage but not essential
- Management training and/or qualifications are very desirable

Experience:

- While not essential, it would be desirable for an applicant to have previously held a leadership role in their Rotary District or Club
- A good understanding of IT systems with experience in managing and maintaining databases
- Experience in the medical area would be an advantage as would having a working knowledge of the countries in the Oceania area
- Managing a multi-tasked committee and delegating responsibilities

Skills:

- Leadership skills
- Management and organisational skills
- A good team player
- Very competent in the IT area
- Flexible, receptive and quite tolerant
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Organised and able to meet deadlines

PERFORMANCE GOALS:

- Implement management responsibility for the treatment of all ROMAC patients in the Region in a manner that minimises risks and issues and maximises positive outcomes
- Make informed decisions and communicate them in a timely manner within the Regional Committee and to the ROMAC Operations Director
- Represent ROMAC appropriately at all times, as per the ROMAC Code of Conduct

Role Description Name: ROMAC Western Region Chair	Version: Final
Prepared by: Maggie Alexander, Organisational Development Consultant	Date: 1 April 2025
Approved by: Mike Hetherington, Operations Director	Page: 2