

ROMAC ROLE DESCRIPTION

ROLE TITLE: SOUTHERN REGION CHAIR

ROLE TYPE: ROMAC Office Bearer

APPOINTMENT:

- The Southern Region Chair is a member of the ROMAC Operations Committee and must be a current member of a Rotary Club.
- The Regional Chair will chair the ROMAC Southern 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 Southern Region essentially covers all the Rotary Clubs in Victoria and Tasmania. Email southern@romac.org.au.

SUPERVISOR/MANAGER: Operations Director

MENTOR: ROMAC Board Deputy Chair

MAIN DUTIES/RESPONSIBILITIES:

- Establish and maintain the ROMAC Southern Regional Committee.
- Oversight committee activities to ensure:
 - Maintain regular contact with Rotary Clubs within the Region and ensure a program of ROMAC presentations is in place.
 - Develop Club and Regional ROMAC fundraising initiatives.
 - Promote ROMAC activities in local media.
 - Invite local corporate entities and small business to support ROMAC.
 - Encourage ROMAC support from local Government entities.
- Report to Operations Director as required on issues associated with patients, their treatment or hosting and any non-patient activities or processes that affect Southern Region.
- Maintain good working relationships with the DGs, DGEs, DGNs and other District officials in order to get:
 - 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.

Role Description Name: ROMAC Southern Region Chair	Version: 1.1
Prepared by: HR Coordinator	Date: 20250806
Approved by: Operations Director	Page: 1

SKILLS & EXPERIENCE

Qualifications:

- Post-secondary management training and/or qualifications are very desirable.
- Tertiary qualifications would be an advantage but not essential.

Experience:

- While not essential, it would be desirable for an applicant to have previously held a leadership role in their Rotary District or Club.
- Ability to use contemporary office productivity and collaboration tools.
- Experience in leading small teams of volunteers.
- Managing a multi-tasked committee and delegating responsibilities.

Skills:

- Leadership skills.
- Management and organisational skills.
- A good team player.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.

PERFORMANCE GOALS:

- Develop a sustainable donor income stream from Rotary Clubs, corporates and individuals in Southern Region, including District 9830.
- Ensure ROMAC patients and their carers are provided appropriate hosting and pastoral care arrangements that are also culturally appropriate.
- Ensure there is a robust and effective Regional Committee that can achieve funding and patient care objectives in the Southern Region.
- 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 Southern Region Chair	Version: 1.1
Prepared by: HR Coordinator	Date: 20250806
Approved by: Operations Director	Page: 2