

# ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

## Terms of reference

### DONATIONS IN KIND COMMITTEE

#### Purpose

The Donations In Kind committee shall advise the Board in relation to the provision of humanitarian aid through the donation of goods. The aid must be effective for the long term, be sustainable and enhance peoples' lives.

The Donations In Kind activity shall:

- (a) receive requests for aid goods from Rotary Clubs and appropriate aid organisations in developing countries;
- (b) receive goods from within Australia, from Rotary Clubs, schools, hospitals, individuals and other organisations for distribution to developing countries;
- (c) match the goods received with the requests for aid goods wherever possible and ensure that all goods are dispatched to appropriate areas of need;
- (d) maintain records, facilitate customs declarations and transport arrangements;
- (e) assist, if requested, Clubs and Districts to dispatch aid goods direct to recipient Rotary Clubs or aid organizations;
- (f) maintain the quality of the goods dispatched;
- (g) minimise the cost of transport; and
- (h) maintain a close liaison with the Rotary Clubs and aid organisations at the receiving end so as to have an appreciation of their requirements and to minimize any problems that they may encounter.

#### Responsibilities

The Committee shall:

- (a) keep abreast of current trends and practices in regard to shipping and freight, as well as customs facilities and processes in Australia and recipient countries;
- (b) ensure that RAWCS procedures for Donations In Kind are kept up to date;
- (c) provide the necessary support and education to assist Clubs and Districts to operate in accordance with the stated objectives of Donations In Kind and RAWCS.

#### Accountabilities

The Donations In Kind Committee is accountable to the Board for the processes for the nomination, appraisal, selection, management, reporting and final evaluation of projects in conformity with established RAWCS procedures and as documented in the Donations In Kind Procedures manual.

### **Committee Composition**

The committee shall comprise:

- (a) a Donations In Kind Manager appointed by the Board; and
- (b) the Operational Coordinators from each region;

### **Terms of Office and Meetings**

Nominations of candidates for election as office-bearers of the Donations In Kind Committee shall be received at the Annual General Meeting of the Regional Operational Committee.

Office-bearers shall take office on 1 July following the meeting at which they were elected and shall hold office for a term of three years.

The Donations In Kind Committee will meet as and when required but ideally 4 times a year. At least 14 days' prior notice of meetings is required.

### **Financial Management**

All funds received by the Donations In Kind Committee shall be deposited into the RAWCS Limited national account.

Management of all monies must be in accordance with RAWCS Policy and Procedures and all expenditure by the Donations In Kind Committee must be authorised by a minimum of three members of the committee.