

# **ROTARY AUSTRALIA WORLD COMMUNITY SERVICE**

## **Terms of reference**

### **ROTARY AUSTRALIA BENEVOLENT SOCIETY COMMITTEE**

#### **Purpose**

The Rotary Australian Benevolent Society Committee shall advise the Board in relation to the approval and coordination of humanitarian aid and relief projects within Australia that are submitted by Clubs or Districts. The RABS activity shall:

- (a) attract tax deductible gifts and donations for the benevolent activities of RAWCS which may comprise providing direct assistance to poor and needy people throughout Australia;
- (b) raise the awareness of the RABS in the Australian community generally, and in Rotary in Australia particularly; and
- (c) raise funds to support RABS projects and to properly account for such funds.

#### **Responsibilities**

The Committee shall:

- (a) keep abreast of current trends and practices in regard to Australian charity and taxation law; and
- (b) provide the necessary support and education to assist Clubs and Districts in relation to philanthropic giving in Australia in accordance with the stated objectives of the Rotary Australian Benevolent Society and RAWCS.

#### **Accountabilities**

The Rotary Australian Benevolent Society 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 Rotary Australian Benevolent Society Procedures manual.

#### **Committee Composition.**

The committee shall comprise:

- (a) a Rotary Australian Benevolent Society Manager appointed by the Board;
- (b) and the Operational Coordinators from each region; and
- (c) the RABS shall have a District Coordinator appointed by the District Governor in each Rotary District and an Operational Coordinator in each Region to promote RABS and monitor applications and registrations.

**Terms of Office and Meetings**

Nominations of candidates for election as office-bearers of the Rotary Australian Benevolent Society 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 Rotary Australian Benevolent Society 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 Rotary Australian Benevolent Society 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 Rotary Australia Benevolent Society Committee must be authorised by a minimum of three members of the committee.