

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE

Regional Travel Equalisation Policy

Background

RAWCS is administered through a National Board and five Regions on a geographic basis. This geographic basis is in line with the administration of Rotary International which is administered through Districts and also ensures the multi district status of RAWCS has full District representation. This system is also in line with the Australian system of government which is administered through States / Territories and Local Government.

RAWCS has a 5.5% administration levy on all monies received.

Administrative Responsibilities

At the National level, the Board is responsible for the overall accountability and management of the company and the development of policy. At the Regional level, each Region is responsible for the operation of the company's activities and the implementation of policy.

National functions include:

1. Corporate lodgements
2. National accounting
3. National audit
4. National governance - Board meetings
5. National planning
6. National Office
7. National Website
8. National promotion
9. National Grant administration
10. National Project certification
11. The management and co-ordination of the National Planning Weekend
12. The administration of the Rotary Australia Benevolent Society

Regional Travel Equalisation

To enable all Districts to participate and for the Regions to operate effectively, support is provided to Regions to cover the cost of return airfares and accommodation (if required) in accordance with the travel policy, when Regional Office Bearers have to fly to quarterly Regional meetings. That is the:

- Regional Co-ordinator
- Immediate Past Regional Co-ordinator
- Regional Secretary
- Regional Treasurer



- Regional Project Volunteer Supervisor
- Regional RARE Manager
- Regional ARAM Supervisor
- Regional Communications/Promotions Supervisor
- District RAWCS Chair

Administration of Regional Travel Equalisation

Each Region shall annually submit a budget to the National Treasurer advising the estimated cost and number, if any, of Regional Office Bearers that will be required to travel by air to attend Quarterly Regional meetings in a capital city during the next twelve months.

If overnight accommodation is required, this should also be included. Once approved, these costs will be reimbursed in accordance with the Travel policy as they are incurred.