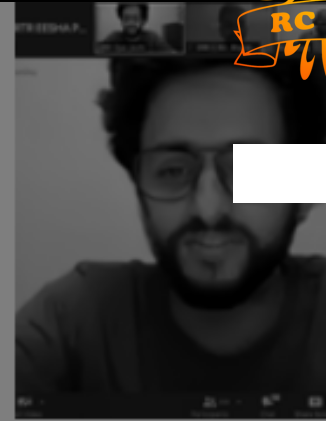




21



CORE-BOD DOCKET

*Positions
&
Eligibility Criteria*

22





Core BCP Application Criteria

21-22

Eligibility criteria (For all Positions)

- Should have no Live KT.
- Currently should be in First Year or Second Year in 20-21 (ie. Promoting to Second Year or Third Year).

Personality criteria (For all Positions)

- Should have the ability to handle MS Office/ Google Suites.
- Should be able to manage multiple tasks and priorities (Includes Club responsibilities).
- Should know and understand the importance of Work Ethics and follow club guidelines.
- Should be open to learning and adapting to pressure situations.
- Ensure harmonious relations and working within the team.



District 3141
Rotaract
Club ID: 215309



Club of
TCET
Rotary Club of Mumbai Borivali East

Core BOD Positions

21-22

Core Positions Available :

- Joint Secretary
- Chairperson Publications

BOD Positions Available :

- Director - Administration & Finance
- Director - Club Service and Sports
- Director - Community Service
- Director - Shiksha
- Director - Professional & Entrepreneurship Development
- Director - International Service
- Director - Public Relations & Marketing
- Director - Partners-In-Service
- Director - Editorial Service
- Director - Digital Communication
- Director - Social Media Relations



Core Positions

21-22

Joint Secretary

VISION

'Assist clubs for smooth administration and systematic management of district records'

ROLE PROFILE

- Frame reports & guidelines to ensure regular and timely reporting by Board of Directors.
- Give regular feedback & guidance to Club Secretary on reports received with respect to the activities carried out.
- Excellent planning and organization skills as Installation, OCV and all the meetings will have to be planned in an effective manner.
- To ensure smooth running of the Meetings (includes Installation and OCV).



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Club of
TCET
Rotary Club of Mumbai Borivali East

Core Positions

21-22

Chairperson Publications

VISION

'Use the power of writing to provide information '

ROLE PROFILE

- Coordinating with Editorial Team to feature Quarterly Magazine.
- Content head for every Rotaract Activity on the Editorial front.
- Share Monthly project ideas with Board of Directors and assist them in Editorial projects.
- Collaborating with the Secretariat and Editorial Team in curating Club Bulletins.



District 3141
Rotaract
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Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Admin. & Finance

VISION

'To create strong effective systems of administration and assist the club with financial management'

ROLE PROFILE

- Responsible for Inventory Management of the Club Assets.
- Maintaining and guiding club in activities like R.I Outstanding and District projects to meet the Citations.
- Responsible for registration of Rotaractors on Rotary International Website.
- Maintain financial statements for all the District events and activities.
- Maintain the Passbook and Secrecy of the Club account at all times.



District 3141
Rotaract
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Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Club Service and Sports

VISION

'Connecting lives in Rotaract in a fun and frolic way'

ROLE PROFILE

- To curate projects which encourage Rotaractors and create sense of bonding to the movement.
- To organize Club Service activities on small/medium/large scale at Club level.
- Encouraging members to participate in various international, national and local sports activities.
- To arrange Sports Projects and Initiatives on small/medium/large scale at Club Level.
- Collaborating with Rotaract District to conduct different projects at District Level.



District 3141
Rotaract
Club ID: 215309



Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Community Service

VISION

'Impacting lives and influencing them in a positive way in order to serve our society'

ROLE PROFILE

- Identifying and sharing causes, project ideas with all the clubs which will impact/influence lives and society.
- Share Monthly project ideas with the club and organize Community Service projects.
- To maintain a database of corporate CSR projects and ideas, along with the Marketing team to associate companies with the Club.
- Collaborating with Rotaract District to conduct different projects at District Level (ie. Blood Donation camp, etc.).



District 3141
Rotaract
Club ID: 215309



Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Shiksha

VISION

'Education is the most powerful weapon which you can use to change the world and no one can take it away from you'

ROLE PROFILE

- To search for Schools/NGOs/under-privileged students for conducting Shiksha activities.
- Coordinating with Community Service Avenue in organizing projects on Club Level.
- Share Monthly project ideas with the club and organize Shiksha projects.
- Collaborating with Rotaract District to conduct different projects at District Level.



District 3141
Rotaract
Club ID: 215309



Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Professional & Entrepreneurship Development

VISION

'To encourage professional development and create a platform for Rotaractors to learn and implement good business ideas'

ROLE PROFILE

- To arrange development activities in the form of seminars, workshops, master classes etc. so as to direct Rotaractors for Self Development, Learning and Growth.
- Applicant will set examples of professionalism in working and create similar examples in every other service avenue by inculcating and implementing professionalism attitude.
- Responsible for carrying out Networking, Business Plan Competitions at Club and District Level.
- To create entrepreneurial opportunities for the Club Members.



District 3141
Rotaract
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Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - International Service

VISION

'To promote the presence of Rotaract Club of TCET among other districts, across the globe'

ROLE PROFILE

- Carrying out Letterhead Exchange, Sister and Twin Club Agreements.
- Promoting and spreading awareness for all the , international round trip programs and worldwide international events.
- Share Monthly project ideas with the club and organize International Service projects.
- Coordinating with various districts across India and Globe for to encourage International Fellowship.
- Collabrating with Rotaract District to conduct different projects at District Level.



BCD Positions

21-22

Director - Public Relations & Marketing

VISION

'To build associations, partnerships and provide for branding opportunities'

ROLE PROFILE

- Applicant must have very strong and sharp communication skills which is a must while dealing with the sponsor or other client.
- To work for fund raising sponsorship and marketing tie ups.
- Applicant must have good negotiation skills and should be able to bargain well with the client in order to make benefits in favour of the District.
- Create, update and maintain a corporate database for associations and branding for Rotaract.



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Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Partners-In-Service

VISION

'Create and maintain strong Rotary, Interact,
Inner wheel & Alumni relations'

ROLE PROFILE

- To Maintain Database of Partners in Service, Past Core Members & Alumni.
- Responsible for guiding and supporting in strengthening our relations with Rotary, Alumni, Interact and Inner Wheel.
- To regularly engage with the Board of Directors including participation/attendance at projects at Parent Rotary Club.
- Share Monthly project ideas with the club and organize Partners In Service projects.



District 3141
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Club of
TCET
Rotary Club of Mumbai Borivali East

BCD Positions

21-22

Director - Editorial Service

VISION

'You can create anything by writing,
let's do this for Rotaract this time'

ROLE PROFILE

- Providing write up and content for any Club Initiative.
- To Maintain and update Rotaract Blogs on Official Club Website.
- Coordinating with Chairperson Publication to feature Quarterly Magazine.
- Share Monthly project ideas with the club and organize Editorial projects.



BCD Positions

21-22

Director - Digital Communication

VISION

'Creating a digital or visual roadmap for the Club'

ROLE PROFILE

- Will be in charge for making Club creatives and Videos and all initiatives/activities.
- Should be able to use software's like Adobe Spark, Corel, InDesign, Photoshop, Canva or Premier Pro.
- To Update and maintain the Club Website and the Reporting System.
- Should be able to create visual designs, typography & basic Rotaract guidelines.
- Share Monthly project ideas with the club and organize Digital Communication projects.



BCD Positions

21-22

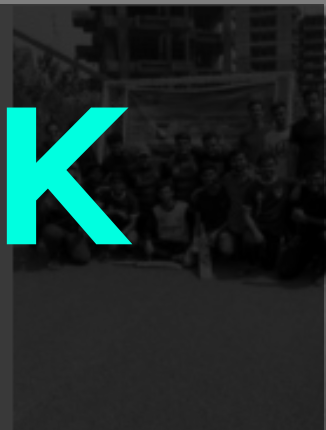
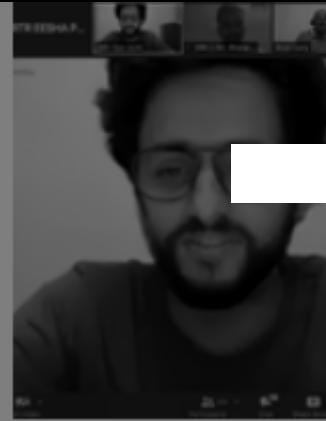
Director - Social Media Relations

VISION

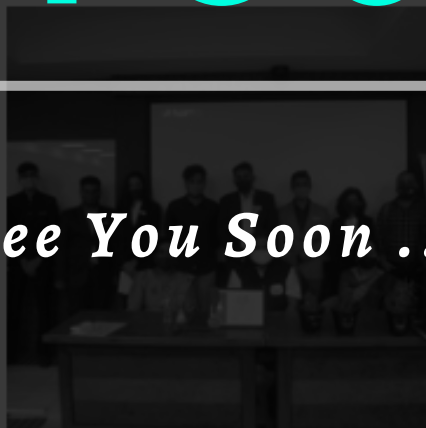
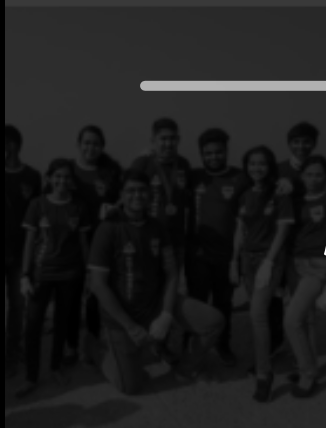
'Promote Club via all social media platforms'

ROLE PROFILE

- Manage all the social media platforms of Club (Club Website, Instagram, Facebook, YouTube, Twitter, Discord, LinkedIn etc.).
- Should be able to Strategize and plan social media campaigns for club projects along with PR Avenue.
- Analyzing trends and encourages adoption of social media tools (ie. Wix).
- Should be able to use software's like Photoshop, Canva and Premier Pro.
- Guide clubs in creating social media presence for themselves.
- Coordinating with Digital Communication avenue in organizing projects on Club Level.



THANK YOU



See You Soon ...

