



# **ROTARIANS AGAINST MALARIA**

## **Procedures Manual**

April 2020





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## **ROTARIANS AGAINST MALARIA**

### **Procedures Manual**

**April 2020**

#### **1. Introduction**

Rotarians Against Malaria (RAM) Australia is a volunteer-run organization working to eliminate malaria. RAM exists in all Rotary districts in Australia. As a Rotary Australia World Community Services Ltd. (RAWCS) “activity”, RAM’s network structure parallels that of the RAWCS Ltd. RAM is managed by a national RAM Executive Committee with RAM representatives at the national, regional, and district levels.

The primary focus of RAM has been the distribution of insecticide-treated nets to vulnerable populations in Papua New Guinea, the Solomon Islands and more recently, Timor Leste. RAM has raised more than \$2.2 million to eliminate malaria since 2003. RAM works closely with the Ministry of Health authorities in each country and complements the work of other malaria organisations, most notably the World Health Organisation and the Global Fund to Fight AIDS, Tuberculosis and Malaria. Today, RAM remains focused on providing insecticide-treated nets and a small percentage of our funds are directed to malaria research. RAM also offers a PhD scholarship every four years. Sustained support from Rotarians across Australia is critical to our sustained support for our partner countries: Papua New Guinea, the Solomon Islands, Timor Leste, West Timor (Indonesia), and Vanuatu.

This document builds on the 2017 edition, and provides guidance to the Rotarians Against Malaria (RAM) Executive Committee in the management of the RAM network in Australia. The information presented includes: our vision and mission; goals, the national RAM organizational structure and the Committee positions. Detailed role descriptions of the 16 national RAM Executive Committee members are included in the appendixes. The procedures presented include: election of office bearers on the national RAM Executive Committee; and conference planning procedures.

#### **2. Brief history of RAM**

Malaria is caused by a parasite injected into humans by an infected female Anopheles mosquito. The disease is one of the biggest killers in the world today, attacking some of the world’s most vulnerable communities and contributing significantly to the untold suffering and sustained poverty. After more than a decade of steady gains towards malaria elimination, this progress has stalled. Malaria remains a prevalent disease found in nearly 50 percent of the world’s population. Globally, in 2018, more than 228 million cases of malaria occurred with over 405,000 deaths. Every day, 1,109 deaths occurred. An estimated 67 per cent of all malaria deaths were children under five years of age. One child dies of malaria every two minutes (World Health Organisation, 2019).

Australian Rotarians have been involved in numerous worldwide projects in the battle against Malaria since 1990. The project “Rotary Against Malaria” was launched in the



Solomon Islands in 1995 and in 1997 thirteen of the then twenty-three Australian Rotary Districts began developing a more coordinated national approach to this worldwide problem by agreeing to pool resources and funds in a joint “malaria control project” in the Solomon Islands and Papua New Guinea. At the same time a number of individual club projects were commenced with the aim of providing chemically treated bed nets to families and individuals in malaria endemic areas to provide protection from being bitten by the malaria-carrying mosquito while they slept. For example, in Vanuatu, between 1991 and 1994, RAM Australia joined forces with New Zealand Rotarians to fund the Vanuatu Malaria Control Program that provided villagers with critical access to bed nets throughout Vanuatu. The response from Rotarians then was phenomenal with over 100 Rotary clubs in 15 districts and three matching Rotary Grants. Rotarians contributed 25% of program funding. The project was a resounding success and reduced malaria infections by 80 per cent in some areas of Vanuatu. See this historic collaboration between RAM Australia and New Zealand Rotarians <https://www.youtube.com/watch?v=JRBjP1UrbMk>

In 1998, Rotarians Against Malaria (RAM) became an approved Rotary Australia World Community Service (RAWCS) project with the establishment of a RAWCS RAM National Executive Committee. RAM is represented within RAWCS at all organisational levels: the RAM National Manager is a Director of RAWCS Ltd, each RAWCS Regional Committee includes a RAM Regional Supervisor and each RAWCS District Committee includes the RAM District Supervisor.

In 2006, RAM commenced support for Timor Leste with donations of bed nets and operational funds. With our support, Timor Leste’s National Malaria Program has received three Rotary Global Grants with the last Grant completing in 2020. As Timor Leste shares the Timor Island with West Timor, Indonesia, cross-border collaboration will be a key focus of future support to Timor Leste and West Timor. In 2019, RAM recommenced support for Vanuatu. Our continuing support to our partner countries is more critical than ever, as the countries work toward zero malaria by 2030.

### **3. Vision and Mission Statement**

The initial objective of RAM was stated as: “The prevention of mortality, and a reduction in morbidity and social and economic loss caused by malaria through a progressive improvement and strengthening of local and national capabilities in malaria control.”

#### Our Vision

Zero indigenous malaria across the Globe

#### Our Mission

Eliminate malaria disease in our partner countries.



## 4. Goal

To eliminate malaria in our partner countries and reduce threats of malaria in Australia through support for malaria elimination activities in our partner countries, and malaria research in Australia.

## 5. Actions /Terms of Reference

The National RAM Executive Committee exists to advise, assist and publicize on matters pertaining to the ongoing battle against malaria and to manage fund raising activities and RAM national projects. The Committee seeks to achieve our goal through the following actions:

- (a) raising awareness of the risks of malaria in the Australian community generally, and in Rotary in Australia particularly;
- (b) encouraging Rotary clubs to support anti-malaria projects in selected countries in the Asian / Pacific area;
- (c) networking with local and international organisations' Malaria Control and Eradication programs, to regularly advise the Australian Rotary community of progress in the fight against malaria disease;
- (d) networking with the World Health Organisation (WHO), The Global Fund to Fight AIDS, Tuberculosis and Malaria (also called Global Fund), and The Department of Foreign Affairs and Trade Australia (also called DFAT), and Australian health organisations to procure support for RAM projects, and to advise on requests to RAM submitted from outside the RAM program;
- (e) supporting the development of knowledge and skills in malaria prevention and control amongst students and health workers from Asian / Pacific countries;
- (f) raising funds to support RAM projects;
- (g) supporting malaria research activities in Australia, in the search for appropriate treatment for malaria and for strengthening the capacity of sectors (government, private, and civil society) in malaria case management; and
- (h) working with RAM-Global Rotary Action Group to prepare for a case to be submitted to Rotary International for Malaria Eradication to succeed Polio Eradication as a future Rotary International worldwide initiative.

## 6. National Structure

The RAM organizational structure is displayed in Diagram 1 (p.7). The RAM National Executive Committee structure will be reviewed annually to ensure it meets the evolving needs of the RAM organisation as well as the requirements of the RAWCS Board in accordance with the RAWCS Terms of Reference for the Rotarians Against Malaria Committee.

The RAM National Executive Committee consists of **16 members**, as follows:

1. National Manager
2. Deputy National Manager
3. National Secretary
4. National Treasurer
5. Immediate Past National Manager
6. PR & Social Media Coordinator
7. RAM PNG Country Coordinator
8. Solomon Islands Country Coordinator
9. Timor Island Country Coordinator
10. Vanuatu Country Coordinator
11. Scientific Advisory Committee Coordinator.
12. Five (5) Regional RAM Coordinators

A call for nominees for vacated positions is made three to six (6) months before end of the three-year period. Elections to fill the position/s are undertaken at the annual RAM General Meeting held in conjunction with the annual RAM Conference.

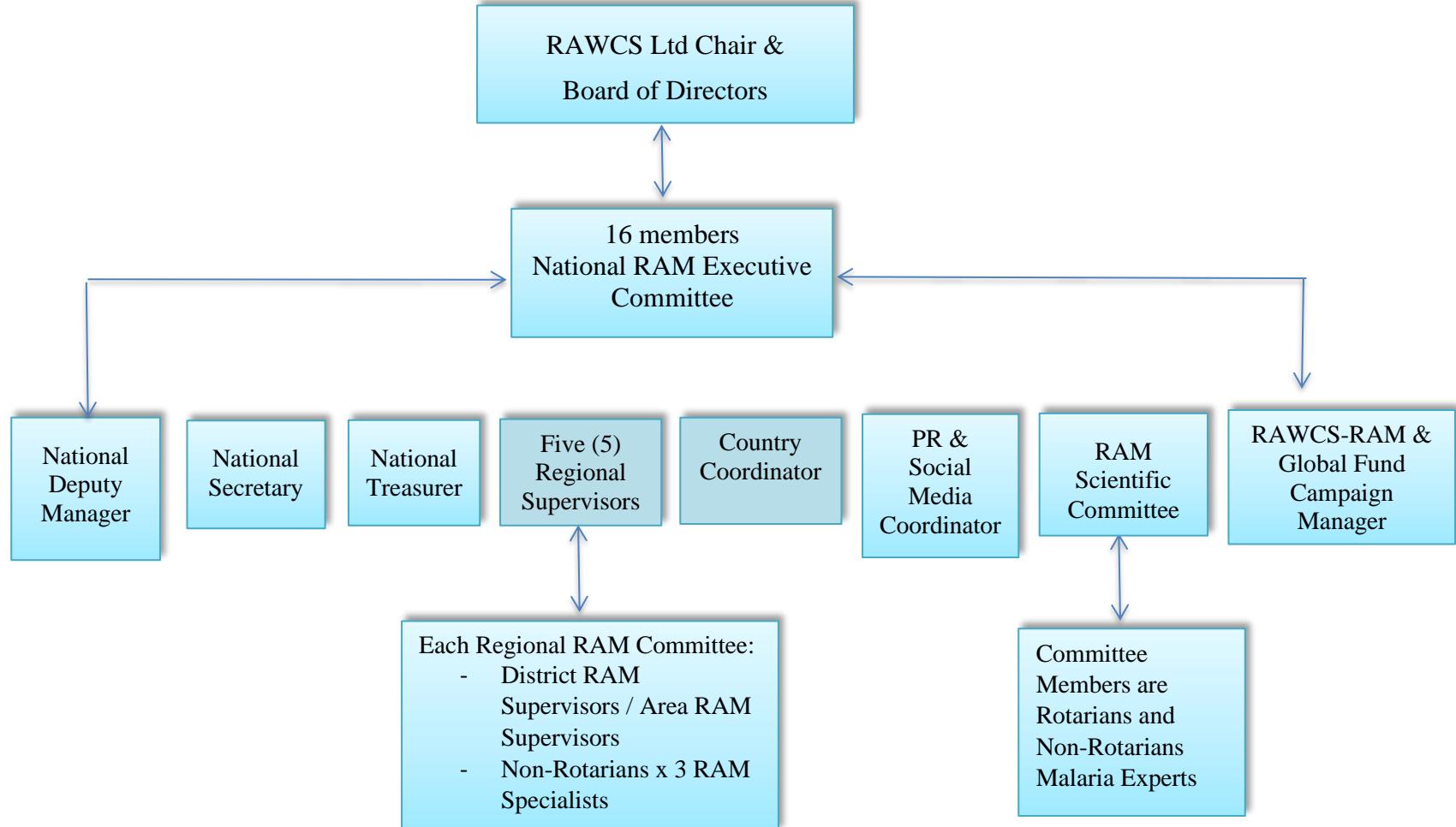
## 7. Responsibilities of National Executive positions

### National Manager

The National Manager is appointed by the RAWCS Board through recommendations of the nominations committee (of RAM Executive Committee) and has the appropriate leadership competencies (Constitution, May 2020, item 69.2, p. 23). The position is for a period of three years. The National Manager, in consultation with the RAM Executive Committee, sets the strategic directions for RAM, and provides oversight of all RAM activities in our partner countries, and with local and global partners. The oversight includes RAM's financial accounts. All expenditures must be approved by three (3) Committee members and the separation of duties apply.



**Diagram 1: RAM's Organisational Structure 2020**



The Manager maintains up to date knowledge of malaria disease and continues liaison with local and international malaria organisations (e.g. The Global Fund to Fight AIDS, Tuberculosis and Malaria, World Health Organisation, the Department of Affairs and Trade Australia); Rotary International; and the malaria Rotary Action Group.

Importantly, the Manager works closely with the RAM network to prioritise engagement with Rotary clubs / groups who seek to eliminate malaria, as may be appropriate.

As RAM has projects across several partner countries, the National Manager is expected to have a good understanding of all RAM projects; leads development and reviews of project proposals for funding; use a Memorandum of Understanding (MOU) that spells out clear project outputs for funds donated to partner countries; and closely monitors project implementation. In consultation with the RAM Executive Committee, the Manager may commission project evaluation. A detailed role description is available in Appendix 1 (p. 15).

### **National Deputy Manager**

The National Deputy Manager has an active and important role with several key tasks in support of RAM and its network. Working closely with the National Manager and the National Secretary, the incumbent plays a central role in the preparation of RAM's communication approaches (quarterly newsletter and stories for website). The incumbent will also conduct a yearly review of key documents (e.g. RAM Procedures Manual, RAM Information Kit); and contribute to organising the annual RAM conference. See Appendix 2 (p 16) for the position's role description.

### **National Secretary**

The National Secretary has an active and important role on the RAM Executive Committee supporting the National Manager. The specific tasks include: administrative support for the virtual quarterly committee meetings and the RAM Annual Meeting; update the contacts list for Executive Committee members; disseminate operational information to Regional Supervisors and Districts Supervisors; write a summary annual report from reports submitted from District, Regional Supervisors and Country Coordinators; update and maintain national supplies of RAM's promotional materials; liaise with the RAM PR and Media Coordinator to update the RAM website. The National Secretary supports the RAM National Manager and Deputy Manager in the day-to-day logistical aspects of the Annual Conference implementation. See the detailed role description in Appendix 3 (p.17).

### **National Treasurer**

The National Treasurer supports the National Manager in the financial accounting of donations and careful reconciliation of RAM administrative and projects expenditure against budget allocations. He/she is an active member of the national RAM Executive Committee and participates in RAM's quarterly virtual meetings. The Treasurer's specific tasks include: provide financial advice to the National Manager, and RAM Executive Committee; functions as a Project Manager and report on RAM's project



accounts audit (32-2010-11, 54-2015-16 and 60-2015-16) to RAWCS every six months; tracks donations and acknowledgements; and submit Quarterly and 12-monthly financial reports to RAM National Manager and Secretary for circulation to RAM Executive Committee. See the detailed role description in Appendix 4 (p.18).

### **Country Coordinator**

A Country Coordinator may be nominated to one of the following countries: PNG, Solomon Islands, Vanuatu, Timor Island (consisting of Timor Leste and West Timor (NTT Province, Indonesia)). With a good working knowledge of the partner country and of RAM activities, the Country Coordinator has an advisory and project governance roles.

The Country Coordinator works closely with Project Managers (if applicable) to provide the following reports to the RAM National Secretary for distribution to the National Manager and the RAM Executive Committee:

- Quarterly reports from the country government and own reports on RAM's project (where applicable) with information on progress of measurable outputs and outcomes, including budget expenditure; and
- Yearly report on the respective country's progress in malaria elimination

With close contacts in-country, the Country Coordinator is able to provide country-specific data on malaria disease and interventions when requested at short notice by RAM, RAWCS, RAM Global Rotary Action Group, and Rotarians in general. See detailed role description in Appendix 5 (p.20).

To support the Country Coordinator, the RAM National Manager may nominate a Project Manager to manage specific RAM projects in our partner countries.

### **National Project Manager**

The Project Manager (PM) is a Rotary volunteer who works closely with and report to the specific RAM Country Coordinator and the RAM National Manager. The incumbent contributes to the overall success of Rotary Global Grants applications and projects implementation. The roles and responsibilities are specific to these project areas: project design development; project implementation; project monitoring and evaluation; and project reporting. The project manager is not required to sit on the RAM Executive Committee but may be invited to attend the RAM Executive Committee, to report on RAM activities / projects. See Appendix 6 (p.21) for details of the position.

### **PR & Social Media Coordinator**

The PR & Social Media Coordinator is an active member of the RAM Executive Committee and manages timely and consistent messaging in support of RAM fund raising and awareness raising programs. Some of the specific tasks include: RAM brand and brand messaging; RAM website, Facebook and other social media sites administration; and provide support to RAM Manager, Deputy and Secretary at our annual RAM Conference. See details in Appendix 7 (p.23).



## Scientific Committee Coordinator

The RAM Scientific Committee has an active and important role in the RAM Executive Committee, to build knowledge of relevant malaria research, trends and findings within the RAM network. The Scientific Committee Coordinator is assisted by the Scientific Committee consisting of Rotarians and non-Rotarians with expertise in an area of malaria disease or in health research. The key roles of the Committee Coordinator include: providing regular advice on recent research and application in malaria elimination; submitting quarterly summaries on findings of malaria research and recent key malaria technical documents from global leaders (e.g. WHO, Roll Back Malaria); developing position papers on malaria disease and malaria elimination; providing oversight of the PhD scholarship program; and supporting RAM management in the annual Conference Program planning. More details on the position is in Appendix 8 (p.25).

## 8. RAM Regional Supervisors<sup>[1][2]</sup>

The Regional RAM Supervisors (referred to as **Regional Activity Supervisor** in the RAWCS Ltd. Constitution [May 2019]) is appointed by the RAWCS Board through joint decision of the National RAM Manager and the Regional RAWCS Coordinator (Constitution, 2019, item 69.3, p.23). The appointment is for a three (3) year term and endorsed by the DG and/or DGE in the District where the Supervisor is located. The Supervisor is appointed under and complies with the RAM Procedures Manual, Terms of Reference and the requirements of the RAWCS Regional Operations Committee.

The Regional RAM Supervisor may set up a Regional RAM Support Committee to assist in the operation and interfacing of RAM with Clubs within the Region. <sup>[1][2]</sup>A RAM Committee may appoint Activity Specialists of whom up to three (3) may be non-Rotarians <sup>[1][2]</sup>(Constitution, 2019, item 69.4, p.23).

The RAM Regional Supervisors has national and regional responsibilities and is member of two key committees:

- (i) National RAM Executive Committee; and
- (ii) RAWCS Regional Operations Committee

Composition of the RAWCS Regional Operations Committee is presented in the Constitution 2019, item 71.2 (p.23-24).

The Regional Supervisors play a key role as a liaison between the National RAM Executive Committee, the RAWCS Regional Operations Committee, and the RAM District Supervisors (if relevant) within their Region. A central role for the RAM Regional Supervisor is the promotion of and support for RAM from the districts and clubs. See details in Appendix 9 (p.27).

## 9. District Supervisors

District RAM Supervisors are members of their District RAWCS Support Committee and are appointed under and comply with the procedures and requirements of that Committee.



Within the RAM organisational structure, District RAM Supervisors represent RAM on their District RAWCS Committee. District RAM Supervisors should form a local committee to assist with and to support their work. It is encouraged that the Supervisor meets twice a year (either face-to-face or via digitally) with the Area Governors (AG) to discuss RAM activities and gauge support for RAM, identify issues and carry out actions to address issues. To develop effectiveness in the role, it is encouraged that the District RAM Supervisors are appointed for a three year term only. All Supervisors are appointed by the DG and DGE. See details in Appendix 10 (p.29).

## **10. Terms of Office**

All office-bearers on the RAM Executive Committee are appointed for three years, and are eligible for reappointment for a maximum of three (3) terms (Constitution, 2019, item 69.5, p. 23).

## **11. Elections**

- Nominations of candidates for election as office-bearers of the RAM Executive Committee shall be received at the RAM Annual Meeting where a ballot for the election of office-bearers shall be conducted, voting rights shall be held by District RAM Supervisors and Regional RAM Supervisors.<sup>[SEP]</sup>The Annual Meeting shall be held in conjunction with the Annual RAM Conference at a time determined by the National Manager in consultation with the RAM Executive Committee. The nomination form is available in Appendix 11 (p.34).
- 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.
- Should any office-bearer fail to fulfill the responsibilities of their Committee Position, as outlined in this Procedures Document, the National RAWCS Board after reference to the Rotarians Against Malaria Committee shall declare the Committee Position vacant at any time and request the committee to call for new nominations for that Committee Position at the following Annual General Meeting.
- In the case of a casual vacancy the RAM National Executive Committee will seek to immediately appoint an interim office bearer to serve until the Committee Position can be filled by election at the following Annual General Meeting.<sup>[SEP]</sup>

## **12. Procedures for donations to RAM**

Donations can be made to RAM via three methods, these are: online via RAM website; via Bank Deposit (for cheques and cash); and via Australia post. International donors can only donate by Direct Credit and Bank Draft in Australia Dollars, drawn on Australian Bank only. These procedures are explained in details in Appendix 12 (p.35).

## 13. Meetings

The RAM National Executive Committee will meet as and when required, and maintain quarterly virtual meetings. The Committee will meet face to face at least annually and prior notice of such meeting will be given at least 14 days before hand.

## 14. Planning the Annual RAM Conference

RAM has hosted an annual Conference for over 10 years. The annual Conference is held around August each year when Rotary districts and clubs around Australia have settled into the new Rotary year. The RAM National and Deputy Managers, the National Secretary and the RAM Scientific Committee will work together to organise the annual Conference. The Conference location is determined by the RAM Executive Committee and is rotated through three States: Queensland, New South Wales, and Victoria. Two committees for the Conference will be established, these are: the Logistics Committee and the Conference Program Committee. Planning for the annual RAM Conference begins in the last quarter of each year. See Conference Planning document (Appendix 13, p.36).

## 15. Governance

Individual Rotary clubs may undertake RAM related projects in accordance with their autonomy under the Constitution of Rotary International and their Club constitutions. They are, nevertheless, encouraged to register their projects with RAWCS and seek the endorsement of the RAM National Executive Committee. The RAM National Executive Committee can act as a facilitation committee. Where RAM projects necessitate action, which might be more appropriately processed by one of the other established RAWCS Committees, then that Committee will be responsible for the implementation and management of that project action. This includes projects that involve: Project Volunteers, Funding, Project Liaison, Project Evaluation and Donations in Kind. It is important that RAM National Manager receives regular reports from the malaria related projects.

Processes for the nomination, appraisal, selection, management, reporting and final evaluation of projects will conform to established RAWCS procedures.

All funds received by all Committees in the RAM network shall be deposited into the appropriate RAWCS Ltd. national account. Management of all monies will be in accordance with RAWCS Policy and Procedures and all expenditure by the Rotarians Against Malaria must be authorised by a minimum of three members of the RAM Executive Committee.

## 16. Travel policy

In line with RAWCS Travel Policy (2018), RAWCS will fund "... reasonable and cost-effective travel arrangements for volunteers where travel is required to undertake the responsibilities of their role." (p.2).

We do not have specific criteria for funding applicants but given our limited funds, the Rotarian who is best placed to benefit most from the travel would be selected for funding.

As highlighted in the RAWCS Ltd. Travel Policy (2018, p.2), all travel arrangements and budget request must be submitted to the RAM Treasurer who will check the request against RAM's budget and discuss the application with the RAM Executive Committee. Approval must be received before the volunteer books the travel. Funding must be approved by three (3) Executive Committee Members.

## 17. Needs assessment, project planning, monitoring and evaluation

A successful project is one that meets the needs of the target communities; engages the communities; is strength-based; and is sustainable. Community ownership of the project is essential (Rotary, 2016, p.11).

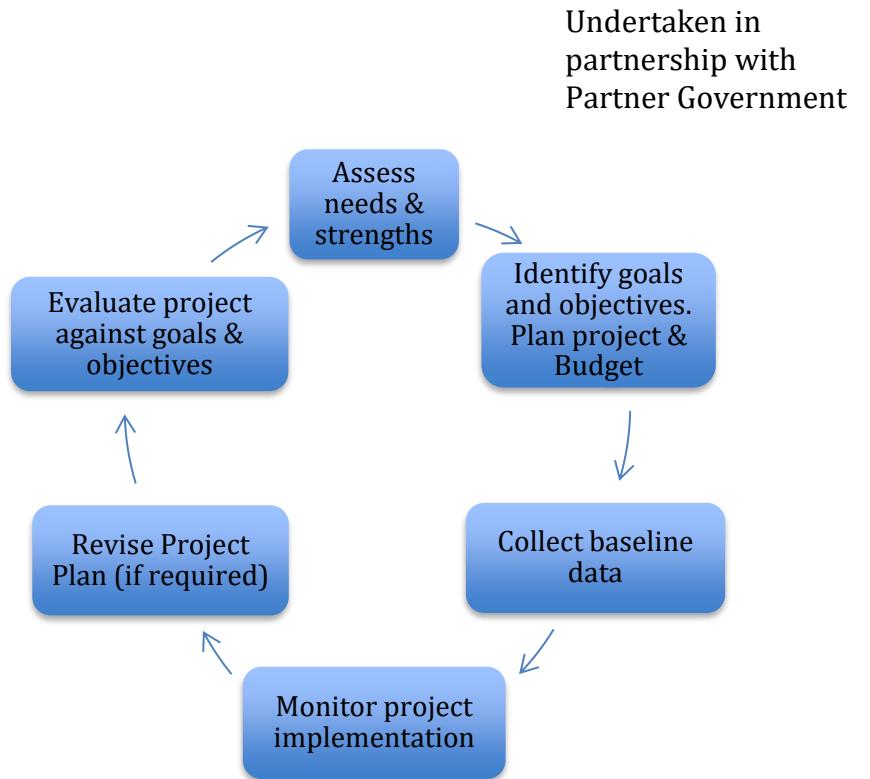
When developing a project, a generic project management framework (Fig. 1, below) can be applied. It is highlighted that the partner government is required to actively participate in all steps in the framework. The framework consists of key steps to: assess needs; identify goals, objectives, and develop project plan; collect baseline data; monitor project implementation; revise project plan to ensure achievement of objectives; and evaluate project to identify project effectiveness.

### Needs Assessment:

A needs assessment is essential and underpins the project design. Understanding of the problems and needs will allow the development of a plausible program theory informed by evidence-based implementation strategies. A program's theory is the assumption that if a strategy is conducted to address the needs identified then the project will be able to achieve the project goals and objectives. Clear and achievable project goals and objectives are developed based on the program theory.

### Monitor and Evaluation:

Good governance of RAM projects includes the need to monitor and evaluate RAM-led projects, to account for donations received by RAM. Monitoring of project activities is conducted regularly. This process allows the identification of issues in project implementation that can be subsequently addressed to facilitate achievement of project objectives.



**Figure 1: Project Management Framework (adapted from Rotary, 2016, A Guide to Global Grants)**

Evaluation is conducted to measure if the project was successful in achieving the goals and objectives established at the start of the project. Importantly, the evaluation will identify what strategies failed and the rationales for failure to achieve project goals. The key criteria to be considered when conducting an evaluation are: relevance, effectiveness, efficiency, impact and sustainability (Organisation for Economic Co-operation and Development [OECD], 2018). With this in mind, evaluation can be conducted at mid-term or at the end of project implementation.

In RAM, monitoring and evaluation are central to deciding how we spend our limited funds. Importantly, the evaluation findings can help RAM Executives Committee to weigh up the benefits of continuing support for a project.



## Appendix 1: National Manager

April 2020

### National Manager

#### Role Description

The National Manager has oversight of the RAM network with assistance from the RAM Executive Committee. The incumbent is appointed by the RAWCS Board through recommendations of the nominations committee (of RAM Executive Committee) and has appropriate leadership qualities (Constitution, May 2020, item 69.2, p. 23). The position is for a period of three years. The National Manager, in consultation with the RAM Executive Committee, sets the strategic directions for RAM.

The RAM National Manager undertakes the following specific tasks:

- Review the strategic plan and develop a yearly Action Plan and Budget for RAM projects
- Participate as a Director on the RAWCS Board – submit bimonthly reports two weeks prior to RAWCS Board meeting and liaises with RAWCS on matters relating to RAM.
- Engage with Rotary clubs. Work with the RAM network to engage with Rotary clubs / groups who seek to eliminate malaria, as may be appropriate.
- Communicate regularly with the RAM Executive Committee and its network via regular online meetings, quarterly RAM newsletter; and an Annual Report that includes a financial report that is submitted to RAWCS.
- Prepare the RAM Newsletter with the National Deputy Manager and Secretary
- Plan the annual RAM Conference with the Deputy Manager. A RAM Annual Meeting will be held during the Conference.
- Maintain up to date knowledge of malaria disease
- Liaison with international malaria organisations (e.g. The Global Fund to Fight AIDS, Tuberculosis and Malaria, World Health Organisation, the Department of Affairs and Trade Australia (DFAT); Rotary International; and malaria Rotary Action Groups.
- Project management: As RAM has projects across several partner countries, the National Manager is expected to have a good understanding and oversight of all projects; lead reviews of project proposals for funding; use a Memorandum of Understanding (MOU) that spells out clear project outputs for funds donated to partner countries; and closely monitors project implementation. In consultation with the RAM Executive Committee, the Manager may commission project evaluation, as required.
- Work closely with the RAM PR and Media Coordinator and Deputy Manager to organise an annual Malaria Awareness Campaign (M.A.D) to run during April and specifically on the 30 April.

## Appendix 2: Deputy National Manager

5 April 2020

### Deputy National Manager

#### Role Description

Rotarians Against Malaria (RAM) is an Australian initiative governed by Rotary Australia World Community Service (RAWCS) Ltd. Established in 1995, RAM is focused on the prevention of mortality, and the reduction in morbidity and social and economic losses caused by malaria. RAM supports the progressive improvement and strengthening of local and national malaria program capabilities in the following countries: Papua New Guinea (PNG), Solomon Islands, Timor Leste, Vanuatu and West Timor (Indonesia).

The RAM Deputy National Manager has an active and important role on the RAM Executive Committee with the following specific tasks:

- Participate in quarterly virtual meetings with RAM Executive Committee and with RAM National Manager and National Treasurer as required.
- Submit your quarterly report to the National Secretary for circulation to the RAM Executive Committee before the quarterly virtual meeting.
- Work as a co-author of the RAM quarterly newsletter in collaboration with the RAM National Manager and Secretary.
- Organise the annual RAM National Conference - work with the National Manager, the RAM Scientific Committee, and other Executive Committee members to establish: (i) Conference Logistics Team (conference registrations; hotel venue; registrations desk on the day); (ii) Conference Program (invite speakers, set the program); and (iii) Conference promotion.
- Provide yearly update to the RAM Information Kit, and other RAM documents e.g. Procedures Manual, RAM job descriptions.
- Liaise with RAM Regional and District Supervisors to identify stories, messages and updates for the PR and Media Coordinator to post on RAM website and Facebook.
- Provide ongoing liaison with and support to the National Manager and the National Secretary - in the promotion of RAM and the achievement of RAM's goals.
- Work closely with the RAM PR and Media Coordinator to organise an annual Malaria Awareness Campaign (M.A.D) to run during April and specifically on the 30 April.



## Appendix 3: National Secretary

April 2020

### National Secretary

#### Role description

The National Secretary has an active and important role on the RAM Executive Committee supporting the National Manager. Specific tasks include:-

- Organise and participate in quarterly virtual meetings with RAM Executive Committee; and with RAM National Manager and National Treasurer, as required.
- Ensure Executive Committee Meeting and Annual Meeting documentation (Agenda, previous Minutes and Reports) are distributed to all Committee members prior to the meetings, and record succinct minutes of RAM Executive Committee meetings and Annual Meeting, and circulate to Committee members.
- Accumulate annual reports from RAM District Chairs, RAM Regional Supervisors, and Country Coordinators, and report results to RAM National Manager and the RAM Executive Committee.
- In July each year, undertake the update of the contacts list for Executive Committee members, Regional Coordinators and District Chairs. Liaise with the RAM PR & Media Coordinator to keep contact list up-to-date on the RAM web site.
- Disseminate operational information to Regional Coordinators and check that such information reaches District Chairs.
- Regularly meet with RAM Regional Supervisors, to mentor and provide information and support.
- Maintain national supplies of RAM's promotional materials (pins, banners, brochures). In January each year and as required, ensure that RAM Regional Representatives have sufficient supply of update-to-date RAM & M.A.D leaflets and other promotional items.
- Supply relevant Country and Regional updates and photos to RAM PR & Media Coordinator to refresh project information on the RAM web site.
- Work with the National and Deputy Managers to ensure reports and operational documents are up-to-date and archived on the RAM web site in consultation with the RAM PR and media Coordinator.
- Assist RAM National Manager, Deputy National Manager and RAM Treasurer to prepare the annual strategic directions paper with accompanying programs budget; and administration budget.
- Assist RAM Deputy National Manager in organising the logistical aspects of the National Conference; oversight of the day to day logistical aspects of Conference implementation; and compile delegate feedback.

## Appendix 4: National Treasurer

September 2019

### RAM Treasurer

#### Role Description

The Treasurer plays an active and important role in the National RAM Committee. He/she supports the National Manager and Committee members in the efficient and effective implementation of RAM. Specific to the position, the incumbent must have qualification and relevant experience in financial control and budgeting with good communication and interpersonal skills.

#### Specific tasks include:

- Keep accurate and clear records
- Ability to ensure decisions are taken and followed-up
- Prepare and submit to the RAM National Manager:
  - (i) Quarterly Financial control and budgeting from RAWCS (RAM) Projects 32-2010-11<sup>1</sup>
  - (ii) You will also have access to accounts: 54-2015-16<sup>2</sup> and 60-2015-16<sup>3</sup>. A security Password will be sent to the Project Manager from RAWCS on-line Project information and reports.
  - (iii) Quarterly reports on donations per:
    - Rotary District
    - Region (Eastern, Northern, Southern, Western and Central Regions)
    - National expenditures
    - Partner countries expenditures and balance
  - (iv) Six-monthly audit report on-line is required by RAWCS for all projects. Instructions for completing reports are available to download from the RAWCS website.
  - (v) Annual financial report for the national annual RAM Conference (in person or via National RAM Manager)
- Consult with the National Manager before circulating reports to the RAM network
- Participate in quarterly virtual meetings with RAM Executive Committee and with RAM National Manager and National Treasurer as required. Note: the quarterly report needs to be submitted before the quarterly virtual meeting.

<sup>1</sup> RAWCS Project 32-2010-11 is RAM's main funding account.

<sup>2</sup> RAWCS Project 54-2015-16 is the Australian Rotaract Against Malaria account for holding and tracking Rotaract donations to RAM.

<sup>3</sup> RAWCS Project 60-2015-16 is RAM Conference account – a non tax deductible Conference fees and direct cost payments.



**Other requirements:**

- Be available to be contacted for ad hoc advice
- Be willing to explain financial data / figures if asked
- Make it easy for others to take over by keeping clear records
- Undertake yearly update on “how to donate to RAM” segment of the tri-fold and Malaria Awareness Day (M.A.D) leaflets
- Improve / advise on RAM’s expenditure claims / funds disbursement process

## Appendix 5: Country Coordinator

April 2020

### Country Coordinator

#### Role description

A Country Coordinator may be nominated to one of the following countries: PNG, Solomon Islands, Vanuatu, Timor Island (consisting of Timor Leste and West Timor (NTT Province, Indonesia)). The Country Coordinator is an active member of the RAM Executive Committee and supports the RAM National Manager to manage RAM-sponsored activities in partner countries. With a good working knowledge of the partner country and of RAM activities, the Country Coordinator has an advisory and project governance roles.

Specific tasks include:

- Work collaboratively and share country information with local and global partners, and RAM National Manager and RAM Project Manager (if working with one).
- Facilitate meetings with government officials and RAM National Manager and relevant Executive Committee members for joint planning and exchange of information.
- In collaboration with the RAM Project Manager (where relevant), monitor and advise on the implementation progress of existing MOU (where relevant); relevant up-to-date country policies and challenges that may potentially have negative impacts on RAM activities; and country's progress in relation to malaria statistics.
- Receive reports from country government officials and share the reports with RAM officials (e.g. National Manager, Secretary, Project Manager).
- Contribute to project design development for Grant applications for partner country.
- Submit Reports to the RAM National Manager and National Secretary for distribution to RAM Executive Committee on:
  - Quarterly reports from the government and own reports on implementation progress of RAM activities
  - Yearly report on the country's progress in malaria elimination
- Participate in quarterly virtual meetings with RAM Executive Committee and with RAM National Manager and National Treasurer as required. Note: the quarterly report needs to be submitted before the quarterly virtual meeting.
- Supply the updates and photos to RAM PR & Media Coordinator to refresh project information on the RAM web site.

## Appendix 6: National Project Manager

December 2019

### National Project Manager

#### Role description

A project is defined as a temporary activity with clear partner organisational objectives and implemented over a specified timeframe for example, Rotary Global Grant projects and projects funded by RAM.

The Project Manager (PM) is a Rotary volunteer who works closely with and reports to the specific RAM Country Coordinator and the RAM National Manager. The roles and responsibilities are as outlined below:

#### **Project Design development**

In consultation with the Country Coordinator and RAM National Manager, the PM will:

1. Conduct needs assessment and provide a succinct needs assessment report
2. Develop a project design document with the partner country's needs, the program theory and program logic identified.
3. Consult with project partners and develop a Project Plan that includes a detailed budget, activities, responsibilities, timeline, milestones, reporting and payment schedules
4. Seek funding and other resources from Rotary Grants, Club and District Funding and external sources such as DFAT and other bodies, private donors etc
5. Develop a monitoring and evaluation plan with project measures for project outputs, and outcomes.
6. Submit the project design document to the Country Coordinator and RAM National Manager.
7. Set up a Project Steering Committee to assist with management and the oversight of the project

#### **Project implementation:**

In consultation with the Country Coordinator, RAM National Manager, and in-country government staff, the PM will provide oversight of the project implementation.

Specifically, the PM will:

1. Be the primary contact and resource person on the project implementation for RAM Executive Committee.
2. Using the project design document, guide and monitor project implementation
3. Complete the project on time and within budget.
4. Regularly conduct a project review at each significant stage of the project
5. Continuously liaise with Country Coordinator and RAM National Manager; and report to the RAM Executive Committee providing regular progress and financial reports

6. Discuss any issues / challenges as they arise during implementation with government partner/s, the RAM National Manager and Country Coordinator.

**Project monitoring and evaluation:**

In consultation with the Country Coordinator, RAM National Manager, and in-country government staff, the PM will:

1. Conduct in-country monitoring visits (funded by the project). Frequency of visits will be as specified in the project design.
2. Conduct one evaluation on project performance, 12 months following project commencement.
3. Prepare reports from the monitoring and evaluation visits. Discuss reports with relevant partners (e.g. for Rotary Global Grants, the reports are compiled with Rotary Host Partner in-country and our Cooperation Organisation).
4. Document lessons learnt and include in the project report.
5. Provide RAM, RAWCS and other relevant bodies with regular project updates for Newsletters, annual reports etc, and present at RAM Conferences and other events
6. Maintain regular contact with project partners to ensure that the project is on track.

**Project reporting:**

The PM will submit reports to the Country Coordinator and RAM National Manager. The specific reporting tasks are:

1. Submit six monthly project monitoring reports (online/soft and hard copies) with recommendations on how project issues and sustainability can be addressed.
2. Submit a 12 monthly project evaluation report online/soft and hard copies.
3. On completion of the project, provide a final report to RAM, RAWCS, TRF and/or other bodies as required, setting out the achievements of the project, performance against objectives, lessons learnt and any recommendations for future projects



## Appendix 7: PR & Social Media Coordinator

December 2019

### Public Relations & Social Media Coordinator

#### Role description

The PR & Social Media Coordinator is an active member of the RAM Executive Committee and provides oversight of timely and consistent messaging in support of RAM's activities.

Specific tasks include:

##### **RAM brand and brand messaging:**

- Support National RAM Manager and Executive Committee to develop and maintain RAM's public image:
  - Ensure consistent use of RAM branding before publishing online.
  - The RAM branding is reflected in all communications on the website and RAM Facebook; in advertisements; packaging and product label.
  - Conduct orientation of RAM branding to new Executives and Regional Coordinators.
  - Receive regular updates on relevant matters from RAM Executives in regards malaria disease and Rotary Down Under (RDU) & Rotary Australia World Community Service (RAWCS). Applies relevant updates to RAM promotional media platform.
  - Liaise with RAWCS to understand and follow RAWCS branding requirements
  - Liaise with the RAWCS National Communications Manager and ensure consistency of branding and messaging
  - Liaise with relevant RAM Executives and Regional Coordinators to maintain suitable records of significant media activities.
  - In close consultation with the National Manager, be RAM's point of contact for all publicity and media related issues.
  - In collaboration with RAM Executive Committee, approve proposed layouts for publication of articles, RAM promotional handouts and banners.
  - Provide support to all of RAM network to promote RAM and raise awareness of RAM activities.
- Liaise with the National Secretary to keep the contact list for Executive Members, Regional Coordinators and District Chairs up to date on the RAM website



- Submit quarterly reports to the RAM National Manager and RAM Executive Committee on use / issues / needs in relation to the RAM website and Facebook.
- Stay abreast of developments in website design, social media and promotional publishing to advise the RAM Executive Committee on RAM's PR strategy.
- Responsible for ensuring all information on the RAM website and social media content is regularly refreshed.

#### **RAM Website Administration:**

The website is an important communication tool for RAM members, providing a repository of information on RAM country activities and projects, RAM Conference Reports, the National Manager's quarterly and annual reports, and photos.

Specific tasks include:

- Has oversight of the RAM website - using the Wordpress platform, conduct quarterly checks to ensure up-to-date documents are posted, old documents are archived, and undertake backup of RAM website.
- Creatively manage website design and content to enhance communication and engagement with and between RAM supporters.
- Conduct yearly assessment of website effectiveness and usage, and that the site reaches Districts. Identify ways to improve website efficiency, effectiveness.
- Conduct orientation to new RAM Executives and Regional Coordinators on use of RAM website and Facebook; and the password secure site on the website for RAM members-only access.
- Regularly obtains credible and significant stories of RAM related events and malaria disease from RAM Executives and country government representatives. In consultation with the National Manager, ensure content is recent, accurate, informative and appealing.

#### **RAM Facebook and other Social Media sites Administration:**

- Has oversight of all social media sites and work with other sites Administrators, to supply news-worthy posts e.g. on RAM Facebook and Twitter pages (<https://www.facebook.com/ram.australia/>).

#### **RAM Annual Conference:**

- Support the RAM National Manager, Deputy Manager and Secretary to promote the Conference, set-up and manage Conference registrations online, and meet the day-to-day audio-visual requirements of the Conference.
- Take promotional photos / videos during the Conference and post relevant photos on RAM websites and Facebook.



## Appendix 8: Scientific Committee Coordinator

January 2020

### **RAM Scientific Committee Coordinator Role Description**

The RAM Scientific Committee has an important role, to build knowledge of relevant malaria research progress, trends and findings within the RAM network. The Coordinator is assisted by the Scientific Committee consisting of Rotarians and non-Rotarians with expertise in an area of malaria disease or health research. The Committee Coordinator provides leadership and oversight in the following tasks:

- Regularly scan for and provide succinct summary of research findings relevant to their application in malaria elimination. The summaries need to be written using language that is easily understood by lay people. If required, the Committee will seek clarifications and updates on research progress from RAM's network of researchers (see Table 1 below).
- Provide quarterly summaries on findings of malaria research and recent key malaria technical documents from global leaders e.g. World Health Organisation (WHO), Roll Back Malaria (RBM), The Global Fund, and President's Malaria Initiative (PMI) etc. The summaries will be included in the RAM national newsletter and on our RAM social media sites.
- If required, develop position papers on various topics on malaria disease and malaria elimination.
- Participate in planning the annual RAM Conference Program by identifying and contacting Speakers; and developing their biodata for inclusion on RAM's website.
- PhD scholarship – identify the selection process; select recipient country; and search for partnership with one University for the PhD research. Submit to the RAM Executive Committee, the recommendations on the selection process, the recipient country, and outline of partnership with a University for the RAM scholarship.
- Provides yearly update of malaria disease statistics on all RAM brochures (tri-fold and Malaria Awareness Day [M.A.D])
- Support development of RAM project design for grant applications for our partner countries.
- Facilitate publications of projects by RAM Executive Committee and its network in Australia.
- Assists the National Manager and Deputy Manager in the annual Conference Program planning.



Name	Emai address
• Prof Denis Shanks	• <a href="mailto:dennis.shanks@defence.gov.au">dennis.shanks@defence.gov.au</a>
• Prof Breddan Crabb	• <a href="mailto:brendan.crabb@burnet.edu">brendan.crabb@burnet.edu</a>
• Assoc Prof Harin Kuranajeewa (no longer at WEHI)	• No information
• Professor Maxine Whittaker	• <a href="mailto:maxine.whittaker@jcu.edu.au">maxine.whittaker@jcu.edu.au</a>
• Professor Stephen Rogerson	• <a href="mailto:sroger@unimelb.edu.au">sroger@unimelb.edu.au</a>
• Assoc Prof Bayden Wood	• <a href="mailto:bayden.wood@monash.edu">bayden.wood@monash.edu</a>
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• Mr Tim Freeman	• <a href="mailto:rampm@leasemaster.com.pg">rampm@leasemaster.com.pg</a>
• Dr. Jack Richards	• <a href="mailto:richards@burnet.edu.au">richards@burnet.edu.au</a>
• Prof. Tom Burkot	• <a href="mailto:tom.burkot@jcu.edu.au">tom.burkot@jcu.edu.au</a>
• Prof Alan Cowman (via: Sally Cane)	• <a href="mailto:cane@wehi.EDU.AU">cane@wehi.EDU.AU</a>
• Prof Ric Price, Menzies Institute, Darwin	• <a href="mailto:ricprice99@gmail.com">ricprice99@gmail.com</a>
• Assoc. Prof Katherine Andrews	• <a href="mailto:k.andrews@griffith.edu.au">k.andrews@griffith.edu.au</a>

Table 1: RAM's network of world-renowned researchers in Australia



## Appendix 9: Regional Supervisors

9 April 2020

### **REGIONAL RAM SUPERVISOR**

#### **Role Description**

Rotarians Against Malaria (RAM) is an Australian initiative governed by Rotary Australia World Community Service (RAWCS) Ltd. Established in 1995, RAM is focused on the prevention of mortality, and the reduction in morbidity and social and economic losses caused by malaria. RAM supports the progressive improvement and strengthening of local and national malaria program capabilities in the following countries: Papua New Guinea (PNG), Solomon Islands, Timor Leste, Vanuatu and West Timor (Indonesia).

The Regional RAM Supervisors (referred to as **Regional Activity Supervisor** in the RAWCS Ltd. Constitution) is appointed by the RAWCS Board through joint decision of the National RAM Manager and the Regional RAWCS Coordinator (Constitution, 2019, item 69.3, p.23). The appointment is for a three (3) year term and endorsed by the DG and/or DGE in the District where the Supervisor is located. The Supervisor is appointed under and complies with the RAM Procedures Manual, Terms of Reference and the requirements of the RAWCS Regional Operations Committee.

The Regional RAM Supervisor may set up a **Regional RAM Support Committee** to assist in the operation and interfacing of RAM with Clubs within the Region. ~~A RAM Committee~~ may appoint **Activity Specialists** of whom up to three (3) may be non-Rotarians ~~(Constitution, 2019, item 69.4, p.23)~~.

The Regional RAM Supervisor is a member of two committees:

- (iii) National RAM Executive Committee; and
- (iv) RAWCS Regional Operations Committee

#### **The Regional RAM Supervisor's specific tasks:**

- National responsibilities:
  - Provide important liaison between the National RAM Executive Committee, the RAWCS Regional Operations Committee and the District RAM Supervisors (where applicable) within the Region
  - Provide coordination and information transfer between the National RAM Executive Committee and the Region
  - Submit a 12-month Annual Plan for the Region including, suggestions on how to celebrate Malaria Awareness Day on 30 April each year. Globally, World Malaria Day is celebrated on 25 April
  - Conduct quarterly financial analysis of donations to RAM in the Region and address issues as they arise.



- Submit a written, quarterly regional activities Report to the National RAM Secretary – due two weeks before the end of each quarter
- Prepare and submit RAM Reports as required to the Regional RAWCS Regional Operations Committee
- Attend the annual District Assembly, District President Elect Training, District Conference, and National RAM Conference. Take opportunities to promote and raise awareness about malaria and RAM at District activities.
- Regional responsibilities:
  - Promote and support RAM within the Region, and in particular, generate support in each district and clubs
  - May establish a Regional RAM Support Committee to assist in the operation of RAM and to encourage communications with clubs in the Region. The Committee members are the District RAM Supervisors located within their Region (Constitution, 2019, item 69.1, p.23)
  - Liaise with their District Governor/s to identify and elect the District RAM Supervisor/s (where relevant).
  - In an amalgamated district with a larger number of clubs, the one District RAM Supervisor will need support. It may be possible that the Area Governor could be invited to be the Area RAM Representative, and this could work to increase awareness of RAM in your Region.
  - Induct District RAM Supervisors and / the Area RAM Representatives to their roles and responsibilities aligned with the RAM Procedures Manual and Terms of Reference
  - Guide District RAM Supervisors on how to promote RAM and raise awareness of malaria disease in their Region
  - Encourage District Supervisors to form District RAM Committees
  - Ensure each District has a stock of presentation material ie RAM tri-fold brochures, Malaria Awareness Day leaflets, RAM pins, a mosquito net, a RAM pull-up banner etc.



## Appendix 10: District Supervisors

14 April 2020

### **RAM District Supervisors**

#### **Role Description**

The RAM District Supervisor is a member of his/her RAWCS District Committee and is appointed under and comply with the procedures and requirements of that Committee. Within the RAM organisational structure, District Supervisors represent RAM on their District RAWCS Committee and to the Rotary Clubs and Rotarians within that District.

RAM District Supervisors should form a local RAM District Committee to assist with and to support their work in reaching the Rotary clubs the district. Ideally that committee would have a representative from each Cluster of Rotary Clubs within the District.

The role of RAM District Supervisors includes:

- Raising awareness within Rotary, Rotaract and the general public of the huge humanitarian benefits that are gained through the control and elimination of malaria in endemic countries. These benefits include saving lives, improving maternal and child health, improved educational outcomes, improved economic productivity and reduction of poverty.
- Raising funds and support for RAM's National programs.
- Encouraging Rotary Volunteers, travelling abroad, to seek medical advice on avoiding malaria infection and providing advice on avoiding mosquito bites.
- Contributing to RAM strategic planning and program development through forums at the RAM Annual Conference and routine communications.
- Identifying Rotary Projects within their District that could contribute to RAM's objectives and seeking RAM endorsement, assistance and coordination for such projects.
- Seeking support from their District Governor and District Management team for RAM initiatives such as Rotary Foundation Global Grants in support of RAM programs.

#### **Key activities of RAM District Supervisors**

##### Form a RAM District Committee:

RAM District Supervisors can be much more effective if they have the support of a Committee within their District. Committee members located across geographically large Districts make it easier to provide for visits to Rotary Clubs to speak about RAM and to coordinate local malaria awareness and fund raising activities. In this way RAM's message will receive wider penetration without over burdening the RAM District Supervisor. This is especially important with the amalgamations that are taking place in the Northern, Eastern, Western, and Central Regions in the near future. Committee



members can also share the work in representing RAM at District functions and provide for succession planning.

Visit Clubs as guest speaker:

Delivering presentations on RAM as the guest speaker at Rotary Club and Rotaract Club meetings is the most important activity for District Supervisors and their Committee members. Inspiring as many Rotarians and Rotaractors as possible about RAM and the need to eliminate malaria, has been the main source of fund raising for RAM. By inspiring Rotarians, you will also contribute to our goal of influencing Rotary International to take up a significant role in the eradication of malaria following eradication of Polio.

RAM has many resources available to help you deliver presentations to clubs. The resources available on our RAM website include: PowerPoint slides, videos and photos to help speakers develop their own personalised presentations. In addition, a demonstration LLINs, colouring books, RAM badges (for sale at \$10 each), pull-up banners, RAM Brochures and MAD leaflets are some of the physical resources that can also be supplied. District Supervisors are encouraged to share their own ideas for effective fund raising and malaria awareness activities through the RAM network. In 2014 RAM Conference delegates agreed to an aspirational annual District fund raising target of \$20,000. This target has been reached in some Districts by routine activities and in others by special activities such as D9670's Ride around Australia and D9810s and D9820s DG's partners program; Jazz & Cocktail; and Tour and River Cruise

Use RAM's web site: [www.ram.rawcs.com.au](http://www.ram.rawcs.com.au)

The website has project descriptions, recent reports as well as archived reports and Newsletters, photo galleries, resources including RAM leaflets and Contact details for all on the RAM Executive Committee, Regional Supervisors and District Supervisors. The site also has the RAWCS Donations page pre-set to RAM's funding project for on-line donations. District Supervisors should familiarise themselves with the on-line donation routine as this is the most efficient way to handle donations.

Contribute to District e-news and/or DG's Newsletter:

The RAM National Manager circulates a newsletter on a quarterly basis highlighting new developments in RAM's programs. Other material is contributed to the RDU magazine and also comes to RAM for circulation such as: Civil Society for Malaria Elimination (CS4ME), Rotarian Malaria Partners (RMP); and Rotarians Against Malaria (RAM) Global – a Rotary Action Group. RAM District Supervisors are encouraged to 'cherry-pick' the material to post their own stories into District circulation as well as enhancing their presentations with recent developments.

Submitting news to your District Newsletters and/or e-news are also a good way to advertise availability of Guest Speakers for Clubs and to call for support or advertise Malaria Awareness Day activities and the Annual RAM National Conference. They are



also a way to advertise for expressions of interest from Rotarians in joining RAM Volunteer teams, which travel to our target countries from time to time, to participate in RAM programs. Some District Supervisors have also issued their own RAM Newsletter to Clubs in their District and interested groups outside Rotary.

**Hold RAM displays at District functions:**

Creative displays backed up by videos, opened bed nets, leaflets etc. in the Hall of Friendship at District Conference is a great way to inform Rotarians about RAM, to book speaking spots and recruit Volunteers for RAM overseas teams as well as the local District RAM Committee. Other District functions such as Showcases, PETS and District Assemblies are great venues to reach more Rotarians. Joint Club meetings or Cluster events also provide a chance to reach several Clubs with one presentation.

**Promote Malaria Awareness Day 30<sup>th</sup> April:**

Globally, World Malaria Day is held on 25 April and a global public health campaign. However, as the 25 April is ANZAC Day In Australia and New Zealand, we observe “Malaria Awareness Day” (MAD) on 30<sup>th</sup> April. It’s an opportunity to publicise our work and collaborate with research groups and to get as many Rotary and Rotaract Clubs as possible to have an activity around this time to celebrate what has been achieved and highlight what still needs to be done to eliminate malaria.

**Organise RAM dinner functions:**

Special dinner events with guest speakers from RAM and local malaria research Institutes, if they exist in your District, are a great way to raise funds and awareness. These could celebrate MAD or other appropriate times in the year.

**Liaise with DG, AG & Management team:**

Where possible, RAM District Supervisors should be active members of their District RAWCS Committee keeping them informed with reports and seeking opportunities for collaboration with other RAWCS projects. It is also important to keep the DG of the day familiar with RAM and developments in RAM programs. This will include asking the

DG and his District Management team to consider supporting multi-District Global Grant applications to the Rotary Foundation (TRF), to support targeted RAM programs, by contributing some of their District Designated Funds (DDFs). In Rotary Global Grants, TRF will match DDFs on a 1:1 basis.

At times Districts and Clubs will develop projects, which will deliver outcomes that are in keeping with RAMs programs or strategic goals. In these cases, RAM District Supervisors can seek the endorsement and support from RAM for the project or, if appropriate, recommend direct collaboration.

**Attend the Annual RAM Conference:**

The annual RAM Conference is the best way to get informed about what is being achieved in RAM programs, the latest malaria research developments and to contribute to RAM strategic planning. The Conference is held every year and is rotated between Brisbane, Melbourne and Sydney to reach more Rotarians. It is a great way to network,



gain inspiration and practical ideas and get a deep understanding of what RAM has achieved and the next steps on the road to eliminating malaria in our region. The Conference is highly recommended to all RAM District Committee members, and it is important for District Supervisors to attend and vote at the Annual RAM Meeting at the Conference.

### **Annual District Activities report and suggested benchmarks**

The RAM District Activities Annual Report is a proforma document (see table on next page) designed to provide feedback to the Executive Committee on how effectively the RAM message is being delivered and where new approaches and different support may be required to assist RAM District Supervisors. The report lists basic benchmarks as an indication of what could be achieved as well as providing an annual feedback opportunity. RAM District Supervisors are encouraged to fill this out and submit it through their RAM Regional Supervisors in mid-June each year.



## Annual District Activities Report

**Rotary Year \_\_\_\_\_ / District: \_\_\_\_\_**

(Please fill in expandable yellow highlighted areas where applicable)

<b>Activity</b>	<b>This Year</b>	<b>Guide</b>
Number of Club RAM presentations/visits		10
Number of multi Club events where RAM was presented		2
Presentation &/or display at District Conference		Yes
Articles submitted to District newsletter (e.g. RAM Conference information)		2
Number of Clubs with Malaria Awareness Day activity		5
Funds raised during this Rotary year		\$5,000
Attended RAM Annual Conference		Yes
Number of RAM Committee members – Cluster representatives		5
District Deputy Supervisor appointed ?		Yes
RAWCS regional meetings attended		1
Short reports posted on RAM Facebook		2
RAM information published in local print		2
Other PR successes, please detail in comments below		

### Comments and Suggestions:



## Appendix 11: RAM Nomination Form

### **Rotarians Against Malaria (RAM)**

An Activity of

Rotary Australia World Community Service Ltd. (RAWCS)

A.C.N. 003 444 264

#### **NATIONAL RAM MANAGER**

Dr. Jenny Kerrison  
Email: kerrison\_jenny@yahoo.com.au  
M: 0400 769 632

#### **NATIONAL RAM SECRETARY**

Gloria Hargreaves  
Email: egharg@netspace.net.au  
M: 0419 140 090

#### *Nomination Form For National RAM Office Bearer*

Nominations are called for the position of .....  
for years ..... The successful nominees will be appointed for a three (3) year term.

#### **Instructions:**

- Role description for each position is on page 2 of this document.
- All Rotarians with some knowledge of malaria disease and project management experience are encouraged to apply.
- Please contact the National Manager, to discuss the position before submitting an application.
- Your District Governor's endorsement is required before you submit to us.
- The nominee must sign the nomination form before submitting to the National Secretary. Take a photo of the signed form and email to us. We will accept the application form as signed, if the nominee contacts us with her/his details.

All nominations to be returned to the National RAM Secretary by .....(date).

I ..... Nominate

.....  
For the position of .....

NOMINATOR

DATE

NOMINEE

DATE

DISTRICT GOVERNOR/ELECT'S ENDORSEMENT

DATE



## Appendix 12: Procedures for donations to RAM

April 2020

### PROCEDURES FOR DONATIONS TO RAM

#### FOR DONATIONS WITHIN AUSTRALIA

##### **Procedure 1 via online**

1. Donations can be made on line via the DONATIONS page on the RAM website <http://ram.rawcs.com.au/donations/>
2. Complete the details on the “PLEDGE” form on the RAM website.
3. A tax deductible receipt will be emailed to the Club once the donation is received.

##### **Procedure 2 via Bank Deposit**

Donations by Cash and Cheque. Cheques should be made payable to **Rotary Australia World Community Service**.

1. Complete the “PLEDGE” form on the RAM website.
2. Print the Pledge Form.
3. Once this has been completed, take the Pledge Form and the Cheque to your local CBA Branch. The Pledge form should accompany the cheque, as it is important to use the **Reference Number** only, as shown on the Pledge Form. The Reference Number will identify RAM as the beneficiary.
4. Once the deposit is received and matched to the Reference Number, RAWCS will issue a receipt directly to the Donor.

Note: The process above applies to banking Cash received for sales of RAM badges and colouring books.

##### **Procedure 3 via Australia Post**

1. If Procedures 1 & 2 proved to be too complicated
2. Complete the “PLEDGE” form available on the RAM website <http://ram.rawcs.com.au/donations/>
3. Print the Pledge Form.
4. Post the Cheque and “PLEDGE” details to: **The National RAM Treasurer** – please email the National RAM Treasurer [ramtreasurer@rawcs.org.au](mailto:ramtreasurer@rawcs.org.au) for the postal address. The National RAM Treasurer will then complete the Procedure one (1) (as listed above) on your behalf.

#### INTERNATIONAL DONATIONS

We accept overseas donations by Direct Credit and Bank Draft in Australia Dollars, drawn on Australian Bank only.

Overseas Credit Card will no longer be accepted.

## Appendix 13: Annual RAM Conference Planning Document

### PLANNING A RAM NATIONAL CONFERENCE

Important Note – ensure most of the organising of the next Conference is left to the chosen Region's RAM Supervisor and his or her Conference team. National Executive is to provide support and guidance where required

#### Before the Conference

A monthly run-down

12 months

- The announcement for the next Conference and its date is made at the close of the current Conference

10 months

- Review the Evaluation Survey taken at the previous Conference to help with the planning
- Review costs involved in staging the previous Conference
- Set a Budget for the following year's event. (an approximate budget can only be set depending on the costs involved with the previous Conference and the decision to have overseas speakers and delegates)

9 months

- Establish a Logistics Team to aid planning (The Team will consist of the Regional Supervisor & District RAWCS/RAM members tasked with organising the Conference)
- The Logistics Team will:
  - Identify a suitable venue for the Conference
  - Negotiates with chosen venue personnel on food requirements, Saturday night's dinner, Rotary discount (if possible) and number of function rooms needed, display areas etc
  - Research accommodation near the chosen venue (As accommodation costs are important, delegates should be given a suitable choice of options)
  - Create an early promotional single page flyer for readers to diarise the date and location of the Conference
- The National RAM Manager is responsible for the Conference Program and will plan for and contact next year's speakers. (Choice is dependent on the approximate budget)

8 months

- The National RAM Manager seeks confirmation from guest speakers
- The National RAM Manager, the relevant Regional Supervisor & and his/her Logistics Team's responsibilities at this time include, overseeing accommodation details, registration details, flight details and how to get guest speakers from the airport to the venue and/or their accommodation.



#### 7 months

- Major promotion commences eg website, DG's Newsletters, Club Bulletins (the concentration will be from within the chosen Region)
- Post the major flyer on the RAM website that includes details such as Conference format and venue.

#### 6 months

- Be aware of any incidental costs which may have to be added to the cost of registration then set the registration fee.
- Update details on the website that include registration details, speakers' names, topics and biodata and accommodation details.
- National RAM Secretary sets up Registration Spreadsheet (if applicable the IP National Secretary will have the required template) which is completed as registration comes in during the five months before the Conference
- Set up Guest Accommodation Spreadsheet

#### 5 months

- Ongoing promotion of Conference at District Conferences and other Rotary Events
- The Conference Team liaises with venue personnel regarding availability of required resources eg whiteboard, markers, paper & pens on tables, availability of audio/visual equipment
- Decide on format of Conference (discussion is between National Manager and relevant Regional Supervisor)
- The Regional Supervisor ensures that the Host District's DG or DGE is available to open the Conference. The National RAM Manager sends a letter of invitation

#### 4 months

- Ensure details on the website are up to date
- Check email addresses and names on Mailchimp to see if list needs updating
- Ongoing promotion includes a mail out by Mailchimp at regular intervals
- Regional Supervisor locates and contacts IT technician, photographer and MC for Conference
- Create a one-page flyer based on the 2-page RAM website version that is easier to include in Club Bulletins. (Concentration of the clubs should be the responsibility of the Region in charge)

#### 3 months

- Ongoing promotion of Conference
- Seek approval from speakers to have their presentations posted on the RAM website
- Begin working on Conference Program

#### 2 months

- Ongoing promotion of Conference
- If considered appropriate and being mindful of the Budget, buy gifts for speakers

- Check if RAM Personnel who are putting together a display have their items available

1 month

- Create name tags
- National RAM Secretary has the RAM resources organised for distribution to Regional and District Supervisors (RAM brochures, MAD leaflets, pins, colouring books etc)
- Create an Evaluation Sheet

### **At the Conference**

- Collect presentations on speakers' USBs so IT technician can download them onto the laptop and check that each one can be opened and projected onto screen
- Ensure each delegate receives a copy of the Evaluation Sheet/on line Survey Monkey. These are then collected and collated
- The announcement for the next Conference and its date is made at the close of the event
- Ensure relevant members of staff at the venue are recognised

### **After the Conference**

- Presentations are downloaded onto RAM website
- National RAM Manager provides a summary of the presentations on the RAM website
- Email "thank you" letters to the speakers
- The Evaluation Sheets are collated and findings shared with RAM Executive Committee