

CRSL – Board positions

Finance

- Maintain accurate CRSL financial records and budget. Report yearly accounting
- Be in charge of the financial operations of the CRSL board (e.g. collect the club/district annual contribution, settle/reimburse various board operating expenses)
- Provide advisory support to club which organizes district/national events (e.g. budget preparation and financial support if applicable)
- Other: clubs can order Rotaract pins (e.g. member, president...) from me

Social

- Helping organizing and coordinating national social events
- Be contact person for clubs if they have any inquiries about social projects
- Contact all the club's presidents to inform them about the social award and set a deadline and conditions for the application
- Collect the different applications, organize the presentations (done by the clubs) during IDK
- Contact the previous winner of the award to remind him to bring back the cup to IDK
- Organize the way to proceed to choose the winner and give the award

IT/CO

- Operation and maintenance of the CRSL website and the national member database
- Operation of the CRSL mail and collaboration platform
- Supporting local clubs with IT-related issues

International

- Country Representative in European Rotaract Information Center (ERIC)
- Go to the winter Rotaract European Meeting (January), the European Conference (April) and the fall Rotaract European Meeting (Sept/Oct). Take part in the meetings and workshops.
- Promote Swiss events (for example Skiweekend or Swiss Roundtrip) abroad and vice-versa promote international events in Switzerland

- Attending ERIC skypemeetings and providing magazine articles of Swiss Rotaract clubs for the ERIC magazine.

Media

- Finding (or writing yourself) the articles about the Rotaract life (social actions, projects etc.)
- Coordinating the creation of visit cards for the board at the beginning of each RAC year
- You are also responsible to order the Rotaract flyers
- The ordering of RAC medals (for some events or as awards)
- Support Rotaract clubs with publicity of their events and social projects

DRR/DDRR

- Please check the other document that is already attached to the email