**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 Rotarct 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