

## **Rotary District 7610 District Logistics Chair**

### **Job Description**

**Purpose:** To ensure proper district materials and equipment are available at every district function.

**Qualifications:** Ability to ensure materials and equipment are available at every district function. Have access to a vehicle to transport items.

### **Duties and Responsibilities:**

- ❖ Obtain a list of items needed when and where.
- ❖ Spreadsheet a time-phased combined listing of items needed when and where, showing responsible persons.
- ❖ Prepare a “load plan” for all required items to ensure each item will arrive on-site prior to its being needed.
- ❖ Coordinate pick- up and delivery of all items needed at event.
- ❖ Coordinate with District Secretary to ensure all district items (flags, flag stands, banners, bell, gavel, computer, projector, etc.) are properly accounted for in the load plan.
- ❖ Oversee the process to ensure needed items are actually where they are supposed to be, when they are supposed to be there.
- ❖ Check on-site venue signage for correctness and adequacy, recommending necessary changes.
- ❖ Be available during event to deal with logistical emergencies.
- ❖ Coordinate packing, pick-up and return of all items used at event.
- ❖ Recruit, appoint, and train a second-in-command.
- ❖ Prepare workbook for district use detailing actions prior to, during, and following events.
- ❖ Attend event planning/wrap-up sessions as requested.