



## Job Description

Position: Club Protection Officer

### Appointment

The Club Protection Officer is appointed by the Club President.

### Responsibility

The Club Protection Officer ensures that the Club implements the District Protecting Vulnerable People Policy and Procedures.

### Term

Club Protection Officers (CPO) serve for a two-year term. CPOs may be released at the end of the term, or by mutual agreement be re-appointed for an additional 2-year term.

### Key Responsibilities

The Club Protection Officer shall:

1. Advocate for the protection of vulnerable people in Club programs and activities.
2. Work closely with the Club President and Chairs of Club Committees to safeguard vulnerable people participating in Club programs and activities,
3. Ensure that everyone that has direct and unsupervised contact with vulnerable people in Rotary programs has been screened according to District procedure before they work with vulnerable people.
4. Confirm that all volunteers receive role specific training
5. Ensure that vulnerable people participating in Club programs and activities understand their rights and how to protect themselves from bullying, abuse, harassment, exploitation, discrimination, or neglect.
6. Confirm that all allegations of bullying, abuse, harassment, exploitation, discrimination, or neglect to the authorities and to Rotary District 5360.
7. Provide the Club President with regular reports regarding Club compliance with the Protecting Vulnerable People Policy and Procedures.
8. Liaise with the District Protecting Vulnerable People Committee.