



DISTRICT COUNCIL REPORT LOGISTICS MANAGER – SEPT 2023

Submitted by	Liza Zindoga
Portfolio	Logistics Manager
For Period	2023-2024

Overview of the Role

The Logistics Manager selects meeting locations and organizes the room, ensuring the atmosphere is conducive to successful events. The Logistics Manager sets up necessary equipment and assists the District leaders with meeting arrangements, keeps track of District property and addresses disruptions during events. The role is not only limited to Cabinet and Directorate Strategy session logistics, it requires participation in the Executive, Directorate and Cabinet initiatives and conversations. A track record of organization and diplomacy are a critical requirement. The Logistics Manager is appointed by the District Director unlike other Cabinet members who are voted for.

Achievements to Date	<ul style="list-style-type: none"> - Assisted in 1 July Induction Dinner Logistics - Assisted the Administration Manager with the Logistics of the Directorate Bootcamp - Engraving of the July Hall of Fame Trophies - Cabinet Brainstorming Weekend Logistics - Identified storage for District Equipment - Assisted the Admin Manager with the Proxy Hunt
Work in Progress	<ul style="list-style-type: none"> -Appointment of coordinator - Cabinet September Council Meeting Logistics - Trophy Hunt - Trophies Drop off - Create a District Asset Register - Working with the District Director and the Admin Manager have a logistics plan for the year as soon as the calendar of activities is available