



## Logistics Manager Annual Report for District Council – April 2024

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### Overview

The Logistics Manager is an essential member of the District Cabinet. The responsibilities include 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.

### Challenges

As the Logistics Manager based in Zimbabwe, I anticipated challenges in coordinating events that would almost always be in Johannesburg South Africa. The challenge was not a big as I anticipated. At the point of writing this report I have coordinated 3 District events and from the feedback I received, they were all successful. I anticipate coordination and support of 3 more event before the end of my term.

### Leadership skills developed in the role

As a leader I have grown my collaboration skills, I have had to reach out to colleagues, leverage of relationships to get support in areas that I am not able to personally execute due to my geographical location. Relationships that I have built over the years as a Toastmaster have been my best asset as I execute my role. I have received significant support from part leaders who have walked with me until I felt I was comfortable to walk alone. Time management is one of the skills I feel I have mastered as a result of this role. I have to ensure I am at the meeting room well before time and be the last one to leave. It is also my responsibility to ensure that all events I coordinate run on time. These are more skills I have sharpened through this role; problem solving, adaptability, communication, patience, yes patience is a skill.

### Closing Remarks

It is an honor serving the district in this role, I feel empowered to ensure that all the district events run smoothly, it is a great responsibility however it is very fulfilling. It is an opportunity to contribute to District affairs as a member of the District Cabinet.