



## **District Logistics Manager**

### **Annual Report for District Council – 10 October 2026**

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| <b>Submitted by</b> | Lesedi Queen Masina |
| <b>Portfolio</b>    | Logistics Manager   |
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### **Overview**

During the reporting period, the Logistics portfolio focused on planning, coordinating and supporting the successful delivery of key District leadership and member events.

The major activities coordinated during the period included:

#### **1. Hall of Fame & Induction Dinner – 3 July 2026**

I coordinated the logistics for the District Hall of Fame and Induction Dinner, including venue arrangements, attendee requirements, hospitality, event materials, dress-code coordination and other operational requirements.

#### **2. Directorate Training Weekend – 3–5 July 2026**

The Directorate Training Weekend was held from 3 to 5 July 2026. Logistics included accommodation arrangements, programme-related requirements, meals and dietary considerations, dress codes, Directorate shirts, transportation and coordination of the various requirements for the Directorate team.

#### **3. Cabinet Strategy Meeting – 19 September 2026**

I coordinated the logistics for the one-day Cabinet Strategy Meeting held on 19 September 2026.

Across these activities, the focus has been on ensuring that District leadership and members have an organised, professional and well-supported environment in which to strategize and focus on the mission of building new clubs and supporting all clubs in reaching excellence.

### **Challenges**

The role requires flexibility and the ability to respond quickly while maintaining communication with different stakeholders, venues, service providers and District leadership.

Another important learning has been the need for early planning, clear confirmation of requirements and contingency planning to ensure that unexpected changes can be managed effectively.

## Leadership skills developed in the role

Serving as District Logistics Manager has strengthened my:

- **Planning and organisational skills** through coordinating multiple District activities.
- **Project management skills** through taking events from planning through to execution.
- **Communication skills** through coordinating with District leadership, Directorate members, venues and service providers.
- **Problem-solving and adaptability** when dealing with changes and unexpected requirements.
- **Attention to detail** in managing event requirements, schedules, accommodation, transport and materials.
- **Stakeholder management** through working with different people involved in delivering District activities.
- **Servant leadership** through focusing on creating an environment where others can effectively perform their leadership responsibilities.

## Closing Remarks

The period has provided a strong foundation for the Logistics portfolio. From the Induction Dinner & Hall of Fame and Directorate Training Weekend in July to the Cabinet Strategy Meeting in September, each activity has provided an opportunity to strengthen the District's logistics processes and improve the experience of those participating in District activities.

As the year progresses, my focus will remain on **planning ahead, strengthening logistics processes, improving communication and ensuring that District events are delivered efficiently and professionally** in support of the District's theme of “**Ordinary Members Doing Extraordinary Things.**”