



***A SET OF ROLE
DESCRIPTIONS FOR A
ROTARY CLUB***

V01 – APRIL, 2016

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	4
GOVERNANCE COMMITTEE ROLES	4
BOARD	4
ADMINISTRATION COMMITTEE	4
FUNDRAISING COMMITTEE	5
MEMBERSHIP COMMITTEE	5
PUBLIC RELATIONS COMMITTEE	6
ROTARY FOUNDATION COMMITTEE	7
SERVICE COMMITTEE ROLES	7
COMMUNITY SERVICE COMMITTEE	7
INTERNATIONAL SERVICE COMMITTEE	8
VOCATIONAL SERVICE COMMITTEE	8
YOUTH SERVICE COMMITTEE	9
INDIVIDUAL ROLES	11
BOARD	11
PRESIDENT	11
PRESIDENT ELECT	11
VICE PRESIDENT	13
IMMEDIATE PAST PRESIDENT/ GRIEVANCE OFFICER	13
SECRETARY/ PUBLIC OFFICER	13
TREASURER	14
ADMINISTRATION COMMITTEE	15
ANNUAL REPORT	15
ASSET REGISTER & PROPERTY	15
ATTENDANCE	16
BAR MANAGEMENT	16
BULLETIN	17
CHILD PROTECTION	17
CLUB PLANNING	17
CLUB RECORDS	18
DIRECTORY	18
FOOD HANDLING	18
HISTORY & ARCHIVES	19
MAINTENANCE (SHED, TRAILER, STORE)	19
PROGRAM	19
RISK MANAGEMENT	20
ROLES/ GUIDELINES/ LAWS	20
SERGEANT	21
DEPUTY SERGEANT	21
SET UP - MEETINGS	21
SOCIAL ACTIVITIES	22
TECHNOLOGY	22
VENUE & MEALS (HOSTS)	22
ROTARY FOUNDATION COMMITTEE	23
ROTARY FOUNDATION DIRECTOR	23
DEPUTY (ROTARY FOUNDATION)	24
GIVING & RECOGNITION	24
DISTRICT GRANTS	24
PEACE ISSUES	25
ROTARY FOUNDATION INFORMATION	25
MEMBERSHIP COMMITTEE	26
MEMBERSHIP DIRECTOR	26
DEPUTY CHAIR (MEMBERSHIP)	26
ALUMNI CONTACT	27
FRIENDS OF ROTARY	27
RECRUITMENT	27
DEVELOPMENT & MENTORING	28
WELFARE & ENGAGEMENT	28

<i>PUBLIC RELATIONS COMMITTEE</i>	29
PUBLIC RELATIONS DIRECTOR	29
DEPUTY CHAIR (PUBLIC RELATIONS)	30
LOCAL PROMOTION	30
SOCIAL MEDIA	30
WEBSITE	31
<i>FUNDRAISING COMMITTEE</i>	31
FUNDRAISING DIRECTOR	31
BIKE RIDE	32
COORDINATING	32
NEW IDEAS	32
PHOTO SHOW	32
RAFFLE	33
WINGS & WHEELS	33
<i>COMMUNITY COMMITTEE</i>	33
COMMUNITY CHAIR	33
DEPUTY CHAIR (COMMUNITY)	34
BARBEQUE	34
BOWELSCAN	35
BREAKTHROUGH	35
CAROLS BY CANDLELIGHT	35
DOWIE PARK	36
LOCAL LINKS	36
MARQUEES	36
MDHS LIAISON	37
PROBUS COORDINATOR	37
BABIES BOOKS	37
FAMILY VIOLENCE	38
LOCAL DONATIONS	38
PRESERVE PLANET EARTH	38
RURAL RELIEF	39
<i>INTERNATIONAL SERVICE</i>	39
INTERNATIONAL CHAIR	39
EDUCATION	40
AQUABOX	40
DISASTER AID	41
OVERSEES PROJECTS	41
PEACE ISSUES	42
WOMEN'S ISSUES	42
<i>VOCATIONAL SERVICE COMMITTEE</i>	42
VOCATIONAL SERVICE CHAIR	42
DEPUTY CHAIR (VOCATIONAL)	43
BUSINESS MENTORS	43
ETHICS AND 4 WAY TEST	44
FELLOWSHIPS	44
JOB TALKS	44
MOCK INTERVIEWS	45
SHINE ON	45
VOCATIONAL AWARDS	45
<i>YOUTH SERVICE</i>	46
YOUTH SERVICE CHAIR	46
DEPUTY CHAIR (YOUTH)	47
AWARENESS (OF YOUTH PROGRAMS)	47
RYLA	47
RYPEN	47
SCHOOLS LINKS	48
SCIENCE PROGRAMS	48
YOUTH EXCHANGE	48
ROTARACT	49

INTRODUCTION

This document contains a set of role descriptions for one particular club. They are shared here as starting points for role descriptions in other clubs.

The roles are divided into three groups:

1. Governance Committee roles (based on the Club Leadership plan governance committees: Administration, Membership, Public Relations, Rotary Foundation as well as Fundraising)
2. Service committee roles (Based on Rotary's traditional service areas – Community, International, Vocational and Youth. Note that Club service is deemed to be included in the Governance committee collection.
3. Individual Roles (Listed under the ten most common focus areas in Rotary clubs)

GOVERNANCE COMMITTEE ROLES

Committees are divided into Governance Committees and Service Committees.

BOARD

Objectives

- Monitor and co-ordinate the efficient operation of all club committees and programs
- Monitor and adopt proposals from Service Committees
- Manage the overall finances of the club
- Implement and monitor the periodical Club Strategic Plan
- Be legally responsible for all decisions made by the club and club committees
- Be responsible for preserving the image of Rotary in the community

Specific Responsibilities

- Co-ordinate the timing and implementation of all club programs so that members are not overloaded at particular times of the year
- Check that all proposals from committees are in accordance with the objects of Rotary, the Club Constitution the Club By Laws and Rules, The Rotary International Manual of Procedures and the Club Roles & Guidelines Handbook
- Monitor the on-going finances of the club and ensure that accounts are paid in a timely manner
- Monitor the Club's implementation of its strategic plan

ADMINISTRATION COMMITTEE

Objectives

To conduct and monitor activities associated with the effective operation of the club – particularly club meetings and club facilities.

Ensure that every club meeting is properly planned and arranged in advance

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for the Director or Chair in this committee
- FIRST MEETING TASKS) If not done already, allocate members to specific Focus Areas related to

- this committee as listed on the Committees chart and notify the President of the names
- (FIRST MEETING TASKS) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions and reports using the **Agenda/ Minutes template** based on the goals for this committee area. These minutes need to be emailed to the Club secretary a week before each Board meeting.
 - (FIRST MEETING TASKS) Establish a meeting time, location and frequency for meetings of this committee (if not already advised or built into the program)
 - (FIRST MEETING TASKS) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. Send a copy of the total amount to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
 - (REGULAR MEETING TASKS) Use the Agenda/ Minutes template as the basis for your committee agenda – it contains a list of the strategic goals for this committee. Skip over goals where no action is required and only focus on what you plan to do with regards to implementing the goals (Recommendations to the Board) or what you have done (Reports of Outcomes). If required, recommend to the Board a new goal to cover areas not already included in your committee goals. Your list of goals should be comprehensive since it serves as your committee role description.

FUNDRAISING COMMITTEE

Objectives

- To coordinate all fundraising projects within the club
- To develop a club plan directing fundraising profits to appropriate club committees and projects
- To monitor shortfalls in funding in relation to club commitments
- To continually generate and investigate possible new fundraising ideas

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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MEMBERSHIP COMMITTEE

Objectives

To develop and implement a comprehensive plan for the recruitment, retention, development, engagement and welfare of members.

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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PUBLIC RELATIONS COMMITTEE

Objectives

- To develop and implement plans to provide the local public with information about Rotary and to promote the club’s service projects and activities.
- To promote and encourage members to be active promoting the club on Social media outlets
- To monitor the upkeep and effectiveness of the club’s website (our face to the world)

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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- (REGULAR MEETING TASKS) Use the Agenda/ Minutes template as the basis for your committee

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ROTARY FOUNDATION COMMITTEE

Objectives

To develop and implement plans to support The Rotary Foundation through both financial contributions and program participation

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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SERVICE COMMITTEE ROLES

COMMUNITY SERVICE COMMITTEE

Objectives

- To develop and implement projects that benefit the local and district community
- To provide services to the local community as requested

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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INTERNATIONAL SERVICE COMMITTEE

Objectives

To develop, implement and monitor service programs with an International focus.
To educate club members about the range of Rotary’s International Programs.

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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VOCATIONAL SERVICE COMMITTEE

Objectives

To develop projects that promote and improve the general standards of practice in vocations in the local and wider communities.
To promote ethical business practices in the community

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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YOUTH SERVICE COMMITTEE

Objectives

- To develop and implement educational and support projects that address the needs of young people in the local and wider communities.

Specific Responsibilities

- (FIRST MEETING TASKS) **Needed for this first meeting:** A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
- (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
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list of goals should be comprehensive since it serves as your committee role description.

INDIVIDUAL ROLES

Listed under related Committees

BOARD

PRESIDENT

Objectives

- Provide leadership that enables the club to sustain or increase its membership base, implement successful projects that address the needs of their community and communities in other countries and support the Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

Specific Responsibilities

- Check the specific responsibilities for the President Elect (below) for responsibilities BEFORE you are inducted as President.
- Ensure you are registered for My Rotary at www.rotary.org to obtain your club's administrative data from RI
- Ensure the club secretary has registered for My Rotary in order to keep membership and club data up-to-date
- Implement and continually evaluate your club's goals for your year of office, assuring that all club members are involved and informed
- Ensure that each committee has defined goals for the year
- Encourage communication between club and district committee chairs
- Conduct periodic reviews of all committee activities, goals, and expenditures
- Preside at all meetings of the club Board ensuring that all meetings are carefully planned and that important information is communicated to club members
- Provide regular fellowship opportunities for members
- Prepare for, and encourage member participation in club and district meetings
- Plan for all monthly board meetings
- Attend and ensure club representation at the District Conference and other district meetings
- Attend District Assembly and hold an information session immediately following the District Assembly to pass on relevant information to members
- Promote attendance at the annual RI Convention
- Work with your club and district leaders to develop, approve, and monitor the club budget while working closely with the club treasurer
- Work with district leadership to achieve club and district goals using information and resources from the district, RI Secretariat, and the RI Web site
- Ensure continuity in leadership and service projects
- Submit a comprehensive annual report to your club on its status in June, before leaving office – ensure the Annual Report coordinator prepares the club annual report in readiness for distribution at Changeover dinner.
- Confer with your successor before leaving office to ensure a smooth transition especially with regard to what is involved in the Changeover Dinner
- Be familiar with the contents of the club **Role and Guidelines** document and notify the club **Roles and Guidelines coordinator** immediately after any policy changes are made by the Board so the document can be updated.
- Arrange for a joint meeting of the incoming board with the outgoing board of directors Use the Club President's Monthly Checklist (sent by your RI Club and District Support representative and available at www.rotary.org) when planning your year as president and reviewing your responsibilities as president elect and president.

PRESIDENT ELECT

Objectives

- Coordinate and Chair Administration committee meetings
- Ensure that all focus areas of the Administration committee are being effectively implemented and that strategic goals have been set for each focus area.

Specific Responsibilities

AS PRESIDENT ELECT

- Confer regularly with your predecessor to ensure continuity of leadership
- Serve as a director of your club's board, performing responsibilities prescribed by the president or the board*
- Review the Club President's Manual and attend the President-Elect Training events provided by the District
- Serve as a director of the club's board, performing responsibilities prescribed by the president or the board
- Review your club's long-range strategic goals and ensure that the club's strategic plan is reviewed or updated in readiness for your year – every committee should have its own comprehensive list of strategic goals.
- Hold one or more meetings with your executive to review the provisions of your club's constitution, bylaws, and rules to see if any need to be updated.
- Review, early on in your year, the club Roles and Guidelines booklet to see if any updating needs to be done for your year.
- Attend your President-Elect Training seminar(s) and District Assembly - Make yourself known to your assistant governor at these events
- Encourage all club leaders to attend the District Assembly
- Appoint committee chairs and members to committees (ideally to the same committee for two or three years to maintain continuity)
- Arrange a joint meeting of the incoming board of directors with the retiring board either before or after the May or June Board meetings.
- Attend the District Conference
- Review the Club President's Manual in preparing for the President-Elect Training seminar
- Act as chair of the Administration Committee and be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club's By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.

AS CHAIR OF THE ADMINISTRATION COMMITTEE

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a "feel" for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.

- Ensure that brief minutes are kept of the committee's meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary at least a week before the Board meeting.
- Write a report on the year's activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

VICE PRESIDENT

Objectives

- Deputize for the Chairperson of the Administration Committee
- Coordinate reports of the Service Committees

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions
- Serve as a director of your club's board, performing responsibilities prescribed by the president or the board*
- Confer with your predecessor
- Chair Administration Committee meetings in the absence of the Chairperson.
- Gather or coordinate reports from Service Committees, and present them at the Board.

IMMEDIATE PAST PRESIDENT/ GRIEVANCE OFFICER

Objectives

- To support the President in his/her role
- To deputize for the President when required
- Mediate in disputes that arise within the club

Specific Responsibilities

- To run meetings in the absence of the President
- To act as Grievance Officer when required (see separate role description below)
- Be available to members as an 'ear' for concerns they may have about the way they've been treated in the club

To negotiate with club officials on behalf of members who have grievances

To set up and run mediation discussions between parties in a dispute as required

SECRETARY/ PUBLIC OFFICER

Objectives

- Complete reports and returns as required by the club and Rotary International from time to time, and maintain or cause to be maintained the membership and attendance records of the club
- Be responsible for effective and efficient club administration

Specific Responsibilities

- Sign documents as Public Officer; affix 'Common Seal' where required as requested by the Secretary
- Be responsible for the safe keeping of the 'Common Seal' of our club
- Prepare annual documents, and lodge them [with fee] at Office of Fair Trading as required by the Secretary
- Maintain current copies of R.I. Manual of Procedures and this Guidelines and Roles Manual which includes the Club Constitution & By-Laws
- Maintain a supply of club requisites in relation to: R. I. and Club stationery including official R.I. membership kits, badges, and a supply of club banners - as required
- Prepare and lodge information for R.I. Official Directory
- Prepare and lodge applications with R.I. for P.H.F's.
- Receive semi-Annual R.I. membership returns; check for accuracy and return with payment of dues
- Receive semi-annual District return; check for accuracy and return with payment
- Advise RDU of new members, resignations and changes of address
- Advise R.I. and District of Club delegates at respective Conferences
- Advise membership of the election process of the District Governor
- Prepare nomination submissions relative to such office
- Report to R.I. & District Governor changes in membership [inductions, resignations & terminations]
- Receive/process applications for leave of absence, etc. seeking Board approval and advising result to applicant
- Arrange for publication of membership nominees particulars in Club Bulletin, receive objections and present to the Board
- Receive and record Club inward correspondence and disseminate to President, Club Officers, members
- Record Club outward correspondence
- Prepare and forward letters on behalf of the Club
- Prepare the Agenda for Club Board meetings
- Scrutinize and preserve Club Board and general meeting Minutes
- Prepare the Club Annual Report
- Prepare the Agenda for the Club Annual General Meeting
- Advise Club membership of meeting [relative to legal requirements]
- Prepare & preserve minutes & related documents of Annual Meeting
- Present Club Annual Report at meeting
- Prepare a printed agenda for weekly club meetings
- Maintain supply of visitors / make up cards
- Be responsible conducting annual Club elections
- Initiate procedures relevant to annual Club election process
- Organize and purchase necessary pins for incoming Board members for Changeover dinner
- Prepare Nomination forms, ballot papers in regard to Nominating Committee, Club Directors; President Elect [as required]
- Prepare an annual directory of members based on the designated club format (see "Format of Club Directory" below)

TREASURER

Objectives

- To have custody of all club funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of Treasurer.
- To ensure that all monies received or spent by the club are done so in accordance with current club policies.
- Properly and securely maintain, or cause to be maintained, the financial records of the club.
- Monitor contributions and encourage members to contribute individually to Rotary Foundation projects including the Polio Plus program

Specific Responsibilities

- Maintain detailed records of all Club financial transactions and matters
- Collect all Club funds
- Bank all Club funds and reconcile all bank accounts
- Issue and pay all Club accounts
- Develop annual budget for club activities from individually submitted committee budgets
- Prepare financial reports for monthly board meeting, and additionally as required
- Keep the Club President, and Board as appropriate, fully informed of the Club financial condition, and potential future trends indicated by current conditions
- Ensure that funds collected for community and charity projects are clearly and separately accounted for, both in their collection (receipt) and their expenditure
- Issue annual member subscription statements and collect proceeds
- Keep possession of the club's "Official Documents Folder" including items such as the certificate of incorporation, insurance documents etc. – see Official Documents Folder Guidelines.
- Implement the financial policy of the Club's Board
- Lodge annual return and attend other statutory requirements after Board approval
- Ensure that Club appoints auditor.
- Submit all books for audit and present audited accounts to AGM .
- Provide Copy of Audited Reports To Secretary for the Annual Report to State Consumer Affairs.
- Draw and sign all Club payments (cheques) and obtain required second approved signature, after payment approved by the Club Board.
- Upon retirement from office, turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property
- Monitor total amounts given to the Annual Programs Fund (as part of weekly contributions), the Permanent Fund, the Centurion Program, the Bequest Society, the Polio Plus program including the Gates Challenge and any other current appeals promoted by Rotary International
- Organize a club information night with the Program Coordinator to promote individual giving through the various options open to members – emphasize the facts that Rotary Foundation giving has no overhead costs and that much of it comes back to our club for distribution through Rotary Foundation grants.
- Insert periodical articles in the bulletin reporting on club giving providing information on programs and encouraging members to be involved.
- Attend district workshops and information sessions on Rotary Foundation and other Rotary Giving programs.

ADMINISTRATION COMMITTEE

ANNUAL REPORT

Objectives

- Coordinate the gathering of information, production and distribution of the Club's annual report

Specific Responsibilities

- Become familiar with the layout and standing reports included in the club's annual report.
- Determine arrangements with the designated printer of when the draft document needs to be in their hands
- Notify appropriate chairs and directors of when you require their reports to give time for compilation and printing (usually towards the end of May)
- Collect reports and arrange for them to be compiled into a report document and submit the final product to the printer
- Distribute reports to members at the Changeover Dinner or Luncheon

ASSET REGISTER & PROPERTY

Objectives

- Maintain records of club assets and property and
- Initiate the development of, and update of a club inventory as required

Specific Responsibilities

- Establish where current records and inventories are kept and obtain these for safe keeping.
- Work with the History/ Archives person to progressively arrange for important records to be converted to digital format with back-ups kept at another site
- Progressively update the records to reflect the true assets of the club
- If necessary, initiate the production of an inventory of club property so the club knows what it owns and where this is stored.
- Publish details of the results on the club web site and provide copies for Board members

ATTENDANCE

Objectives

- Collect and record meeting attendance notifications from members
- Inform caterers of the number of meals required at each meeting
- Coordinate availability of Make Up cards

Specific Responsibilities

- Be available on telephone and at meetings to accept apologies from members for the upcoming club meetings
- Record apologies on the “Attendance Sheet” either on paper or digitally
- Deliver the Attendance sheet to the meeting venue by 5.45pm at the latest. Paper copies could be delivered by that time, or a single digital copy can be emailed at an agreed earlier time to the **Venue & meals** coordinator who can print out a copy
- Ensure that supplies of Make Up Cards are available and placed on the Money Collection table at each meeting
- Ensures that “Make-ups” are recorded on the attendance sheet and delivered to the Club Records officer after the meeting

BAR MANAGEMENT

Objectives

- Ensure that sufficient supplies of beverages are available at each meeting.
- Monitor the money tin to ensure it contains sufficient change and that excess amounts are delivered to the Treasurer and recorded as Bar profits

Specific Responsibilities

- At the start of each Rotary year, work with the Board to determine appropriate costs for drinks and lines to stock.
- Determine with previous bar managers the recommended type and numbers of beverages to be maintained in the bar.
- Purchase sufficient drinks from the designated supplier using the recommended method and ensure they are placed in refrigeration in time for the meeting.
- Before members arrive, ensure that a representative sample of chilled drinks is placed on the “Bar” and that the money tin has sufficient change.
- Monitor the operation of the bar during the meeting to ensure that drinks and change are always available as required.
- At the end of the meeting, place unsold drinks back into refrigeration.

BULLETIN

Objectives

- Inform, entertain and stimulate interest in club activities through the provision of a weekly bulletin to members using the currently designated club format.

Specific Responsibilities

- Take notes and digital photographs of each meeting's events and incorporate them into the following week's bulletin along with other items of interest (see "Items to Include in the Bulletin" in the Club Guidelines)
- Collect materials for the bulletin from club members, Rotary magazines and web sites.
- Provide information about member's birthdays and anniversaries - obtained from the Clubrunner website
- Prepare a weekly bulletin based on the current club format (see "Current Format of Club Bulletin") and ensure that it is available to members at least three days before weekly club meetings (when emailed)
- Ensure that hard copies of the bulletin are provided for those who don't have access to computers
- If bulletin is to be posted on the web or sent by email, ensure that the size is appropriately compressed. This happens automatically on Clubrunner.
- At the start of each year, determine the recipients of the emailed and paper bulletins. These details need to be entered into the Clubrunner website.
- Keep a digital record of all newsletters produced and all photographs taken and have these burned onto two discs at the end of each year for club records
- Present one disc of records to the President as a memento of their year and the other to the "**Club History/ Archives**" officer for the club archives.
- Arrange for someone else (e.g. Assistant Bulletin Editor) to take notes and/or produce the Bulletin if you plan to be absent

CHILD PROTECTION

Objectives

- Coordinates acquisition of Working with Children Checks for all members and handles documentation

Specific Responsibilities

- Find out the procedure required for Working with Children Checks and collect necessary forms
- Collect information for Working with Children Checks from members
- Send information away when ready and report on progress to the Administration committee

CLUB PLANNING

Objectives

- To develop, review or maintain a strategic plan for the club to map future directions over a three-year period.

Specific Responsibilities

- Initiate a club review every three years looking at strengths, weaknesses, opportunities and threats to the club's viability as outlined in the Club Planning Process document.
- Initiate with the Board a survey of members to discover club strengths and concerns of members.
- Produce documentation of the strategic plan and make it available for all members
- Work with the Board to assist in the monitoring and implementation of plan recommendations.

CLUB RECORDS

Objectives

- Keep an accurate record of members' attendance, positions, honors and club events
- Provide information about club records to club, district and international officials as required
- Ensure records are stored and backed up safely

Specific Responsibilities

- Collect attendance sheet from Treasurer each week
- Maintain records of club member's attendance and information on our Clubrunner website as soon as possible after the meeting, and provide reports to the Board as required
- Maintain a register of Paul Harris Fellowship recognitions credited to the Club
- Obtain Club membership applications of new members and ensure details are recorded on the Clubrunner website
- Maintain a register of members' & partners' birthday & wedding anniversaries on the Clubrunner website – provide copies of updated information to the Bulletin editor if required
- Maintain membership attendance records including make up details
- Provide any necessary personal information and records of attendance to District officers as required.
- Work with the Club History and Records officer to ensure that past information is stored securely and accessibly.

DIRECTORY

Objectives

- To research, produce and distribute a club member directory to members soon after the start of each Rotary year
- To update the Directory details as required during the year

Specific Responsibilities

- Determine the most effective format for a Directory by working with the previous coordinator and the Board
- If photographs are to be used, arrange for photographs to be taken of all members or have members supply a suitable digital picture
- Ensure photographs are uploaded to member's records on Clubrunner
- Produce a directory document from information recorded on the Clubrunner website
- Arrange for the printing of the documents
- Distribute Directories to all members within 2 to 3 weeks of the start of each Rotary year.

FOOD HANDLING

Objectives

- Monitor the club's adherence to legal Food Handling requirements in all club catering activities
- Inform club members of the club's obligations
- Arrange for food handling training of members as required.

Specific Responsibilities

- Ensure that the Board is aware of the club's Food Handling obligations
- Educate members of food handling requirements
- Work with the Board to run periodical training of members in food handling requirements – this may mean negotiating with Training providers

HISTORY & ARCHIVES

Objectives

- Keeps a record of club history and maintains all items of club history in a safe place

Specific Responsibilities

- Find out where all Club history and record documents are kept
- Gather all items together and store them in a safe place
- Keep a record or catalogue of all items in the collection and develop or use an existing system to enable items to be accessed and found easily
- Progressively arrange for all paper items and photographs to be converted into digital format and stored electronically (paper documents should be scanned as “pdf” files, and photos scanned and stored as jpg files) – See the District **History and Records Policy** document for details

MAINTENANCE (SHED, TRAILER, STORE)

Objectives

- Ensure that club vehicles and equipment are maintained in a safe, working condition
- Ensure that the Rotary Shed and Meeting room Storage cupboard are kept tidy and accessible

Specific Responsibilities

- Obtain, or complete an inventory of what the Club has stored in the Rotary Shed, in the Meeting room Storage Cupboard, and in the Club Trailers – determine what is valuable and what isn't.
- Arrange a working bee to tidy the storage areas and find “a logical place” for all items that need to be kept
- Monitor this area each week and ensure that the area and cupboard is kept tidy and accessible
- Monitor the working order of all club equipment kept in the Meeting storage area and arrange for repairs to be made as soon as problems are discovered – check with the President first if the repairs are likely to be costly
- Work with the “**Technology**” Coordinator to determine problems with audio visual equipment

PROGRAM

Objectives

- Prepares and arranges the program for regular club meetings in conjunction with the Administration committee.

Specific Responsibilities

- In conjunction with the incoming President, the Social Activities coordinator and members' contacts, prepare a well-balanced and interesting draft program for the year on an Excel Spreadsheet by locking in committee meetings and member development events in line with the **Recommended Guidelines For Program Activities** section (See the section below in the Program section of the Guidelines). As speakers and events are locked in, add these to the program document as well as to the physical Club Calendar displayed at each meeting. Also ensure the Bulletin editor and Website coordinator have access to events at least two months in advance to go on the Website and in the Bulletin (They can get them from the Physical Club Calendar if necessary or you can email them a copy of the latest version of the Excel spreadsheet)
- Attend and work with the Administration committee each month to submit and monitor the upcoming Program events to ensure that the Recommended Guidelines are being followed, and when they aren't, to determine how to compensate for this and notify members in good time. Seek to predict all arrangements that will need to be in place to ensure a trouble free implementation of the program e.g. contingencies for weather, if speakers or chairpersons don't turn up, if technology doesn't work etc.

- Appoint an appropriate Chairperson for each night with a guest speaker, and brief them on their duties as necessary – i.e. to sit with the guest speaker, find out information about the speaker and introduce them with a short, but informative background statement and thank them after the talk – providing them with the designated gift.
- Determine from the each proposed speaker if any special equipment is required (e.g. Data projector, Screen etc) and advise the “Technology Coordinator” of what is required.
- (IMPORTANT) Obtain both mobile telephone and email details from each speaker in advance, and ask their permission for a photograph to be taken on the night and inserted in the Bulletin and on our club website. Inform the Bulletin editor if they DO NOT give this permission.
- At least a fortnight before the event, write a confirming email to the guest speaker spelling out the time, place, and how long the speaker has for their presentation. (See Suggested Letter below) and reminding them of the permission for a photograph.
- Ensure the Guest Speaker is appropriately greeted and cared for upon arrival, introduced to the President, given a free drink and made to feel comfortable. The “Meeting Host” should do this.
- Arrange transportation, if required, to and from the meeting venue
- After the event, send an email of thanks to the Guest Speaker and give them the club website so they can check the photo and report.
- Prepare a review of the year’s program for the Annual Club Report by the end of May – simply a dated list of all activities with a short overview paragraph.

RISK MANAGEMENT

Objectives

- Monitor all activities in the club that involve possible risks to members and members of the public
- Draw members and particularly coordinators’ attention to activities that require Risk Management documentation before being held.
- Educate club members on Risk Management issues

Specific Responsibilities

- Review the Risk Management procedures and documentation already being used by the club
- Explore ways to streamline documentation procedures whilst still meeting legal requirements
- Plan an annual presentation for members on the importance of Risk Management and what steps need to be taken
- Monitor upcoming club events and raise the need for Risk Management procedures as appropriate
- Collect, check for compliance and securely file all Risk Management documentation prepared for Rotary projects
- Pass copies of attendance lists to the Club Records officer
- Ensure there is always a supply of Risk Management check lists available

ROLES/ GUIDELINES/ LAWS

Objectives

- Ensure that the club **Roles & Guidelines** Handbook (this document) is kept up to date by monitoring decisions made by the Board.

Specific Responsibilities

- Keep a record of all changes to club roles and procedures and adjust the manual as required.
- Work with the Board to produce periodical updates of the Manual for members. A full revision of the document should be planned for at least every three years with interim updates provided annually.
- Ensure that a PDF copy of each new edition of the manual is provided for current and new members and that a copy is available for download on the Web site.
- Provide periodical updates sheets for members in the years between editions

SERGEANT

Objectives

- Ensure the meeting venue is set up with regalia and necessary equipment, prior to commencement, for the effective conduct of the meeting.
- Conduct the events of each club meeting ensuring that the meeting keeps to time and that good order and good fellowship is maintained.

Specific Responsibilities

- Arrive at venue in time to ensure room layout is appropriate for the meeting (The Set Up Coordinator and rostered members on Set Up duty should complete all of the setting up tasks beforehand) (See “Procedure For Setting Up Meetings” below)
- Ensure that meetings start on time and keep to time (Check with the President beforehand if there are any planned changes to the usual routine)
- Follow the set of “Standing Agenda Items for Rotary meetings” unless otherwise directed by the President
- Call the meeting to order or use the “gong” to gain attention when necessary
- Conduct a “Heads and Tails” segment and present the currently designated “prize” to the winner
- Conduct a fine session (unless otherwise directed by the President) based on the “Ideas for Club Fine Sessions” (below)
- Prepare one or two appropriate jokes to add to the fun of the meeting, but be prepared to skip these if time is tight. Jokes should be suitable for mixed company, not crude, racist, or sexist but still funny (yes, they do exist). There are collections of jokes available from Dr. Shayne Yates that fit these criteria and the club subscribes to the weekly emails.
- Seek a replacement Sergeant (usually the “Deputy Sergeant”) if you plan to be absent – also notify the President before the meeting if possible

DEPUTY SERGEANT

Objectives

- Deputize for the Sergeant when required.

Specific Responsibilities

- As for the Sergeant role.

SET UP - MEETINGS

Objectives

- Monitor the implementation of the Set Up Roster
- Set up the meeting area in readiness for each meeting including regalia, technology, batteries, prizes, gifts, and competition items.
- Collect money from attendees and record details of those in attendance
- Pack away club equipment after each meeting
- Notify the Maintenance coordinator of any equipment that needs repair or replacement

Specific Responsibilities

- Prepare an annual “Set Up Duty Roster” based on current club requirements and provide a copy (and updates) to the Bulletin editor for weekly publication. Basically we work through the member surnames but there are certain members who are exempt from duty based on their role each year. See “Members Exempt From Set Up Duty” below
- Inform members of each set up group in the week before they are first on duty.

- Arrive early at the meeting venue (about 5.30pm) and ensure that “setting up” is completed in accordance with the “Set Up for Meetings Guidelines” (below)
- Check with the Program Coordinator for arrangements concerning set up at venues other our regular meeting spot. Offer to assist with arrangements. We should at least have our badges and Charter at every meeting – where possible.
- Ensure there is a supply of prizes for Heads and Tails and the Swindle (or Raffle)
- Ensure there is a gift for the guest speaker on the table
- Ensure there is a supply of batteries for the club public address microphone and change the battery when required.
- Work with the Technology coordinator to ensure audio visual equipment is available as required.

SOCIAL ACTIVITIES

Objectives

- Generate fun activities at events and meetings..

Specific Responsibilities

- Work with the program coordinator to find suitable meetings and events in which to have some fun activities.
- Have at least one organized fun activity each month if possible
- Take opportunities to encourage variations of existing activities to give them some new life e.g. a new twist on heads and tails
- Promote an atmosphere of spontaneous fun by occasionally having very short fun presentations during normal meetings e.g. tee up someone to come dressed up to promote some of the “International Days or Weeks” such as someone attends in a green hat and tells an Irish Joke to celebrate St Patrick’s day on March 17th
- Check our District Rotary site under “Rotary Giftbox” for a list of fun activities (Also available from PDG Geoff). Use Google to search for other Group fun activities in other organizations.
- Encourage support for the planned activities through the club bulletin and at meetings

TECHNOLOGY

Objectives

- Set up, monitor the use of and where necessary operate the club’s audio visual and technology equipment for meetings as required

Specific Responsibilities

- Become familiar with the operation of the club’s audio visual and technology equipment
- Be available before a meeting to set up equipment for guest speakers as required. (You can’t also be a meeting host or collecting money)
- Ensure that equipment is properly turned off and stored after each meeting
- Monitor the condition of equipment and mention the need for repairs to the “**Maintenance Coordinator**”
- Work with the Program Coordinator and Development coordinator to provide training in the use of technology as appropriate.

VENUE & MEALS (HOSTS)

Objectives

- Greet members and visitors upon arrival at the meeting and ensure they are made to feel welcome
- Negotiate with Caterers on the night regarding changes in numbers for meals

Specific Responsibilities

- Arrive at the meeting venue by 5.45pm each meeting night and check that there are sufficient meal places for every expected attendee and inform caterers if more places are needed – it will be necessary to monitor arrivals for those who turn up whilst having been marked as “absent”.
- Confirm with the caterers the final numbers for each meeting – once the main meals are being distributed
- Check with the Program Coordinator for arrangements concerning food and drinks at venues other our regular meeting spot. Offer to assist with arrangements.
- If informed of expected visitors beforehand, tee up a Rotarian to look after the guest when they arrive.
- Ensure one member of this team greets members and visitors upon arrival and finds out where visitors are from (write it down if necessary) and then either directs them to a previously assigned Rotarian or introduces them to an available Rotarian who will arrange a visitor’s tag, show them to the money collection table, arrange for food tokens, take them to the bar for a drink and then sit with them.
- Pass on the information about the visitor to the President before the meeting starts
- Arrange for someone else to do these jobs if you know you will be absent for a meeting

ROTARY FOUNDATION COMMITTEE

ROTARY FOUNDATION DIRECTOR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee’s meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary at least a week before the Board meeting.
- Write a report on the year’s activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club

related correspondence.

- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY (ROTARY FOUNDATION)

Objectives

- Chair the Foundation committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

GIVING & RECOGNITION

Objectives

- Become familiar with all aspects of Rotary Foundation giving and recognition programs and promote club involvement in those programs as opportunities arise
- Educate club members about the Rotary Foundation and particularly about the Polio Plus program through the bulletin and periodical brief talks to members – in conjunction with the Training coordinator

Specific Responsibilities

Work with this committee and the Board to set up, monitor and evaluate systems that make it as easy as possible to give to the Foundation e.g. a small amount each week

Encourage club members to set \$100 AU (Centurion Status) as their minimum for giving to the Foundation each year.

Without mentioning names, periodically report on the club's current progress in giving to the Foundation and encourage other members to get involved in these giving programs.

Take every opportunity to remind members that Paul Harris recognitions are not in themselves an "award" – they may be used by the club to honour members, but they are essentially receipts for \$1000

- Monitor members' giving to the Foundation and ensure that recognitions are provided promptly after milestones are reached.

DISTRICT GRANTS

Objectives

- Encourage and coordinate club involvement in Rotary Foundation District Grants

Specific Responsibilities

- Find out all you can about the District Grants program(s) from club members who have been involved and any available websites
- Find out what our club has done with such programs in the past
- Ensure that our club meets the eligibility requirements to apply for grants by attending or encouraging others to attend grants seminars, or complete online training where available.
- Explore a few options for our club's involvement in grants – raise these options with the committee first, and then with members. Many possibilities are listed on the RI website.
- Once the club has decided on a project, coordinate the arrangements with appropriate authorities and ensure all necessary online forms are completed as required.
- Report regularly to club members on the grants project – try to get specific information and

- photographs where possible
- Arrange for information nights on the program at meetings e.g. guest speakers, presentation etc. Check with the Program Coordinator for a suitable time.
- Display up to date information on the club notice board and/or in the bulletin.
- Attend any available information sessions on the program
- Work with the committee to explore any fund raising possibilities that might be suggested by the program

PEACE ISSUES

Objectives

- Coordinate club involvement with the Rotary Peace and Conflict programs

Specific Responsibilities

- Find out all you can about the Rotary Peace and Conflict studies program (s) and Peace centres from club members who have been involved and any available websites
- Find out about what our club has done with such programs in the past
- Report regularly to club members on how the club can be involved in the project – try to get specific information.
- Encourage the club to make a financial commitment to Peace centres or programs each year – make it a strategic goal.
- Consider arranging a special Rotary Peace and Conflict Evening. Check with the Program Coordinator for a suitable time.
- Display up to date information on the club notice board and/or in the bulletin.
- Attend any available information sessions on the program

ROTARY FOUNDATION INFORMATION

Objectives

- Become familiar with all aspects of Rotary Foundation programs
- Educate club members about Rotary Foundation programs and particularly about the Polio Plus program through the bulletin and periodical brief talks to members

Specific Responsibilities

- Read appropriate literature on the internet and available from the President and the Rotary Foundation Director about the aims, areas of focus and huge range of Rotary Foundation programs available. Also seek information from current club members who have had experience on district Foundation committees.
- Read appropriate literature on the internet and available from the President and the Rotary Foundation Director about the aims and range of Rotary Foundation programs. Also seek information from current club members who have had experience on district Foundation committees.
- Prepare paragraph summaries of some aspect of the Rotary Foundation for each week's bulletin and ensure this is passed to the Bulletin editor in time for publication (a whole year of these summaries has already been prepared and is available on the internet or from the President – use these as a starter; they can be recycled each year if needs be)
- Prepare an event to promote the Foundation during Rotary Foundation Month (November) – work with the Program Coordinator to arrange a suitable time. The event could be a presentation by a guest speaker (e.g. a district expert on the Foundation), yourself, a movie etc.
- Receive information on RF Education programs and share this with the committee and club members through meetings, bulletin and emails
- Work with your committee to arrange and promote fund raising events for the foundation
- Attend district workshops and information sessions on Rotary Foundation and Polio Plus programs.

MEMBERSHIP COMMITTEE

MEMBERSHIP DIRECTOR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club’s By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee’s meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary at least a week before the Board meeting.
- Write a report on the year’s activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY CHAIR (MEMBERSHIP)

Objectives

- Chair the Membership committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

ALUMNI CONTACT

Objectives

- Explore ways of developing and maintaining positive links with past members and people who have previously been supported by the club
- Use past members as sources for feedback on why people chose to leave the club

Specific Responsibilities

- Discover what existing records the club has on past members and alumni
- Update existing records of past members with details of recent past members and
- Work with the membership committee to prepare plans for events and procedures that will help to develop positive links with alumni e.g. an alumni dinner, invitations to club events, sharing the bulletin etc.
- Develop a survey or process of contact where previous past members may be contacted to provide feedback on the club
- Develop an exit survey or recommended process to apply to all future exit members.

FRIENDS OF ROTARY

Objectives

- Keep a register of all “Friends of Rotary”
- Coordinates involvement of “Friends” in club activities
- Ensures that “Friends” are kept informed and involved in Rotary projects

Specific Responsibilities

- Interview all people nominated as a possible “Friend of Rotary” and explains the nature of the program
- Keep records of “Friends” information up to date on computer and provide reports to the Board as required
- Contact “Friends” when possible working bees or activities are planned and invite their participation
- Coordinate all aspects of “Friends” involvement in Rotary events e.g. tell them where to meet, meet them at the activity and introduce them to the coordinator of the activity etc.
- Ensures that “Friends” are suitably thanked for their involvement soon after an event e.g. a certificate of appreciation
- Ensure that “Friends” receive an invitation to major club events such as “Changeover Dinner”

RECRUITMENT

Objectives

- Encourage and assist club members to recruit new members
- Organize membership promotion activities including one or two special membership recruitment nights
- Maintain member classification records and make use of them to help focus recruitment practices

Specific Responsibilities

- Check classifications of existing Members to ensure that they are current, and appropriate
- Prepare and circulate a list of unfilled classifications to Club Members and the Board,
- Check and allocate classifications for new members as required
- Keep a record of all member classifications and provide copies to the Secretary for the “Club Directory”
- Order new Dinner badges in time for induction through the Secretary
- Plan an annual membership “Open Night” – ideally during “Membership and Extension Month” (August)

- Prepare and present one or two “3 minute” talks on Rotary membership statistics and the need for recruitment (materials are available on the internet and from the Director) and what members can do to make new members feel welcome and supported. Contact the program coordinator and ask them to slot you into the program at a mutually convenient time.

- Take every opportunity to promote the recruitment of new members

- Maintain copies of the “new members kit”, including our “Brief Introduction” to our club.

Ensure that an annual “Open Night” is arranged by the “Recruitment Officer” to promote Rotary membership

Maintain a register and monitor progress of all nominations for membership

Advise nominees of the result of their membership application

Arrange for the supply of membership badges [and partners badges]

Arrange for suitable induction date for each new member – confer with President & nominator

Prepare the Induction Kit

Maintain supplies of R.I. membership materials [for induction kits]

Arrange for a small gift [for new member’s partner]

DEVELOPMENT & MENTORING

Objectives

- Source training needs for members and put members in touch with appropriate programs
- Monitor the effective implementation of the member mentoring program
- Develop and implement short member development modules during meetings
- Promote and Coordinate members’ attendance at RLI programs and District Assembly

Specific Responsibilities

- Explore the District web site and become familiar with training opportunities available to members of Rotary – including short term and longer term programs
- Take opportunities to ask members what kinds of training they would like and explore ways these needs can most efficiently and effectively be met e.g. inviting guest speakers to meetings, using club members to train others, send people to week-end work-shops, make use of Rotary Institute of Leadership opportunities, ask training teams to come to our club etc.
- Use meetings, the club bulletin and our website to share training possibilities with members.
- Promote and coordinate members’ attendance at RLI
- Promote and coordinate members’ attendance at District Assembly
- Work with experienced members to develop a curriculum of short member development spots that can be presented at weekly club meetings
- Monitor the orientation program for new members and generally ensure that new members are assimilated effectively into the club
- Monitor the implementation of the new member mentoring program – allocating mentors to new members, providing guidelines for mentoring and opportunities for mentors to work with new members
- Develop a set of guidelines for mentors
- Suggest a speaker for Membership month in August.
- Collect useful education materials together and periodically plan education events for new or recent members
- Arrange A New Members Event e.g. BBQ or similar function to include all new Members, Membership Committee and Board Members, (mixture of newer and older members - normally done in September/October),

WELFARE & ENGAGEMENT

Objectives

- Monitor the general welfare, level of engagement and morale of members
- Initiate action to address perceived problems with club satisfaction levels of individuals and in general, member’s morale
- Draw the President’s attention to members who are “doing it tough” and who may need some support

- Encourage members to be positive about and “talk up” their Rotary experiences

Specific Responsibilities

Take time at every Membership committee meeting to go through the list of members to highlight members that have either missed meetings or who don't seem to be fully engaged in club activities.

Take every opportunity to talk with members and find out how they are enjoying Rotary and how they are coping generally – avoid “prying”, but if you suspect problems with a particular member, ask around for other member's perceptions

- Report immediately to the President any general concerns about club morale after they have been discussed in the membership committee.
- Encourage all members of the membership committee to act as a welcoming committee for every meeting – making existing members feel “at home”, and treating every visitor as a potential new member.
- Run an annual “Engagement” survey in early May seeking information from members about how engaged they feel and the activities they would like to do in the club. Feed this information to the incoming President to provide ideas for possible roles.
- Report any serious information that is public knowledge about a member's well being to the President immediately e.g. illness, a death or injury in the family, being re-trenched from work etc.
- Report any concerns regarding satisfaction with members' club experiences to the membership committee as part of your Member Welfare report.
- Attempt to assess the general morale of members – what is the “talk around the traps?”. If concerns are perceived, report these to the membership committee to develop a broader perspective on the issues.
- If appropriate, use club meetings to encourage members to visit fellow members who are ill or injured.
- Work with the Social Activities coordinator to plan some club activities to boost morale e.g. fun events, sharing of successes and good news about the club.
- Organise ‘Fire Side’ Chat Nights in the early part of new Rotary year,
- Attend to Guests and Prospective Members at Dinner Meetings,

PUBLIC RELATIONS COMMITTEE

PUBLIC RELATIONS DIRECTOR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club's By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare

- and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee's meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
 - Ensure your report is emailed to the Club Secretary at least a week before the Board meeting.
 - Write a report on the year's activities for the Annual Report (due by the end of May)
 - Ensure that Rotary Months relating to this committee are observed
 - Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
 - Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
 - Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
 - Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY CHAIR (PUBLIC RELATIONS)

Objectives

- Chair the Public Relations committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

LOCAL PROMOTION

Objectives

- Manage a systematic program of promoting the club in the local community using local media outlets
- Ensure the Club and Rotary generally receives accurate and favourable publicity of its existence, accomplishments and activities. The object is to gain good public acceptance and support, and encourage interest in membership.
- Initiate events that will promote the positive image of Rotary in the community

Specific Responsibilities

Become familiar with all the media outlets available to the club including the club web site
Monitor club events for suitable media exposure and either contact the press to attend the event, or prepare a brief article – preferably with a good quality digital photograph – and provide it to the local press after the event. Allocate the writing of some articles to other club members.
Take opportunities to talk about Rotary events on Community Radio or arrange for other Rotarians to be involved.
Submit appropriate items for inclusion in the “Rotary Down Under” magazine.
Collect a range of current newsworthy stories about Rotary in general and also submit these to the local media outlets or arrange for them to be included in the web site

SOCIAL MEDIA

Objectives

- Promote the positive use of social media as a tool to promote the club and engage members

Specific Responsibilities

Aim to have at least one entry on the club's Facebook page every couple of days – highlighting club events or interesting things happening in the Rotary world

Explore other social media outlets as they become popular and consider using them to promote the club

Arrange for periodical trading sessions on how to use Facebook or other tools wisely and for the hood of Rotary

WEBSITE

Objectives

- Set up and manage the club web site and keep it up to date
- Assist with the production of annual club directory

Specific Responsibilities

- Coordinate the inclusion of information on the web site
- Monitor the web site regularly and update any information that is out date
- Add particular displays of information as required by the Board and other club committees
- Gather the latest information on member's records from the Club Records Officer
- Produce the Club Directory
- Arrange for any sponsorship of the Directory
- Coordinate the distribution of booklets to members

FUNDRAISING COMMITTEE

FUNDRAISING DIRECTOR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee's meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary at least a week before the Board meeting.
- Write a report on the year's activities for the Annual Report (due by the end of May)
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.

- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

BIKE RIDE

Objectives

- Manage and coordinate the annual Pyrenees Bike Ride event

Specific Responsibilities

Gather a team of assistants to plan the event based on past experience

Claim the suggested date early and remind members of needs well in advance whilst obtaining commitments to assist

Work with the Public Relations group to advertise the event

Work with the Risk management coordinator to determine risks and do what is required to minimize them

Use known sources to make contact with riding groups for possible participants

Determine the route based on safety and scenery

COORDINATING

Objectives

- Coordinate all fund raising events initiated by other committees in the club
- Manage the fundraising entries on the club calendar – available at all meetings to ensure that fundraising events are spread out over the year

Specific Responsibilities

Obtain and keep a list of ALL fundraising events planned in the club and work with planners to ensure the events are spread out over the year and don't conflict with each other. Suggest alternative dates where necessary.

NEW IDEAS

Objectives

Assist members to generate fundraising ideas for the club

Investigate and evaluate the potential of all suggested fund raising ideas

Specific Responsibilities

- Arrange time at a meeting each year when members are given the chance to generate ideas for possible fundraising events for the club
- Explore each suggested idea and evaluate it in terms of the potential risks involved, how realistic it would be given the current commitments of the club, and the potential rewards.
- Seek a champion to run with ideas that have potential

PHOTO SHOW

Objectives

- Plan and manage an annual fundraising Photo show

Specific Responsibilities

Make use of the existing proposal and the experiences of other clubs to develop a specific proposal to the club for an annual photo show

Gather a planning team together and as a matter of priority set a date for the event

Monitor and manage the preparations for the event

RAFFLE

Objectives

- Plan and manage the annual fundraising travel raffle

Specific Responsibilities

Gather a planning team together and establish the raffle period in conjunction with this fundraising committee

Determine the prizes and ticket costs

Obtain necessary permissions

Have tickets printed and distribute books of tickets to members

WINGS & WHEELS

Objectives

- Develop and coordinate arrangements for the club's involvement in Wings and Wheels

Specific Responsibilities

- Determine a time for the event in conjunction with the W&W planning committee, Board and other member input
- Once the date is set, seek commitments from members early so there are sufficient people available to complete required duties
- Co-ordinate the details of the club's involvement in the event including the development of a budget for preparation and advertising, and the allocation of roles to other members
- Arrange publicity for the event in line with budget allocations
- Keep records of all steps involved so a successor will be able to take over your role in the future

COMMUNITY COMMITTEE

COMMUNITY CHAIR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a

“feel” for the position

- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club’s By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee’s meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary AND Vice President at least a week before the Board meeting.
- Write a report on the year’s activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY CHAIR (COMMUNITY)

Objectives

- Chair the Public Relations committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

BARBEQUE

Objectives

- Coordinate the use of the club’s Barbeque trailer
- Monitor the condition of the Barbeque and trailer

Specific Responsibilities

- Receive requests for catering and provide quotes based on established pricing criteria
- Submit each proposal to the Board to check that it doesn’t clash with other club events
- Seek members to work on the Barbeque based on established guidelines (See “Guidelines for Barbeque use”)
- Once sufficient support is established, provide the client with a written/ emailed confirmation outlining agreed costs and times etc. Provide a copy of the confirmation email to the Treasurer
- Complete any required Risk Management forms and give them to the Risk Management Officer

- Provide reminders at meetings and in the bulletin of upcoming events requiring member support.
- Establish the roster for each event including who is going to pick up the trailer, collect the food, obtain change, and return the trailer etc.
- Provide a receipt for payment of if payment is not made on the day, send an account to the client and follow it up until it is paid.
- Monitor the condition of the barbeque and the marqueebarbeque trailer and advises the Maintenance coordinator if repairs need to be made or a working bee needs to be held to clean things up

BOWELSCAN

Objectives

- Coordinate the club's involvement in the "Bowelscan" program
- Keep the club informed of other Rotary Health programs

Specific Responsibilities

- Become familiar with the "Bowelscan" program by discussing the history of the project with existing members who have been involved
- Make yourself familiar with the other Rotary Health programs by visiting appropriate web sites
- Contact the district Bowelscan coordinator and local chemists to introduce yourself as the liaison person for Bowelscan in the club and give them your contact details
- Coordinate the club's involvement in the Bowelscan program each year by collecting kits and distributing them to chemists, collecting money and unsold kits from outlets and sending details to the Bowelscan authorities.
- Encourage members to participate in Bowelscan each year and promote the program in local media outlets.
- Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.
- Prepare periodical reports for members on the other "Rotary Health" programs through 3 minute talks, the bulletin or web site articles
- Receive information and attend any district workshops on Rotary Health and Bowelscan

BREAKTHROUGH

Objectives

- Coordinate the club's involvement in the "Energy Breakthrough" program

Specific Responsibilities

- Become familiar with the "Energy Breakthrough" program by discussing the history of the project with existing members who have been involved
- Contact the Shire Council coordinator and RACV to introduce yourself as the liaison person for the Breakthrough in the club and give them your contact details
- Coordinate the club's involvement in the Breakthrough program each year by attending planning meetings, working with other members to develop rosters for corner supervision and provision of catering.
- Encourage members early in the year to commit themselves to be available for the Breakthrough (give them the dates) and sell it as a whole club effort -
- Keep members informed about any changes in supervision policy and arrange for officials to provide information to members in the weeks leading up to the event

CAROLS BY CANDLELIGHT

Objectives

- Coordinate the club's involvement in the "Carols by Candlelight" program

Specific Responsibilities

- Become familiar with the "Carols" program by discussing the history of the project with existing members who have been involved
- Contact the local "Carols" coordinator to introduce yourself as the liaison person for "Carols" in the club and give them your contact details.
- Coordinate the club's involvement in the Carols event each year by rounding up volunteers to set up the stage and if necessary, provide any catering.
- Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.

DOWIE PARK

Objectives

- Monitor the condition of Brian Dowie Park and coordinate working bees to keep the park in good condition

Specific Responsibilities

- Become familiar with what is provided at Brian Dowie park by discussing the history of the park with Rotarians who have previously been involved in the project
- Make regular visits to the park and take note of things that need to be done
- In conjunction with the Program Coordinator, arrange for periodical working bees to be held at the park to clean it up. Coordinate all aspects of these meetings including catering arrangements, provision of required tools and materials etc.
- Provide reports on the park for the Bulletin and the Web site
- Explore ways in which the park can be better developed in the future – discuss these ideas with the committee and other members.

LOCAL LINKS

Objectives

- Initiate friendship and joint project links with other local service clubs

Specific Responsibilities

- Ask around the club to discover existing and recent links with other local service clubs.
- Contact other local service clubs to introduce yourself as a Rotary representative exploring the possibility of friendship and joint project links, and sound them out for possibilities.
- Manage and be the contact person for any joint initiatives that arise.
- Report outcomes to the Board, the Bulletin and members.
- Encourage members to suggest any other possible joint projects.

MARQUEES

Objectives

- Coordinate the club's marquee erecting operations
- Monitor the condition of the Marquees and the Marquee trailer

Specific Responsibilities

- Receive requests for marquee erection and provide quotes based on established pricing criteria

- Submit each proposal to the Board to check that it doesn't clash with other club events
- Seek members to erect the marquee(s) based on established guidelines (See "Guidelines for Marquee Erection")
- Once sufficient support is established, provide the client with a written confirmation outlining agreed costs and times etc. Provide a copy of the confirmation to the Treasurer
- Complete any required Risk Management forms and give them to the Risk Management Officer
- Provide reminders at meetings and in the bulletin of upcoming events requiring member support.
- Establish the roster for each event including who is going to pick up the trailer, collect the food, obtain change, and return the trailer etc.
- Provide a receipt for payment of if payment is not made on the day, send an account to the client and follow it up until it is paid.
- Monitor the condition of the marquees and the marquee trailer and advises the committee if repairs need to be made or a working bee needs to be held to clean things up

MDHS LIAISON

Objectives

- Coordinate the club's involvement with the Hospital and the Manse project

Specific Responsibilities

- Attend meetings relating to the operation of the Manse and report to the committee and board about outcomes.
- Be an advocate for the club's agreed policies with regards to the use of the manse.

PROBUS COORDINATOR

Objectives

- Encourage and coordinate interaction between our club and local and district Probus clubs

Specific Responsibilities

- Become familiar with the Probus program through web sites and by asking local members who have been involved
- Make yourself known to officials in district Probus organizations and provide them with your contact details
- In conjunction with the Program coordinator, explore the possibility of inviting local Probus representatives to come to a club meeting once a year to inform our club of Probus activities and visa versa – maybe around the time of the Probus anniversary.
- Explore possibilities for other interactions between our club and district Probus clubs e.g. attending Probus meetings, visits, inviting Probus members to participate in our service activities etc.

BABIES BOOKS

Objectives

- Coordinate the clubs involvement in the "Books For Babies" program

Specific Responsibilities

- Become familiar with the "Books for Babies" project by discussing the history of the project with existing members
- Contact the hospital to introduce yourself as the liaison person for the club and check whether there are sufficient books available
- Arrange with the Board for the purchase of further books as required and for the printing of the stickers

- that are attached to the books
- Arrange a working bee to add stickers to books as required.
- Periodically obtain a report from the hospital on how the program is going and provide reports to members and others through meetings, the bulletin, the web site and the local press.

FAMILY VIOLENCE

Objectives

- Coordinate the club's involvement in Family Violence Awareness initiatives
- Be the spokesperson for the club on Family Violence matters

Specific Responsibilities

- Keep a comprehensive record of the club's various Family Violence initiatives and ensure each initiative has its champion
- Explore sources of funding for the program and ensure all commitments regarding funding are met. Keep regular contact with the club's fundraising chair regarding funding.
- Monitor, manage and account for all incoming and outgoing funds for the program
- Regularly report to members about the outcomes of the various initiatives
- Work with the Public Relations committee to ensure that club initiatives receive local and social media publicity
- Maintain an archive of Family Violence resources on the club website
- At your discretion, be prepared to speak to other Rotary clubs (District and State) about the development of the program or arrange for others to deliver the message.

LOCAL DONATIONS

Objectives

- Be the contact person dealing with club donations to local groups
- Investigate all applications in the light of the Club Donations Policy (see below)

Specific Responsibilities

- Receive requests for donations from local groups and advise them of the process to be followed – explain the donations policy to them if necessary
- Investigate each proposal to see if it meets the criteria of our Donations policy
- If appropriate, submit the proposal to the Community committee and then to the Board as a recommendation from the Community committee.
- In conjunction with the Local Promotion coordinator, make arrangements for the presentation of a real or symbolic cheque to the group and arrange for as much local publicity as possible and appropriate.

PRESERVE PLANET EARTH

Objectives

- Keep the club informed of the Rotary "Preserve Planet earth" program
- Seek projects in which the club might participate
- Coordinate the club's involvement in the "Clean Up Australia Day" program

Specific Responsibilities

- Make yourself familiar with the Rotary "Preserve Planet Earth" program by visiting appropriate web sites
- Become familiar with the "Clean up Australia Day" project by discussing the history of the project

- with existing members who have been involved
- Contact the Local Council to introduce yourself as the liaison person for the “Clean Up Australia” project and give them your contact details
- Coordinate the club’s involvement in the Clean Up Australia program each year by rounding up volunteers to help, collecting materials from the Council (where provided) and arranging for refreshments for workers after and during the event.
- Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.
- Prepare periodical reports for members on the “Preserve Planet Earth” program through 3 minute talks or bulletin or web site articles

RURAL RELIEF

Objectives

- Coordinate the club’s involvement in the District “Rural Relief” efforts
- Coordinate the club’s involvement in the “Defy the Drift” program

Specific Responsibilities

- Become familiar with the “Rural Relief” project (used to be “Drought Relief”) by discussing the history of the project with existing members who have been involved and checking our web sites
- Become familiar with the “Defy the Drift” program which has replaced the District Rural Relief program
- Contact the District officials of “Defy the Drift” to introduce yourself as the liaison person for the club and give them your contact details
- Coordinate the club’s involvement in the Defy the Drift program each year by seeking potential attendees from local schools.
- Be the contact person for any other “Rural relief” type programs e.g. the Hay Trip up North and consider ways the club or club members might be involved.
- Provide reports about, and on club involvement in these programs to members and others through meetings, the bulletin, the web site and the local press.

INTERNATIONAL SERVICE

INTERNATIONAL CHAIR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club’s By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of

- days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
 - Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
 - Ensure that brief minutes are kept of the committee's meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
 - Ensure your report is emailed to the Club Secretary AND Vice President at least a week before the Board meeting.
 - Write a report on the year's activities for the Annual Report (due by the end of May)
 - Ensure that Rotary Months relating to this committee are observed
 - Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
 - Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
 - Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
 - Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

EDUCATION

Objectives

- Co-ordinate initiatives to educate members about the various International opportunities to serve Rotary
- Co-ordinate the "Toasts to another Rotary Club" initiative
- Assist with the management of the club's International Dinner to educate local people and raise funds

Specific Responsibilities

- Find out all you can about the large range of Rotary connected programs providing aid to International Countries
- Work with the Development and Mentoring coordinator to ensure that information about International aid programs is included in the development program for members.
- Coordinate the roster of members providing toasts to an International Rotary club. Remind them at least a week before they do the toast, and give a text reminder or phone call on the day.
- Assist in the planning of the International Dinner by ensuring the opportunity is used to educate the community about what Rotary does internationally

AQUABOX

Objectives

- Coordinates and encourages the club's support of the Aquabox program

Specific Responsibilities

- Become familiar with the Aquabox program by checking out websites and club members who have been involved in the past
- Inform district Aquabox officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program and pass it on to members through meetings and the bulletin – try to get images and information of recent deployments
- Arrange with the Program coordinator for information nights with a guest speaker talking about Aquabox

- Encourage the club to make a commitment to the program in their annual strategic goals.
- Assist the treasurer in ensuring funds get sent to the correct contact person.
- Work with the Public Relations committee to ensure suitable media exposure is obtained for any donations provided by the club.

DISASTER AID

Objectives

- Coordinates and encourages the club's support of the Disaster Aid program

Specific Responsibilities

- Become familiar with the Disaster Aid program by checking out websites and club members who have been involved in the past
- Also be aware of the Shelterbox Program and how it compares to Disaster Aid. Periodically confirm the club's commitment to one or other of these programs.
- Inform District Disaster Aid officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program and pass it on to members through meetings and the bulletin – try to get images and information of recent deployments
- Arrange with the Program coordinator for information nights with a guest speaker talking about Disaster Aid
- Encourage the club to make a commitment to the program in their annual strategic goals.
- Assist the treasurer in ensuring funds get sent to the correct contact person.
- Work with the Public Relations committee to ensure suitable media exposure is obtained for any donations provided by the club.

OVERSEES PROJECTS

Objectives

- Co-ordinate club involvement in selected overseas projects other than Aquabox and Disaster Aid
- Co-ordinate club's members' participation in hands-on overseas projects such as building or irrigation projects

Specific Responsibilities

- Using members' contacts or information from the R.A.W.C.S. website, look for possible projects in overseas countries that our club could support – ensure the project is monitored by a nearby Rotary club.
- Discover the details of what is required and work with the International committee to draft a recommendation to the Board that our club adopts all or part of the project.
- Manage and monitor the distribution of funds to the program and be the club's contact person for this project.
- Seek to obtain regular reports and images of the program that can be shared with members, in our bulletin and on our social media outlets.
- Be on the lookout for opportunities for individuals to travel to overseas countries to work on aid projects and make this information available to our members.
- Find out all you can about RAWCS, ROMAC, Mercy Ships, Operation Cleft and other International aid program(s) from club members who have been involved and from available websites
- Find out about what our club has done with such programs in the past
- Work with the committee to explore any fund raising possibilities that might be suggested by these programs
- Monitor current media to notice international disasters which demand a response of international aid.
- Once the club has decided on a project, coordinate the arrangements with appropriate authorities
- Report regularly to club members on the project – try to get specific information and photographs

- where possible
- Arrange for information nights on any of these program at one of our regular meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
- Display up to date information on the club notice board and/or in the bulletin.
- Attend any available information sessions on the programs

PEACE ISSUES

Objectives

- Coordinates and encourages the club's involvement in issues related to International Peace

Specific Responsibilities

- Become familiar with the Rotary Peace programs, Peace centres and Scholarships by checking out websites and club members who have been involved in the past
- Inform district Peace Scholarships officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program and pass this on to members.
- Work with the International Committee to either run an event that raises funds for Peace centres, or that the club considers a donation to the cause.
- Provide reports to the bulletin and for the web site after any such events
- Arrange for members to be periodically educated about Rotary's Peace programs – work with the Development and Mentoring coordinator.

WOMEN'S ISSUES

Objectives

- Coordinates and encourages the club's involvement in issues related to Women's Issues
- Coordinate involvement in the Project Uplift
- Coordinate involvement in the Days for Girls program

Specific Responsibilities

- Become familiar with Rotary connected programs that deal with Women's issues and Women's rights by checking out websites and club members who have been involved in the past
- Receive current information on these programs and pass this on to members through brief talks and/or the Bulletin.
- Work with the International Committee to either run an event that raises awareness of Women's issues
- Whilst there is interest, monitor the club's involvement in Project Uplift (the collection of used bras) and act as a contact person for this program
- Manage the club's involvement in the joint program with Zonta – the "Days for Girls" program.
- Provide reports to the bulletin and for the web site after any such events
- Arrange for members to be periodically educated about Women's Issues – work with the Development and Mentoring coordinator.

VOCATIONAL SERVICE COMMITTEE

VOCATIONAL SERVICE CHAIR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club’s By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee’s meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary AND Vice President at least a week before the Board meeting.
- Write a report on the year’s activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Ensure that something is planned for Vocational month in the club e.g. Pride of Workmanship awards or an “Ethics & 4 Way Test” event. If no other activity is planned, arrange some other event or information sessions to draw attention to the role of the Vocational Committee in Rotary.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY CHAIR (VOCATIONAL)

Objectives

- Chair the Vocational committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

BUSINESS MENTORS

Objectives

- Coordinates and encourages the club’s involvement in the Business Mentors program

Specific Responsibilities

- Become familiar with the Business mentors program by checking with club members who have been involved in the past or looking up information on the Web.
- Receive current information on the program, attend information meetings and keep members informed of what's happening and of possible mentoring opportunities
- Coordinate all aspects of our club's involvement in the program
- Report to the club on what we're doing through meetings, the bulletin and our website

ETHICS AND 4 WAY TEST

Objectives

- Arrange some event to promote high Business Ethics & intelligent use of the 4 Way Test
- Promote the Declaration of Rotarians in Businesses and Professions Document
- Promote the "Four Way Test" in the club and the community.

Specific Responsibilities

- Become familiar with the Business ethics aspects of Rotary by exploring the "Declaration of Rotarians in Businesses and Professions Document" and the "Four Way Test" on the Internet or by contacting local Rotarians who are familiar with these documents.
- Periodically remind members that the unique thing about Rotary as a service organization is its focus on high ethical practices in business – this was central to its foundation.
- Arrange some event during the year (maybe in Vocational Month) to highlight the importance of Ethics & 4 Way Test and/or to draw attention to the "Four Way Test" and the "Declaration of Rotarians in Businesses and Professions" document. Consider making the event available to other members of the community.

FELLOWSHIPS

Objectives

- To inform members about and encourage members to join Rotary Fellowships

Specific Responsibilities

Become familiar with the Rotary Fellowships program by exploring websites and asking local members who have been involved – attempt to obtain a current list of all available fellowships with contact details for coordinators.

Promote the fellowships program and particular fellowships through meetings, the bulletin and the web site
Coordinate local Rotarians' involvement in any Fellowships activities

Arrange guest speakers or local members to talk about the fellowships they are in – consider having a "Fellowships Night" – work in with the Program Coordinator to arrange a suitable date.

JOB TALKS

Objectives

- Encourage members to share information about their current vocations or the current state of play in their vocational area.
- Manage a Roster of members providing a 2/3-minute update on their vocational area

Specific Responsibilities

- Develop a Roster of members who will very briefly share at a meeting the current state of their vocational area or what they are doing during their retirement.

- Contact people a week or so before they are to speak and then again on the day.
- Work with the Program coordinator to ask new members to share the history of their vocation in a job talk soon after joining.

MOCK INTERVIEWS

Objectives

- Coordinate club members' involvement in Mock Interview programs held at the secondary schools

Specific Responsibilities

- Find out all you can about the Mock Interviews from club members who have been involved in the past
- Find out about what our club has done with such programs in the past
- Contact local secondary schools informing them that you are the new contact person for these programs and find out if there is still a need for people to interview and give feedback to students.
- As required, gather names of interested Rotarians and make the arrangements for the interviews to take place
- Report regularly to club members on the project – try to get specific information and photographs where possible (remember to get permission to photograph students)

SHINE ON

Objectives

- Coordinates and encourages the club's involvement in the Shine on Awards program

Specific Responsibilities

- Become familiar with the Shine On program by checking out websites and club members who have been involved in the past
- Inform district Shine On officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program, attend any planning meetings and encourage members to seek participants in the program
- Coordinate the selection of nominees and handle all communications with participants
- Report to the club on successful nominees and keep members informed of the program
- Plan to attend the Shine On Awards event wherever it is held in the state, and encourage other members to join you.
- Provide reports to the local media, the bulletin and for the web site after the event

VOCATIONAL AWARDS

Objectives

- Coordinates and encourages the club's involvement in the Pride of Workmanship program
- Coordinates and encourages the club's involvement in the Vocational Scholarships program

Specific Responsibilities

- Become familiar with the POW program by checking out websites and club members who have been involved in the past
- Inform district POW officials that you are our club's contact for the program and give them your contact details
- Work with the Vocational committee to determine the theme for Vocational awards in the current year and a suggested date. Send this recommendation to the Board.
- Receive current information on the program, attend any planning meetings and encourage members to

seek participants in the program

- Coordinate the selection of representatives and handle all communications with participants
- Report to the club on successful participants and keep members informed of the program
- Plan a Pride of Workmanship presentation event in conjunction with the Program manager – seek support of members in planning the night
- Arrange for POW awards to be purchased and inscribed with winner’s names
- Arrange for videos of participants in their workplaces to be shown on the night (if appropriate)
- Provide reports to the local media, our bulletin and for the web site after the event
- Determine with the Board whether there are sufficient funds for a Vocational Scholarship in the current year.
- If so, work with the Vocational committee to determine the theme for the Vocational Scholarship and suggested dates for applications and an event. Send this recommendation to the Board.
- Coordinate the selection of representatives for the scholarship and handle all communications with participants.

YOUTH SERVICE

YOUTH SERVICE CHAIR

Objectives

- Ensure that all focus areas of this committee are being effectively implemented and that strategic goals have been set for each focus area.
- Coordinate and Chair committee meetings

Specific Responsibilities

- Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions related to this focus area and committee.,
- Attend District Assembly and be part of the Committee Workshops related to this Focus area.
- Attend Club Committee Meetings in this focus area towards the end of the previous year to gain a “feel” for the position
- Be extensively briefed by the outgoing Chairperson of your committee
- Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
- Read the Club Roles and Guidelines on roles and procedures that relate to your Committee
- Become familiar with the club’s By-Laws and Rules.
- Arrange an initial Planning Meeting with your Committee to appoint a deputy chair, confirm annual strategic plan goals, establish a budget, allocate roles and set meeting times and places. The goals need to be confirmed by the end of this meeting, and a budget total should be forwarded within a couple of days to the Treasurer.
- At the start of your year, inform the Treasurer of the expected amount of expenditure for your committee.
- Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting using the Agenda/ Minutes Template for your Focus area.
- Ensure that brief minutes are kept of the committee’s meeting decisions using the Agenda/ Minutes template for your committee. – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
- Ensure your report is emailed to the Club Secretary AND Vice President at least a week before the Board meeting.
- Write a report on the year’s activities for the Annual Report (due by the end of May)
- Ensure that Rotary Months relating to this committee are observed
- Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify your planned budget.
- Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.

- Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
- Arrange a meeting with the incoming Director /Chair towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

DEPUTY CHAIR (YOUTH)

Objectives

- Chair the Youth Committee in the absence of the Director
- Deputize for the Director when the Director is not available

Specific Responsibilities

- As above

AWARENESS (OF YOUTH PROGRAMS)

Objectives

- Ensures that club members are aware of the range of youth programs available in the district and encourages the club to support these programs.

Specific Responsibilities

- Become familiar with the range of youth programs in the district by checking the District Directory and the District website.
- Obtain a list of all of these programs and the closing dates for applications to each of them.
- Ensure these dates are placed on the Club Display Calendar and web site.
- Promote support of these programs through short talks at meetings or in the Bulletin.

RYLA

Objectives

- Coordinates and encourages the club's involvement in the RYLA program

Specific Responsibilities

- Become familiar with the RYLA program by checking out websites and club members who have been involved in the past
- Inform district RYLA officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program and encourage members to seek participants in the program
- Coordinate the selection of representatives and handle all communications with participants
- Report to the club on successful participants and keep members informed of the program
- Arrange for club sponsored participants to make a presentation to members after their participation
- Provide reports to the bulletin and for the web site after the event

RYPEN

Objectives

- Coordinates and encourages the club's involvement in the RYPEN program

Specific Responsibilities

- Become familiar with the RYPEN program by checking out websites and club members who have been involved in the past
- Inform district RYPEN officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program and encourage members to seek participants in the program
- Coordinate the selection of representatives and handle all communications with participants
- Report to the club on successful participants and keep members informed of the program
- Arrange for club sponsored participants to make a presentation to members after their participation
- Provide reports to the bulletin and for the web site after the event

SCHOOLS LINKS

Objectives

- Coordinate the club's involvement in local schools – particularly with regard to Citizenship scholarships, the Beacon program, Chaplaincy, and LIFT programs

Specific Responsibilities

- Become familiar with the Scholarships to schools program, our support of the Beacon program and Chaplaincy and our LIFT workshops by checking out club members who have been involved in the past
- Ensure that relevant dates of these events are placed on the Club Calendar and coordinate our club's involvement in the various programs by making yourself known at the schools and gathering members to be in attendance.
- Report to the club on what we're doing through meetings, the bulletin and our website and where appropriate, work with the Public Relations committee to maximize positive publicity of events.

SCIENCE PROGRAMS

Objectives

- Coordinate and encourage the club's involvement in the National Youth Science Forum and the Siemens Science Experience programs

Specific Responsibilities

- Become familiar with the Science programs by checking out websites and club members who have been involved in the past
- Inform district officials that you are our club's contact for the programs and give them your contact details
- Receive current information on the program and encourage members to seek participants in the program
- Coordinate the selection of representatives and handle all communications with participants
- Report to the club on successful participants and keep members informed of the program
- Arrange for club sponsored participants to make a presentation to members after their participation
- Provide reports to the bulletin and for the web site after the event

YOUTH EXCHANGE

Objectives

- Coordinates and encourages the club's involvement in the Rotary Youth Exchange program or any alternative related program.

Specific Responsibilities

- Become familiar with the Youth Exchange program by checking with club members who have been involved in the past
- Inform Youth Exchange officials that you are our club's contact for the program and give them your contact details
- Receive current information on the program, attend information meetings and keep members informed of what's happening and of possible exchange opportunities
- Work with the Board to determine if the club can be involved in the program and seek member support if appropriate
- If the club decides to participate, coordinate all aspects of our club's involvement including the provision of hosts, contact with the student, education, etc. There are many factors to consider – see "Factors Involved in Hosting Exchange Students"
- Report to the club on what we're doing through meetings, the bulletin and our website

ROTARACT

Objectives

- Encourage and coordinate interaction between our club and local and district Rotaract clubs

Specific Responsibilities

- Become familiar with the Rotaract program through web sites and by asking local members who have been involved
- Make yourself known to officials in district Rotaract organizations and provide them with your contact details
- Explore possibilities for interaction between our club and district Rotaract clubs e.g. attending meetings, visits, inviting Rotaract members to participate in our service activities etc.