Basic Committee Responsibilities

# Committee structure includes a Division Chair, Committee Chair and Members

Club Administration

# Division Chair: Bob Miller 2024-25 | 2025-26

**Arts/Community Events:** Educate the club members about the variety of arts activities and organizations in the area via a one-minute presentation each week and a printed or electronic agenda of upcoming events. Identify potential opportunities for Rotary involvement and support of the arts. Provide leadership for identified art promotion, activities and special performances.

**Chaplain**: The Club Chaplain or committee chair, arranges to have committee members provide an invocation near the beginning of each meeting.

**Meeting Site & Meals**: Serve as liaison regarding meeting facility and meals. Notify them of any special needs related to unusual programs that may have larger than normal attendance or that will cause club to not meet on designated day. Report to the Board of Directors in February each year on an assessment of member satisfaction and other possible meeting locations to ensure the Club continues to get the best value for the members.

**The Sergeant-at-Arms** team plays an important role at each meeting by helping to maintain an orderly, dignified and effective meeting, one that will make the right kind of impression on club members and visitors.

* Check the meeting room prior to each meeting to see that flags, banners, Rotary bell, gavel, and any special needs for that meeting are all in place
* Greet all members, visiting Rotarians and guests.
* Set up the meeting and register attendance on the iPad, collect weekly meal charges, ensure members fill out guest card
* Collect all fines and happy bucks during the meeting and deliver, along with the cash reconciliation sheet, to the Treasurer or Assistant Treasurer at end of the meeting.

**Website**: The role of the Website Committee is to work with the Club Leadership, Administration, Public Image and Membership Committees to align our website to be the voice of the Rotary Club of Kalamazoo and to develop opportunities for our members to be engaged and informed.

Foundations

# Division Chair: Dann Sytsma, P.E. 2024-25 Dann Sytsma | Lucinda Stinson 2025-26

**Club Charities Fundraising:** The mission of the **Club Charities Fundraising** Committee is to encourage all members to contribute to the club charities to help fund designated charities and to club grants.

See *Service Projects* for more information about designated charities including **Rotary Is For Reading™ *and Operation R.A.Y*. and World Community Service.**

Additional club charity fundraising is reviewed by the Charities Fundraising committee.  
The Rotary Club of Kalamazoo Charities 501(c)(3) is the arm of club giving programs. We encourage club members to contribute each year to help fund grants and our designated charities.

**Club Contributions and Grants**: Our Rotary club provides financial contributions to local 501(c)(3) organizations twice per year through a grant process. Special consideration is given to requests for new or pilot programs with community support, programs in need of leveraging funds to match a donor’s challenge and specific capital expenditures.

The Club Grants and Contributions Committee reviews grants in April and September and makes recommendations to the Rotary Club of Kalamazoo Charities 501(c)(3) board for approval to fund the projects.

**District 6360 Foundation**: Serves as the central source of information of the Rotary District 6360 Foundation, especially ensuring that the Board of Directors is aware of deadlines for grant applications and any other activities, including promoting the Rotary District 6360 Foundation and the Raffle Tickets Sales.  
The annual Raffle Ticket Sales support the District Grants, while twenty percent of the proceeds are returned to our club to fund Youth Programs and projects for the upcoming year.

**Foundation (TRF):** Serve as the central source of information for programs sponsored by the Rotary Foundation. Educate the overall membership of work being done by the Rotary Foundation and encourage higher levels of financial support for the Annual Fund, PolioPlus and the Permanent Funds. Specifically, develop a plan to increase the number of Every Rotarian Every Year (EREY) givers to The Rotary Foundation, Sustaining Members, Paul Harris Fellows and Paul Harris Society. Also, continue to take the lead for the Club in the **End Polio Now** campaign of Rotary International and encourage members to make a pledge with the District 6360 Polio chair to become a PolioPlus Society member through an annual commitment of a specific amount.

The Foundation Committee Chair is reported to Rotary International (see footnotes).

Membership

# Division Chair: Brian Kaufmann 2024-25 | Jennifer Jackson 2025-26

**Membership Development**: The membership process starts with attending a regularly scheduled Monday luncheon meeting at noon, or an evening Satellite event if that is more convenient. The meetings allow Rotarians to be educated through a series of speakers on topical subjects, and to get to know one another through fellowship.

**Membership Review/Classification**: Send a 7-day member notification for feedback and concurrence, while reviewing the suitability of all proposed members and report findings to the Board of Directors for their use in determining the appropriateness of the person for classification for each prospective member. Prepare a list of all relevant classifications and what members are in each. Provide a classification survey in January each year. Work with Membership Development Committee to inform the club which classifications have a shortage of members and classifications that are quite full. The committee also reviews the nickname and the new member badge number.

**Rotary Orientation**: Rotary Information Orientation is a one-on-one or group meeting with a past-president or other experienced Rotarian to ensure that each new club member becomes integrated into the club. The key benefit is to help new members get the most out of their membership by understanding and participating in club projects and activities.

**Satellite**: The Rotary Club of Kalamazoo Satellite Club meets at an alternate time and location — to encourage service in our community and internationally in the Rotary ideal of *Service Above Self.*

The **Club Membership Committee Chair** is reported to Rotary International (see footnotes).

Program and Information

# Division Chair: Joe Licavoli 2024-25 | Aaron Bradford 2025-26

**Bulletin**: The Bulletin Committee records the weekly general meeting “summary” and distributes it to the club membership via email and are publicly accessible on the club website. Bulletins keep members up on club happenings and programming. The bulletin team members are known as *Our Editarians*.

**Club History Ad Hoc**: In conjunction with the Western Michigan University Archives and Regional History Collection, maintain an ongoing collection of the history of Rotary Club of Kalamazoo. Inform the board of directors of the status of the historical archives once each year and review content publicly available on the website. The club secretary is responsible for the Document Retention and Destruction Policy.

**Program:** Arrange all weekly programs with attention to Rotary month designations and any significant community needs. Arrange for appropriate introduction to be made. Make no program commitments until checking with President for possible conflicts. Ensure speaker has needed audio-visual equipment available for presentation. Arrange for a maximum of one guest of the speaker to be hosted by the club. Program Committee maintains and updates the events and meetings calendar.

Public Image

# Division Chair: Keith Mumma 2024-25 | Marvinetta Woodley-Penn 2025-26

**Public Image and Social Media:** Members of the Public Image Committee help tell the story of Rotary and how we are *people of action*in our community—and around the world.  
As messengers of Rotary in the public eye, the team focuses on a variety avenues—including social media—to communicate the club's commitment to the object of Rotary—the ideal of service above self—and promoting peace and understanding. The Public Image committee is to work with the Website committee for news content.

**Red Rose Award**: Annually assess the relevance of continuing this award program and make recommendations to the Board of Directors; gather nominations, submit a recommendation to the board in April and coordinate the presentation of the award in early June.

**Special Events**: Coordinate and plan any special events as requested by the President or Board of Directors. Determine methods to make activities more inclusive of Rotarians’ families.

The **Club Public Image Committee Chair** is reported to Rotary International (see footnotes.)

Service Projects

# Division Chair: Anne Witherspoon 2024-25 | 2025-26

• Programs and volunteer opportunities supported by *Club Charities and Fundraising or endowments •*

**Red Kettle**: Our Red Kettle Bell Ringing— a tradition in our club for many years—is well known around the world. This fun and engaging opportunity for members to engage in community service that happens during the holiday season directly benefits those in need in our local community. In fact, the Red Kettle Campaign is the largest primary fundraiser for the Salvation Army. Coordinate volunteers to participate in the *spirit of giving* by filling timeslots at various community locations for the annual bell ringing in support of the local Salvation Army Red Kettle fundraising campaign. Rotarians and guests are encouraged to share talents, sing or entertain.

**Rotary is for Reading:** Rotarians step into second grade classrooms throughout Kalamazoo Public Schools in teams of two to promote literacy, college awareness and post-secondary skilled trade and technical education awareness to inspire students to take advantage of the Kalamazoo Promise. Supporting education is one of the Rotary International six areas of focus with a goal to strengthen the capacity of communities to support basic education and literacy.

**World Community Service**: Identify possible international projects that align with one of the seven areas of focus for The Rotary Club of Kalamazoo involvement and make a recommendation to the Board of Directors what projects the club should pursue. Provide leadership in implementing all approved projects.

The **Club Service Projects Committee Chair** is reported to Rotary International (see footnotes.)

Service Projects - continued

**Casa Amparo**: Coordinate the ongoing relationship between club members and Casa Amparo. Keep club members informed and recommend any changes to the Board of Directors. A Casa Amparo teacher is supported by an annual endowment administered by the Kalamazoo Community Foundation (KCF)

**Operation RAY**: Coordinate the activity including: Seeking volunteers for purchasing items, packaging and shipping to members in the armed forces serving overseas. R.A.Y: *Rotarians Appreciate You*

Club Service Projects Chair is reported to Rotary International (see footnotes.)

Youth Programs | Young Leaders

# Division Chair: Nick Boyd 2024-25 | 2025-26

**Interact:** Members of the Interact Club, a service club for youth ages 12 to 18 who want to connect with other young people and have fun while serving their communities and Clubs. Interact clubs typically organize two projects every year, one that helps their school or community and one that promotes international understanding. Committee members from the Rotary Club of Kalamazoo will help mentor Interactors and serve as a liaison to the Kalamazoo Central and Loy Norrix Club advisor and Interact leaders as they carry out their projects and develop leadership skills.

**International Youth Exchange**: Recruit host families for inbound Rotary International Youth Exchange Program and work with Kalamazoo area high schools to identify potential outbound students. The Committee must provide a trained Youth Exchange Officer and Youth Exchange Counselor (who must be of the same gender as an inbound student). Adult participants and host families are screened and trained and work closely with the District 6360 Youth Exchange Committee to ensure success.

**RYLA:** Rotary Youth Leadership Awards - help coordinate and select the student(s) who will attend District 6360’s camp for leadership development held annually in the summer.

**STRIVE**: The role of the STRIVE Committee is to organize and conduct a motivational and mentoring program for high school seniors and juniors who want to improve their present educational status and their future life prospects. An annual report to the Board should happen as soon as possible after the end of each school year.

President’s Committees

**Club Learning Facilitator**: An individual with significant Rotary experience shall serve as an advisor to the Club President, Board of Directors, and all Committees. Club Learning Facilitator is reported to Rotary International (see footnotes).

**Financial Review**: A committee independent of the Board will be formed of club members after the end of each fiscal year to inspect the books of the Club. A sample set of disbursements will be examined as well as significant variances from budget. The committee will report their findings to the Board of Directors no later than their October meeting and to the full membership prior to the end of December.

**Endowments:** A committee consisting of board members and members acting as a liaison with the Kalamazoo Community Foundation to monitor and report on the club endowed funds.

Notes:

Refer to the 2024 Rotary Club of Kalamazoo Bylaws\* Article 9: Divisions and Committees, Section 1 Divisions and Section 2 Divisions Duties for more information including:

(2) The President‐Elect shall appoint by 1 February the Chairs of each division from amongst the members of the Board of Directors who will be serving in the following year

\*Amended December 9, 2024

Board Division Chairs should review the committee descriptions and make recommendations for any updates.

Footnotes: The Foundation (TRF) Chair, Club Administration, Club Membership Chair, Club Public Image Chair, Club Service Projects Chair and Club Learning Facilitator\*\* are committee are club officer positions reported to Rotary International by 31 December in the year before taking office.

\*\*New reporting requirement as of July 1, 2023

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| **Club Officers (8) Start: 2024-07-01 End: 2025-06-30**  Club Foundation Chair - Dann Sytsma  Club Vice President / President-Elect— Dann Sytsma  Club President – Taylor Huie  Club Membership Chair – Brian Kaufmann  Club Learning Facilitator – Richard Briscoe  Club Public Image Chair – Keith Mumma  Club Secretary - Nancy Peterson  Club Service Projects Chair – Anne Witherspoon  Club Treasurer – Joe Neu  (Immediate Past President – Martin Velten) | **Club Officers (8) Start: 2024-07-01 End: 2025-06-30**  Club Foundation Chair - Lucinda Stinson  Club Vice President / President-Elect— Lucinda Stinson  Club President – Dann Sytsma  Club Membership Chair – Jennifer Jackson  Club Learning Facilitator – TBD  Club Public Image Chair – Marvinetta Woodley-Penn  Club Secretary – Chad Goodwill  Club Service Projects Chair – Anne Witherspoon  Club Treasurer – Joe Neu  The Rotary Foundation Chair - TBD  (Immediate Past President – Taylor Huie) |