

# Rotary Committee & Meeting Dates

- 1. Membership – 1<sup>st</sup> Tuesday of month at 11:30 – CHAIR: Jessica Clark**
- 2. Community Service – 2<sup>nd</sup> Tuesday of month at 1:30 – CHAIR: OPEN**
- 3. Club Administration – 1<sup>st</sup> Tuesday of month at 1:30 – CHAIR:  
Howard Pizzo**
- 4. Public Image – 4<sup>th</sup> Tuesday of month at 1:30 – CHAIR: OPEN**
- 5. Youth Service – 3<sup>rd</sup> Tuesday of month at 1:30 – CHAIR: Tammy  
Wilson & Calvin Jones**
- 6. Fundraising & Events – 2<sup>nd</sup> Tuesday at 11:30 – CHAIR: Scott Berman**
- 7. Rotary Foundation – 3<sup>rd</sup> Tuesday at 11:30 – CHAIR: Teresa Brandell**
- 8: Golf Subcommittee (under Fundraising) – CHAIR: Britt Slocum**

# Membership Committee

## **Mandate and Governance**

The Club Membership Committee shall have authority to exercise its role and duties within the limits set out by the by-laws of the Delta Waverly Rotary Club and the committee's terms of reference. The general mandate of the Club Membership Committee shall be to ensure the club is effectively attracting, recruiting new members and maintaining current members.

## **Role and Duties**

The Club Membership committee is responsible for:

- developing committee goals to achieve effective attraction, recruitment and maintaining of club members.
- educate club members on how to attract new members and keep them involved
- conduct surveys on member satisfaction.
- Meet regularly to plan activities on how to recruit new members.
- look to clubs meetings, projects and other activities to assess how can attract new members.
- develop a membership action plan to improve member satisfaction.
- Highlight new members at club meetings by working with President & President Elect.

The Club Membership Committee may strike sub-committees as required. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Club Administration Committee

## **Mandate and Governance**

The Club Administration Committee shall have authority to exercise its role and duties within the limits set out by the by-laws of the Delta Waverly Rotary Club and the committee's terms of reference. The general mandate of the Club Administration Committee shall be to ensure the effective functioning of the Club and to organize its fellowship activities.

## **Role and Duties**

The Club Administration committee is responsible for:

- developing committee goals to achieve effective organization and administration of club meetings and fellowship events.
- conducting activities associated with the effective operation of the Club including general administration, organization of the meeting facility, and meeting set-up and put-away.
- assisting the Club Secretary with the monitoring and recording of member attendance.
- producing the weekly bulletin and ensuring the timely publication and distribution of the bulletin to the Club's members.
- securing speakers for meetings and publishing the names and topics of upcoming speakers on the Club's website.
- ensuring ZOOM is set up appropriately for virtual meetings weekly including laptop, cameras and audio.
- ensuring that speakers' presentation needs, presentation is loaded on computer.
- keeping the club items stored neatly at One North Kitchen & Bar.

The Club Administration Committee may strike sub-committees as required; for example, a sub-committee to arrange for speakers or zoom runners. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Community Service Committee

## **Mandate and Governance**

The general mandate of the Community Service Committee shall be to conduct charitable activities on behalf of the Club both Locally & Internationally. In addition, Delta Waverly Rotary Club has a long tradition of focusing on children with food insecurities and it shall be within the mandate of the Community Service Committee to maintain this focus until such time as the Club membership formally requests a change in focus.

Decisions on funding requests before the committee and within its mandate shall be made through discussion and consensus of the committee members. For amounts greater than \$500, consensus of a quorum is required. Should a vote on a request be required, the committee chair shall conduct the vote and shall normally only vote to break a tie. A record of committee decisions shall be maintained. For amounts equal to or less than \$500, a funding decision may be made by the Director and one other committee member.

## **Role and Duties**

The Community Service committee shall be responsible for:

- Developing committee goals to achieve community service project goals for the coming year both local & international.
- Planning and conducting charitable projects on behalf of the Club that include needs assessments and evaluation of their effectiveness.
- Working with other organizations, volunteers, and committee members to maximize the impact of the Club's projects.
- Planning and implementing Weekend Survival Backpack Program with Greater Lansing Food Bank and local Waverly elementary schools
- Planning and implementing the annual Christmas gift program
- Planning and implementing volunteer presence at summer Music in the Park Series at Sharp Park
- Planning and implementing volunteers for annual Salvation Army Bell ringing at Lansing Mall during Holiday season
- Reviewing and evaluating on-going funding initiatives and determining if they should continue and, if so, determining the amount of funding to be allotted.
- Identifying opportunities for additional projects that will provide significant benefit to the community, be sustainable, and enhance the Club's profile within the community and internationally.

- Evaluating requests for funding received by the Club and making decisions related to the acceptance or rejection of those requests.
- Determining the amount of funding to be allotted to requests that have been approved.
- Tracking requests for funding and maintaining a record of decisions made and amounts of funding allotted.
- Liaising with the Fundraising, the Youth Service committee and the International Service committee to ensure a coordinated response to funding requests.
- Working toward achieving the goals set out in the Rotary International Presidential Citation.

The Community Service Committee may strike sub-committees as required; for example, a sub-committee to organize the Bell Ringing, Music In the Park, Weekend Survival Program, etc. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Public Image Committee

## **Mandate and Governance**

The general mandate of the Public Image Committee shall be to conduct charitable activities on behalf of the Club. The role of the club's public image committee is to create and implement a plan to tell Rotary's story to the public, and to promote the club's projects and activities.

## **Role and Duties**

The Public Image committee shall be responsible for:

- Developing committee goals to achieve public image goals for the coming year.
- Promote club activities and projects among club members, local media outlets and members of the community.
- Make sure club communications follow rotary guidelines for voice and visual identity.
- Use social media to raise awareness of rotary club in community.
- Enhance projects and activities to make them more appealing to media by writing press releases and taking photos at events.
- Work with club to make sure we are courting and obtaining relevant speakers for weekly meetings.
- Promoting Club fellowship through the organization of fellowship events such as golf tournaments, and social events (e.g.: Golf Outing, Veteran's Day & More
- Publishing details of fellowship events on the Club's website.
- Update and maintain information on Delta Waverly Rotary website.

The Community Service Committee may strike sub-committees as required; for example, website maintenance or social media. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Youth Service Committee

## **Mandate and Governance**

The general mandate of the Youth Service committee shall be to provide programs and resources related to the educational and leadership development of youth and young adults.

The Delta Waverly Rotary Club supports two initiatives each year, Waverly High School Student of the Month program, and our annual Delta Waverly Rotary Scholarship awardees. It shall be within the mandate of the Youth Service committee to maintain these programs until such time that the membership formally requests a change.

## **Role and Duties**

The Youth Service committee is responsible for:

- developing committee goals to achieve youth service project goals for the coming year.
- work with Waverly High School principal to identify a senior student to be awarded as student of the month
- work with other school administration and to identify areas of need that Delta Waverly Rotary can assist
- coordinate, promote and execute annual scholarships for graduating seniors in Delta Township. Amount and type to be determined by committee and presented to board for approval
- work together to identify other opportunities to celebrate our youth in Delta Township Schools, including Waverly, Grand Ledge & Lansing Cathoic

The Youth Service committee may strike sub-committees as required; for example, a sub-committee to plan and implement such as helping to read and rate scholarship applications. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Fundraising and Special Events Committee

## **Mandate and Governance**

The general mandate of the Fundraising and Special Events committee shall be to optimize the amount of funds raised for the charitable work of the Club.

Decisions on motions before the committee and within its mandate shall be made by consensus or by a majority vote of the committee members if consensus cannot be achieved. The committee chair shall administer the vote and shall normally only vote to break a tie.

## **Role and Duties**

The Fundraising and Special Events committee shall be responsible for:

- developing committee goals to achieve fundraising and special event goals for the coming year.
- planning and conducting fundraising and special events on behalf of the Club that include evaluation of their viability and effectiveness.
- working with other organizations, volunteers, and committee members to maximize the amount of funds raised for the Club's charitable activities.
- planning and implementing the Bob Knutson Golf Outing in August.
- Planning and implementing the Veteran's Day event at One North Kitchen & Bar on 11/11 each year
- planning and implementing the gala type fundraising event at TBD date
- reviewing the evaluations of on-going fundraising initiatives and determining if they should continue and, if so, how they may be improved.
- identifying opportunities for additional fundraising projects that will provide further funds to the Club and enhance the Club's profile within the community.
- tracking fundraising activities and maintaining a record of decisions made and amounts of funds raised.
- Work with community service committee to help raise funds for backpack program
- working toward achieving the goals set out in the Rotary International Presidential Citation.

The Fundraising and Special Events committee may strike sub-committees as required; for example, a sub-committee to plan and implement the annual golf outing and Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.

# Rotary Foundation Committee

## **Mandate and Governance**

The Rotary Foundation Committee shall have authority to exercise its role and duties within the limits set out by the by-laws of the Delta Wavery Rotary Club and the Committee's terms of reference.

Decisions on funding requests before the committee and within its mandate shall be made through discussion and consensus of the committee members. For amounts greater than \$500, consensus of a quorum is required. Should a vote on a request be required, the committee chair shall conduct the vote and shall normally only vote to break a tie. A record of committee decisions shall be maintained. For amounts equal to or less than \$500, a funding decision may be made by the Director and one other committee member.

## **Role and Duties**

The International Service Committee shall be responsible for:

- Developing committee goals to achieve Rotary International service project goals and Club Foundation goals for the coming year.
- Educating Club members about the Rotary Foundation through financial contributions and program participation such as Paul Harris Fellowships and PolioPlus.
- Encouraging and facilitating Club participation in Rotary Foundation grants and activities.
- Ensuring that the Club is qualified to receive Rotary Foundation grants and that it maintains a system for managing grant funds as outlined in the club memorandum of understanding.
- Coordinating with the Youth Service committee to plan and implement a Rotary Youth Exchange should the Club express support for participating.
- Working toward achieving the goals set out in the Rotary International Presidential Citation.

The Rotary Foundation Committee may strike sub-committees as required. Sub-committees shall be provided with a specific mandate and shall report to the committee as a whole.