

## Rotary Job Descriptions

### **President**

TERM: 1 year

#### **DUTIES:**

- Presides at club meetings
- Plans and lead monthly board meetings
- Serves as ex-officio member of all committees
- Attend the District Conference
- Represent Morton Rotary at community events (game ball run, etc)
- At the beginning of their term, appoint a committee to conduct a review of the club's financial record for the previous Rotary year.

### **President Elect**

TERM: 1 year

#### **DUTIES:**

- Creates budget for upcoming rotary year
- Serves on Board as a director, attending monthly board meetings
- Attend District President-Elect Training in March
- Upon taking office, supervise the review of the club's financial record for the previous Rotary year.
- Sends weekly meeting reminders with program information and lunch menu

### **Vice President**

TERM: 1 year

#### **DUTIES:**

- Presides at club and board meeting, in absence of the President
- Conduct a monthly review of the club's credit card statements
- Attends monthly board meetings

## **Secretary**

TERM: 2 years, elected in even years

### **DUTIES:**

- Maintains membership and attendance records, updating club data in DACdb
- Takes minutes at board meetings
- Presents report of guests of weekly meetings
- Conducts orientation for new club members each quarter
- Manage club correspondence
- Keep promotional items, name badges and other materials used at meetings and events
- Preserve the club's historical records

## **Treasurer**

TERM: 2 years, elected in odd years

### **DUTIES:**

- Manage Club funds and bank accounts as directed by the Board
- Prepares monthly financial statements to present at board meetings
- Assist the President Elect with the preparation of their annual budget
- Provides annual update to the club on the Club's financial position
- Prepares and distributes quarterly member invoices for club
- Collects/deposits member dues-payments, including communication with members regarding late payments
- Pay club expenses as directed by the Board
- Counts weekly income from 50/50, & door prize tickets sales and makes deposit of income
- File Club taxes, according to state and national laws
- Maintain the club's electronic payment systems (Credit Card/Venmo)
- Transmit member donations to the Rotary Foundation when received

**Past President**

TERM: 1 year, following year as president

**DUTIES:**

- Serves as director on the club board
- Serves at membership chair

**Director of the Board**

TERM: 2 years

**DUTIES:**

- Attends monthly board meetings
- May serve as chairpersons of club committees
- Serve as a member of the audit committee if appointed by the president

**Membership Chairperson**

TERM: 1 year

**DUTIES:**

- Usually filled by the past-president
- Attends monthly board meetings
- Assemble a committee
- Develop membership leads

**Program Chairperson**

TERM: 1 year

**DUTIES:**

- Usually filled by the vice-president or president-elect
- Attends monthly board meetings
- Communicates with club members on schedule for finding a speaker
- Maintains list of suggested speakers

### **Foundation Chairperson**

TERM: 2 years

DUTIES:

- Motivate club members to give to the Rotary Foundation
- Educate club members on Rotary Foundation

### **Visioning Chairperson**

TERM: 3 years

DUTIES:

- Attends monthly board meetings, non-voting member
- Keeps track of progress on strategic plan goals
- Coordinates with RI Visioning committee every 5 years to update plan, schedule meeting

### **Special Events/Service Projects Chairperson**

TERM: 2 years

DUTIES:

- Attends monthly board meetings, non-voting member
- Coordinates sign up for Pumpkin Festival Ticket Booths
- Plans a spring and fall service project for the club.

### **Assistant Secretary**

TERM: 2 years

DUTIES:

- At the direction of or in absence of Secretary perform the duties of the Secretary

### **Assistant Treasurer**

TERM: 2 years

DUTIES:

- At the direction of or In absence of Treasurer, perform the duties of the Treasurer

### **50/50 Chairperson**

TERM: 2 years

DUTIES:

- Coordinates ticket sellers for 50/50 tickets at each weekly meeting

### **Door Prize Chairperson**

TERM: 2 years

DUTIES:

- Sets up schedule door prize providers
- Coordinates ticket sellers for door prize tickets at each weekly meeting
- Sends monthly reminders to door prize providers

### **Invocation Chairperson**

TERM: no limit

DUTIES:

- Keeps list of Rotarians willing to give the invocation
- Posts schedule quarterly, sending it to the President and Secretary
- Sends monthly reminders to those who are scheduled

### **Youth Exchange Officer Inbound**

DUTIES:

- Member of Host Rotary Club, and appointed to serve as the inbound student's main point of contact. Responsible for all important matters concerning the exchange student.
- Agree to background check; participate in required training at district level.
- Legal guardian of club's inbound exchange student
- Work with President & President-Elect to budget for required funds and complete necessary paperwork
- Identify 2-3 host families and interview and orient them.

- See other duties in job description provided by District.

### **Youth Exchange Counselor - Inbound**

#### **DUTIES:**

- Serves as counselor and advocate for student and must be same gender as the student. Does not need to be a member of the club
- Agree to background check; participate in required training at district level.
- Establish relationship with student upon their arrival, including at the airport if possible. Meet with the student 1-2 per month and develop a rapport.
- Visit each host family home within the first 60 days after a student moves in and submit a report.
- Assist with transportation, reporting, recruiting host families, celebrations, etc.

### **Scholarship Chairperson**

TERM: 2 years

#### **DUTIES:**

- Coordinates with Morton High School Counselor to receive applications
- Gathers subcommittee of 3-5 Rotarians to evaluate applications and make a selection
- Communicates scholarship selections to Morton High School
- Attends the Scholarship Award Night

### **Zoom Coordinator**

TERM: 1 year

#### **DUTIES:**

- Sets up laptop, OWL and Zoom for each weekly meeting

### **Sergeant at Arms**

TERM: 1 year, or until they find their own replacement.

#### **DUTIES:**

- Attends weekly meetings, and if can't attend finds a replacement

- Prepares a list of 4-5 fines for club members, based on trivia, current events, Rotary things, or any theme or topic the Sarge wishes. Always offer Free Fines & Happy Bucks at beginning of time. On the first of the Month announce that month's birthdays.
- Does not pay fines while serving as Sarge
- Collects fines from each table and counts the amount collected, reports this amount to the Treasurer