

Rotary Position Descriptions

President

The President will be responsible for running the club during their year with the training and knowledge built up through the Vice President and President Elect roles. President will run the weekly meetings and monthly Board meetings and will help coordinate all club activities with all club officers, board members and members. The President will support District and Rotary International objectives and be the key link between those parts of Rotary and the club. President should be an example of Rotary ideals and values and work to further those values through the club. When the club is functioning well administratively and all committees are working for the common goals, the President function is one of leader and inspiration. The President will become Immediate Past President

President-Elect

The President-Elect will be a member of the board of directors of the club and to perform such duties as may be prescribed by the President or the board. The President-Elect, or past Presidents, shall preside at meetings of the club and board in the absence of the President. President-Elect will recruit and coordinate with individuals who are Chairpersons and Coordinators reporting to them on the club's organizational chart. Additionally, the President-Elect is the chairperson of the nominating committee. The President-Elect will become the President.

Vice President

The Vice President is elected by the club with the intention that they will move into the President-Elect, and then President positions. They are a member of the board for the Bloomington Rotary Club. Vice President will recruit and coordinate with individuals who are Chairpersons and Coordinators reporting to them on the club's organizational chart. The Vice President will become the President-Elect.

Immediate Past President

Upon completion of their Presidency, they remain on the Board and active in club functions in some role. Past President provides for continuity and support of the President as they prepare for their roles and transition into the President role. Past President is expected to remain active on the Board and always a club leader, sharing their knowledge and experience.

Secretary

Secretary will maintain the club database in DACdb and in My Rotary through the Rotary.org website. Secretary will maintain attendance records, record minutes at Board meetings, coordinate needed club administration supplies and generally help support the club administratively to ensure a well-functioning organization.

Treasurer

Treasurer will be responsible for the daily financial activities of the club including recording and depositing all receipts and paying all club bills as well as providing financial reporting to the Board on a monthly basis. The Treasurer will help the President Elect with budgeting for their President year. In addition, the Treasurer will work with the Bloomington Rotary Foundation, the District and Rotary International to ensure good standing of the club with Rotary.

Board Member

Each Board member is expected to be an exemplary club member, leader and active participant in club functions. Board members meet for monthly meetings to discuss and approve all necessary club activities. The Board is expected to oversee the club officers, monitor the clubs financial position, provide guidance and input to the officers and in general help run an effective and efficient club.

RI Foundation Chair

This chair is responsible for understanding and supporting the Rotary International foundation through the sharing of knowledge and information, helping in the fundraising efforts, and helping our club achieve the goals set at the district and international level for the foundation.

BRC Foundation Liaison

This liaison serves as a voting member of the BRC Foundation and is the communication link between the club and club foundation. This person will provide communication and knowledge between the two entities in an effort to provide maximum benefit of both the foundation and club activities.

International Committee Chairperson

Chair committee responsible for the planning and implementation of international service projects. Duties of this committee could include fundraising, travel to service location, coordination with other Rotary clubs both local and internationally, and coordination of club members to help facilitate the project. Committee will make recommendation of service projects to undertake with board and club input.

Service Committee Chairperson

Chair committee responsible for planning, scheduling, and coordinating service projects with members of the committee, other volunteers from the club and the organizations that will benefit. The service projects should align with Rotary International's Areas of Focus and Avenues of Service. The goal should be to plan at least one service project each month during the Rotary year. Other duties could include writing grants to secure matching funds from District or Rotary International.

Membership Committee Chairperson

Chair committee responsible for membership functions including attracting new members, maintaining existing members and enhancing the club membership experience. Assure club members are well-informed about Rotary International and Bloomington Rotary Club. Create/maintain club-specific information for prospective members and new members, such as business cards, club brochures, and presentations. Work with Club Secretary to add information sheets to New Member Packet. Offer to visit other groups and/or businesses to share the story of Rotary. Host new member orientations as needed.

Program Committee Chairperson

Chair committee responsible for scheduling programs for regular club meetings. They will coordinate with the Vice President, and President on which meetings they will need or will not need scheduled programs. In addition, will help coordinate offsite meetings when necessary or desired.

Pork Chop Committee Chairperson

Chair committee responsible for the annual pork chop FUNdraiser. They will coordinate food donations and acquisition, site reservation, equipment needed, ticket sales, and other activities associated with the event. Previous coordinators have a reference binder of all the activities needed, and the date they are needed to be completed. This person should have a committee of individuals that help with the coordination of this event.

Youth Services Committee Chairperson

Chair committee responsible for the clubs activities in support of Youth Services. Work with the Early Act and Rotaract Coordinators to help establish and ongoing support of these clubs. Coordinate the students of the month with Central Catholic and Bloomington High Schools including the transportation of students each week to our meetings. Work with committee and club members to find students interested and eligible to attend RYLA conference.

Flag Coordinator

Remind current club Presidents to assign a club member to the Flag Committee. Convene Flag Committee meetings. The work of the committee includes: Maintaining flag inventory, repairing/reordering flags, lanyards, stands, poles, parts as needed, Assuring clubs are signed up for Labor Day and Memorial Day Parades, coordinating club sign up for parades, communicating with American Red Cross of the Heartland re: flag storage, promoting use of the flags to outside groups and individuals, communicating with Bloomington Rotary Foundation Chair and Treasurer on the five-club flag budget.

Thanksgiving with Friends Coordinator

Be the Bloomington Rotary club coordinator, in conjunction with Second Presbyterian Church and MarcFirst for our annual Lunch with Friends. Historically this event has included entertainment, Rotary members serving Thanksgiving dinner to our MarcFirst guests, collection of food for local food pantry. This event is held during our clubs regular Thursday meeting time the Thursday prior to Thanksgiving.

Training Coordinator

Keep club members informed of upcoming District and International training opportunities. Help facilitate the sign-up and coordinate transportation if needed.

Social Activity Coordinator

Plan, with help of small committee, social activities for the Rotary Club on a regular basis. Some of these activities could include Christmas party, social hours, or other non-service oriented activities that would allow club members to get together in purely social capacity.

Placemat Coordinator

Responsible for requesting ads from club members to be placed on the placemats used weekly at our club meetings. Duties include promotion of the ads, collection of payment, and working with the printer. Placemats should be scheduled to be for 6 month intervals beginning in May and November of each year.

Historian

Coordinate the filing and maintenance of historical information for the Bloomington Rotary Club. Make sure items are kept in good order and offer periodic presentations of historical facts and information about the club at regular club meetings.

Newsletter Coordinator

Collect information from weekly meetings including announcements from the President or other club members, and information on the presenter for the past week. Distribute a weekly electronic newsletter to club members through DACdb.

Weekly Task Coordinator

Coordinate the volunteers from the club membership to complete the weekly tasks that include, but are not limited to, Housekeeper, Invocator, and Greeter. Remind volunteers each week and communicate the names of the individuals to the President and Newsletter coordinator regularly.

Early Act Coordinator

Work with local elementary school in Bloomington community to establish, and support, an Early Act club.

Rotaract Coordinator

Work with local College in Bloomington community to establish, and support, a Rotaract Club.

50/50 Coordinator

Responsible for running the 50/50 drawing for the club once a year. Coordinator established the structure they would like to operate the 50/50 drawing under, and makes sure all materials necessary to operate the drawing are available.

Sergeant At Arms

Once a month this person hands out the fines to club members for different club “rule” infractions, and to bring to the attention news worthy information of individual members to the entire club. SAA establishes the structure of the presentation or what is and is not a “rule”.

Veteran’s Day Coordinator

This person establishes a committee of Bloomington Rotarians that will coordinate with members from the other four clubs in Bloomington/Normal to help put on the One-On-One Veteran’s Day event each November. Some of the duties may involve coordinating the location, working with club membership to sign up for the event, getting a key note speaker for the event, and matching up people who would like to attend with a Veteran.

Vocational Coordinator

Work with Bloomington Police and Fire departments, Central Catholic High School, Bloomington High School, and a local non-profit organization in the community to have a person recognized from each at our annual Vocational Lunch typically in the spring. A representative from each organization along with the award recipient is invited to our lunch and awarded a certificate of our clubs appreciation for their activities in the community.

Birthday Auction Coordinator

The first meeting of the month is Birthday Auction day. Members of the club with Birthdays within the month donate an item to be auctioned off to the club. Proceeds currently fund the Rotary Scholarships at Heartland College. Responsibilities include the reminder to members with birthdays each month, and the live auction at the first club meeting each month.

Weekly Book Coordinator

Purchase of books that are presented at the end of each meeting for the speaker of that day to sign. Books are then donated to a local non-profit day care facility in the community.

GSE Team Coordinator

When a GSE (Group Study Exchange) Team is in our area, work with the GSE Director from the District to help coordinate housing, activities, presentations and communications with the club.