

Rotary

Club of Bloomington

A GUIDE TO COMMITTEE INVOLVEMENT

Updated 3/27/22

Committees do the work of Rotary. The Board of Directors oversees the budget and organizational structure that supports our activities and service projects, but the heart, hands and soul of the club is our committee work.

2022-23 Committees

1. Classification Committee
2. Communications Committee
3. Community Service Committee
4. Diversity, Equity, & Inclusion Committee
5. Fellowship, Family and Fun Committee
6. International Service Committee
7. Membership Committee
8. Peacebuilding Committee
9. Program Committee
10. Rotary International Foundation Committee
11. Roundabout Committee
12. Scholarship Committee
13. Technology Committee
14. Vocational Service Committee
15. Youth Services Committee

General Guidance

- The Club's goal is for every member to serve on at least one Committee.
- Committees are team efforts within the larger Bloomington Rotary Club team.
- Chairs should not be doing all the work. We thrive when we work together.
- Committee assignments can be changed if you change your mind!
- Our Club's success comes through your engagement in our committees.

- Perfection is not the goal. Committees will generally not do everything!
- Life intervenes in our plans at times, so ask for help when needed!
- When volunteering for a committee, note any project that interests you. “Committees” are often a collection of separate but related tasks.

What is Expected of Committee Chairs?

- **Committee chairs contact all committee members by June/early July.** They will answer questions about how the committee will be organized and what (and when) the tasks are for the year.
- **Begin the year with an Organizing Meeting in July.** This will set the tone and the agenda for your year as chair. Make sure members know the meeting date and time. The President can provide reminders during our weekly meetings.
- **Chairs provide an overview, get to know each other a bit (Fun and Fellowship should be a constant!)** Please try to engage everyone who volunteers.
- **Be prepared to welcome new committee members throughout the year.**
- **Determine committee and any subcommittee assignments/coverage,** e.g., do you mainly have fixed events or is the effort on-going? Do you break up coverage by month (e.g., The Roundabout) or quarter, or do you need coverage the entire year or for a specific project from beginning to end, or a time-limited project (e.g., Scholarship in April and May)?
- **What additional roles for volunteers do you need?**
- **Provide input to the Club President** on personnel assignments (subcommittee heads) and additional needs. (Email, rather than catching the President at a meeting. This will enhance the potential for their being remembered! :)
- **Report in person or by email to Board of Directors for each monthly meeting** on your committee’s activities and needs, even if it is just to report your goals for the coming month.
- **Committee Chairs can be part of the club’s monthly Board Meetings.** Committee chairs are invited to attend the monthly Board Meetings. The Board meeting is a key source for information on how the club is doing and what opportunities and needs exist. Please notify the Club Executive Secretary in advance when planning to attend. The board generally meets the 3rd Thursday of the month at noon.
- **Cultivate new club leaders by including everyone!**

2022-23 COMMITTEES

Classification Committee

Co-Chairs: Ron Barnes and Dick McKaig

- Purpose – Keepers of a core Rotary tradition, Professional Classifications for all members
- Range of Functions:
 - Create Rotary classifications for membership applicants
 - Assess the club to determine unrepresented professions
 - Resource for Classification Talks
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with most business conducted by email
- Partnering with – Membership

Communications Committee

Chair: Alain Barker

- Purpose – Tracking and Facilitating Internal and External Communications
- Range of Functions:
 - Public Image oversight/campaign, Media Relations, Press Releases
 - Develop and Maintain Website (assign coverage and backup)
 - Encourage member use of Club website and DACdb club database
 - Encourage member use of Club social media
 - Maintain and promote Rotary Branding, including “People of Action”
 - Social Media planning and maintenance (assign coverage and backup)
 - Investigate Social Media Integration apps
 - Facebook
 - Twitter
 - Linked-In, Snapchat, others
 - Education of members on access to communications
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting plus meetings as needed, frequent emails and task-related contact around club gatherings. Varies with specific sub-task.

- Partnering: Club Assistant, Roundabout, Membership, Program, Youth Services

Community Service Committee

Chair or Co-Chairs, Open

District Grant: Von Welch, Chair

- Purpose – Coordinating our Local Service Projects
- Range of Functions:
 - Initiate new service projects (providing input to Club President)
 - Recommend service opportunities to be shared with membership
 - Oversee annual District Grant program (award District funds to a Bloomington nonprofit with whom we partner in a service opportunity: 2021 is Lotus World Bazaar)
 - Oversee annual traditional projects, including:
 - WFIU/WTIU Membership Campaigns
 - Hoosier Hills Food Bank
 - Salvation Army Bell Ringing
 - Teachers Warehouse coverage
 - “Hat” to choose charity for quarterly speaker acknowledgment donations
 - Participate in monthly board meetings
- Structure: The member who is the leader for each activity takes responsibility to promote the event to members, get volunteers and report results to the Committee Chair.
- Meetings: Initial Organizing Meeting. Members also meet in the spring to select the nonprofit organization to receive our District Grant. Plus activity-related contacts and emails.
- Partnering with: Communications

Diversity, Equity, & Inclusion Committee

Chair: Open

Purpose Statement, Range of Functions, Structure, Meetings, and Partnerships: In Development

Fellowship, Family and Fun Committee

Co-Chairs: Open

- Purpose – Nurturing our Rotary Family
- Range of Functions:
 - Planning Family and Evening Events (5:05’s, Holiday Party, etc.)
 - Membership sign-ups for Greeters, Guest Intro, Reflection
 - Support/Outreach for ill or injured members
 - Mentoring and engagement, supporting “Fireside Chats”
 - Fun – photos and videos at events, decorations
 - Supporting “Happy Dollars” when needed
 - Updating membership directory
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting plus frequent email contact and informal contact around club meetings, depending upon task
- Partnering with – Membership, Roundabout, Program, Communications

International Service Committee

Co-Chairs: Open

- Purpose – Coordinating International Service Project(s)
- Range of Functions:
 - Selecting and Coordinating International Projects
 - Communicating with other clubs about co-sponsorships, if relevant
 - Communicating with our club on International Projects
 - Maintaining links with former International Projects
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with additional meetings depending upon the status of the project
- Partnering with Communications, Program

Membership Committee

Dave Meyer, Chair {Co-Chair OPEN}

- Purpose – Membership Recruitment, Welcoming and Retention
- Range of Functions:
 - Evaluate and implement recruiting and retention strategies and develop appropriate administrative processes.

- New member recruitment and processing
 - Vetting and approving new member applications
 - Forwarding new member application for Board approval
 - Assigning individual club sponsors to new members
 - Developing a set of expectations for sponsors
 - New member Induction and onboarding
- Member retention oversight and programs (e.g., Lunch Buddies; checking in with those members not participating on Zoom)
- Develop mentoring program
- Periodic new member orientations (Fireside Chats)
- Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting. Votes are taken by email, but there may be several meetings after Tuesday meetings throughout the year for organizing and orientation purposes
- Partnering with – Fellowship, Communications, Board

Peacebuilding Committee

Chair: Earon Davis, {Co-Chair OPEN}

- Leadership –
- Purpose – Promote Rotary and Positive Peace locally and globally
- Range of Functions -
 - Coordinate with Rotary International partners such as the Institute for Economics and Peace and Mediation Beyond Borders International, and local partners such as Better Angels political depolarization group and other nonprofits.
 - Build awareness of the peacebuilding nature of all of our club’s projects
 - Create peacebuilding projects locally and globally
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with additional meetings depending upon the status of the project
- Partnering with Communications, Program, Rotaract, Community Services

Program Committee

Michael Shermis and Connie Shakalis, Co-Chairs

- Purpose – Secure Inspiring and Informative Programs/Speakers
- Range of Functions:
 - Chair maintains spreadsheet to track future programs and openings
 - Securing program/speaker mix to capture club interests
 - Inform Speakers of Requirements/Arrangements, including CATS coverage
 - Introduce the Speaker at the Program
 - Provide Membership Chairs with Speaker and guest contact info
 - Assist with potential backup program for “no show” speakers
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting. Recent past, meetings approx. every second month. Most business conducted email or informally around club gatherings
- Partnering with – Communications, Roundabout, Membership, Club President

Rotary International Foundation Committee

Peggy Frisibe, Chair

- Purpose – Represent our Club to the District and International Rotary Foundation and Encourage Donations to The Rotary Foundation (TRF)
- Range of Functions:
 - Inform Club about The Rotary Foundation activities and programs
 - Updates/reminders about Polio eradication status
 - Induct Paul Harris Fellows
 - Coordinate Club’s Paul Harris Points
 - Chairs track individual giving to TRF, maintaining confidentiality
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting plus email or casual contact around club gatherings
- Partnering with – Program, Roundabout, Board

Roundabout Committee

Judy Schroeder, Chair

- Purpose – To produce our phenomenal “Roundabout” weekly newsletter
- Range of Functions:
 - Schedule reporter coverage and backup for weekly Roundabout

- Report on meetings and club activities
- Also report on relevant District, Community and other clubs' events
- Overall: Keep club connected, informed and engaged
- Structure: Individuals assigned as *Roundabout Reporter* on a monthly basis
- Meetings: Initial Organizing Meeting plus email and casual contact during club meetings for the Reporter
- Partnering with – Program committee, Communications, Fellowship and other chairs and officers

Scholarship Committee

{OPEN} Chair

- Purpose – Award College Scholarships for Local High School Students
- Range of Functions:
 - Publicize and provide applications to local high schools
 - Review all applications and select finalists for interviews
 - Schedule and hold interviews and decide on the winners
 - Be present as hosts at the scholarship presentations in May
 - Consult about Ivy Tech Scholarship Program, if needed
- Structure: The entire effort involves everyone on the committee
- Meetings: Initial Organizing Meeting to brief everyone on expectations, but all effort is focused in the spring. The most intense efforts are in April with the selection process and student interviews. The scholarship presentation is in May.
- Partnering: Youth Services will use the availability of scholarships to help encourage participation in Interact clubs and encourage winners and others to participate in Rotaract after graduation.

Technology Committee

Alain Barker and Michael Shermis, Chairs

- Potentially part of the Communications Committee
- Purpose: Produce weekly meetings on Zoom. As we transition to a new hybrid meeting model in 2021-22 – meeting both in-person as well as on Zoom to enable remote attendance – we are encountering new technology challenges and opportunities to engage members.
- Functions:

- Investigate software and hardware needed to enable hybrid meetings that bring a high-quality experience to members who attend on Zoom
- When we return to in-person meetings, serve as on-site Producer of new technology with Zoom
- Meetings: Most communications via email
- Partnering with: Communications Committee

Vocational Service Committee

{Chair, OPEN}

- Purpose – Keepers of the Rotary Tradition of Vocational Service. Rotary has a special history of gathering professionals to share their skills with the club and the community – as well as sharing their career paths with students and young professionals.
- Range of Functions:
 - Arrange efforts to engage Rotarians in mentoring students, young members and the community in their profession
 - Arrange classification talks at selected club meetings and as backup programs if the speaker “no-shows.”
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with most contact by email and casual contact around club gatherings
- Partnering with: Classification Committee

Youth Services Committee

Leadership (by function, below)

- Purpose – Support and encourage projects and programs directed at engaging youth, who are the future of our club – and the future of our country and world.
- Some functions are coordinated with the North and Sunrise clubs as well as IU Rotaract. Range of Functions:
 - Rotary Youth Leadership Awards (RYLA) - **Loren Snyder and Joy Harter**
 - IU Rotaract
 - Interact (Two clubs, Bloomington HS South and North with Edgewood in development) – Find and maintain club advisor/sponsors, encouraging applications to Scholarships, RYLA and Four Way Speech Contest. Engage

Retractors, in cooperation with Bloomington North and Sunrise Youth Services Chairs.

- Four Way Speech Contest
- Help coordinate Rotary Youth Exchange
- Encourage/coordinate participation of youth in relevant club meetings
- Track Rotary Ambassadorial Scholars, Peace Fellowships, Group Study Exchange
- Reunion/Networking with past Rotary Scholars, RYLA, etc.
- Participate in monthly board meetings as needed
- Structure: Teams, Subcommittee Assignments (as above)
- Meetings: Initial Organizing Meeting plus emails, team/group discussions and casual contact around club gatherings
- Partnering with – Community Services, Scholarships, Sunrise & North clubs, District, Rotaract