



Club Officer and Committee Chair Descriptions

Officers

President (P): The President presides at club and board meetings. The President is the leader of the club. They will also ensure that club socials are scheduled monthly.

Immediate Past President (IPP): The immediate past President serves as an advisor to the President as the Chairman of the Advisory Board.

President-Elect (PE): The president-elect prepares for his or her year in office and serves as a director. This board member will also serve as the Membership Chairman.

Vice-President (VP): The Vice-President prepares for club leadership and shall also serve as an officer of the club or standing committee chair. Irrespective of the concurrent position held, this individual shall only have one vote on the Board as a director.

Secretary (S): The secretary keeps membership, attendance, and club records and preserves minutes of all board meetings and club business meetings minutes.

Treasurer (T): The treasurer oversees all funds and provides an accounting of them.

Sergeant-at-Arms (SAA): The sergeant-at-arms maintains order at club meetings.

Committee Chairs

Foundation Chair:

Job Description

The Foundation Chair leads the club's efforts to support the Rotary Foundation's activities and programs. Working with each governor-elect and governor and the District Rotary Foundation Chair (DRFC) every year, the Foundation Chair educates club members regarding the Foundation, encourages and promotes club contributions to the various Foundation funds, and persuades the club to undertake district and global grants that meet community needs locally and globally.

Duties & Responsibilities

- Lead the efforts to get the club qualified for Foundation grants (district grants and global grants).
- Lead the club's effort to get Rotarians to contribute to the various Foundation Funds at different levels (EREY, Sustaining Members, Paul Harris Fellows, Paul Harris Society, Major Donors, and Bequest Society).
- Encourage the club to apply for district and global grants.
- Ensure that reports on district-sponsored programs and activities are submitted to the Foundation.
- Assist the President in establishing annual Foundation goals.
- Promote member and club contributions to PolioPlus and global grants undertaken by the club or other clubs in the district.
- Recruit members to the Foundation Committee and identify and mentor successors for the club Foundation Chair role.

Membership Chair:

Job Description

To support the club through recruiting, orienting, and retaining Rotary members.

Duties & Responsibilities

- Educate club members on how to attract new members and keep them involved.
- Develop a membership action plan to improve member satisfaction
- Conduct classification surveys.
- Look at your club's meetings, projects, and other activities and assess what it offers new members.
- Conduct club assessments to ensure that membership development and retention efforts succeed.

Public Image Chair:Job Description

The Public Image Chair supports the promotion of Rotary to external audiences and fosters understanding, appreciation, and support for the programs, values, and service mission of Rotary. The chairperson and committee also promote an awareness among Rotarians, an understanding that effective external publicity, favorable public relations, and a positive image are desirable, achievable, and essential goals for Rotary.

Duties & Responsibilities

- Develop a public image plan, then set and achieve public image goals.
- Promote club activities and projects among club members, local media outlets, and community members.
- Use social media to raise awareness of Rotary and your club in the community.
- Ensure that club stories are posted on the website.
- Use the resources in the Brand Center to enhance Rotary's public image.
- Make sure club communications follow Rotary's guidelines for voice and visual identity.
- Use the People of Action campaign materials to increase public understanding of Rotary and drive engagement in your community.
- Enhance projects and activities to make them more appealing to the media.
- Attend the district public image seminar.

Service Projects Chair:Job Description

The Service Projects Chair helps the club identify and meet real needs in our community and around the world by developing and implementing service projects.

Duties & Responsibilities

- Plan, implement, and evaluate projects.
- Identify opportunities for signature projects to increase our club's impact in the community.
- Work with other organizations, volunteers, and committee members to maximize the impact of our projects.
- Assist the Foundation chair in efforts to fundraise in support of club projects.
- Understand liability issues that could affect our club's projects.
- Work with the public image committee to promote projects.
- Collaborate with other clubs on projects.

Club Administration (Guest Speakers) Chair:

Job Description

As chair of the club administration committee, you help your club run smoothly.

Duties & Responsibilities

- Research and recruit individuals to be guest speakers at the club's meetings in consultation with the Board.
- Organize exciting and fun club meetings and social events.
- Help the club secretary with meeting logistics and attendance.