**DUTIES OF THE CLUB SERVICE DIRECTOR**

**(Aways check the District Directory before arranging dates for activities)**

**For answers to most Rotary questions go to, the District Directory, the Manual of**

**Procedures or the District Chairman of that activity.**

While different members perform the various tasks the Director is responsible.

Club Service is the day-to-day running of the Clube. It has been referred to as the

**“Heartbeat or soul of the club”**

**The Club Service Director is the “KEEPER OF THE HOUSE.”**

It has often been said, that if the Club Service Director does their job diligently the Club

Will have a healthy foundation for a successful Rotary year.

**\*Allocation of duties at the weekly meetings.** This Director is the convenor of the meeting – confer with the venue. Arrange raffles & prizes. Generally, check that

That allocated duties are doing their job.

**Sgt of Arms/Setting Up Roster:** (Phil Waldrop/Phil Farias) Oversee setting-up and calling the meeting to order (Should arrive 30 minutes prior to the meeting)

Duties include: 1. Ensure that tables, Club Charter, Flag, Banners, Gong, Lectern, Microphone, etc. are in place. 2. See that new members are assisted when placed on the roster for the first time. 3.Present inductee/sponsor to the President. 4. Ensure that the meeting is kept on time and the conduct of the meeting is in keeping with Rotary procedures/protocols. Individuals should always stand when speaking. Monitor and jokes to insure they are suitable for mixed company. **Property Officer-**Responsible for any property in storage. (2Banners, bell, supplies)

**Fellowship Delegation/Greeters:** (To be determined by the Service Director prior to each meeting) 1. Welcome all visitors and ensure that they are not standing alone. New members should always in the company of an experienced Rotarian. 2. Acts as the Attendance Officer. A roster will be provided by the Director or his or her designee and will be returned to the Director at the end of each meeting.

**Family of Rotary** (Sharon McCoy) Present ideas for Family of Rotary social functions to the President and the Director. A healthy club is one that has a good balance between Social and Rotary activities.

**Sunshine Representative** ( Barbar Whatley) Responsible for identifying any Rotarian who may be sick or otherwise disabled and not able to attend meetings and sending out sympathy/get well cards from the club.

**Program/Guest Speaker** (Barbara Mason/Don Rolader)

(Interesting and informative guest speakers are most important)

Speakers to be informed of the Club’s venue and meeting times and their Speaking time.

Speakers will be greeted and looked after upon arrival by the person who will be introducing them. (They could be potential members)

**Public Image** (Barbara Mason and team)

Regular contact with the media is most important. Written stories with photographs will always be printed. The goal is to raise awareness of Big Canoe Rotary Club and remove the myth that “Rotary is the worlds best kept secret.

**Fund Raising** (Steve Moranos, Dirk Ebener and Susan Schwall) Coordination with the venue for fund raising events is important to obtain permission to conduct the event. A follow-up thank you note for all the participants helps to ensure the good will for Rotary continues. A roster of winner’s names should be publicized in the local press. Also, it is important to abide by State and Local laws.

**District Conference Coordinator.** (Jeff Downing) Responsible for monitoring District Conference planning and keeping club members informed of the dates and times of the next scheduled conference. It is important that Rotarians plan to attend them as they are important to the health of Rotary International.