**Duties of Directors, Officers**

**and Key Committee Chairs**

**Rotary Club of Northwest Jacksonville**

Directors

* Attend monthly board meetings
* Serve, if asked, as Director of an Avenue of Service responsible for reporting all activities of committees under that Avenue

President Dale

* Preside at club meetings and board meetings
* Staff Service Avenues, Directors and Club Committees
* Create ad hoc committees as needed
* Agree to serve one year on the Board of Directors as Immediate-Past President at the end of term as President
* Meet with other Jacksonville Rotary club presidents periodically
* Attend most club events and the annual district conference and assembly

Vice President / President-Elect Carlos

* Preside at club meetings and board meetings in the absence of the president
* Attend President-Elect Training Seminar (PETS)
* Assist the president in the administration of the club
* Attend most club events
* Attend the international convention prior to serving as president
* Attend monthly board meetings

Secretary Sonya & Assistant Secretary \_\_\_\_\_\_\_\_\_\_\_\_

* Maintain all membership records other than financial records
* Provide internal and external communication including weekly bulletin and reports to members, the Rotary District and Rotary International
* Provide web access to club information for members and prospective members including upcoming speakers and functions
* Record the minutes of board meetings and the annual meeting
* Produce and sends bills to members at least quarterly
* Notify the board of members who are delinquent in attendance or dues
* Solicit agenda items from members for regular meetings and directors for board meetings and produce an agenda
* Attend monthly board meetings

Treasurer Jacqueline

* Open a bank account with two signatures required
* Determine amounts due from members, disburse funds and provide an accounting of all financial activity
* Provide member account transaction and balance information to the secretary for delivery of billing to members
* Assist in collecting outstanding balances
* Attend monthly board meetings

Sergeant-at-Arms Dessie

* Communicate meeting times with management of meeting location
* Make arrangements for proper number of tables and seats
* Ensure that the member badges, visitor name tags, flag(s), club banners, bell, gavel, podium and A/V equipment are present at meetings
* Make arrangements for someone to offer the invocation and lead the pledge
* Record and communicate to the secretary the attendance of club members and guests
* Attend monthly board meetings

Community Service Committee Chair Garland

* Research potential projects to present to the board and membership
* Implement the projects
* Arrange for speakers from community service organizations to speak
* Attend monthly board meetings
* Appoint Youth Service Sub-committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_

Social Committee Chair \_\_\_\_\_\_\_\_\_\_

* Develop consensus among members as to the type of socials that are desired
* Engage in socials with members, with other Rotary clubs, with sponsored youth Rotary club members, and community service organizations

Membership Committee Chair \_\_\_\_\_\_\_\_\_

* Adopt a Membership Proposal form and standards for acceptance
* Propose/Adopt procedure for membership acceptance
* Consider/Approve/Reject applicants
* Conduct Fireside Chats for accepted applicants
* Promote member education
* Promote member retention
* Promote Rotary membership to the community
* Attend monthly board meetings

Program Committee Chair Omega

* Solicit input on the types of speakers in which the members are interested
* Invite speakers and make them aware of the guidelines (time available, no selling products and services, no politics, A/V capabilities)
* Greet the speaker and introduce the speaker
* Thank the speaker
* Attend monthly board meetings