

**Club Committees**

**Service Projects –** Partner with new and existing community organizations to assess needs. Coordinate and schedule service projects throughout the year (usually one per month). Communicate projects to members via meeting announcements and email to promote participation. Schedule the service organization to speak to the club at least a month before the project, if possible. Communicate with Club Secretary to update the club’s calendar.

**Fundraising –** Plan and organize fundraising events, such as the Pub Crawl. Promote full club participation to ensure all members reach out to local businesses to raise funds through sponsorships and donations of goods and/or services.

**Speakers –** Find and schedule speakers throughout the year, with the assistance of club members. Contact speakers via email to confirm attendance and presentation materials. Update the club calendar with speaker information. Maintain a speaker database for future committees to reference.

**Public Image-** Regularly update the club’s website and social media accounts (Facebook & Instagram) with info about weekly meetings, speakers, and all other club activities. Promote local businesses who partner with us by tagging them in posts or adding a link to their website. Employ social media strategies to promote the club and track engagement results. Submit articles to The Creekline and other local publications to educate the community about our club.

**Social –** Work with local businesses to coordinate monthly social events for the club. Communicate with Club Secretary to update the club’s calendar. Communicate event details and billing information to members via announcements and email as needed.

**Membership –** Reach out to potential new members who have contacted the club through email or social media. Invite potential members to a meeting or social event and be present to greet and introduce them. Follow up with in-person guests via email after their first visit. Provide information about our club and answer any questions they have about being a Rotarian. Walk new members through the online application process. Work with Club Secretary to keep DACdb and Rotary International membership records up to date. Hold “Fireside Chats” to provide important club information for new members.

**Foundation –** Track Rotary Foundation giving for the club via reports in My Rotary and DACdb. Facilitate the Club’s Foundation Recognition Points Matching Program. Reach out to members on track for awards to communicate their progress. Promote Foundation giving within the club by explaining what the Foundation does and answering questions as needed. Participate in Foundation giving award ceremonies.

**District and Global Grants –** Identify grant-eligible service project opportunities. Attend required district training class for grant submission. Work with the BTRC Board to approve funding and plans. Reach out to other Rotary clubs in the area for project support as needed. Maintain necessary records required by the district and/or Rotary International and submit on time.

**Youth Services –** Partner with the faculty advisor of the Creekside HS Interact Club to coordinate service projects with students. Work with the YEO and/or Club Counselor to provide support for any Rotary Youth Exchange students our club is sponsoring and/or hosting.

**House** - Assist the Sergeant-at-Arms in his/her duties. The SAA position is a very demanding one, particularly on days that club meetings are held. In addition to managing badges and money for raffles, the SAA also manages the guests for the day, places entry signs prior to the meeting, hangs banners, and other various tasks. The House Committee members can ease this burden as directed by the SAA. This committee is also a prime learning ground for the position of Sergeant-at-Arms.