***Rotary Club of Kitchener Grand River Committee Guidelines*** Oct 9, 2018

**Committees Mandate**:

To efficiently and effectively carry out the vision of the Rotary Club of Kitchener Grand River in the spirit of the Rotary 4-Way Test. Committees plan, promote, and implement activities and projects to achieve the annual and long term goals of the club and act as an extension of the board.

**Establishment of Committees:**

-committees will be established by the board of directors to carry out the work of the club and from time to time to pursue other activities which the board determines are in the club’s best interest

-committees will coordinate their efforts to achieve the club’s annual and long term goals and objectives in accordance with Rotary International standards

-in accordance with Rotary International governance standards, the board will oversee the duties and activities of the committees

-each committee will keep written records of meetings, plans, decisions and results of their events and/or activities to ensure the continuity of events and activities and for historical and future purposes

**Membership:**

-committee members will be confirmed by the board after consideration of the expertise, experience, skill set and expressed interests or desire to learn of the club member who may also volunteer to join a committee and consultation with committee chairs

-the club president or delegate will be an ex officio member of each committee and one director of the board will act as liaison with each committee , attend meetings as necessary and receive a copy of all committee minutes

-committees will appoint a chair and vice chair

-if the committee is involved in the handling of money through fundraising, a member of the committee will be designated to work with the board treasurer to oversee the budget and ensure that there is appropriate accounting and reporting for funds entrusted to the committee

**Committee Chair Responsibilities:**

-the committee chair will be eligible for a term of three years unless no other committee members express an interest in assuming the chair after the opening is announced

-each committee chair will determine the timetable required to carry out the work of the committee and schedule meetings accordingly

-each committee chair will determine the optimum number of members required to carry out the work assigned to the committee and provide for continuity and continued operation of the committee

-each committee chair is responsible for regular meetings and activities of the committee

**Best Practices:**

-at the beginning of each committee cycle or club year, each committee will recommend an annual and long range plan along with an estimated budget requirement to the board for approval

-the committee will update the board and club members on the ongoing work of the committee

-within one month of the conclusion of each committee cycle or club event each committee will submit a report and financial accounting to the board as well as recommendations for future events

-significant contractual arrangements should be in writing and where it is not possible to do so, should be documented in the committee minutes

-to the extent possible, each committee will use appropriate procedures with respect to the handling of money

-committee members will abide by the core values of Rotary as set out in the Four-Way Test

-committee expenses are to be authorized by the committee chair (or vice chair if incurred by the chair) and then forwarded to the treasurer for payment

-it is expected that committee members may be reimbursed for out of pocket expenses incurred on the committee’s behalf

-it is expected that most committee meetings will be scheduled in a manner to avoid expenses in order to maximize our fundraising resources

-if committees must schedule meetings at meal times, committee members may be entitled to a reasonable expenditure for the cost of a meal (suggested maximums breakfast $10, lunch $15 and dinner $20) subject to the club’s approved budget for committee expenses

-in order to avoid conflicts of interest , business arrangements with any committee member should be handled by another committee member and steps taken to ensure that an independent review is undertaken by the committee to ensure that the club receives best value and any exceptions must be approved by the board