

Rotary Club of Kitchener Vision & Strategic Plan 2014-2018



Preamble

The Rotary Club of Kitchener is a well-run, strong and active Rotary club with a proud history and tradition of involvement in both local and international Rotary activities. The purpose of the strategic planning exercise renewal undertaken by our club is to reaffirm our basic values and beliefs; to identify areas of operation in which we do well and those that could be improved upon; and to establish or confirm specific goals and action plans to ensure that the efforts of all club members are as focused and effective as possible.

This second Vision and Strategic plan that has resulted from this exercise will continue to assist the club with its ongoing growth and improvement over the next five years. It does not speak to every single aspect of club operations but provides the club with an overall direction and focus. The plan will be reviewed on an annual basis to check the progress of all aspects of the plan and to make adjustments as required by changing circumstances.

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6. A/ Foundation of the Rotary Club of Kitchener

1. Our History

Established in 1922, the Rotary Club of Kitchener was the first Rotary Club in Kitchener-Waterloo and has been instrumental in forming the Waterloo Club, the Kitchener Conestoga Club, the Kitchener Westmount Club, and the Kitchener Grand River Club. The efforts of the members of the Kitchener Club have led to the establishment of the Rotary Children's Centre – now KidsAbility Centre – the Kitchener-Waterloo Art Gallery, and the Rotary Peace Park located in RIM Park. We were the first club in KW to support the inclusion of women in Rotary, established the first Women's Probus Club in KW and founded the Rotary African Women's Education Fund. We have supported multiple local charities and institutions over the years and have developed or supported several international humanitarian projects. We are the lead club in the Community Development Care Centres project in KwaZulu, Natal, South Africa, which to date has created over 50 Child Care Centres for Aids orphans. Our club has been the recipient of many RI Presidential Citations and we have had four club members serve as District Governor.

2. Our Values

We, the members of the Rotary Club of Kitchener:

- · Are open, inclusive, and transparent,
- · Are visible in our work in the community,
- · Make financial contributions that are significant to the agencies that we support,
- Encourage family participation, and promote the Family of Rotary, and
- Bring hope worldwide.

3. Our Mission

The Rotary Club of Kitchener is an engaged community leader that supports the work of Rotary around the globe with a local, city core, focus on community, families, and children in need.

Section B 1. Fundraising

Section B	1. Fullulaising						
Priority	How	2014 Goal	2016 Goal	2018 Goal			
Ensure coordination	Establish Fundraising Coordination Committee,	 Establish 	 Continue the work 	Continue the work			
among all fundraising	responsibilities to include:	committee	of the Committee	of the Committee			
activities and develop	 Ensure coordination among all fundraising 	 Develop and 	on an annual basis	on an annual basis			
comprehensive Corporate	committees	implement					
Sponsorship program	 Establish and implement a Corporate Sponsorship / 	Corporate					
	Donation request package/process (to include direct	Sponsorship					
	cash donations, donation of silent auction items and	program					
	in-kind support)						
	 Track corporate support annually 						
	 Provide appropriate feedback to all fundraising 						
	supporters (thank you letters, annual report, etc.)						
	 Working with the Board, develop and implement a 						
	process to tie fundraising goals and results to						
	budgeted donation spending initiatives						
	 Working with the Board, determine an annual per 						
	person minimum fundraising contribution						
	expectations for club members						
	 Ensure ongoing communication to members re 						
	fundraising goals and their responsibilities						
Review existing fundraising	Re-establish the Fundraising Development Committee,	 Establish 	Continue to act on	Continue to act on			
activities and identify new	responsibilities to include:	committee	committee	committee			
or replacement activities	 Review existing major fundraising activities of the 	Act on committee	recommendations	recommendations			
	club to determine overall value and sustainability	recommendations					
	 Explore/identify new or replacement major 						
	fundraising activities						
	o Recommend replacement or addition of viable major						
	fund raising activities						
	 Explore possible partnerships with other cluster 						
	clubs for fundraising						
	 Explore/identify possible "passive" fundraising 						
	activities						
	Recommend implementation of viable "passive"						
	fundraisers as appropriate						
	 Assist Foundation / International Service Committee 						
	develop bank of short-term, non-major fundraising						
	activities						

Section B

2. Membership

Background				
	4) the club has 63 Active Members and 7 Honourary Members.	T	_	1
Priority	How	2014 Goal	2016 Goal	2018 Goal
Overall Priority/Goal		65 Active	69 Active	73 Active
Have a net growth in mem	bership of two each year:	Members	Members	Members
Attract New Members	 Review downtown businesses for potential members and contact them (i.e., Manulife, high tech sector) Have our members ask friends and business contacts Make sure that member retention programme is implemented Explore a smaller club merging with us Continue our association with Rotaract 			
	Review and use any items that apply to our club in the District membership plan			
Membership Retention	 Make sure new members are aware of Membership Obligations, both financial and time before they join our club. By joining after being fully informed, less likely to resign for these reasons Establish a mentorship programme Have the programme established (current being worked on by the membership Committee) Have the programme up and running by December 31, 2014 Re-establish greeters to concentrate on new members to make them welcome and part of the club Involve new members on committees they are interested in, not just appointments to committees Do not overload new members with work Continue conducting new member orientation sessions Continue to develop and maintain resource materials for members Follow up unexplained absences Conduct exit interviews for information 			
Maintain a Strong	Have a strong chair to ensure the committee functions effectively			
Membership Committee	 Have regular meetings Appoint members of the committee who can commit to the club to increase and maintain membership Ensure committee members represent all demographics of the club Member committee members will develop and monitor the retention programme 			

Section B

3. Public Relations

Priority	How	2014 Goal	2015 Goal	2018 Goal
Establish a Public Relations Committee that provides a PR services to the Club and it's committees	 Create a Mission Statement Create a PR plan with multiple year tactics to achieve success Determine PR Return on Investment (ROI) Determine annual budget and resource requirements Create measurement of success & subsequent reporting to monitor 	 Set up Committee Create plan Set up channels (Facebook, etc.) 	Create a PR handbook with Rotary Club guidelines for all club committees & Rotarians	Create a club culture that is PR focused so that a separate PR committee is no longer required
Use Public Relations to retain & increase membership by working collaboratively with the membership committee	 Educate members on PR opportunities for our club as well as for their businesses (creates Rotary engagement) Every club committee to provide a PR designate that will sit on the PR committee to promote Rotary internally and externally within ROI expectations 	Raise Rotary awareness for both external and internal audiences through club meetings and designated PR channels	Work with District PR committee as needed (their mission is to raise public awareness to increase new members)	Continue with committee initiatives
Use Public Relations to increase fundraising abilities by working collaboratively with the fundraising committees	 Set up collaborative relationships with corporations within our community Work with the fundraising PR designates to achieve corporate awareness & support of our fundraising campaigns Work with local media connections as needed 	Provide opportunities for corporations to partner with Rotary in relationships that benefit both parties	Continue with committee initiatives	Continue with committee initiatives
Promote the Rotary International 6 Key focus areas: Promoting peace Fighting disease Providing clean water Saving mothers & children Supporting education Growing local economies	Integrate with other PR initiatives above	Work with committees to focus PR initiatives that map to Rotary International	Continue with committee initiatives	Continue with committee initiatives

Section C 1. Club Service

<u> </u>	1. Club Service				
Priority	How	2014 Goal / Activity	2016 Goal / Activity	2018 Goal / Activity	
Effective Internal Club Communication Ensure that the bulletin, website, and other forms of communication are meeting the needs and interest of the members	 Survey members Track access to website Provide instructions and supports for members re website, Facebook site and twitter site 	Conduct and Respond to Communications Survey	 Monitor use of website and other electronic forms of communication 50% of members will access website on regular basis 	 Monitor use of website and other electronic forms of communication 75% of members will access website on regular basis 	
Well Attended Social Activities Ensure that an appropriate number of social activities that are of interest to and enjoyable for the members and partners are offered through the Rotary year	 Survey members Ensure active Social Committee in place each year 	 Conduct and Respond to Social Activities Survey Every member participates in at least one social activity in the year 	Every member participates in at least one social activity in the year	Every member participates in at least one social activity in the year	
Strong Weekly Programs Ensure that a variety of weekly programs are offered that meet the needs and interest of members	 Survey members Ensure that members are aware of process for arranging speakers 	Conduct and Respond to Program Survey	Monitor ongoing feedback re weekly programs	Monitor ongoing feedback re weekly programs	
Effective Club Public Relations Ensure that the public becomes more aware of the work of our club and Rotary in general and of the possibility of becoming members	 Develop a comprehensive PR plan for the club Ensure an active PR Committee is in lace each year 	Develop and Implement PR Plan	Monitor PR activities and success of plan	Monitor PR activities and success of plan	
Effective Club Operations Ensure that the club operates in an effective manner	 Survey members Complete the Club Manual of Procedures and Operations Ensure continuation of strong Meeting & membership Support Committee 	 Conduct and respond to Club Operations Survey Club Manual of Procedures and Operations to be completed by end of 2013-14 Rotary year 	Club Manual of Procedures and Operations reviewed and updated as required annually	Club Manual of Procedures and Operations reviewed and updated as required annually	

2. Community Service

Priority	How	2014 Goal /Activity	2016 /Goal Activity	2018 Goal Activity
Continue to support KidsAbility as our primary local recipient of financial and hands-on support	 Continue to donate proceeds of Card Draw Fundraiser (or replacement as required) (to a maximum of \$50K annually) Continue to Support annual KidsAbility Picnic, taking our turn every five year as the lead club Conduct the "Envelope Stuffing" activity for the Card Draw at KidsAbility Investigate the possibility of an additional hands-on activity at KidsAbility 	 Continue ongoing supports and donations Invite the executive director to speak at one of regular meetings 	 Continue ongoing supports and donations Research opportunities to become involved in an additional hands-on event at or with KidsAbility, present options to club with recommendation 	 Continue ongoing supports and donations Act on recommendation re possible additional hands- on activity
Continue to be a club involved with and concerned about our global and local environment	 Continue bi-annual (spring and fall) cleanup of the Dom Cardillo Trail Continue to support the maintenance of the Rotary Peace Park and leverage park for Rotary/Community awareness Explore additional ways in which the club can participate in hands-on environment-based activities such as tree planting, steam restoration, etc. 	 Conduct bi-annual (spring/fall) cleanup of trail. Encourage greater participation through teams competition Support the maintenance and use of the Rotary Peace Park as required Contact City of Kitchener to start sign replacement for trail Research and identify local hands-on environmental need/project, make recommendation to members 	 Conduct bi-annual (spring/fall) cleanup of trail. Encourage greater participation through teams competition Monitor/oversee installation of new signage for Trail Support the maintenance and use of the Rotary Peace Park as required Act on recommendation re possible additional handson environmental activity 	 Conduct bi-annual (spring/fall) cleanup of trail Support the maintenance and use of the Rotary Peace Park as required Act on recommendation re possible additional handson environmental activity

2. Community Service Continued

Increase profile as a "community supporter" in our city core area

- Continue developing relationship with the Women's Addiction Centre
- Continue involvement with New Year's Eve event at Kitchener City Hall, explore possibilities for expanding our role
- Continue to use the Kitchen Blues Festival as a venue for selling Car Draw tickets
- Consider other or new existing events to partner with or use as a venue for Car Draw tickets such as Parade, car show, rib fest etc.
- Explore possible link with Volunteer Action Centre to demonstrate opportunities for volunteers to assist or participate in local club-based events

- Conduct hands-on activity to revitalize Children's play area at Women's Addiction Centre, explore possible further hands-on projects here
- Continue with New Year's Eve event, explore possible enhancements of role
- Be the lead club in the organizing and running of an event to honour outgoing mayor – Carl Zehr
- Research and Identify areas where the Club could partner with existing city groups /organizations and make recommendations to membership

- Continue with regular activities
- Act on recommendations from committee re possible additional hands-on projects
- invite Volunteer
 Action Centre to
 speak at our
 regular meeting

- Continue with regular activities
- Act on recommendations from committee re possible additional handson projects
- Ensure that the club is involved it at least one "high profile" event annually

3. International Service / Foundation

Priority	How	2014 Goal	2015 Goal	2016 Goal	2017 Goal	2018 Goal
Enhance Internal Club Education and Public Relations for Foundation and International Projects	 Educate new members on process and purpose through Information/FAQ sheet in new members package (if not existing) and through verbal announcements. Continue highlighting International Projects as part of the weekly Program during Foundation Month (February) Work with Public Relations Committee to ensure information about our International Projects is made available to the public 	 Prepare an Information /FAQ sheet to include in new member package. Remind members where they stand in achieving an additional Paul Harris level of recognition 	Maintain and continue to remind members of impact	Maintain and continue to remind members of impact	Maintain and continue to remind members of impact	Maintain and continue to remind members of impact
Maintain Current World Community / International Projects • Community Health & Development – Mantangwe, Kenya • Community Development Care Centres – KwaZulu, Natal, South Africa • Health & Literacy – Nuevo Edén, Guatemala • Health, Nutrition and Water – Nogales & Auga Prieta, Mexico • Rotary African Women's Education Fund (RAWEF) • Polio Plus Support	 Maintain current funding levels at minimum Continue to do what we do and do it well. Develop reporting system so that we can evaluate each project. Annually, one project will be reviewed to determine whether to continue, adapt or replace with another project Continue to support Polio Plus program 	 Develop a review process Review Guatemala to set up formal review process or alternative delivery so we meet CRA guidelines RAWEF project governance review completed \$2,000 commitment to Nogales water project for District Simplified matching grant with Mississauga 	• Review Community Development Care Centres Project	• Review Nogales / Auga Prieta Project	Review Mantangwe Project	

3. International Service / Foundation - Continued

Improved Funding for World Community / International Projects	 Designate one major club fundraising event to WCS Ensure members understand importance of Paul Harris contributions. Re-establish tradition of Birthday cheque donations Develop new minor fundraising activity such as a Poor Boy lunch specifically to raise dollars for international projects 	Identify major fundraiser to support WCS Identify possible minor fundraising projects, implement one	Repeat or implement new minor fundraising activity	Repeat or implement new minor fundraising activity	Repeat or implement new minor fundraising activity	Repeat or implement new minor fundraising activity
Increase active member participation in international projects	 Educate members about costs, expectations, time involved and return Facilitate Rotaract/Interact members through including them on trips with Rotary members and supporting their fundraising. Interact students' experience will be better if guided by a Rotary member 	 Two new people to visit a project. (spouses / members) In Vino include silent auction items solicited by Rotaract/Interact with return of proceeds on those items to support travel to international project. Story in Rotary Magazine re Nogales / Auga Prieta Project Prepare information sheet about participation specific to our existing projects to include in new member package 	Two new people to visit a project (spouses / members) Support Rotaract/ Interact participation in Rotary international projects. Identify trips with Rotary members available to mentor Rotaract/ Interact students	Two new people to visit a project (spouses / members) Continue to support Rotaract/ Interact fundraising. Include budget amount to support their efforts	Two new people to visit a project (spouses / members) Continue to support Interact fundraising. Include budget amount to support their efforts	Two new people to visit a project (spouses / members) Continue to support Interact fundraising. Include budget amount to support their efforts
Pursue establishment of Rotary Peace Centre at University of Waterloo	 Continue to work towards this goal as appropriate subject to available finances 		• Support peace scholarship - \$4,000	• Support peace scholarship - \$4,000	• Support peace scholarship - \$4,000	• Support peace scholarship - \$4,000

4. Vocational Service

Priority	How	2014 Goal / Activity	2016 Goal / Activity	2018 Goal / Activity
Rotary Skills for Club Leaders All board members and as many members as possible trained in Rotary skills	 All board members attend Rotary training programs (e.g., RLI or CLT) Encourage all members to do the same 	 Strongly encourage all board members to attend Rotary training programs. Encourage all members to attend Rotary training programs 	 Strongly encourage all board members to attend Rotary training programs. Encourage all members to attend Rotary training programs 	 Strongly encourage all board members to attend Rotary training programs. Encourage all members to attend Rotary training programs
Vocational Base Within Committees Ensure that each committee considers vocational service as part of their mandate	Appoint Vocational Coordinator to encourage vocational avenue of service	 Appoint Vocational Coordinator for annual term as a point person for tasks such as: (a) delegate at least one member of each committee to consider vocational service; (b) work with the delegates to develop resources; (c) educate club members about vocational service; and (d) monitor development of annual non-Rotarian event. Coordinator assigns delegate in at least two club committees 	Coordinator assigns delegate in at least four club committees Coordinator continues to provide resources and assist with education of members and development of a non-Rotarian event with a focus on vocational service	 Coordinator assigns delegate in all club committees Coordinator continues to provide resources and assist with education of members and development of a non-Rotarian event with a focus on vocational service
Vocational Theme In Weekly Meetings (Also relates to Club Avenue of Service)	 Identify potential sites and locations of interest for off-site meetings Incorporate brief discussion of vocational matters into regular weekly meetings 	 Incorporate brief vocational anecdotes from time to time, e.g.: have different members (a) describe an aspect of their profession; (b) describe ethical guides or situations; (c) happy jar type moment for examples of incorporating Rotary into daily life; or (d) Rotary minute. At least two off-site, vocational focused meetings per year 	 Continue to incorporate brief vocational anecdotes from time to time At least two off-site, vocational focused meetings per year 	 Continue to incorporate brief vocational anecdotes from time to time At least two off-site, vocational focused meetings per year

4. Vocational Service - Continued

Work with Community Emphasizing Rotary's unique commitment to vocational service	Organize and run a non- Rotarian event (Rotary Day).			Identify and, if feasible, be involved with one event each year that includes invitations to non-Rotarians, e.g.: (a) career counseling; (b) vocational training (c) workshop on maintaining ethical standards; (d) career day for young people attend at places of business; or (e) event honouring community member
Camp Enterprise Enhance relationship with Camp Enterprise (also relates to Youth)	 Assign a Camp Enterprise Coordinator to look for club opportunities to be involved and implement ideas 	 Assign Camp Enterprise Coordinator to look for club opportunities to be involved and implement ideas 	Coordinator continues to ensure strong club involvement in Camp Enterprise	Coordinator continues to ensure strong club involvement in Camp Enterprise

Section C 5. Youth Service

Section C	J. TOULITSETVICE					
Priority	How	2014 Goal	2016 Goal	2018 Goal		
Maintain current level of Youth Exchange Program, i.e., two inbounds and two outbounds annually, as well as short-term Mikuni exchange Expand Camp Enterprise program from 1 to 3 participants	 Maintain strong Youth Exchange Committee Keep members well informed of exchange student activities Continue to encourage member involvement with exchange students Have Camp Enterprise as the program for one club meeting annually Provide 2 club members as presenters at Camp Enterprise Include participation in Camp Enterprise as a required activity for Exchange Students 	 Maintain current level of involvement subject to number and quality of applicants Implement strategies to increase level of participation as listed 	 Maintain current level of involvement subject to number and quality of applicants Maintain new level of participation 	 Maintain current level of involvement subject to number and quality of applicants Maintain new level of participation 		
Ensure ongoing viability and sustainability of Interact Club at Cameron Heights C.I. Explore the possibility of starting a second Interact Club	 Maintain strong Interact Committee Keep in regular contact with teacher sponsor of club at Cameron Heights Have Interact students participate in appropriate club meetings/activities (e.g., Remembrance Day program, KidsAbility Fun Day, Hands-on Activities in community, etc. Explore possibility of second Interact Club (most likely at KCI) 	 Continue with initiatives to ensure strong, active Interact Club at Cameron Heights 	 Continue with initiatives to ensure strong, active Interact Club at Cameron Heights Explore possible second Interact Club at KCI, or other school as necessary 	 Continue with initiatives to ensure strong, active Interact Club at Cameron Heights. Initiate new club as per results of study and recommendation of committee 		
Add a second RYLA place from our club	 Establish process to identify and select candidates Budget appropriate funds to cover the additional place 	Establish and implement new selection process	 Continue with process to select two students annually Obtain feedback from participants to assist with promotion and selection process 	Continue with process to select two students annually		
Continue with the expansion of the Youth Forum, ensure long-term viability and sustainability	Continue to meet with city and school board officials, seeking to expand program to all schools in the region and to have city and/or school board staff take greater responsibility for the events	Continue ongoing discussions with partner groups, implement changes as appropriate	 All schools in region involved and primary responsibility for the events lies outside of our club Club continues to provide support and guidance as appropriate 	 Club continues to provide support and guidance as appropriate 		