

# Rotary Club of Oakville Trafalgar New Member Orientation Guide

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## Welcome

Congratulations on joining the Rotary Club of Oakville Trafalgar (RCOT). Rotary started in Chicago in 1905 and is now the largest and oldest not-for-profit service organization in the world. As you move forward in your Rotary service we hope you will start to think of your new friends as extended family. You have the opportunity to make new friends not only within our club, but around the world.

Chartered in 1978, The Rotary Club of Oakville Trafalgar is one of 54 clubs in District 7080, which covers a large part of south-western Ontario from Mississauga in the East to Woodstock in the west. Our District has over 1,700 members.

Internationally Rotary helped charter the United Nations, builds schools in third world countries and is attempting to eradicate polio from the world through our partnerships with the World Health Organization and the Bill and Melinda Gates Foundation.

Our mandate is that through fellowship and service we can help build a better world. The RCOT takes great pride in dedicating 100% of the net proceeds from our fundraising activities to humanitarian and charitable pursuits both in our community and around the world. Through the efforts of the RCOT's members and our partners working together, more than \$250,000 has been donated over the last two years to organizations that help those in need.

Locally, RCOT supports community organizations, such as Kerr Street Mission, Oakville Fare Share Food Bank, Children's Aid Foundation of Halton, Big Brothers Big Sisters of Halton, Oakville Literacy Council, Sheridan College and the Oakville Hospital Foundation. Each year, the three Rotary clubs in Oakville distribute a total of \$60,000 in bursaries to Oakville students set to pursue their post-secondary education.

Internationally, RCOT supports organizations such as Sleeping Children Around the World, International Literacy Foundation, Haiti Containers for Hope, ShelterBox, and Japan Disaster Relief. We have adopted villages in Bangladesh and Kenya, participated in water projects in South Africa, Ghana, Bolivia, Guatemala, and Uganda, and we have initiated and supported a library in India.

Congratulations on joining Rotary, and becoming part of the Rotary family.

## Fast Facts: What You Need To Know

### Meetings 12:00 – 1:30 p.m.

The RCOT meets weekly on Thursdays from 12:00 noon to 1:30 p.m. at Le Dome Banquet Hall, 1173 North Service Road E., Oakville. The basic format of each meeting is:

11:45 a.m.	Arrival & networking social (cash bar)
12:15 p.m.	Call to order, Grace, Singing of the National Anthem, Lunch
12:40 p.m.	Announcements, Fine Master & Happy Bucks
1:00 p.m.	Guest Speaker
1:30 p.m.	Meeting concludes

### Committees

Members are expected to join and actively participate in the club's committees. Committee meetings take place separately from Thursday's weekly lunch meetings. The primary committees are fundraising related (where we get the money to help others help themselves) and community or international service (the committees that decide who will receive funding). There is more on all of the committees later in this guide.

### Board

RCOT members are encouraged to take turns serving on the Board as Club Officers. The Board meetings take place once a month at a mutually agreeable time and place.

### Fundraising

Much of the work done by the RCOT is made possible through a variety of fundraising initiatives. RCOT members are expected to participate in these projects which could include serving on a project organizing committee, or soliciting businesses in our community for product or sponsorship of events.

### Fees

Annual Club dues are \$370 payable in two instalments. This includes a \$100 charitable contribution to the Rotary International Foundation (tax receipt is provided). These fees cover general administration, name tag printing and other club costs.

Club members, visiting members and guests are responsible for covering the cost of the weekly lunch. It is currently \$25.00 per week. Lunch is a buffet that includes hot meal, water, coffee or tea. A cash bar is available for alcoholic beverages or soft drinks. Facility costs are included in the luncheon fee and members must pay the weekly luncheon fee even if they only want a portion of the lunch.

Happy Bucks: \$1 to share happy news at a meeting. This is optional.

Fine Master: A fun, entertaining way to raise funds for Rotary International. Each week's Fine Master asks trivia questions, does a quick activity, or roasts some of the members in good fun, "fining" club members \$1 for their participation at each meeting. Want to know more? Ask your mentor for more description of the club meetings.

50/50 Draw: Tickets are sold at each meeting to club members for the chance to win a cumulative 50/50 cash prize. Tickets are \$1 each or three for \$2 and funds support Rotary International initiatives.

Evening Dinners: Events like the Christmas/holiday party, club turnover event, Paul Harris Awards and Education Awards presentation move the weekly Thursday lunch meeting to an evening event. On average, these events are \$50 per person. Members are always encouraged to bring guests.

## Guiding Principles

These principles have been adopted over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

## The Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## The Four-Way Test

The Four-Way Test is a non-partisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships.

**Of the things we think, say or do**

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

## Avenues of Service

**Club Service** focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.



**Community Service** encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.

**International Service** exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.

**Youth Service** recognizes the importance of empowering youth and young professionals through leadership development programs such as [Rotaract](#), [Interact](#), [Rotary Youth Leadership Awards \(RYLA\)](#), and [Rotary Youth Exchange](#).

## **Mentorship (Supporting New Members)**

When you first join the club you will be assigned a mentor chosen from the membership who will serve as a role model, coach, and confidant offering support, knowledge, insight, perspective and wisdom useful to you.

New members who understand Rotary and its principles can gain an appreciation for the value of Rotary in the community and the world, and have the opportunity to become immediately involved in several different aspects of Rotary.

## Club Officers

All members are encouraged to participate in the leadership of the club and are welcome to run for election to various roles on the club's board of directors.

### President

The club president's role is to lead the club, ensuring that it functions effectively and in accordance with the by-laws of the club and the requirements of Rotary International.

#### Responsibilities:

- Develops a strong leadership team
- Ensures that a vision is in place for the club and that the club is working to achieve its long-term goals
- Provides guidance for the development, implementation and evaluation of club goals, ensuring that all club members are involved and informed
- Ensures that each committee has a plan with well-developed goals and implementation strategies
- Conducts periodic reviews of all committee goals and activities
- Serves as an ex-officio member of all club committees
- Organizes carefully planned meetings of the club and presides over these meetings and other club assemblies
- Plans for and presides at all monthly board meetings
- Encourages and models active participation in club and district meetings and activities
- Fosters continuity in leadership and service projects
- Supervises and provides guidance for responsible financial management of the club
- Encourages member participation in district activities (conference, seminars, training workshops)
- Promotes and models support for the Rotary Foundation
- Ensures that youth protection policies are followed
- Ensures that the administrative obligations to RI and the District are met
- Promotes RI and District goals and their achievement
- Inspires others to be passionate for Rotary
- Delegates, empowers and builds on the strengths of the club members

During the latter part of the Rotary year, the president works cooperatively with the president-elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information; and the president also arranges a joint meeting of the incoming and outgoing club boards to ensure the success of the new administration and to provide continuity of administrations.

## **President-Elect:**

The key role of the president-elect is to prepare him/herself for his/her year as the president of the club, to prepare the club for the new Rotary year, and to fulfil the duties of the president in his/her absence.

The president-elect collaborates with the president to learn the role of the president, to become familiar with the programs of the club and its governance, and to develop and facilitate officer transition. The president-elect assists and supports the president as needed and plans for the presidential year. The president-elect shall automatically become president at the end of the term as president-elect.

## **Responsibilities:**

- Reviews the Club President's Manual and prepares for the presidents-elect training session
- Reviews the provisions of the club's constitution and by-laws
- Performs responsibilities prescribed by the president or the board
- Reviews the club's strategic plan (visioning plan)
- Sets the club's annual goals for his/her presidency year, goals which support the long-range goals of the club
- Supervises the preparation of the club budget for his/her year of presidency
- Ensures continuity in leadership and service projects
- Develops future leaders
- Ensures that incoming directors are well prepared for their role as a committee chair
- Ensures that each committee has a plan with well-developed goals and implementation strategies prior to the commencement of the new Rotary year
- In the absence of the president, presides over meetings of the club and its board
- Acts as chair of the Membership Committee

## **Past-President:**

The immediate past-president plays an important role in ensuring continuity and providing input based on in-depth organizational knowledge. From communicating historical information to bringing a unique perspective on strategic and operational activities, he or she plays a critical role on the board.

## **Responsibilities:**

- Serves as a mentor and resource person for the president and the board
- Advises the president and board on past practices and operations
- Supports the president and the president-elect on an as-needed basis
- Upon request, assists officers and directors in performing their duties
- Manages the Luncheon Speaker Committee
- Manages the Paul Harris Awards process

## Secretary:

The secretary of the Rotary Club of Oakville Trafalgar plays a critical role in fostering communication and diligence through proper management and utilization of important records. Good record keeping helps the club function efficiently, effectively and ensures accountability to its members. Additionally, the secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the by-laws, and the like, that will assist them in fulfilling their fiduciary duties.

### Responsibilities:

- As the custodian of the organization's records, maintains accurate documentation and meets any requirements of the district and Rotary International, such as semi-annual and annual filing deadlines
- Assumes responsibility for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible
- Sends out notices of meetings of the club and board
- Records and maintains minutes of the club and board meetings
- Records attendance at meetings and member 'make-ups', and reports the monthly attendance figures to the district governor as per district guidelines
- After the club's annual elections, notifies the district of the club's officers for the new Rotary year
- Attends secretary training sessions at the district seminars and assemblies
- Becomes thoroughly familiar with the constitution and by-laws of the club, as well as those of Rotary International
- Assists the secretary-elect in becoming acquainted with his/her duties, in receiving all historical materials and in acquiring a knowledge base from the past club secretary.

## Treasurer:

The treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of the club's finances.

### Responsibilities:

#### *Financial Administration:*

The club is accountable to its members, donors, and funders. The club must be able to show whether it is making a profit, breaking even, or suffering a loss. In order to do this, the club, through its treasurer must authorize each payment and record all transactions.

- Bank account maintenance: Recommends a bank to the club, signs cheques, and invests excess funds wisely
- Financial transaction oversight: Being knowledgeable about who has access to the club's funds,

and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable

- Oversees the development and observation of the club's financial procedures and policies
- Preserves records of yearly audited budget statements
- Protects the club against fraud and theft, ensuring safe custody of money and prompt banking
- Makes sure the board understands its financial obligations

### *Financial Management:*

Financial management involves planning, budgeting and reporting.

- Develops the annual budget, and compares on an ongoing basis the actual revenues and expenses incurred against the budget
- Monitors the revenues and expenditures throughout the year and identifies trends, concerns/issues related to the fiscal health of the club, and reports in a timely fashion to the board
- Prepares invoices for club dues and disperses all payments for such dues in accordance with district and RI deadlines
- Maintains separate accounts for the various programs of the club (district grants, club administration, fundraising campaigns, the Rotary Foundation, etc.)
- Brings to fruition an audited annual financial statement which is communicated to the board and club members

#### **Reporting on the State of the Club's Finances:**

- Issues monthly reports to the board, and regular financial updates and a detailed annual report to the club members
- Ensures that the minutes of the board provide an accounting of the financial reports
- Preparing for a successor: Once a successor is chosen, the out-going treasurer must prepare the new treasurer to competently assume treasurer duties on 1 July.

### *Financial Strategy*

The club spends the moneys raised in one year in the subsequent year. This way the club is confident of ensuring its commitments can be met.

Following the last club meeting in June, the treasurer turns over all funds, accounting records, and any other related materials to his/her successor.

## Club Committees

The committees of Rotary Club of Oakville Trafalgar are structured to enable the club to function effectively and to fulfill its mission of 'Service Above Self'.

Several committees focus on specific avenues of service, dedicated to projects and ongoing work in the local community, internationally, and to support youth.

Other committees—such as fundraising, club service, membership—help us to run the club and support the membership.

Members who serve as chairs of the various committees of the club (by election or voluntarily) automatically serve on the board of directors, with responsibility for their respective committee.

The following pages outline the roles and responsibilities of each of the club's committees.

### Community Service Committee (Avenue of Service)

Community Service focuses on developing and implementing humanitarian service programs, projects, and activities that assist our local community in meeting the needs of its citizens and in improving the quality of life for all community members

#### Specific Responsibilities:

- Respond to needs identified by community organizations (funding and volunteering)
- Initiate, plan and implement community projects/activities focused on the club's goals
- Put into place and carry out plans focused on human development, environmental protection, and recreational improvement
- Whenever possible, partner with other service clubs, the chamber of commerce and other organizations to carry out community plans
- Manage hands-on community service projects and events

### Indigenous Committee (new in 2016)

The indigenous committee was new in 2016. We have great club member support and all are anxious to assist in what we all perceive to be a meaningful way. After listening to various people, including people from the indigenous community, we have decided to focus on education initiatives. We are using a two pronged approach.

We are offering a University scholarship to a person to obtain their degree. We also are offering to assist in the creation of a learning centre for adults, or post high school graduates, to allow them to get first

year University courses via distance education These are not watered down courses. Assignments have to be completed and exams must be passed.

We believe we are on the right track and results will not happen overnight. We are following a path that the committee believes is right and that the indigenous community leaders believe is right. We are aggressively approaching other clubs and other revenue sources. We are trying to make a difference, if only in a small way.

## **Fundraising Committee (Generation of Monies for Avenues of Service)**

Great ideas and high levels of enthusiasm for club service projects and for fundraising to achieve them are wonderful resources, but this is only the beginning! Part of any well planned service project includes a detailed plan to ensure that the funds are available for every stage of the project development and implementation. Without an effective fundraising plan, the club's project may fail to achieve its goals and objectives.

### **Specific Responsibilities:**

- When considering fundraising events, the committee will keep in mind what will be most effective in meeting the fundraising goal and what will attain the most support from the community
- Attain the full support of the club and its members
- Work in coordination with other committees of the club that are responsible for the planning and implementation of community, international and new generations service projects
- Determine the logistics of the fundraiser
- Ensure that all fundraising events comply with local and provincial laws and regulations
- Develop clear and concise messages that effectively communicate the club's fundraising events and the purpose for raising the funds
- Partner with other organizations when possible
- Utilize the funding opportunities of matching and/or supportive grants from the district, Rotary Foundation and other local, national and international sources to leverage the funds we raise and disburse ourselves
- Recognize volunteers and contributors publicly
- Share the outcome of the fundraiser with the community and the contributors
- Evaluate the fundraising activity and determine necessary changes for future fundraisers

## **International Service Committee (Avenue of Service)**

The aim of the committee is to advance international understanding, goodwill and peace through its program of humanitarian service. Service Above Self is Rotary International's motto, which means that every member of the Rotary Club of Oakville Trafalgar is responsible for contributing in some way to improve the quality of life for those around the world.

### **Specific Responsibilities:**

- Educate the membership on the programs of RI focused on international service
- Encourage the club to support the various humanitarian programs (e.g., matching grant projects, and disaster relief)
- Support international education programs, such as the Ambassadorial Scholarship Program and the Rotary Centre for International Studies
- Affiliate with and support other humanitarian organizations in Canada
- Develop plans for humanitarian service projects and complete the necessary requirements as dictated by the Foundation
- Prepare annual goals for humanitarian international service, including budget requests, for the consideration of the club.

### **Foundation and Legacy Committee (Fundraising and History)**

The committee promotes the Rotary Foundation and donations to the Foundation. Legacy captures history and knowledge about our club.

### **Specific Responsibilities:**

- Provide information on the vision, goals, organization and operations of the Foundation
- Recognize members who have achieved Paul Harris Fellow Awards
- Recognize community leaders by presenting them Paul Harris Awards
- Educate the members on the different ways to give to the Foundation
- Educate members about the Benefactor and Bequest Society Program and encourage them to participate in the program
- Plan and implement special fundraising campaigns where the proceeds are designated to the specific programs of the Rotary Foundation
- Capture and maintain records of club events, activities and processes.

### **Club Service Committee (Avenue of Service)**

It is the responsibility of the Club Service Committee of the Rotary Club of Oakville Trafalgar to establish goals, plans and a process to enable the club to enjoy effective programs for weekly meetings and for special events.

Effective Club meetings leave Rotarians energized, motivated and more informed, leading to increased participation in the meetings and other activities of the club.

### **Specific Responsibilities:**

- Organize the club's Thursday lunch meetings and other meetings called by the club.



- In conjunction with the Speaker Committee and POD Captains arrange speakers for each meeting.
- Coordinate with our PODs (see below) to ensure coverage of specific duties related to the front desk, including taking attendance, collecting fees, creating a process for recording guests and make-ups.
- Coordinate with our PODs to ensure the meeting room is set up to best suit the function of the club, and then taking it down so that the room is returned to its original set up.
- Manage the process and record-keeping for member police checks.

## PODs (Organizational)

The membership of the Rotary Club of Oakville Trafalgar is broken down into four groups or PODs (which stands for People on Duty). Each POD is responsible for specific duties for three months of the Rotary year. Each POD is managed by a POD Captain. New members are assigned to a POD.

## Communications & Public Relations Committee (Emails, Web Page, Social Media)

### Internal

The Communications and Public Relations Committee comprises club representatives from all of the club's major activities. For instance, each fundraising initiative is represented along with our avenue of service committees such as Community, International and Youth Services. The committee sets an annual internal and external communication plan for the club. In its coordinating role the committee looks at all aspects of communication including the web site, weekly slide show, weekly announcements (Weekly Courier) monthly newsletter (RIOTS), and member emails.

The committee is also responsible for capturing images of club events, members and special events and maintaining this club history in an archive.

The intention is to have a coherent message and tone throughout all communications. All communications should celebrate the diversity of our membership and remain respectful of our club traditions.

### **Note:**

Fundraising events manage their own social media and in some cases have their own Facebook, Twitter or Instagram accounts.

### External

The committee maintains a media contact list that is used by different fundraisers. Promotion of the club and its events to the community is an important role of the committee. Additionally through the use of Clubrunner the committee maintains a database of public service announcements that can be used for different initiatives.

Social media such as Facebook and Twitter are used to promote all club activities including weekly speakers. The club website [www.rcot.ca](http://www.rcot.ca) is also used to promote events, speakers and to make photos from events available for download.

### **Specific Responsibilities:**

- Develop, publish and distribute a monthly newsletter (RIOTS) to all club members and friends of the club.
- Maintain and update the club's web site ensuring contents are up-to-date
- Update the club website with upcoming speakers, events, on-line forms, etc.
- Distribute all club e-mail messages
- Arrange for a club photographer to capture the club's meetings, events and other activities in photos
- Educate the club on the effective use of club, District, Zone and RI websites, newsletters and other informative resources
- Update the information of each club member on an annual basis.
- Maintain a library of Public Service Announcements and media contacts that club members and projects can draw upon as needed.
- Manage the Club's social media accounts
- Manage the Club's image archive.

### **Membership Committee (Obtain and Retain)**

The Membership Committee's role is to develop and implement a comprehensive action plan for membership recruitment, development and retention. The ability of the Rotary Club Oakville Trafalgar to serve the community, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the size and strength of the club's membership base.

### **Specific Responsibilities:**

- Provide leadership and guidance in membership recruitment
- Develop and implement an efficient retention plan
- Implement protocol for officially welcoming new members
- Provide orientation for new members through mentoring, firesides, information sessions and other activities
- Enable new and experienced members to develop their capacity to serve
- Provide continuing education for the membership
- Provide support and care for the members of the club and their family

### **Youth Services/New Generations (Avenue of Service)**

The Rotary Club of Oakville Trafalgar is an active supporter of youth programs focused on leadership and citizenship development, education, cultural experiences, vocational objectives, and enabling youth to experience a healthy lifestyle. Each year, the club sponsors youth to enable them to participate in a variety of programs and to support the Interact and Rotaract clubs in Oakville.

At the present time, the club supports and/or sponsors youth to enable them to participate in the following programs and clubs:

- *Rotary Youth Exchange Program*
- *RYLA (Rotary Youth Leadership Award)*
- *Interact Program*
- *Rotaract Program*

### **Rotary Youth Exchange Program**

As this is an exchange program, our community has also had the opportunity to appreciate the inbound students that have arrived from many countries around the world. Since all of the students enrolled in the high school program while they were in the Oakville, many local students gained new friendships with these foreign students and enjoyed many exciting experiences with them. We are always on the lookout for families willing to host an exchange student.

Outbound exchange students are identified by the district and over the last few years one has been associated with our club. Students have visited Chile, France and Japan. Inbound students have come from many countries including recent visits from Brazil, France, and Venezuela.

### **Rotary youth' Exchange Program (RYLA)**

RYLA emphasizes leadership, citizenship, and personal growth, and aims to demonstrate Rotary's respect and concern for youth, to provide an effective training experience for elected youth and potential leaders, to encourage leadership of youth by youth, and to recognize publicly young people who are rendering service to their communities.

RYLA is designed for young adults with proven leadership ability and a commitment to community service. Whether a secondary school student, university student, or young professional, RYLA will help youth to discover their potential and assist in developing the skills needed to be a leader in the community, educational institution, career, and everyday life.

## **Project Committees**

A number of project committees enable the club to implement effective fundraising campaigns and events that play a large part in achieving the goals of all avenues of service supported by our committees and to enable the club to achieve its vision.

### **Ribfest Executive Committee (Strategy and Long Term)**

The Ribfest Executive Committee comprises a small group of individuals, such as Ribfest chair, vice-chair, treasurer, legal representative, and the Club's Fund Raising Chair. The purpose is to separate the detailed operating decisions from the policy, oversight, and project-wide issues. The Executive Committee addresses those types of decisions that affect the Ribfest as a whole or are of a major financial or legal nature and makes recommendations to the Steering Committee. The Committee focuses on the longer term while the Ribfest Steering Committee focuses on the next Ribfest.

### **Ribfest Steering Committee (Fundraising - Annual Ribfest Plan and Execution)**

The Ribfest Steering Committee is responsible for planning and executing the plan for the yearly Ribfest held in late June at Sheridan College. The committee has representation from all the areas of responsibility, such as sponsorship, marketing, entertainment, Ribbers and food vendors, children's area, logistics, volunteers and so on. A lot of work goes into putting on a Ribfest of this magnitude and we usually have 400+ volunteers involved over the 3-day event. It is also our largest fundraiser.

### **Online Auction Committee (RCOT) (Fundraising)**

The RCOT Online Auction Committee is divided into 4 major areas of responsibility:

1. Procurement, responsible for getting the club members to solicit donation items from local businesses
2. Marketing & Communications, responsible for making sure the event is known to the Oakville community
3. Logistics, responsible inputting the data to the online application, finding a warehouse and storing the items, managing the warehouse and managing pickup of items by successful bidders after the auction closes

4. Managing the auction application including communicating with bidders during the event, reconciling payments and following up on items not paid or picked up.

### **Online Auction Inter-Club Committee (Fundraising)**

Once a year during November we hold an online auction as a fundraiser with other Rotary clubs. The inter-Club committee is responsible for coordinating the event between all the clubs involved and decide on issues that need to be dealt with between all clubs. The committee also sets standards for data input, assignment of categories and item numbering and so on.

### **Wines & Lines (Fundraising)**

Beginning in October 2016 we hold a fundraiser that brings together literary artists and excellent wines. Called Wines & Lines this fundraiser is organized by our Satellite Club.

### **Strawberry Social Committee (Community Services Event)**

For over 25 years our club has hosted the Strawberry Social, a community services committee event. We work collaboratively with Acclaim Health, a health care organization based in Oakville that provides health care services to seniors and adults who are confined to their homes within the community. The guests we entertain at this social are Acclaim Health clients whom we bring together to enjoy and partake of a strawberry shortcake tea for a couple of hours on a Saturday afternoon in the summer.

### **Paul Harris Awards Selection Committee (Recognition Event)**

The Paul Harris award was created in memory of Paul Harris and is the highest recognition presented by our club. Its purpose is to acknowledge the outstanding contribution and exceptional service of members of both the Club and the community. Once a year the three Oakville Rotary clubs come together to award community members with Paul Harris Awards. Later at a club event we recognize our members who have been outstanding contributors to the club's success. The committee is chaired by the Foundation & Legacy Committee Chair and includes a small number of past recipients selected by the Chairman. The committee prepares a list of recommend candidates, which is presented to the Board for review and approval.

## Calendar of Events

The club year runs from July 1 to June 30. The calendar below gives an approximate indication of what activities may occur in any given year and is subject to change.

<b>Month</b>	<b>Events</b>
<b>January</b>	<ul style="list-style-type: none"> <li>• Community Paul Harris Awards Dinner (joint with other Oakville Rotary Clubs)</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Presidents Elect Training Part 1</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• President Elects Training Part 2</li> <li>• District Team Training</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Club Paul Harris Awards Dinner</li> <li>• District Assembly (CLT)</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Education Awards Presentation Dinner (joint with other Oakville Rotary Clubs)</li> <li>• Club Assembly</li> <li>• Rotary Leadership Institute (RLI) Training</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Ribfest Fundraiser</li> <li>• District 7080 Turnover</li> <li>• RI Convention</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Strawberry Social Community Service Event</li> <li>• Club Turnover Party</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Arrival/Departure of Exchange Students</li> <li>• Annual Club Planning</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• RCOT Golf Tournament</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Wines &amp; Lines Fundraiser</li> <li>• Rotary Leadership Institute (RLI) Training</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Online Auction</li> <li>• Club Assembly</li> <li>• District Membership Seminar</li> <li>• Foundation Qualification Training</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Christmas/Holiday Party</li> </ul>

# Things You Need to Do with the Help of Your Mentor

## Communication Tools

Sign on to our website at [www.rcot.ca](http://www.rcot.ca) using the username and password provided to you. Please update your member profile and add a picture. Make sure the email address provided is the one you want to receive all club communications. Clubrunner is the software we use to manage club activities and your mentor can show you the areas you need to know about such as your projects and commitments.

Sign on to [www.rotary.org](http://www.rotary.org) and establish your username and password. Rotary.org gives you access to everything about Rotary including club information, goals and achievements.

## Getting Involved

Introduce yourself to the Chairs of the Committees on which you serve or would like to serve. Make an effort to understand how you can contribute and then make the effort to contribute.

Introduce yourself to your POD Captain and get an understanding of the different roles in the POD and how you may be expected to be involved. Often at the beginning of your membership you may be assigned a role that gives you an opportunity to interact with other members of the club.

## Classification

Each member is asked to provide a 'classification talk' to the membership. This is an opportunity for new members to detail their personal history and journey. Often members have used a combination of pictures and facts to tell their story. Assistance to put together a presentation is freely available.

A member's classification is also shown on their membership name badge and usually refers to the vocational area that they are or were in.

## Ask Questions

Members are encouraged to dialogue with their mentors and other club members to get a good understanding of what is happening in the club. No question is frivolous and every question has been asked by each of us at some point.

## Our Mission

We are a local volunteer group of men and women who raise money to help those in need in our community and beyond. We like to focus on fun, fellowship and positive achievement.





## The Structure of Rotary International (RI)

Founded by Paul Harris in 1905, Rotary's popularity spread quickly with the first Canadian Club being established in Winnipeg in 1912. By 1921, Rotary clubs had been formed on six continents; and the organization adopted the Rotary International name a year later.

In order to carry out its service programs, Rotary is structured in club, district, zone and international levels. Rotarians are members of their clubs but not officially members of Rotary International. Only the clubs are members of Rotary International which are officially chartered by the global organization Rotary International (RI) headquartered in Evanston, Illinois.

Rotary International is governed by a 19 member Board of Directors composed of the international president, the president-elect, and 17 zone directors who serve for a two year term. The nomination and the election of each president is handled in the one- to three-year period before he/she takes office, and is based on requirements including geographical balance among Rotary zones and previous service as a district governor and board member.

### The Club

The Rotary Club is the basic unit of Rotary activity, and each club determines its own membership. Although essentially autonomous in its activities, each club is governed by the Standard Rotary Club Constitution (SRC) promulgated by Rotary International. Each club may adopt its own bylaws, which must be consistent with the SRC and the Rotary International's Constitution and Bylaws.

The governing body of the club is the Club Board, consisting of a president (who serves as the Board chairman), a president-elect, a vice-president (president nominee), past-president, secretary, treasurer, and Board directors who serve as chairs of the major club committees. Club elections must be completed by December 31 of each year for the club year beginning the following July 1.

### The District

Rotary International divides the clubs into geographical districts for the purpose of local administration. The average size of a district is between 45-60 clubs.

A district governor (DG), who is an officer of Rotary International and represents the RI board of directors in the field, leads his/her respective Rotary district. The DG is nominated by the district nominating committee and elected by the Rotary International Convention. Generally, districts are often sub-divided into Areas. An Assistant Governor is appointed by the district for each area who

serves as the District Governor's representative and a resource for the clubs in the Area.

District 7080 consists of 54 Rotary clubs, 5 Rotaract clubs and several Interact clubs, from Mississauga to Woodstock. District 7080 is made up of 11 Areas. The Rotary Club of Oakville Trafalgar is included in the Oakville Cluster which also includes the clubs of Oakville and Oakville West.

## The Zone

Approximately 15 Rotary districts form a zone. A zone director, who serves as a member of the RI board of directors, heads two zones. The zone director is nominated by the clubs in the zone and elected by the convention for a term of two consecutive years.

District 7080 is located in Zone 24, along with 16 additional districts. Zone 24 includes 878 clubs. These districts are located in Canada, Eastern Russia, St. Pierre and Miquelon, and the states of Alaska, Maine, Michigan, New York and Washington in the USA.

## The Council on Legislation

The Council on Legislation, Rotary's "parliament," meets every three years to deliberate and act upon all proposed enactments and resolutions submitted by clubs, district conferences, the General Council and Conference of Rotary International in Great Britain and Ireland, and the RI Board. The Council itself also makes proposals.

## Statistics - As of January 31, 2016

- Number of Rotarians worldwide: 1,222,340
- Number of Clubs: 35,122  
Number of Countries with Rotary Clubs: 200+
- Number of Districts: 532
- Rotaract Members (18 - 25 years of age): 201, 342
- Rotaract Clubs: 8,754
- Interact Members (14 - 18 years of age): 441,278  
Interact Clubs: 19,186

## The Rotary Foundation (TRF)

Just as RI is a separate legal entity, so is The Rotary Foundation (TRF). It is closely allied with RI but it operates as a separate corporation with its own Board of Trustees for the purpose of qualifying as a tax deductible entity. (Rotary International is tax exempt but does not qualify as a tax deductible entity.)

TRF is one of the most successful foundations of its kind in the world and is supported largely by contributions from individual Rotarians and Rotary clubs. Because of the nature of its organization and operations; and the involvement of volunteer Rotarians around the world, TRF is always recognized as one of the top charities with the least amount of administrative operational costs.

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education, and the alleviation of poverty.

Specifically, the Rotary Foundation is committed to achieving the goals of eradicating polio through the completion of the PolioPlus program; emphasizing and strengthening educational and cultural programs, which enhance goodwill and understanding; making grants that fulfill humanitarian needs in all areas of the world; and expanding programs intended to strengthen peaceful relations among people.

The Foundation is a not-for-profit corporation supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world. This support is essential to make possible Foundation grant funded projects that bring sustainable improvement to communities in need around the world.

### Operations:

TRF programs are planned three years in advance and the funds set aside for future programs earn enough interest/income to enable TRF to use 100% of the principal of each donation for program purposes. Administrative expenses come solely from the earnings of the funds held for future use.

### Rotary's Focus

- Peace – Build Peace throughout the World through Rotary Peace Centres
- Disease Prevention and Treatment – Fight diseases like Polio\*
- Water and Sanitation – Uganda WASH Project is just One Example
- Maternal and Child Health – Support Mothers and Children
- Basic Education and Literacy – Promote Education

- Economic and Community Development – Grow Local Economies

\* Polio eradication is Rotary's top philanthropic priority. When Rotary launched the Polio Plus program in 1985, there were more than 350,000 polio cases in over 125 countries. Since 1988, Rotary has worked with its partners (United Nations Children's Fund, the US Centers for Disease Control and Prevention, the World Health Organization and the Bill & Belinda Gates Foundation) in the Global Polio Eradication Initiative to help immunize more than 2.5 billion children and reduce the incidence of polio by 99 percent. Rotarians have contributed more than US\$ 1billion to the global eradication effort.

## Additional Resources

Rotary International provides many online resources.

Visit [www.rotary.org](http://www.rotary.org)

### Rotary.org

<https://www.rotary.org/>

International headquarters. Index of clubs by name, country, and district. Information on policy, procedures, and programs of Rotary and the Rotary Foundation.

Results from rotary.org



#### My Rotary

Club Administration - Reports - Member Center - Manage - Give

#### Sign In

Anyone can create an account and sign in. Existing Member Access ...

#### About Rotary

Our Structure - History - Areas of focus - Financials - ...

#### The Rotary Foundation

The Rotary Foundation transforms your gifts into projects that ...

#### Rotary.org resources

Rotary.org resources. Welcome to Rotary's new website. This site ...

#### Club Administration

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#### Our Structure

Our Structure - Directors - Leadership - ...

#### Join Rotary

Rotary members join clubs by invitation. With 35,000 clubs ...

#### Location/Language

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#### News & Features

Features - News Archive - Media Center - ...

**Rotary International**  
Nonprofit organization

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rotary.org

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Rotary International is an international service organization whose human rights purpose is to bring together business and professional leaders in order to provide humanitarian services, encourage ...  
[Wikipedia](#)

**Customer service:** 1 (866) 976-8279  
**Headquarters:** Evanston, Illinois, United States  
**Founder:** Paul P. Harris  
**Founded:** February 23, 1905, Unity Building

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