Rotary Club of Kentville District 7820

A close up of a sign

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Program Committee

Terms of Reference

**Purpose (Role and Responsibilities)**

* Early each Rotary year, develop a plan and set goals to address the Strategic Priorities of the club.
* Organize speakers for the Weekly Program. Obtain bios for speakers and consent to publish their speaking engagement.
* Select speakers considering, among other things, the Rotary Calendar, current events, club Strategic Priorities, and direction from the executive & board.
* Promote education, engagement, and fellowship (i.e. Classification Talks, Extended Happy Dollars)
* Produce an agenda for weekly club meetings.
* Ensure that there is a Chair for weekly meetings, provide the Chair with an agenda and communicate the Chair’s responsibilities.
* Provide program details when available, and as soon as practical, to those responsible for communications.
* Set-up for the weekly meetings.
* Take attendance and record in ClubRunner.
* Produce and email via Clubrunner a weekly Program Update (typically emailed the day before the meeting as a reminder.
* Use Clubrunner for Committee communications and document storage (i.e. notice of committee meetings, agendas, minutes)

**Rotary Club of Kentville Strategic Priority**

**Membership**

Chair Ellen Crowley

Rick Graham (club secretary)

Elva Heyge

Wally Jarvis

Greg Trefry

Stephen McBrine

**Meeting Schedule**

Typically, every couple of months, or as required. Quarterly minimum.

* Fixed schedule to be determined

**Agenda and Minutes**

Agenda – circulated one week prior to meeting, via Clubrunner and stored in documents on Clubrunner.

Minutes – circulated within one week of the meeting

* Select a secretary for record keeping. May rotate throughout the Rotary year.

**Confidentiality and Privacy Statement**

Rotarians and committee members acknowledge and respect the importance of protecting personal, confidential information.

In this regard, Rotarians agree that information discussed at committee meetings which may be of a personal or confidential nature will held in confidence.

Such Information will not be shared or conveyed in an email format or committee minutes.

Personal information which may be required to obtain support or assistance for the individual from an outside agency will only be shared when the individual has given permission. This information will be password protected.

Reviewed and approved annually by the Committee Chairs and members.

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Signature Date