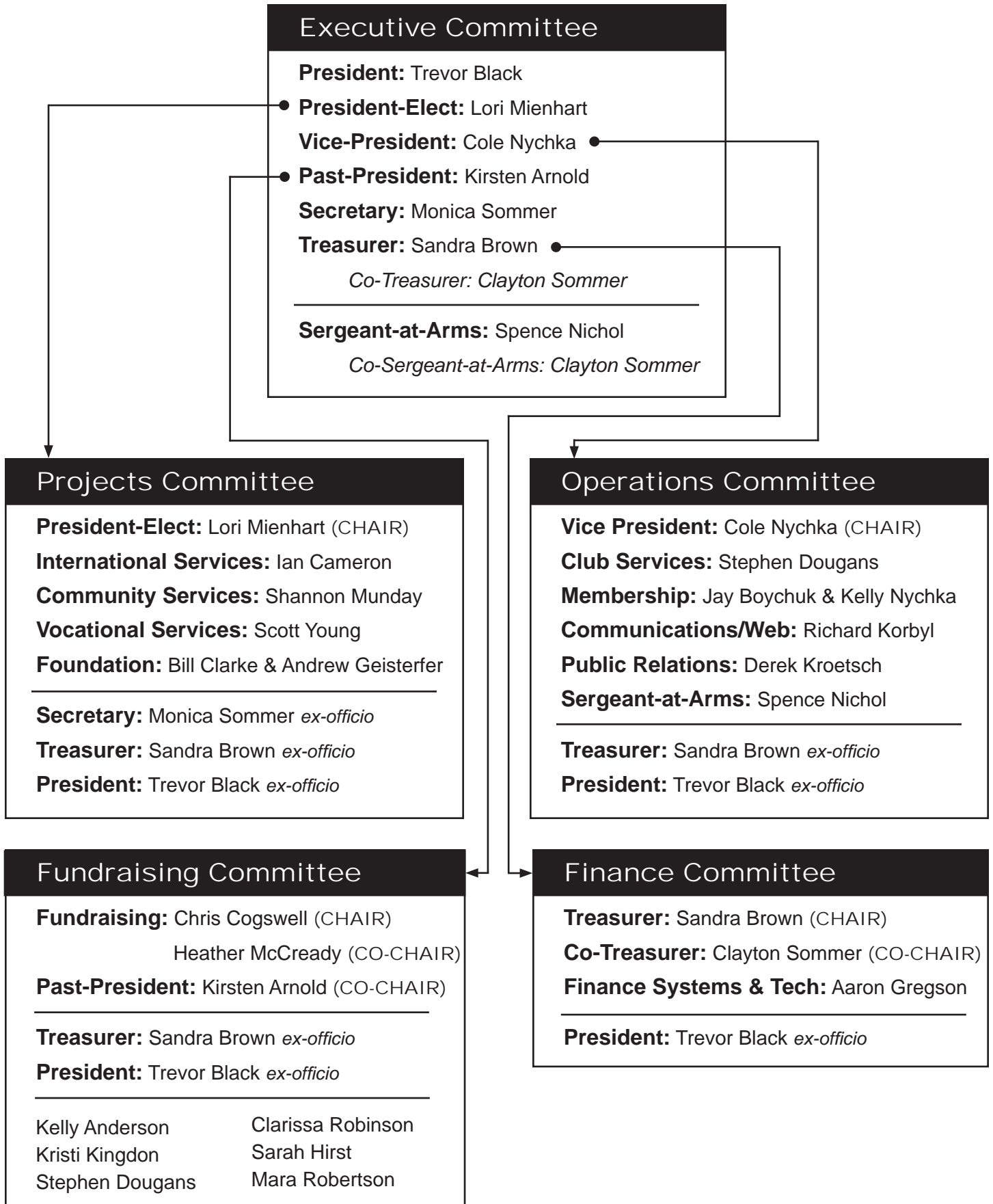


Board Structure 2010-11



Executive Committee

Function: governing body of the club

- oversee all aspects of governance areas such as the constitution, bylaws, club policies and club elections
- judicially address complaints and make decisions from the membership and the functional areas
- determine the annual member dues
- liaison with the district and Rotary International
- liaison with other clubs and their executives
- ensure that the other committees carry out their duties
- provide final decisions on membership applications, membership terminations and other membership matters
- provide advice and guidance to the other committees as required
- set budget guidelines for working committees; approve final budgets
- other duties as required

Operations Committee

Function: to conduct all activities associated with the effective operation of the club

- ensure the sustainability of the club while working within the budget guidelines put forth by the Executive Committee
- determine the costs to run the club on an annual basis and ensure there are adequate revenue streams (member dues, meal fees, happy bucks, fines, 50/50 proceeds, etc.) to support the costs
- make purchasing decisions for the club such as pins, banners, name badges, club runner subscription, domain hosting, new member kits, marketing and promotion materials, t-shirts, etc. based on requirements, requests, budgets and funds available
- develop and implement a comprehensive plan for the recruitment and retention of members
- book guest speakers for each meeting and ensure that there is a Sargent-At-Arms to greet guests, sell 50/50 tickets and issue fines

Projects Committee

Function: to consider vocational, community and international service avenues as well as Foundation activities and decide which projects the club will commit to support

- develop and implement educational, humanitarian, and vocational projects that address the needs of our community and communities in other countries.
- develop and implement plans to support The Rotary Foundation through both financial contributions and program participation
- evaluate and decide on what service projects the club will support with either funds and/or participation
- work with the budget guidelines put forth by the Executive Committee; provide updated budget reports as required
- ensure that projects are seen through to completion; documentation is provided
- ensure the timely follow-up and reporting on projects to the Executive Committee and the membership as a whole

Fundraising Committee

Function: conduct and organize activities for the sole purpose of raising funds to support the efforts of the projects committee and the operations committee

- plan, develop, coordinate, organize activities that raise funds for both the projects committee and the operations committee
- work towards achieving the fundraising goal put forth by the Executive Committee
- ensure the collection and submission of all funds and expenses incurred during fundraising efforts to the Treasurer; provide proper documentation of said funds and expenses
- ensure the timely follow-up and reporting on events and initiatives to the Executive Committee and the membership as a whole