

RCWO Officer and Committee Summary Descriptions

Purpose

The purpose of this document is to provide members, both current and new, and the public with a current description of what the committees and officers of Rotary Club of West Ottawa do. At this time of publishing, the document is a work-in-progress as many of the descriptions are out of date. As the descriptions are updated, a new version of this document will be posted. If a committee's description has not been updated, the descriptions from the following source documents are listed if they are available.

- 2016 Descriptions
- 2011 Descriptions

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Archives – To be updated

Bill Rolph

2016 Descriptions

- continue to collect and store Club Archives.
- Follow up report and recommendation to Board

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2011 Descriptions

To oversee the caretaking of club documents and club records according to the club policy on records management and the records retention and disposal schedule.

Attendance – To be updated

John Kersley

Auditor – To be updated

Denzil Feinberg

AWARDS COMMITTEE 2020-2021

Chair Johnny Marquez

TASK OF THE AWARD COMMITTEE

The Awards Program task is described in Article 14 of the RCWO Bylaws.

Purpose Section 1 The purpose of the Awards Committee, is "...conducted to recognize and honour individuals or groups for outstanding service or achievement that embodies Rotary 's object and ideal of service"

Responsibility Section 2 " Unless otherwise specified in these bylaws or decided by the board, responsibility for developing and managing the Awards Program's components shall rest with the Awards Committee."

Awards Section 3 " The Awards Program shall include, but not be limited to, the following awards:

- a) Awards established by RI for which individual Rotary clubs can nominate candidates
- b) Awards established by this club
 - i) The Paul Harris Fellow (PHF) Award
 - ii) The Lloyd Loynes Award for Volunteer Service
 - iii) The Ruth Martin Award for Community Service
 - iv) The 4-Way Test Award.

Selection Criteria and Procedures Section 4.

- a) " The Awards Committee shall apply the selection criteria and procedures established by RI in nominating candidates for awards established by RI.

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b) The committees responsible for the respective club awards shall develop and recommend, to the board, criteria and procedures for nominating and selecting recipients for each award under their respective jurisdictions. The board shall consider all such recommendations and establish and publish approved selection criteria and procedures for each club award.

c) Each year, the board shall organize a special meeting at which the awards approved for bestowal in the year shall be presented to their recipients.

d) Board approved selection criteria and procedures for each award approved shall be recorded in the club's Policy & Procedures Manual.

Additional Club Awards Section 5.

"From time to time, the board may establish additional club awards

Proposals for new awards may be made by any committee of the club or board member.

Such proposal should be directed to the Awards Committee which shall recommend appropriate action to the board.

Awards approved by the board shall be limited for bestowal to the year of tenure of the board that established the award, unless the board takes action to have the club membership approve the new award for bestowal for more than one year.

The resolution calling for the approval of a new award must receive at least two-thirds of the votes cast at a duly constituted meeting of the club in a vote conducted in accordance with Article 7 of these bylaws"

Resolution of 2/3 of the club membership to terminate the approval of a new award

Section 6

"Any award established with the approval of the club membership can only be terminated with the approval of the club membership.

The resolution calling for the termination of a membership-approved award must receive two-thirds of the votes cast at a duly constituted meeting of the club in a vote conducted in accordance with Article 7 of these bylaws"

Honorary Membership

Section 7 (see Article 13 of RCWO bylaws. Method of Electing. Section 7.

Article 13. RCWO Bylaws. Method of Electing Members

Section 7.

"The club may elect, in accordance with the club constitution, honorary members proposed by the board

The criteria and procedures for selecting and electing honorary members shall be recorded in the club's Policy & Procedures Manual".

"Honoured Life Memberships"

Article 14. RCWO Bylaws.

Section 8

a) "The board may, at its discretion, bestow the honour of "Honoured Life Member" on an active member of the club who, over a period of many years, has provided outstanding service in advancing the club's mission.

b) The tenure of an Honoured Life Member shall be for the period the member continues to meet the minimum attendance requirements set forth in Article 12 section 4 of the club constitution, unless the incumbent request, in writing, that his/hers Honoured Life Membership be terminated.

c) An Honoured Life Member shall have all the rights of, and be registered with RI as, an Active Member and shall be exempt from the payment of membership dues and subscriptions to THE ROTARIAN magazine; such dues and subscriptions shall be paid by the club on the member's behalf

Honoured Life Members (Retired)

Section 9

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a) An Honoured Life Member who is unable or fails to meet the minimum attendance requirements referred to in section 2 above, shall be designated by the board as an “Honoured Life Member

The designation of Honoured Life Member (retired) shall be for life unless the incumbent request, in writing, that his/her Honoured Life Membership be terminated.

b) The club shall cease to pay membership dues on behalf of an Honoured Life Member, after the Member has been designated Honoured Life Member (Retired) and the member’s status as an Active Member on the RI registry will no longer be maintained. The club shall continue to purchase a subscription to THE ROTARIAN magazine for each Honoured Life Member (Retired).

c) An Honoured Life Member (retired) shall be listed in a section of the club’s roster entitled “Honoured Life Member (Retired)

Section 10

“ The criteria and procedures for selecting recipients of Honoured Life Membership and for bestowing this award shall be recorded in the club’s Policy & Procedures Manual”

Board of Directors – to be updated

Caroline DeWitt president RCWO

2016 Descriptions

2011 Descriptions

Bulletin - Spinoff

Donald Butler

Committee Description

Purpose: To write and distribute to members summary reports on Club meetings and, where appropriate, on other Club events.

How? To have at each meeting or event a committee member who will take notes on what happened at the meeting or event and, from the notes and from any recording made draft a readable, succinct report. This report is submitted to the committee chair or designate who will edit it for accuracy, adequacy of coverage, succinctness and readability, submit it to the meeting chair and other relevant persons for comment and corrections and distribute it to Club members and other interested persons without undue delay. Distribution is by Club Runner mail and, in a few cases by Canada Post

Each Spinoff is posted to RCWO.org . The current Spinoff is available from the drop-down menu with the remainder stored in the Web Documents section

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Why join this Committee? Spinoff is an important contributor to Club cohesion and provides an accessible historical record of the Club's activities and of its evolution in the wider context of the social developments in which the Club exists. For the committee member it provides an opportunity to serve the Club and to sharpen one's skills of observation, analysis and expression.

Cash Calendar Fundraiser

Ron Scott

Purpose/Mandate

To plan and carry out a major fundraising project by designing, producing, and selling a printed calendar on an annual basis. The Calendars serve as lottery tickets which are eligible for daily draws throughout the applicable year of the Calendar. Revenue is generated by advertisers purchasing ads in the Calendar and by the purchase price obtained for each Calendar.

Activities/Processes

Photographs are sought from members and other photographers once a theme has been determined by the members of the Committee. Input on which photos merit inclusion in the Calendar is sought and a cover photo and photos for each month are selected. The content of the Calendar is assembled including advertising sold by members of the Club for inclusion. Arrangements are made for the printing of the Calendar, usually completed in September and the Calendar is distributed among Rotary Club of West-Ottawa members and other Rotary Clubs for sale.

Why join?

To participate in a project that has been one of the major fundraising successes of the Rotary Club of West-Ottawa over the past 15 years, thereby helping assure the continued ability of the Club to provide assistance to those in need in the Ottawa area. Participation is a rewarding experience for this reason, but also because it affords the opportunity to participate in a project from start to finish in December when the final calendars are distributed and the success of the year's project is known.

Clock Custodian - RCWO - to be updated

Henry Akanko

2016 Descriptions

- Monitor the operation of the Rotary Clock in Westboro

2011 Descriptions

To monitor the functioning of the Rotary Centennial Clock installed in Westboro.

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Club Solicitor

Ron Scott

Purpose/Mandate

To identify a lawyer who has agreed to take on the responsibility of the role of Club Solicitor and be available, as required, for that purpose.

Activities

From personal experience, having served as the Club Solicitor for the past 23 years, I have been called upon to provide numerous legal opinions on matters with which the Club has become involved. I incorporated the Rotary Club of West-Ottawa Foundation and obtained charitable status for same. All work has been done pro bono.

Why?

My involvement provides an opportunity to assist the Rotary Club to which I belong with the legal expertise that is needed from time to time and which I have the training to give.

Community Service

Dave Morton

Purpose:

To respond to demonstrated needs in the local community by approving financial assistance to individuals, groups or organizations; may also organize and deliver service projects in partnership with community organizations through hands-on activities by volunteers and club members.

How:

The Committee seeks to identify unmet needs in the local community through referrals from Club members and also reviews requests submitted directly to the club by individuals and organizations in need of support in the local community. The Committee also annually supports youth in the community through direct grants to summer camps to support vulnerable youth and youth in need. The Committee reviews requests and recommends approval to the Board of Directors if supported by the members of the Committee. The Committee will also participate in distribution of direct assistance to the community where needs arise that can be met by hands on support.

Why Join this Committee:

In order to assist in improving life for those in a time of need in our community and to offer your skills and creativity in providing input as to how Rotary members can help our community through both service and financial support.

RCWO Officer and Committee Summary Descriptions

Dictionary4Life

Linda Flynn , Ken Murray

2020 Committee Description (Club Literacy Plan 2018-21)

Vision: To continue to enhance the Dictionary4Life project within our club and promote and encourage participation in with such programs as the Free Reading Program and Ottawa Reads all while continuing expansion to other District 7040 clubs.

Purpose: The overall purpose of the project is to provide a gift of a Dictionary 4 Life (D4L) to Grade 3 youth in Ottawa schools and youth in homework clubs. As the lead club for Dictionary4Life we want to support the District literacy efforts including,

1. To increase our club efforts in support of local literacy.
2. To encourage other clubs to support local literacy by using the Dictionary4Life as a new project.
3. To encourage ourselves and other clubs to enhance/ augment/ strengthen their local literacy projects with, for example, Ottawa Reads, book donations, Free Reading Program.
4. To offer overall management of the expansion of the Dictionary4Life project to other District clubs.

HOW?

Goals: Our overall goal is to help develop the youths' vocabulary and better their language understanding, help children develop stronger self esteem, encourage familiarity with books, give "pride of ownership", and promote Rotary values to the child, family and the community.

Short Term Objectives and Responsibilities (1-3 years)

1. Provide dictionaries annually to up to 10 schools. Inform schools they can include special needs students, of any age, in their Grade 3 count for books.
2. Ensure all participating D4L clubs identify a representative, forming an informal network among clubs with the project.
3. Encourage each club to increase their D4L budgets (or take on one new school each year for next 3 years). Currently there are 11 Ottawa area schools seeking D4L project support.
4. Continue to meet with the two school board literacy coordinators/Superintendents (OCDSB, OCSB) and include special needs students as part of the discussions.
5. Provide the overall management of the project which includes gathering the estimated number of books to order, billing for orders, ordering of and payment for books, clearing the shipment through customs, shipping from Montreal to Ottawa and storage until distributed to all clubs, producing bookmarks and inside labels for each club, arranging for collection of books by clubs.
6. Maintain a financial accounting system(s) which will include the requirement of clubs to pay up-front for the books that they order as part of a December 31st order.
7. Establish a sub-committee to develop ways to evaluate the D4L project, e.g. simple 1 page exit survey left with Principals or teacher. Consider ways to either get feedback from students/parents who have received D4L books in the past 7 years.
8. Continue support with RCWO volunteers for the Ottawa Reads program (currently 7 volunteers in 2 schools). Encourage these volunteers to inform their teachers/schools of the Free Reading Program and have Ottawa Reads Coordinator follow up with the teachers/schools.

Long Term Objectives and Responsibilities (3-5 years)

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1. Look at specialized schools and Special needs students as potential targets for D4L, Ottawa Reads and the Free Reading Program.
2. Engage Rotaract club(s) to support this project.

In terms of outcomes, we envision a continued enhanced relationship between youth in our community and the Rotary club. Youth will gain a very positive experience to enhance their self esteem and confidence through better literacy skills. Better performance on Education Quality and Accountability office (EQAO) exams will be possible. Better language use by all family members could result.

Why JOIN this Committee – This is such a FUN hands-on project!

e-Lists – To be updated

Rod Holmes

e-Secretary – To be updated

John Kersley

Environment – To be updated

Caroline DeWitt

2016 Descriptions

Investigate new projects for the committee specifically investigate manning hazard waste sites and National Shore Clean-Up and/or City of Ottawa Spring Clean

2011 Descriptions

To develop and manage projects to protect or enhance the quality of the bio-physical environment e.g. litter pick up along Hunt Club Road under the Adopt-a-Road program.

Family of Rotary – To be updated

J. (Doug) Heyland

2016 Descriptions

- Encourage more participation of family members in projects and events
- Maintain contacts with partners of deceased members
- Initiate contact with Club alumni
- Denzil to contact Rotary Exchange & Ambassadorial Scholars, Adventures in Citizenship students

RCWO Officer and Committee Summary Descriptions

- Send cards to those ill or suffering loss

2011 Descriptions

To encourage participation of Rotary family members, including partners of deceased members, in club meetings and other events: To remember members suffering illness or loss by sending appropriate cards signed by members.

Future Directions – To be updated

Dirk Keenan

Golf Tournament Fundraiser – To be updated

Chair – to be filled

2016 Descriptions

- Continue partnership with 65 Roses (Cystic Fibrosis)
- Endeavour to repeat number of participants and 50% of business sponsorships
- Conservative goal net profit \$8000 - \$4000 to RCWO
- investigate possible going golf partnerships with other Rotary Clubs

2011 Descriptions

To plan, promote and stage an annual golf tournament in late summer or early Fall, usually with a co-sponsor organization.

International Service

Robert Harrison , Cletus Peters

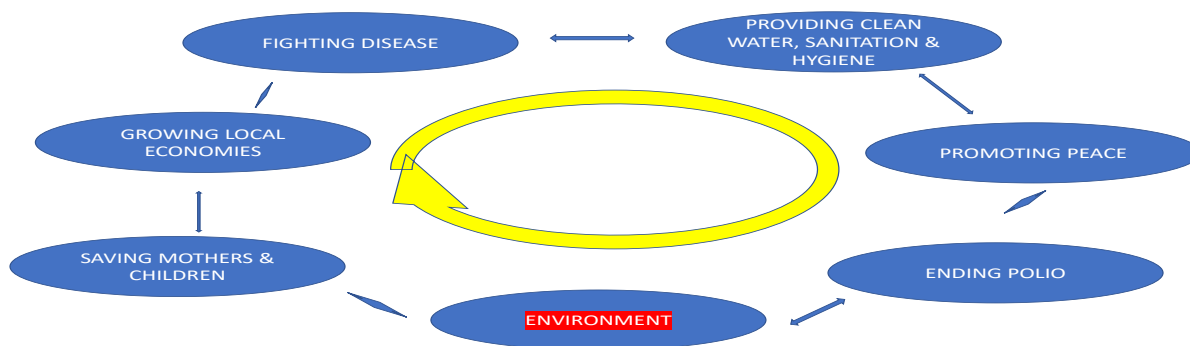
**International Service Committee (ISC)
Rotary Year 2020-21**

PURPOSE:

It is to assist marginalized people in eliminating poverty in the developing world through:

RCWO Officer and Committee Summary Descriptions

SEVEN AREAS OF FOCUS:



SUMMARY STATEMENT OF COMMITTEE MANDATE:

To plan, organize, coordinate and evaluate club participation in joint humanitarian projects, in general in developing countries, which will aid in the development of a better quality of life and foster international good will and peace. These projects must focus on one of the RI's areas of focus - water, sanitation, food, health, literacy and environment. With cooperation between Rotary clubs and other agencies significant projects can be implemented effectively.

ShelterBox Canada

The committee also provides, through the use of ShelterBox Canada services, temporary emergency assistance to natural disaster victims worldwide

How?

The ISC meets once each month to determine which projects should receive financial assistance with a maximum grant of \$5,000 and lesser amounts for special projects. Proposed projects are assessed according to our club's established criteria. (Go to our website for "Granting Guidelines" at <rcwo.org>)

The committee's annual budget allows for the setting aside the current cost of one ShelterBox unit for immediate deployment upon notification of an emerging international disaster. Solicitation of club members is sometimes necessary to fund more than one unit.

Why join the ISC Committee?

The question is "Why Not? It is a dynamic group of Rotarians who, a majority, have a wealth of experience in the International field. With their enthusiasm and experience, you will catch the value of developing and, yes, implementing projects throughout the world. The rewards are huge to each one of us in "doing good".¹

¹ ISC Summary for 2020-21

RCWO Officer and Committee Summary Descriptions

Membership Committee – To be updated

Graeme Fraser , Ken Murray

2016 Descriptions

- continue to recruit new, younger members.
- continue Pilot project of Corporate Membership
- review and recommend 'credits for activities' towards attendance requirements.
- Fireside chats to be continued and evaluate ideas quickly
- consider redoing New membership sub committee.
- Challenge members to "Who do you want to spend more time with?" to find new members
- Maintain streamlined proposal system
- Implement a Rotary Visitor Day and possibly a Rotary Alumni meeting as per Strategic Plan for Membership recruitment.
- Net gain of ?? members from July 1, 2016
- Coordinate with program chair to encourage guests/potential members to high profile speakers
- Focus on member orientation and education, particularly for new members & carefully monitor the mentoring process - mentors training program established
- Ensure members are contacted and supported immediately when attendance and participation becomes a problem

2011 Descriptions

To plan, organize and execute membership recruitment and retention programs; administer the new-member proposal, approval and induction processes, the "red badge cover" and "fireside chat" programs , the mentorship program and any other membership initiatives approved by the Board.

Mums for Thanksgiving Fundraiser – To be updated

Chair to be filled

2016 Descriptions

- Sell at least 5000 plants
- increase partners by one and add LINKs groups
- continue to develop paperless program
- find new management team to continue or look to partners to take it over

2011 Descriptions

RCWO Officer and Committee Summary Descriptions

To organize the promotion, sales and delivery, with partner organizations, of mum plants for Thanksgiving.

Music – To be updated

Rod Holmes

2016 Descriptions

- Organize and implement weekly music program and music for special events
- Find a stand-in pianist Found: Patricia Talbot
- Increase the number of members on the committee
- organize annual Christmas event with music and singing leaders

2011 Descriptions

To plan and execute a program of music and song designed to enrich the fellowship and enjoyment of club meetings and special occasions.

Music for Humanity Fundraiser – To be updated

Graeme Fraser , Mike Traub

2016 Descriptions

- organize, promote and stage a concert by University of Ottawa graduate music students in the Spring to support club international service projects or Rotary Intl projects such as polio eradication.)
- Maintain price at \$20-Target ticket sales for 250-300
- Net profit of \$3000 targeted to Polio Eradication
- Work with PR committee to build more awareness
- Enhance U of O staff support of this Music Dep't fundraiser
- Review concern for bi-lingual format

2011 Descriptions

To organize, promote and stage a concert by University of Ottawa graduate music students in the Spring to support club international service projects or Rotary International projects such as polio eradication.

RCWO Officer and Committee Summary Descriptions

Parkway House – To be updated

Graeme Fraser
2016 Descriptions

2011 Descriptions

Parkway House Liaison To liaise with the management and to arrange invitations for residents to attend Rotary or community functions with Rotarian volunteers.

Past President

Pardeep Ahluwalia

- Provide advice and guidance to the Club's President and Board as requested and required;
- Organize and Chair the Club's annual Past Presidents Dinner;
- In advance of the Club's Annual Meeting in December, prepare a slate of potential Club Officers and Directors for the following Rotary year, for the consideration of Club members.

Photography

Larry Chop

Purpose:

To gather and make available images from RCWO meetings and special occasions such as social and volunteer events for the enjoyment and use in publicity and other publications by RCWO members and the public.

How?

Members of the Committee self-schedule to ensure there is a photographic record of meetings.

The Chair and/or other members gather photographs from club members and others from special occasions

The photographs are posted by Committee members on the RWCO web page in an easily accessed searchable location <https://rcwo.org/photoalbums> following a documented procedure that does not require Internet technical expertise.



Why join this Committee? It is fun and frequently challenging getting that "Perfect Shot".

President - RCWO – To be updated

Caroline Dewitt

RCWO Officer and Committee Summary Descriptions

2016 Descriptions

- Encourage members, weekly, to bring a potential new member to a meeting.
- Spread work among all members, value for volunteer time.
- Review committee structure and mandates
- Explain leadership opportunities at both Club and District level to members.
- Offer support (moral & financial) to all members to attend District events.
- As President, ensure in all that we do we cultivate the culture of Enjoy Rotary, Celebrate and Support New Members and put FUN in FUN raisers.

President Elect – To be updated

Graeme Fraser

2016 Descriptions

- smoothly transfer all Program Committee responsibilities to Vice Chair and committee
- provide support and oversight, be aware of activities and report monthly to the Board for Archives and Membership
- To focus on preparing his/her Presidential Year.

President Nominee – To be updated

Chris Wanna

2016 Descriptions

- Become familiar with Board operations and responsibilities
- Support the President-Elect in preparing for the following year
- Reporting Responsibilities for fund raising projects such as Calendar; Golf; Mums; Music for Humanity; Foundation & Fellowship Dinners; etc

Program Committee

RCWO Officer and Committee Summary Descriptions

Gaye Moffett

Purpose:

To plan and organize dynamic, informative and entertaining programs for the club's weekly meetings in consultation and participation of RCWO President and Members.

How?

We make EVERY member responsible for the speaker program for their week.

Club members day would be on a rotation. The duty roster done by a member of this committee would be published in advance on the RCWO.org website. Reminder notifications would be sent out a month in advance. Rotarians would be responsible for doing the program on their week. Rotarians would be able to opt out or swap their day.

Some possible topics that the members could have:

- inviting a guest speaker from their network; or the District level;
- or giving a speech on why they joined Rotary
- or they could give their up-graded classification talk
- or they could talk about themselves
- or speak on an issue which is important to them
- or invite a neighbour to speak who has an interesting story
- or invite a friend to speak about an interesting topic

Besides the solicitation of program ideas from members, the committee reviews the topics and does the scheduling of speakers and programs the introduction and thanking of speakers. This is done in consultation with the President as there are mandatory and prescribed internal programs such as Club Assemblies, the Annual General Meeting and others as well as scheduling topics that match the monthly Rotary International Themes.

For each speaker the committee then arranges with a Club member to introduce the speaker and a member, possibly the introducer again, to curtail an over-long presentation and handle the follow-up question and answer session and thank the speaker so that the floor may be returned to the Club President (or other meeting chair) within the allotted time span.

Evaluation: Twice a year, a "Survey Monkey" a confidential survey would be sent out to Club members. Results will be available & reviewed by the Program committee

The Program Committee will vet the speaker and topic once a month.

Why join this committee?:

Well run and interesting meetings provide the fellowship which attracts and keeps Club members, reminds members of the service purposes of the club and motivates members to become involved in the Club service activities. Committee members participate in making the arrangements which make meetings interesting and get to know interesting people whom they

RCWO Officer and Committee Summary Descriptions

can approach with invitations to speak to a Rotary Club, which is known to be a worthwhile audience.

Public Relations – To be updated

2016 Descriptions

- Produce materials to assist in membership recruitment, e.g. revision of the club brochure
- Media invited to at least 4 club events
- Six press releases or articles submitted (annually)
- Enhance media knowledge of Rotary involvement in community (annually)

2011 Descriptions

To promote Rotary in general and Rotary service activities, particularly those of the club, in collaboration with relevant club committees, having regard to the desirability of attracting new members and gaining support of the Ottawa public.

Reception/Duty Roster – To be updated

Chair – to be filled

2016 Descriptions

To manage the club program to welcome members and visitors to weekly club meetings by scheduling greeters and a member to register and issue make-up cards/guest cards to visiting Rotarians or other guests and to introduce and welcome them during the meeting. In addition to prepare, maintain, and circulate a roster of members assigned to the above duties and to the duties of Grace, Past Presidents Draw and Editor.

2011 Descriptions

- Schedule and monitor reception duties

Rotary at Work – To be updated

JEN SOUCY

Rotary Foundation – To be updated

RCWO Officer and Committee Summary Descriptions

Susan Diening

2016 Descriptions

(To promote club support for, and utilization of, the programs of The Rotary Foundation; to promote financial support for TRF's Annual Program Fund, Polio Plus, and the Permanent Fund and to encourage members to become TRF Benefactors; to promote participation in TRF's educational programs such as Ambassadorial Scholarships, World Peace Fellowships and Group Study Exchange by soliciting and selecting candidates for them.

-Goal of \$200/ member for a total of \$16,000.

-Polio Plus goal is \$5,000

-Pledges for the Foundation Walk at an earlier time than in past

-Bequest society, promote and build). Promote significance of Foundation at weekly meetings.

-Future Vision: Chair and Co-chair trained to give training sessions to Club members

2011 Descriptions

To promote club support for, and utilization of, the programs of The Rotary Foundation; to promote financial support for TRF's Annual Program Fund, Polio Plus, and the Permanent Fund and to encourage members to become TRF Benefactors; to promote participation in TRF's educational programs such as Ambassadorial Scholarships, World Peace Fellowships and Group Study Exchange by soliciting and selecting candidates for these.

Secretary

Dave Morton

Purpose:

The purpose of the Secretary position is to support the President, Board and Club members as the Club Secretary for both regular club Rotary activities and Board of Directors operations.

How:

The Secretary maintains the club member database on Club Runner and with Rotary International and maintains active contact with RI. The Secretary manages new member information, members kits, badges, circulates prospective member lists to the club. The Secretary maintains club supplies for membership and attendance. The Secretary generates invoices to members for annual dues and pro-rated new member dues and assists with new member inductions. The Secretary assists with membership committee with attendance tracking for members.

The Secretary records the minutes for Club Board meetings for board member review and approval, club member access and for the Club archives.

Why Consider this Position:

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The position of Secretary allows a Rotarian to gain insight into the Club and Rotary through participation on the Board of Directors and hands on engagement in operational aspects of the both the Club and Rotary International.

Social & Recreation – To be updated

Rocco Disipio

2016 Descriptions

- Increase the number and types of fellowship activities to appeal to the diverse membership
- Ensure that all members have a chance to attend a fellowship/foundation dinner
- invite Alumni to attend socials.

2011 Descriptions

To plan, organize and manage social and recreational events, both traditional and new, throughout the year to promote and enhance fellowship among club members and their partners and friends.

Sergeant-at-Arms

Robert Shaw-Wood

Description

- ensure the timely set-up and dismantling of displays at all Rotary events, and their secure storage at all times between meetings
- coordinate the removal and return of banners required at special events
- ensure that all duty posts are accounted for at all meetings
- coordinate with President to ensure proper seating at the head table at all meetings

Treasurer

Treasurer : Linda Flynn

Summary Descriptions – Treasurer

Purpose: The Treasurer is responsible for the maintenance of accurate financial accounts for the RCWO General/Reserve Funds; the Service Fund and the Lottery account. A USD bank account will also be maintained if the club has a Global Grant.

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RCWO Finance Committee: Due to the number and magnitude of various RCWO projects, some individuals for various club committees have been delegated responsibility to track that committee's finances and undertake certain functions e.g. collection and deposit of committee funds, processing credit card purchases.

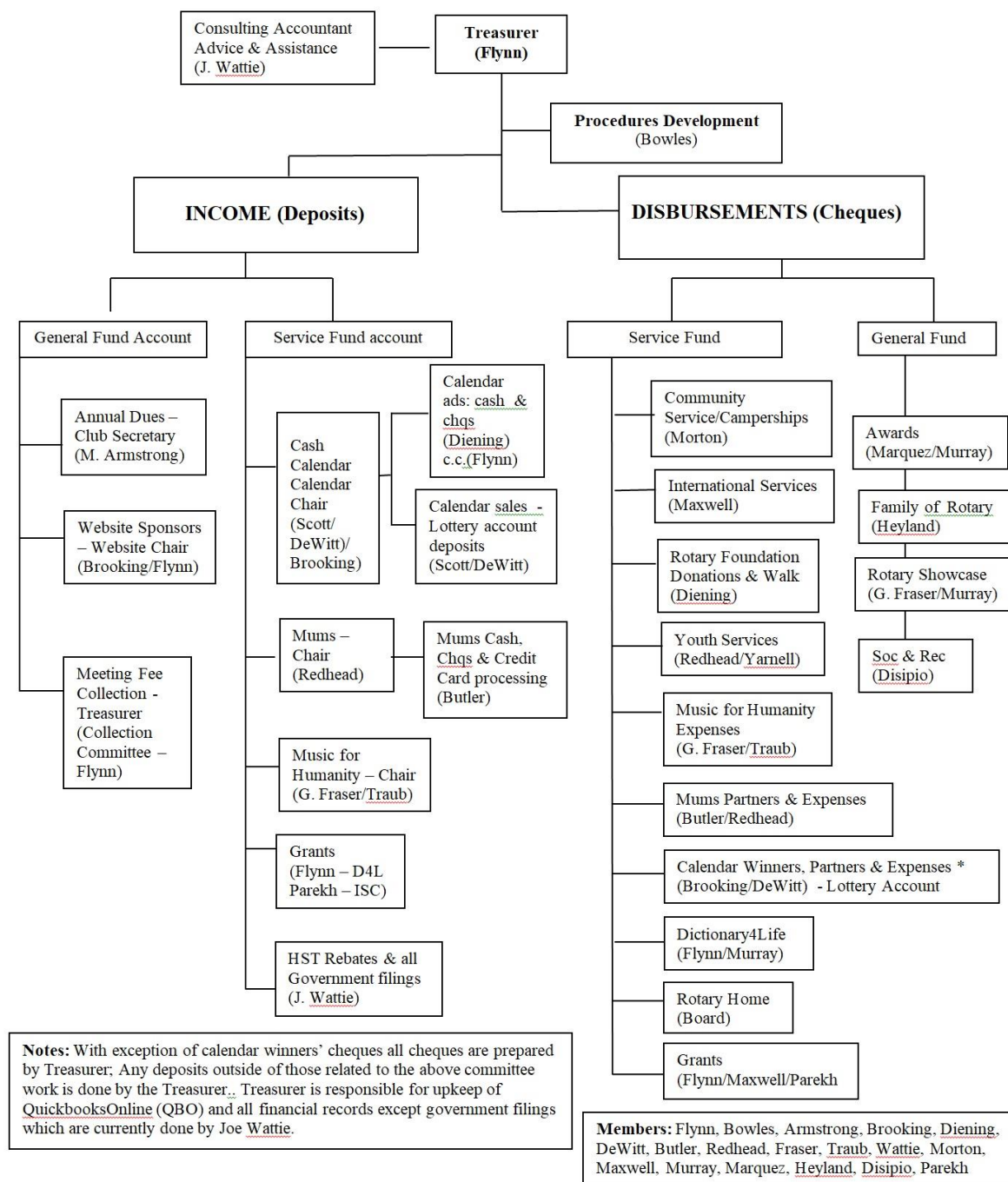
How?: Day to day accounting is performed using QuickBooks Online. Online banking is done through TD easy banking. Credit card processing utilizes Square for the General/Reserve accounts and TD Merchant Solutions (Bambora) for the Service Fund. E-mail accounts associated with each bank account are monitored for e-transfers. The Treasurer issues RCWO tax receipts when appropriate. The Treasurer maintains The Rotary Foundation donations made by individual members, matching member donations up to \$100/member/Rotary year, and remits twice yearly to TRF. The Treasurer reports annually to the City of Ottawa on the Rotary Cash Calendar fundraiser. When meeting in-person, the Treasurer coordinates volunteers to collect meeting fees each week. Government filings ie. HST rebates, Charitable returns are currently done by the former Treasurer, Joe Wattie.

RCWO ByLaws

Section 5 — Treasurer: It shall be the duty of the treasurer to: (a) have custody of all club funds, accounting for same to the club annually and at any other time upon demand by the board; (b) in collaboration with the secretary, collect admission fees, membership dues and subscriptions to THE ROTARIAN; and remit all required dues and subscriptions to either RI or the District Treasurer as required; (c) obtain licenses for board-approved fundraising projects that utilize lotteries, and maintain records and submit reports on such lotteries as required by the lottery licenses' terms and conditions; (d) keep records and submit reports, as required, to maintain the club's registered charity, The Rotary Club of West Ottawa Service Fund Inc., in good standing; and (e) perform all other duties that pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property in his/her possession

RCWO Officer and Committee Summary Descriptions

RCWO Finance Committee (Final April 16-20) (Current Incumbent)



Web Master / Social Media – to be updated

RCWO Officer and Committee Summary Descriptions

Brett Brooking

2016 Descriptions

- Expansion of website capabilities (ongoing)
- Website updates twice a month
- Enhance website info front page to encourage membership
- Explore possible Algonquin College student project to enhance website. (1st yr)
- training for Board and committee chairs for Clubrunner

2011 Descriptions

To develop, monitor and maintain the club website.

Youth Service

Jill Yarnell

Committee Description

- Review Youth Exchange program, short or long-term
- Continue to support 4-way Test Awards
- Participate in Adventures programs and RYLA
- Seek out community Interact club possibilities
- work with TD on Julia Hill annual Bursary
- Award annual Pallister bursary