The purpose of this document is to provide members, both current and new, and the public with a current description of what the committees 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At this time of publishing, the document is a work-in-progress as many of the descriptions are out of date.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.

* Rotary Club - Membership Committee - Committees and their mandates 2016
* Summary Statements of Committee Mandates 2011

**Chair President ( Director: Caroline DeWitt )**

# Rotary Club - Membership Committee - Committees and their mandates 2016

* 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.

## Awards

Chair Johnny MarquezBoard Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

* Implement mandate of the Awards Committee as recorded in the Information Note to recognize and honour individuals or groups for outstanding service or achievements that embody Rotary’s object and

ideal of service

* plan and organize special recognition events as requested by the Board

# Summary Statements of Committee Mandates 2011

To administer the Awards Program of the club which includes awards established by Rotary International and awards established by the club to recognize and honour individuals or groups for outstanding service or achievement that embodies Rotary’s objectives and ideal of service.

## Public Relations

Luana Achihaei Board Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

* 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)

# Summary Statements of Committee Mandates 2011

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.

**Web Master / Social Media**

Brett Brooking Board Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

* 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

# Summary Statements of Committee Mandates 2011

To develop, monitor and maintain the club website.

## Club Historian

Bill Rolph Board Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Club Solicitor

Ron Scott Board Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Board

Caroline DeWitt Board Director: Caroline DeWitt

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

**Treasurer**

Linda Flynn Board Director: Linda Flynn

# Rotary Club - Membership Committee - Committees and their mandates 2016

- Maintain accurate accounts of the clubs

General, Service and Reserve funds.

- Develop a manual for Treasurer of procedures for GST, Tax Receipts, Charitable Return,

Foundation contributions, General, Service and Reserve funds

# Summary Statements of Committee Mandates 2011

## Auditor

Denzil Feinberg Board Director: Linda Flynn

**President Elect ( Director: Graeme Fraser )**

## Future Directions

Dirk Keenan Board Director: Graeme Fraser

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Attendance

John Kersley Board Director: Graeme Fraser

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Membership

Graeme Fraser , Ken Murray

Board Director: Graeme Fraser

**Rotary Club - Membership Committee - Committees and their mandates 2016**

- 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

**Summary Statements of Committee Mandates 2011**

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.

**President Nominee ( Director: Chris Wanna )**

## Rotary Cash Calendar Fundraiser

To be filled

Board Director: Chris Wanna

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Mums for Thanksgiving Fundraiser

To be filled

Board Director: Chris Wanna

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Golf Tournament Fundraiser

Stuart PicozziBoard Director: Chris Wanna

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

Music for Humanity Fundraiser

Graeme Fraser , Mike Traub

Board Director: Chris Wanna

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

**Past President ( Director: Pardeep Ahluwalia )**

## Past President

Board Director: Pardeep Ahluwalia

# 2020 Description

- 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.

**International Service ( Director: Henry Akanko )**

## The Rotary Foundation

Susan Diening

Board Director: Henry Akanko

Rotary Club - Membership Committee - Committees and their mandates 2016

(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

# Summary Statements of Committee Mandates 2011

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.

## International Service

Robert Harrison , Cletus Peters

Board Director: Henry Akanko

**International Service Committee (ISC)**

**Rotary Year 2020-21**

**PURPOSE:**

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

 **SEVEN AEAS 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]](#footnote-1)

**Community Service ( Director: Robert Shaw-Wood )**

## Community Service

Dave Morton Community Service ( Director: Robert Shaw-Wood

Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

- To be provide oversight (if needed) and support, be aware of activities and report monthly to the Board for Community Service, Environment, and ABCs of Fraud committees and Parkway House and Clock custodian

# Summary Statements of Committee Mandates 2011

To respond to demonstrated needs in the community by approving financial assistance to individuals, groups or organizations; may also organize and deliver service projects in partnership with a community organization through hands-on activities by volunteers (e.g. Winthrop Court).

## Environment

Caroline DeWitt

 Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

Investigate new projects for the committee specifically investigate manning hazard waste sites

and National Shore Clean-Up and/or City of Ottawa Spring Clean

# Summary Statements of Committee Mandates 2011

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.

## Youth Service - 2020

Jill Yarnell Board Director: Robert Shaw-Wood

**2020 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

## Dictionary4Life

Linda Flynn , Ken Murray

Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

-maintain current school distribution

-slowly grow program to include other Rotary Clubs

- Continue to search for funding to help keep book costs down

-apply for annual DSG

- continue to expand with separate school board

- work to continue support with TD for additional funding and schools

- research possible involvement with local aboriginal students

# Summary Statements of Committee Mandates 2011

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## Parkway House

Graeme Fraser Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Rotary Clock Custodian

Henry Akanko Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

- Monitor the operation of the Rotary Clock in Westboro

# Summary Statements of Committee Mandates 2011

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

## Rotary at Work

Board Director: Robert Shaw-Wood

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

**Club Service ( Director: Larry Chop )**

## Bulletin

Donald Butler Board Director: Larry Chop

# Rotary Club - Membership Committee - Committees and their mandates 2016

- Increase the number of bulletin reporters

- Find someone to understudy Spinoff production and one to take over emailing duties (2-5 yrs)

- Combine Spinoff and Club Calendar to minimize paper at meetings and to be sent electronically

- Assess usefulness of both electronic Spinoff and printed copies on tables

# Summary Statements of Committee Mandates 2011

To prepare, publish and distribute the weekly issues of the club Bulletin (SPINOFF) through recruitment and scheduling of editors, and both email and print distribution to members, Rotary friends, other clubs and Rotary officials.

Reception/Duty Roster

Club Service ( Director: Larry Chop )

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Photographry

Larry Chop

Board Director: Larry Chop

## 2020 Committee Description

**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”.

## Program

Gaye Moffett Board Director: Larry Chop

# Rotary Club - Membership Committee - Committees and their mandates 2016

- Ensure a solid weekly program plan with interesting or high profile speakers identified well in advance to allow members to plan ahead and invite guests to a program that may be of interest to them

- Identify and schedule speakers, introducers and thankers utilizing the services of program committee members and suggestions of other members.

- Keep weekly calendar updated on upcoming program

-Ensure speakers are aware of our meeting format and the need to limit their presentations to 20 minutes with 10 minutes for questions and discussion."

# Summary Statements of Committee Mandates 2011

To plan and organize programs for the club’s weekly meetings in consultation with the President including the solicitation of program ideas from members, the selection of topics for programs, the scheduling of speakers and the introduction and thanking of speakers.

## Music

Rod Holmes Board Director: Larry Chop

# Rotary Club - Membership Committee - Committees and their mandates 2016

- 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

# Summary Statements of Committee Mandates 2011

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

## Sergeant-at-Arms

Robert Shaw-Wood Board Director: Larry Chop

2020 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

# Rotary Club - Membership Committee - Committees and the

## Family of Rotary

J. (Doug) Heyland Board Director: Larry Chop

# Rotary Club - Membership Committee - Committees and their mandates 2016

- 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

- Send cards to those ill or suffering loss

# Summary Statements of Committee Mandates 2011

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.

## Social & Recreation

Rocco Disipio Board Director: Larry Chop

# Rotary Club - Membership Committee - Committees and their mandates 2016

- 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.

Summary Statements of Committee Mandates 2011

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.

**Secretary ( Director: Dave Morton )Secretary**

 Dave Morton

# Rotary Club - Membership Committee - Committees and their mandates 2016

- Support the President, Board and Club members as a Club Secretary for regular

 Rotary Business and as needed

- maintain active contact with RI site for info

-manage new member info, prepare badges/ kits

-circulate proposals for new members

- manage club supplies: banners, pins etc

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# Summary Statements of Committee Mandates 2011

**e-Secretary**

John Kersley Board Director: Dave Morton

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

**e-Lists**

Rod Holmes Board Director: Dave Morton

# Rotary Club - Membership Committee - Committees and their mandates 2016

# Summary Statements of Committee Mandates 2011

## Archives

Bill Rolph Board Director: Dave Morton

# Rotary Club - Membership Committee - Committees and their mandates 2016

- continue to collect and store Club Archives.

- Follow up report and recommendation to Board

# Summary Statements of Committee Mandates 2011

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.

Total: 36 committee(s)

1. ISC Summary for 2020-21 [↑](#footnote-ref-1)