**Rotary Club of Kalamalka**

**2019-2020 Committees & Descriptions**

**Background:**

     There are many ways that Rotarians can provide service within the club and in the broader community.  The committee structure allows a small group of Rotarians to focus on achieving specific goals and fulfilling identified responsibilities.   The functions of the Committee are the responsibility of the Committee Chair, who is normally a member of the Executive and as such, provides regular updates to other Executive members.

     This document provides a list of Club Committees, complete with goals, descriptions and time requirements. For more information or to inquire about getting involved with any of these committees, members are invited to contact the Committee Chairs listed.

     Committees function from the start of the Rotary year, July 1 to June 30 of the following year.  Several months in advance of the Rotary year, Chairs will be asked to identify their goals for the year and members will be asked to volunteer for a Committee.  Committee appointments are made based on member interest and availability.  Sometimes, Committee membership is limited in numbers due to the nature of the task.  Other Committees require a longer term involvement and regular turnover of a portion of the Committee members each year, to ensure a smooth transition and knowledge transfer.

     New members are asked to assist with greeting and door duties, which is an ideal way to get to know fellow Rotarians.  In addition, major club events, such as the annual Dream Auction, will involve most members of the club and members are asked to provide live and silent auction items and assist with the event.

**Dream Auction                                Chairperson:  Brian Reid**

*This committee organizes the annual fundraising event, The Kalamalka Rotary Dream Auction, which allows the club to support many local and international projects and groups.*

**Duties:**

* Arrange all aspects of the event – meal, entertainment, agenda, auction items, printing auction booklet, ticket sales, advertising and public relations etc.
* Co-ordinate member involvement – i.e. donations.
* Co-ordinate local sponsorships and sponsor recognition.

**Time Commitment:**

* Regular meetings from Aug. to Nov. with follow-up by email.
* Involvement of the majority of club members, to varying degrees.

**Contact: bwreid@talonbenefits.com**

**Donations (Local)              Chairperson:  Mike Nolan**

*This committee makes decisions on where to allocate a portion of the proceeds from the annual Dream Auction to local projects and initiatives.*

**Duties:**

* Encourage donation requests from local worthy groups.
* Meet with local applicants and review their donation request.
* Discuss applications with the committee and vote on funding approval.  Arrange approval from Executive and membership, as required.
* Arrange appropriate recognition for the club.
* Follow-up on funding or donation as required.

**Time Commitment:**

* 3 year commitment to this group.
* In-person meetings are held 1-3 times per year and also by email.
* Follow-up with recipients for cheque presentations.

**Contact:** [**mnolan@kwl.ca**](mailto:mnolan@kwl.ca)

**International Donations**    **Chairperson:  James Mayne**

*This committee makes decisions on where to give the proceeds from our annual Dream Auction to International Projects.*

**Duties:**

* Encourage donation requests from international groups and organizations.
* Contact applicants and review their donation requests.
* Discuss applications with the committee and vote on funding approval.  Arrange approval from Executive and membership, as required.
* Arrange appropriate recognition for the club.
* Follow-up on funding or donation as required.
* Update the club on the progress of the Committee decisions and arrange presentations.

**Time Commitment:**

* In-person meetings 1-3 times per year and also by email.
* Follow up with recipients for cheque presentations, as appropriate, or recognition for the club.

**Contact:**  **drjamesmayne@gmail.com**

**Community Service                       Chairperson:  Gen Acton**

*This committee is responsible for organizing activities which are community based and involve hands-on projects with the support of Rotarians and their families.*

**Duties:**

* Identify worthwhile community projects and organize Rotarian involvement.

**Time Commitment:**

* Be committed to working for part of a day on a community project(s.)
* Arrange recognition for the club in the local media, as appropriate.

**Contact:** [**genette@live.ca**](mailto:genette@live.ca)

**Starfish Pack                        Chairperson:  Krista Blankley & David Spencer**

*This committee works with our valued community partners in the coordination and distribution of weekend food packs for local children in need.*

**Duties:**

* Positions range from packing and delivering backpacks to being a volunteer, school, donations, supplies and public relations coordinator.

**Time Commitment:**

* In-person committee meetings 3-4 times per year.
* Variable based on time availability and interest.

**Contact: krista@kristablankley.ca [david.spencer@rbc.com](mailto:david.spencer@rbc.com)**

**Membership**                         **Chairperson:  Mike Stamhuis   Vice-Chair:  Andy Betschler**

*This committee is responsible for membership recruiting and retention along with general membership duties such as mentoring programs and new member orientation.*

**Duties:**

* Oversee membership related initiatives and tasks.
* Assist in reviewing potential members.
* Schedule new member’s formal inductions with the Program Committee.
* Schedule classification talks.
* Mentor new members.
* Arrange Firesides for new and existing members.
* Follow-up on member attendance.

**Time Commitment:**

* In-person committee meetings a few times a year.
* Email, phone or in-person contact with new members.

**Contact:** [**mstamhuis@telus.net**](mailto:mstamhuis@telus.net) **and kall@shaw.ca.**

**Member Engagement**                    **Chairperson:  Kim Nasipayko**

*The new role of Member Engagement is to champion the involvement of all Rotary members in club activities, programs and fellowship.*

**Duties:**

* Work with Committee Chairs to ensure each member is provided an opportunity to participate on a Club Committee.
* Create and foster an environment where Members are involved and engaged; and
* Work with Committee Chairs to ensure member support for work parties, District Conference, TEAM meetings and other Club events.
* Work with Membership Committee to welcome new and prospective members.

**Time Commitment:**

* In-person throughout the year.

**Contact:** [**kimnasipayko@gmail.com**](mailto:kimnasipayko@gmail.com)

**Club Trainer**                       **Chairperson:  Jim Ferguson**

*The Club Trainer will work with the Membership Committee, and other Committees, to support the orientation of new members and on-going learning of club members through Rotary education and training sessions.*

**Duties:**

* Help members learn more about Rotary – what it offers and how they can access these benefits.
* Support Firesides and orientation for new members.
* Advise Club members of training opportunities available.

**Time Commitment:**

* Work with Membership Committee to orient new members.
* Organize two to three Firesides each year.

**Contact: Jim Ferguson (**[**piet1@telus.net**](mailto:piet1@telus.net)**)**

**Programs**                                         **Chairperson:  Morgan Roney**

*This committee is responsible for arranging speakers and special events throughout the year and will work with other Chairs to schedule presentations and updates.*

**Duties:**

* Arranging speakers for presentations at club luncheons.
* Keep a calendar updated with the speaker schedule
* Update Club Runner with the speaker schedule
* Introduce the speaker before the presentation.
* Thank the speaker afterwards.

**Time Commitment:**

* Mostly by email or phone with occasional in-person meeting.
* Committee members introduce and thank the speaker(s).

**Contact:** [**Morgan.roney@gmail.com**](mailto:Morgan.roney@gmail.com)

**Club Public Relations**       **Chairperson:  Mary Jackson**

*This committee is responsible for arranging media exposure for the club and its donations and activities and works with other Chairs to profile Rotary in the community and with the general public.*

**Required:**

* Photographer and writers.

**Duties:**

* Publicize the club and Rotary and enhance the club’s profile in the community.
* Develop Annual Public Relations Plan.
* Write media releases for club events and announcements. Thank media when they run our stories.
* Assist with the Rotary page in the Vernon Morning Star, a minimum of four times a year.
* Collect print stories about the club for the website archives.
* Work with Club Facebook and Club Runner editors to co-ordinate communications.

**Time Commitment:**

* Mostly by email and the occasional in-person meeting.

**Contact: Malgar@telus.net**

**Vocational Service**            **Chairpersons:  Ian Jensen**

*The Committee role is to encourage and foster high ethical standards in business and professions and recognize the worthiness of all occupations. This Committee also works to enhance understanding and support for these ideals with fellow Rotarians and promotes that "It's great to do business with a Rotarian!"*

**Duties:**

* Organize vocational talks by club members.
* Recognize a Community Leader each year who exemplifies these standards.
* Undertake a vocational service activity e.g. mentoring students.

**Time Commitment:**

* Mostly by email with 4 – 5 mtg. per year, about quarterly.
* Select and award the Annual Vocational Service Award in October.
* Time to organize vocational service activity.

**Contact: ianjensen71@gmail.com**

**Rotary Foundation**                        **Chairperson:  Greg MacKinnon**

*The Rotary Foundation is a not-for-profit corporation that supports the efforts of Rotary International to achieve world understanding and peace through international humanitarian, educational, and cultural exchange programs. It is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.*

**Duties:**

* Provide regular updates at meetings on Foundation events and projects.
* Create and foster an environment where the Foundation is the charity of choice for people who have philanthropic goals.
* Provide focus on Foundation Month in November.

**Time Commitment:**

* Email or in person committee meetings.
* Brief updates at club meetings to provide Foundation updates.
* Support for members to make Foundation contributions.

**Contact: gregmackinnon50@gmail.com**

**New Generations               Chairperson:  Jim Ferguson**

*The goal of New Generations is to promote youth through leadership development activities, involvement in the community, and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.*

**Duties:**

* Oversee all components of New Generations.
* Solicit Executive approval for New Generation programs and spending.
* Involve Rotarians in New Generations programs and activities.

**Contact:** [**piet1@telus.net**](mailto:piet1@telus.net)

**Youth Exchange                 Chairperson: Jacqueline Rivard & Kim Nasipayko**

*Directly oversee the youth exchange programs that enrich and foster world peace and cultural understanding.*

**Duties:**

* Select new students to go to another country for a yearlong exchange and help the student and families prepare.
* Select and provide host families for inbound students; counsel and aid both students and families. Ensure security and safety checks have been made.
* Manage the inbound, outbound and rebound exchange students.
* Oversee involvement of club members with the inbound student.  Assist with transportation arrangements.
* Arrange updates by the students at the club meetings.

**Time Commitment:**

* A few days a week while orienting the student in the fall.
* One meeting each month and at least one interaction monthly with each student (email, phone call, activity) and host family.
* Attendance at weekend exchange student events.
* Oversee any issue related to students throughout the year.

**Contact:** [**jacq.rivard27@gmail.com**](mailto:jacq.rivard27@gmail.com)[**kimnasipayko@gmail.com**](mailto:kimnasipayko@gmail.com)

**New Generations                                     Chairperson:  Jim Ferguson**

*This Committee engages youth in our community. New Generations has many subcommittees for youth initiative, including Interact, RYLA, Adventures in Citizenship/Tourism, Scholarships, North Okanagan Athletic Awards, and the Queen SilverStar program.*

**Overview:**

* Coordinate Interact’s involvement at Kalamalka Club meetings,
* Coordinate Scholarships (no speech required, just handshake).
  + Select and present 2 scholarships to Okanagan College in fall
  + Select and present 2 scholarships at 2 local high school grads in spring.
  + Attend graduation ceremonies and present cheques to selected students
* Assist and support RYLA initiatives.
  + Interview and select a young adult (19-24 years) to attend a four-day leadership and development program.
  + Arrange update to club by participant upon their return.
* Assist and support “Adventures in…” initiatives
  + Interview and select a student for a trip/experience.
  + Arrange update to club by participant upon their return.
* Assist and support *North Okanagan Athletic Awards* Subcommittee.
* Assist and support *Queen Silver Star Excellence Program* Subcommittee.

**Time Commitment:**

* In-person meetings a few times a year to interview and select these young people and liaise with Program Committee for presentation.

**Contact:** [**piet1@telus.net**](mailto:piet1@telus.net)

**New Generations -  Interact Club    Chairpersons:  Andy Erickson & Jim Ferguson**

*This Committee involves young people, ages 12-18, in service and introduces the students to Rotary.*

**Overview:**

* Interact Club is made up of students at Seaton in grades 8 to 12, usually about 20.
* Meetings are held Wednesday at lunch.
* The group raises money through activities ranging from pizza sales to a daylong Music Marathon.  Club liaison will get approval for club funding e.g. matching funds.
* Co-ordinate Interact’s involvement at club meetings, e.g. the Interact Club chairs a club meeting.

**Time Commitment:**

* A few hours a week working with the Interact Club.
* Liaison with Club Committees on joint initiatives with Interact members.

**Contact:** [**andy.erickson@investorsgroup.com**](mailto:andy.erickson@investorsgroup.com) **and Jim Ferguson (**[**piet1@telus.net**](mailto:piet1@telus.net)**)**

**New Generations - North Okanagan Athletic Awards**   **Chairperson:  Jerry Tellier**

*Annual Athletic Awards Banquet, jointly sponsored by the three Vernon Rotary clubs, to honour and encourage local high school athletes.*

**Overview:**

* Work with other area Rotary Clubs, and schools, to plan and organize the event.
* Arrange sponsors from the club to support the event.

**Contact: jerry.tellier@gmail.com**

**New Generations - Queen Silver Star Excellence Program**    **Chairperson: Donna Koethier**

*Support the leadership development of young women, particularly the Kal Rotary representative, in this annual program.  Classes, on a variety of topics, are held several times a week from September to February.  The successful Ambassador(s) will promote the City of Vernon in events from March to September.*

**Overview:**

* Includes six major events, from candidate selection to the Queen Silver Star Coronation in February, 2016.
* Club liaison selects the candidate and coaches them throughout the program.
* Candidate attends Rotary meeting(s) and represents the club at external functions, e.g. the Dream Auction.

**Time Commitment:**

* A few hours a week while recruiting the candidate in the fall.
* One meeting each month and attendance at all key events.

**Contact:** [**Kdjp@Shaw.ca**](mailto:Kdjp@Shaw.ca)

**Greeting and Door             Chairpersons:  Val Heuman and Rick Taylor**

*This committee provides a welcoming environment and supports club record-keeping.*

**Duties:**

* Four members each week arrive by 11:45 a.m. to perform their tasks.
* *Two Greeters* - greets members as they come in the door at each weekly meeting.  One greeter will introduce and welcome guests and prospective members, leaving one greeter minimum at the door.
* *Attendance* – two committee members record member attendance and meal payments at each meeting.  They also provide guest badges, collect make-ups and record the number of hot meal tickets taken.
* *50/50* – one of the committee members sells tickets at the door.
* Co-ordinate bake sales.

**Time Commitment:**

* Be committed to working any of the positions at least 8 times throughout the year.
* Be able to attend the meeting by 11:45am in order to set-up and perform the duties required.

**Contact:** [**heuman@shaw.ca**](mailto:heuman@shaw.ca) **and** [**rickwtaylor@shaw.ca**](mailto:rickwtaylor@shaw.ca)**.**

**Club Website**                                               **Chairpersons:  Rick Taylor**

*This committee is responsible for keeping the website and news current and promote club member readership. The website information should be relevant, current and easy to access.*

**Duties:**

* Take photos of guest speakers with a short write-up of their presentation on ClubRunner.
* Membership support such as member pictures.
* Website Support and Maintenance, as required.
* Work with Public Relations and Club Facebook editors to co-ordinate communications.
* Send out bulletin to members on a quarterly basis.

**Required:**

      •     Two alternate members that could fill-in for Chair for occasional meetings.

**Time Commitment:**

      •     Weekly stories and photos.

* Website maintenance and updates as required.
* Quarterly bulletin to membership.

**Contact:** [**rickwtaylor@shaw.ca**](mailto:rickwtaylor@shaw.ca)

**AV Support**                         **Chairperson:  Rick Taylor**

*The goal of AV and web maintenance is to have facilities functioning at meetings.*

**Duties:**

* Provide AV support at weekly meetings.  Arrange a substitute if unable to attend.

**Required:**

      •     Two alternate members that could fill-in for Chair for occasional meetings.

**Time Commitment:**

* An hour a week.

**Contact: rickwtaylor@shaw.ca**

**Birthdays & Health                                    Chairperson:  Gen Acton**

*Provide updates that recognize individual Rotarians and support the fellowship of Rotary.*

**Duties:**

* Announcing at meetings the weekly birthdays, anniversaries and health updates of our members.

**Required:**

* Two alternate members that could fill-in for Chair if Chair is unable to attend the meeting.

**Time Commitment:**

* One minute to make an announcement, each week.

**Contact: Genette@live.ca**

**Social**                                                       **Chairpersons:  Courtney Satchell & Chris Heidt**

*Provide events that encourage Rotary fellowship and involve families in Rotary.*

**Duties:**

* Organize activities that will allow time to socialize with members, their spouses and families.
* Co-ordinate Guess Who’s Coming to Dinner.
* Co-ordinate TEAM meetings.

**Time Commitment:**

* A few meetings a year in-person, usually before or after a club luncheon.
* Time required organizing specific event(s).

**Contact:** [**cwallden@gmail.com**](mailto:cwallden@gmail.com) **and** [**chrisheidt@shaw.ca**](mailto:chrisheidt@shaw.ca)