



President

- Overall responsibility for the operation of the CLUB.
- Recruits/Selects members to hold the various positions in the CLUB
- Plans the year well before taking office
- Oversees the CLUB activities to ensure they are well attended and include the Rotary spirit of fellowship and service
- With assistance from Club Service Director & POD leaders, run the weekly meeting

President Elect

- Prepare for next year as President
- Support current President as much as possible
- Decide what your vision will be in alignment with the Club strategy
- Align goals with the Rotary International and District objectives

Past President

- Assist President with duties
- Provide Board with guidance and advice

Secretary

As Club Secretary you help your club run smoothly and effectively. You also monitor club trends to help identify strengths and areas for improvement.

- Prepare and submit semi annual reports: Rotary International emails the report packet, which contains a membership list and a dues invoice, to your club in early July and early January. Work with your President and Treasurer to prepare and submit the report. In addition to the emailed version, RI sends the report packet by mail.
- Maintain membership record.
- Record attendance at meetings and report monthly attendance figures to the district Governor
- Initiate and maintain minutes of Club, Board, and committee meetings
- Work with incoming Secretary to ensure smooth transition
- Arrange insurance coverage for Club events
- Co-ordinate promotional and purchasing name tag, banners, supplies



Treasurer

- Your responsibilities as Club Treasurer include:
- Managing funds
- Collecting and submitting dues and fees
- Reporting on the state of the Club's finances
- Working with The Rotary Foundation Treasurer
- Developing a budget

Club Directors (5):

Club Service & Administration

- District Conference
- Xmas Hams sales
- Bulletin Editor(s)
- Attendance
- Xmas Party

Duties:

- Develop committee goals to achieve club service project goals for the coming year.
- Conduct service projects that include needs assessments, planning and evaluation.
- Identify opportunities for signature projects that will increase your club's recognition in the community.
- Work with other organizations, volunteers, and committee members to maximize the impact of your projects.
- Lead efforts to raise funds for projects.
- Understand liability issues that affect your club projects and activities.
- Work with the club public relations committee to promote service projects.
- Reach out to clubs locally and internationally for partnership, fellowship, service, and volunteer activities.
- Update and maintained Rotary Website

Community Service

- Santa Claus Parade
- Terry Fox Run
- Taste of the Hill
- Board of Trade coordination and meetings
- Projects in support of the Community
- Other Community Events



Vocational

Vocational Service encourages Rotarians to serve others through their vocations and to practice high ethical standards.

- High School awards
- Camp Enterprise
- RYLA
- Vocational Training Teams (VTT)

New Generations (Youth)

The new generation committee helps support our involvement with Rotary youth organizations.

- Interact Club
- Rotaract Club

International

International Service encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace.

- Primarily responsibility for seeking opportunities to enhance knowledge and understanding of worldwide needs and problems
- Developing activities to give service for promoting international understanding and goodwill toward all people.
- Responsible for initiating and planning one major activity each year which shall involve all or most of the club membership.
- Individual Projects to support

Foundation

Assist the Club's President, International Service Chair and the Community Service Chair directly and indirectly when the programs of the Foundation can help them accomplish their goals

- Annual Walk
- Polio Plus
- Benefactors Program / sponsor major gifts
- Fundraising applications to R I & District / **Grants**



Membership

The responsibilities of the club membership committee:

- Develop committee goals to achieve club membership goals for the coming year.
- Educate and train club members about the importance of recruitment and retention of members.
- Conduct classification surveys to ensure that club members' occupations and businesses reflect current business and community needs.
- Develop a membership action plan to improve member satisfaction that involves surveying members and initiating changes in response to their feedback to ensure that the club remains relevant to its members.
- Conduct club assessments to ensure that membership development and retention efforts are successful.
- Work with the public relations committee to create a positive club image that is attractive to prospective and current members.
- Club Membership Strategy Document
- Club Mentorship Program

Public Relations

The responsibilities of the club public relations committee,

- Develop committee goals to achieve the club's public relations goals for the coming year.
- Become familiar with RI public relations resources.
- Create awareness of club activities and projects among club members, media, and the community.
- Understand the components of public relations that will help you promote Rotary to the community.
- Know Rotary's key messages and be able to use them when speaking in public.
- Work with the club membership committee to support their recruitment efforts.

Note: For more information and details, please refer Rotary.org and respective Officer's Manuals