

ROTARY CLUB OF KALISPELL, MONTANA

ORGANIZATIONAL STRUCTURE

(January 1, 2016)

The governing body of the Rotary Club of Kalispell is the fourteen member Board of Directors composed of nine Directors, the President, the President-Elect, the Immediate Past President, the Secretary and the Treasurer. All officers are elected to one year terms. The nine other Directors are elected to three year staggered terms such that three new Directors are elected each year. Elections are held in December and terms begin the following July.

The annual and long-range goals of the Club, based upon the four Avenues of Rotary Service, are carried out by Club committees. When feasible, members should serve on committees for a minimum period of one year to assure consistency and experience. Committee members are encouraged to progress from member to chair or co-chair positions. There are six standing committees. Organized under these standing committees are multiple subcommittees. Additionally, temporary committees are established from time to time to address one-time projects undertaken by the Club.

ADMINISTRATION COMMITTEE

This committee conducts activities associated with the effective operation of the Club. Specifically, it encourages, tracks and reports attendance; organizes programs for weekly and special meetings; promotes fellowship; publishes the Club Manual; assists the Club Secretary and Treasurer in the performance of their duties; prepares a budget for approval by the Board of Directors in the month of May; and nominates new officers and Board members.

1. Budget and Finance: This subcommittee assists the Treasurer in consultation with the President Elect for purpose of establishing the budget for the following year, submits a draft budget for approval to the Board of Directors at its May meeting, arranges for review of the financial books after conclusion of the fiscal year and reports the results to the Board of Directors.
2. Program: This subcommittee prepares and arranges the programs for all regular and special meetings, ensures that programs are relevant and meaningful to the membership, ensures that necessary equipment is available to the speaker and provides a list of coming programs to the Newsletter subcommittee for publication in the Club bulletin.
3. Attendance: This subcommittee encourages attendance at Club meetings and keeps members informed about attendance requirements. It provides information to members about make-up requirements, assists the President in correcting conditions that contribute to unsatisfactory attendance and reports to the President and Membership Committee as requested.

4. Sergeant-at-Arms: This subcommittee prepares the room for Club meetings, and performs other duties as regularly assigned to the Sergeant-at-Arms by the President and/or the Board of Directors.
5. Nominating: This subcommittee has the responsibility of presenting to the Club, on the third Thursday of November, a slate of nominations for the offices of President, President Elect Nominee, Secretary and Treasurer, as well as three members for the Board of Directors. This subcommittee is composed of the last four available past Club Presidents.
6. Risk Management: This subcommittee carries out the Rotary International and District policy regarding prevention of abuse and harassment of youth and other vulnerable persons involved in Club programs and service projects. It works closely with other subcommittees involved in RYLA (Rotary Youth Leadership Awards), youth basketball, student guests and youth exchange programs.
7. Thought for the Day: This subcommittee is responsible for the weekly meeting's messages of inspiration.
8. Song: This subcommittee leads the song at our weekly meetings.

MEMBERSHIP COMMITTEE

This committee is charged with the development and implementation of a comprehensive plan for recruitment and retention of members. One of the most active committees, the members of this group also oversee and plan for orientation, mentoring and education.

1. Membership Development: The membership committee develops strategies to establish Club goals for growth, develop ways to promote membership retention, propose names of qualified people to fill open classification, encourage members to propose perspective members and analyze reasons why members resign. It periodically reviews attendance records and contact members who may be failing to attend meetings regularly.
3. Member Orientation and Induction: This committee provides information about the privileges and responsibilities of Rotary membership to prospective, new and current members of the Club. It oversees the orientation of new members during their red badge period, provides information about Rotary, its history, object, scope and activities, plans activities to observe Rotary Awareness Month in coordination with the Public Relations Committee and performs the induction ceremonies of new members.

YOUTH SERVICES COMMITTEE

This committee coordinates Club activities for youth. Its subcommittees include Youth Connect, New Generations, Kidsports and Basketball. Each subcommittee has a variety of special projects that occasionally require independent project committees.

1. Youth Connect: This subcommittee coordinates for delivery of dictionaries to all local schools one time per year. They all provide the scheduling for American Reads literacy program and coordinates for the ordering and distribution of Boy Scout Popcorn sales for the troop that our club sponsors. Finally, this subcommittee oversees the collection of applications for high school scholarships, application review, selection and notification/ granting of the scholarships. The subcommittee may elect smaller subcommittees as needed to address each of these specific projects.
2. New Generations: A subcommittee that manages the relationship with youth groups and clubs to instill the idea of Rotary in the new generations that will become future Rotarians. The subcommittee works with RYLA, Youth Exchange and Interact.
3. Basketball: This subcommittee carries out all the tasks related to the advertisement, website maintenance, sponsorships, sign up, scheduling and carrying out all activities related to the Rotary Basketball program in Kalispell. Approximately 800 to 1000 kids will participate in Rotary Basketball each year. This is one of the most prominent areas of service for our club.
4. Kidsports: Our club has a long history in support of the Kidsports complex and the Miracle League field. This subcommittee tracks ongoing work in those areas and identified opportunities for club involvement and support.

PUBLIC RELATIONS COMMITTEE

This committee develops and implements plans to provide the public with information about Rotary and to promote the Club's service projects and activities ensuring that the community is aware of Rotary and its activities thereby enhancing the Club's image. This committee presents information to the public on the Club, Rotary, its history, goals and accomplishments throughout the Rotary year, especially during Rotary Awareness Month (January). It works with local media and coordinates with the Public Relations Committees of other Clubs in the area, combining forces to ensure effective coverage of Rotary activities in the community. It seeks to attract potential members with ties to the media through business or other professional activities such as advertising. It publishes and periodically updates the Club Handbook/Directory of Members. It also writes, edits and publishes The Rotary Record, a Club newsletter.

1. Fellowship and Special Events: This committee promotes acquaintance and friendship among members, promotes members participation in the Club's recreational and social activities, welcomes visiting Rotarians and guests and generally guides and assists members in socialization and fellowship. This group manages programs like, "Dinner for Eight," "Trivia Night," and "Friday Night Socials." Sub-committees may be formed from time to time to assist with fellowship and special events.
2. Club Communication: A subcommittee that handles the monthly newsletter, the Rotary Record, in charge of gathering content, putting together the layout, coordinating for printing and delivery.

3. Media: A subcommittee that updates the Rotary Facebook page and website with upcoming event, stories, calls to action etc. In addition, this subcommittee acts as a liaison to local new outlets for press releases.
4. Contributions: The contributions subcommittee is in charge of a designated amount of funds that can be distributed to support local projects or address needs in the community without the Rotary service requirements that are part of foundation or grant giving. The donations awarded through this subcommittee help build community awareness and build goodwill and better friendships. This subcommittee responds to request for financial support from community organizations deemed deserving of assistance from Rotary. Such support should not exceed \$500.00 and is not meant for other than incidental aid, that is, no continuing year-to-year support is to be provided. In case of support requests deemed to be deserving but exceeding \$500.00, these requests shall be forwarded with the Committee's recommendations to the Board of Directors for consideration.

SERVICE PROJECTS COMMITTEE

The following information is directly quoted from the Rotary International Club Service Committee Manual. Additional information on roles and responsibilities is found in the complete manual available through your club President.

Service Above Self is Rotary's principal motto, which means that every Rotarian is responsible for finding ways to improve the quality of life in his or her community and in those around the world through service.

The role of the Service Projects Committee is to lead the club's service initiatives and to help develop and implement educational, humanitarian, and vocational service projects that benefit the local community and communities in other countries.

The responsibilities of the club Service Projects Committee are as follows:

- 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.
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This standing committee has four subcommittees.

1. Fundraising: This subcommittee is to plan and prepare for fund raising activities to support service programs and projects, both within the Club and local community. It

promotes fund raisers in the Club in coordination with Club Administration leaders and within the community in accordance with the Public Relations Committee to ensure effective publication of fund raising efforts.

2. Local Services: This subcommittee addresses issues dealing with the physical state of the community and its facilities. It focuses on projects that deal with community centers, health facilities, infrastructure improvements, libraries, parks and recreational facilities, public facilities, safety, sanitation, schools, and urban and rural revitalization. It plans community service projects and helps to identify and develop appropriate local projects that need volunteers. There is a standing project, "Salvation Army Bell Ringing" that is performed annually in December and a committee is formed to oversee the scheduling and volunteer coordination each year. This committee is also charged with finding opportunities to support senior service in our local area.
3. International Service: This subcommittee plans international service projects and provides support to Rotary International programs that are international in scope, such as Youth Exchange and Friendship Exchange. It works closely with the Grants Committee to ensure eligibility and availability of matching grants to carry out such projects and programs. It currently oversees two on-going projects, the "Waterton/Glacier Peace Park" subcommittee which hosts an event every other year, and the "Chacala Region, Mexico" subcommittee which explores opportunities for ongoing relationships and work in the Chacala Mexico region.
4. Grant Management: This subcommittee is to be familiar with Rotary Foundation Grant programs and eligibility criteria and application process. It understands the role of the District and Global Funds to support grant applications and obtain the District Rotary Foundation Committee approval to use them in support of Club projects. It works closely with the club's International Service subcommittee to ensure that all grant applications are completed properly and in a timely fashion.

THE ROTARY FOUNDATION COMMITTEE

This standing committee represents the charitable arm of our club and is charged with the education of members in the variety of ways they contribute. This committee is responsible for developing goals to achieve club Foundation initiatives for each coming year. This committee encourages the club to participate in grants and activities and ensures that the club and members financially support The Rotary Foundation and Polio Plus. It coordinates the activities and provides education for the following areas:

1. Scholarships
2. Every Rotarian Every Year
3. Sustaining Members
4. Paul Harris
5. Benefactor
6. Bequest
7. Society Membership

8. Major Donor

This committee works with the Public Relations Committee to publicize the work of The Rotary Foundation both inside and outside the Club and plans activity to observe Rotary Foundation Month each November.

1. Annual Program Giving: Periodically the committee informs the membership of the importance of gift giving to The Rotary Foundation, and the way funds are redistributed to the Clubs for service programs. It encourages each Rotarian to make annual contribution of \$100.00 or more to the Annual Program Fund every year, secures benefactor commitments (at least \$1,000.00 to the Permanent Fund upon the death of a member) and the Bequest Society Program (by including The Rotary Foundation in their estate plans for \$10,000.00 or more and notifying the Foundation of their intentions in writing), and aims at the recruitment of one Club member per year to become a Paul Harris Society member (by donating an annual sum of \$1,000.00 to The Rotary Foundation).
2. Group Study Exchanges: This subcommittee identifies GSE team member candidates to endorse to the District, invites past-team members from the Club's community to speak at Club meetings, arranges for home hosting of incoming GSE teams, arranges suitable programs for presentation to incoming teams and publicizes the activities of teams visiting the local community.
3. Scholarships: The committee, or an assigned subcommittee, will carry out the program objectives and procedures for Ambassadorial Scholarships and Rotary World Peace Scholarships, maintains contact with the District Scholarship Committee to assure that grants and scholarships are available and that deadlines are met for receipt of club-endorsed applications, provides Rotary orientation to scholars sponsored by the Club and identifies host counselors for scholars coming to the District as well as promoting their activities