**MARYBOROUGH ROTARY INC.**

**Club Id. 18240 Inc A021123A ABN 99 891 962 486**

# ROLES DESCRIPTIONS

**June 2019**

**Version 16.0**

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## INTRODUCTION

### WELCOME

Welcome to this updated edition of our club “Roles Descriptions" document – what used to be called the “Club Guidelines and Roles” - Guidelines are now in a separate document. This document contains role descriptions for standing committees, individual positions within the Standing Committees, and some individual positions that are separate from all Standing committees.

We plan to update this document approximately every three to five years as part of our strategic plan process, but we plan to provide incremental updates each year. These will simply be a list of updates and corrections.

Some have asked why we need these roles spelt out like this. Well, when members take on new positions in the club, they frequently ask, "What am I supposed to do in this role", or "What have others done in this role in the past?". This document attempts to provide that information.

As with our previous editions, we ask that all members work with us as we continue to fine tune the role descriptions so that this may serve as a document that genuinely reflects not only how we want things to work in our club, but how they actually work in practice.

May I thank the many members who have proof read various drafts of this document and offered helpful suggestions on how we can improve it.

 *Geoff James – Club Planning Committee Chair (June 2019)*

## COMMITTEES & ROLES CHART 2019-20

A chart showing how club roles link with committees is found in the document: “Rty\_MB\_Committees & Roles Chart 2019-20.docx” - available on our club web site. A simple list of members in each committee will also be displayed in our meeting area along with the club calendar.

## CLUB STANDING COMMITTEES

### BOARD

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Produce/role statements and publicize to members
* Adhere to the strategic plan
* Develop strategies to increase Membership
* Clarify and review structure/ committees/ roles
* Seek New blood/ideas on board
* Continue good attendance at board
* Conduct an incentive scheme for payment of dues
* Appoint a Child Protection officer

##### Objectives

* Monitor and co-ordinate the efficient operation of all club committees and programs
* Monitor and adopt proposals from Service Committees
* Manage the overall finances of the club
* Implement and monitor the periodical Club Strategic Plan
* Be legally responsible for all decisions made by the club and club committees
* Be responsible for preserving the image of Rotary in the community

##### Specific Responsibilities

* Co-ordinate the timing and implementation of all club programs so that members are not overloaded at particular times of the year
* Check that all proposals from committees are in accordance with the objects of Rotary, the Club Constitution, the Club By Laws, The Rotary International Manual of Procedures and the Club Guidelines Handbook.
* Monitor the on-going finances of the club and ensure that accounts are paid in a timely manner
* Monitor the Club’s implementation of its long range strategic plan

### ADMINISTRATION COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Invite prominent local business people to provide updates on developments in industry as part of the Program
* Recommend a wider range of dinner meeting formats (nights, breakfast etc)
* Ensure that regular fun/social activities are included in the program once every 6 weeks
* Survey members and determine the best timings for committee meetings
* Clarify the role, membership and chair of the admin committee
* Encourage members to give apologies if they cannot attend
* Ensure club meetings are service focused
* Clarify the status of our club shed at the airport
* Conduct a food handling training activity
* Ensure every committee has a standby chair and someone being groomed to be the next chair
* Ensure committee budgets are prepared by mid July
* Explore Collaborations with other service clubs/or clubs in wider community
* Provide training for newer board members/chairs
* Report the number of hours spent on projects to the My Rotary site (Citation 2.5/5)
* Invite families to meetings
* Monitor compliance with the Presidential Citation (Citation)
* Produce a PDF emailed annual report in July
* Arrange for Honour Boards to be installed at Havilah
* Display a club calendar at each meeting and/or provide monthly calendar reminders
* Monitor Risk Management processes and documentation

##### Objectives

* To conduct and monitor activities associated with the effective operation of the club – particularly club meetings and club facilities.
* Ensure that every club meeting is properly planned and arranged in advance

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Vice-President in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Club Administration including ongoing projects or activities (where applicable) and any potential new directions for this committee (Use any existing information from the “Planning Guide For Effective Rotary Clubs” and/or as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to the Administration of Rotary Clubs during **Magazine Month**– the activity could be a 3 minute talk, an information night at a meeting or some special event
* (REGULAR MEETINGS) Consider the club program for the coming month (or period) and ensure that all proper arrangements are in place: venue, transport (if applicable), program e.g. guest speaker, chairperson, fellowship group informed, audio-visual needs arranged, caterers informed of any changes etc.
* Ensure that all arrangements are in place for upcoming meetings with regards program, dining requirements and notifications of changes to the usual arrangements, fellowship duties, audio-visual needs, chairperson, etc.
* Monitor the interest level of meetings and plan ways to keep them interesting
* Work with the Program Coordinator to ensure that a varied and interesting program is provided for members including partner’s nights, excursions to places of interest, interaction with other clubs etc.
* Work with the Fellowship Roster & Bar Coordinator to ensure that all members are clearly notified of fellowship duty and that they know what to do
* Coordinate the Raffle of a local produce hamper at the Christmas Celebration each year
* Assist the Bulletin Editor with suggestions and feedback for the regular production of the Club Bulletin
* Monitor the tidiness of areas and maintenance of equipment used by the club in the club rooms and at the storage shed
* Monitor club activities that require Risk Management and ensure that proper procedures are followed and that appropriate members are notified of requirements
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

### FUNDRAISING COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Conduct two annual Bike Ride events as fundraisers for needy Club Projects
* Identify genuine community needs as a basis for new projects
* Conduct a Fund Raising Bus Trip to the Warracknabeal Silo Art Trail
* Conduct one to two Movie Nights as Fundraisers each year
* Facilitate club participation in the Ballarat Swapmeet
* Restructure the role of Fundraising Committee to manage 4-5 Fundraising events each year
* Conduct a "Non-Event" fundraiser - participants pay not to be there
* Conduct a New Year's Eve Dance to raise funds for club projects
* Explore club participation in the Bunnings Sausage Sizzle (Kangaroo Flat)
* Provide the Barbeque at the Energy Breakthrough
* Conduct Friday Night Footy Frenzy during the Footy Season and Finals (for the International Committee)
* Conduct a "Rock n Roll" night to raise funds for Club Projects
* Conduct a world's Longest Lunch for ???
* Determine our club use of the Marquees
* Explore the possibility of running an Art Show
* Request participation in the Ballarat Rotary Car raffle

***Objectives***

* To coordinate all fundraising projects within the club
* To develop a club plan directing fundraising profits to appropriate club committees and projects
* To monitor shortfalls in funding in relation to club commitments
* To ensure that funds earmarked for particular committee projects are spent appropriately
* To monitor and provide advice on effective financial practices for sub committees e.g. getting budgets in on time, using appropriate documentation etc.
* To continually generate and investigate possible new fundraising ideas

***Suggested Actions***

* (FIRST MEETING TASKS) **Needed for this first meeting**: A copy of the current club Action plan with the goals of this committee listed, a copy of the Committees chart and a copy of the Agenda/ Minutes template for this committee.
* (FIRST MEETING TASKS) If not done already, appoint a Deputy to deputize for Director or Chair in this committee
* FIRST MEETING TASKS) If not done already, allocate members to specific Focus Areas related to this committee as listed on the Committees chart and notify the President of the names
* (FIRST MEETING TASKS) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions and reports using the **Agenda/ Minutes template** based on the goals for this committee area. These minutes need to be emailed to the Club secretary a week before each Board meeting.
* (FIRST MEETING TASKS) Establish a meeting time, location and frequency for meetings of this committee (if not already advised or built into the program)
* (FIRST MEETING TASKS) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. Send a copy of the total amount to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (REGULAR MEETING TASKS) Use the Agenda/ Minutes template as the basis for your committee agenda – it contains a list of the strategic goals for this committee. Skip over goals where no action is required and only focus on what you plan to do with regards to implementing the goals (Recommendations to the Board) or what you have done (Reports of Outcomes). If required, recommend to the Board a new goal to cover areas not already included in your committee goals. Your list of goals should be comprehensive since it serves as your committee role description.
* Maintain a database of all club fundraising projects and estimated committee budgets and report to the Board and club members on the overall progress of covering proposed expenditure with income.
* As new fund-raising ideas are proposed, work with the proposer to evaluate the idea, and if promising, find a coordinator who is willing to run with the organization, recommend a possible area where profits can be spent (where they are most needed), and negotiate a committee to monitor the project (and add the project to their list of goals
* Provide recommendations to the Board and committees on effective and efficient ways of managing finances

### MEMBERSHIP COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Encourage young people to join the club
* Expand the "Friends of Rotary" program - including alumni
* Explore corporate membership as a trial
* Speed up the time between introduction of a member & induction
* Implement ways to engage members without attending weekly meetings e.g. Passport club
* Marry individual members' interests with community needs
* Encourage club members to attend district training events
* Encourage more members to contribute actively in the club so we boost retention
* Target membership of 65 members by 2024
* Appoint a membership committee of at least 5 and report chair's name to RI (Citation 1.1/5)
* Improve retention rate by 1% (Citation 1.4/5)
* Achieve a net gain in membership this year (Citation 1.2/5)
* Host an event for Rotary Alumni (1.5/5)
* Conduct Professional development program to enhance member's skills (INK spots) (Citation - Distinction)

##### Objectives

* To develop and implement a comprehensive plan for the recruitment, retention, education and welfare of members.

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Membership Director in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Club membership as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (EARLY ROTARY YEAR PLANNING) Determine or review the existing new member orientation program to ensure that new members are welcomed into the club and provided with all necessary information and assistance
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to Club membership during **Membership and Extension Month** (August) – the activity could be a 3-minute talk, an information night at a meeting or some special event
* (REGULAR MEETINGS) Systematically monitor the attendance of all club members and plan to establish contact with members who fail to attend a number of meetings without a notified reason.
* (REGULAR MEETINGS) Monitor the new member process to ensure that potential new members are inducted into the club as soon as possible after they have been nominated.
* Establish suitable classifications for new members as required through the membership process
* Monitor the orientation program for new members and their integration into the club
* Plan at least two information sessions for all club members per year about the importance of recruitment and retention
* Work with the Public Relations; Community Service Committee to elevate the image of the club in the community (making it more attractive to potential members and building pride in current members)
* Work with the Youth, Vocational, Rotary Foundation, International, Public Relations, and Community Service committees to ensure that service projects are relevant to club members
* Work with the Club administration committee to plan weekly programs that educate members about the importance of membership and recruitment
* Ensure that the club always has supplies of make-up cards, membership information literature and packages, and induction materials etc.
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

### PUBLIC IMAGE COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

##### Explore additional Social media platforms as well as Facebook e.g. Instagram

##### Provide articles and photos for the local paper at least twice a month

##### Maintain a Family Violence profile in the community

##### Continue writing articles per month in the newspaper (profile members)

##### Invite local councillors to participate in club meetings and events

##### Prepare a brochure to promote the club

##### Explore ways of having regular input into the local Radio station

##### Start a Rotary program on Goldfields FM

##### Arrange for members to talk with the media about their own or the club's Rotary story (Citation 2.6/5)

##### Use Rotary's brand materials (Citation 2.7/5)

##### Promote the club's service activities on Social media at least 4 times a month (Citation - Distinction)

##### Objectives

* To develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.
* To be responsible for on-going and one off local community service projects

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Public Relations Director in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Public Relations and Community Service as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to Public Relations during the appropriate Rotary month – the activity could be a 3-minute talk, an information night at a meeting or some special event
* Assist the Media Coordinator in promoting the work of the club in the local and district press
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

### ROTARY FOUNDATION COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Work with the International Committee to apply for a District Grant for a project
* Raise at least $2000 for Polio Plus this year (was in International)
* Collaborate with a district club (to understand how to apply for an international grant)
* Encourage Every Rotarian to at least be a Centurion in Foundation giving
* Hold a Polio day/event to raise awareness of, and raise funds for Polio (Citation 2.4/5)
* Hold a public event to promote the Rotary Foundation
* Appoint a Foundation committee of at least 5 and report chair to RI (Citation 2.1/5)
* Contribute at least $100 per capita to the Foundation (Citation 2.3/5)

##### Objectives

* To develop and implement plans to support The Rotary Foundation through both financial contributions and program participation
* To develop, implement and monitor service programs with an International focus.

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Rotary Foundation Director in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Rotary Foundation and International Service as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to the Rotary Foundation during the appropriate Rotary month – the activity could be a 3 minute talk, an information night at a meeting or some special event
* Monitor and promote giving to the Rotary Foundation by club members and the club as a whole
* Educate members about the whole range of Rotary Foundation programs
* Educate members about Vocational Training Teams programs and encourage participation
* Explore, educate members about, and look for ways of the club participating in Rotary Foundation Grants programs
* Educate members about Rotary “Peace & Conflict” studies and encourage member participation
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

### CLUB PLANNING COMMITTEE

***Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)***

* Change structure of committees to make them more manageable to avoid burn out
* Review the relevance of all committees
* Ensure members know their committees and roles
* Ensure Roles and Guidelines are kept up to date
* Check Constitution and By Laws for accuracy in response to COL changes
* Ensure every fund raising activity has a nominated focus for profits
* Conduct Strategic and Action Plan processes each year

##### Objectives

* To manage the strategic planning processes for the club each year
* To coordinate the allocation of "causes" to each club fundraising event
* To manage the regular update and distribution of the Club Guidelines document and the Club Roles document.
* To manage the update of Club Rules and Statement of Purposes

***Specific Responsibilities***

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Planning Committee chair in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (if applicable) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month if applicable) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for the Planning Committee as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) As a group, list some possible long term goals (up to 3 years) for Planning. Provide copies to the President and Strategic Plan Coordinator
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (EARLY ROTARY YEAR PLANNING) Consider the fund raising activities of the club and ensure that each one has a "cause" for the money raised. Add these to the annual club Action plan.
* (EARLY ROTARY YEAR PLANNING) Implement the Club Strategic Planning and Action Planning processes each year depending on whether the club is due for a new plan or a plan update.
* When required, work through the stages of updating the club Rules and Statement of Purpose.
* When required, update the guidelines in the "Club Guidelines" booklet.
* When required, update the "Club Roles" booklet and distribute.

### COMMUNITY SERVICE COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Expand support for the Family Violence Program in relation to a specific thrust
* Listen to the Community e.g. speakers from community e.g. Listening Project
* Facilitate and Promote Bowelscan
* Prepare a Rotary Calendar for sale
* Support Australian Rotary Health with $???
* Find a community project likely to obtain the interest and support of young people and young families
* Participate in the Harness Racing Fundraising Days for Family Violence
* Investigate the possibility of a local "Headspace" program or the equivalent
* Explore ways our club can support the placing of a helipad on top of the hospital
* Provide funds for the ambulance transfer station at the airport
* Reduce the charter of Community Service committee
* Support development of community calendar
* Invite a "Headspace" person to speak to club
* Prepare a history board of Maryborough Community
* Provide Baby books for the Hospital
* Provide buddy benches for a selected number of schools
* Conduct 2 Club Working Bees at Brian Dowie Park this year
* Increase the number of members involved in Service projects (Citation 2.2/5)
* Conduct a family oriented Service project) (Citation - Distinction)
* Develop a roster to supervise a checkpoint at the Energy Breakthrough
* Provide a donation to the local Garden Club Competition
* Provide a donation to the local Probus Bowls Day in November

##### Objectives

* To be responsible for on-going and one off local community service projects

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Community Director and Community Service in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Public Relations and Community Service as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to Community Service during the appropriate Rotary month – the activity could be a 3 minute talk, an information night at a meeting or some special event
* Work with the Catering Coordinator to plan and organize members to participate in catering fund raising events
* Assist the Marquee coordinator to manage club member involvement in Marquee fund raising efforts
* Monitor the condition of Brian Dowie Park and arrange club working bees to tidy the place in conjunction with the Administration committee
* Monitor the club’s involvement in the “Books for Babies” and “Rural Relief” projects
* Assist coordinators to plan, and organize seasonal community service projects such as Clean up Australia Day, Bowelscan, Energy Breakthrough and Carols by Candlelight
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary
* Encourage interaction between local Probus Clubs and Rotary e.g. invite Probus members to assist with Rotary projects.

### FAMILY VIOLENCE COMMITTEE

***Objectives***

* To promote safe communities locally, nationally and around the world
* To manage the operations of the #SayNO2familyviolence program in Maryborough Rotary
* To prepare a set of resources for use by other organizations promoting safe communities
* To raise money for the operations of the program
* To liaise with other organizations pursuing similar goals

### INTERNATIONAL COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Explore options for club member involvement in Friendship Exchanges
* Support the next stage of the Sri Lanka project
* Facilitate International toasts from members each week
* Provide one Disaster Aid box or the equivalent this year
* Conduct a "Days for Girls" event with Zonta members
* Explore other clubs with which we can undertake an international project e.g. Group 7 clubs
* Have a Skype meeting with an International club
* Provide funds to support DIK ..sell books from school
* Provide one Aqua box or the equivalent this year
* Apply for a Global Grant to support our International Project
* Promote the RI Convention in 2023
* Conduct an International dinner
* Explore ways of being involved in Vocational training teams
* Run a movie night for International
* Explore a peace park idea for 100 years of Rotary in Australia

##### Objectives

* To develop, implement and monitor service programs with an International focus.

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the International Director in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Rotary Foundation and International Service as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to International Service during the appropriate Rotary month – the activity could be a 3 minute talk, an information night at a meeting or some special event
* Monitor and promote giving to the Rotary Foundation and other International Projects by club members and the club as a whole
* Educate members about the whole range of Rotary Foundation programs
* Educate members about Group Study Exchange programs and encourage participation
* Explore, educate members about, and look for ways of the club participating in Rotary Foundation Grants programs
* Educate members about Rotary “Peace & Conflict” studies and encourage member participation
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

### VOCATIONAL SERVICE COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Get past scholarship recipients to speak at the club about their experiences
* Conduct 2 vocational visits to local work places this year
* Conduct the Pride of Workmanship event at the Highland Society
* Invite careers teachers to speak to the club
* Conduct a Four way test meeting extending the focus on ethics
* Explore ways of exposing young people to a whole range of jobs & careers
* Conduct a Young Entrepreneurship training event with a visiting speaker
* Continue 3 minute member talks about members' vocations
* Encourage participation in Global networking (fellowships, action groups) - June 2020
* Nominate a local recipient for the Shine On Awards

##### Objectives

* To develop projects that promote and improve the general standards of practice in vocations in the local and wider communities.

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Vocational Service Directors in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Vocational Service as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to Vocational Service during the appropriate Rotary month – the activity could be a 3 minute talk, an information night at a meeting or some special event
* Plan an Annual Pride of Workmanship Awards event involving all club members
* Promote and arrange local involvement in the Rotary Shine On Awards
* Educate the local community about the Rotary Four Way test and Rotary’s mission to encourage high ethical standards in business.

### YOUTH COMMITTEE

##### Standing Agenda Items (Based on Strategic Goals for the Current Year – 2019-20)

* Consider supporting the school breakfast program/ lunches program
* Sponsor 1 student to attend Rypen
* Sponsor 1 young person to attend RYLA (1.3/5)
* Sponsor 1 students to attend NYSF
* Conduct a community needs assessment on the needs of young people
* Participate in Oaks Day to raise funds for specified youth programs
* Conduct 1 Leadership instruction for teens program
* Conduct a LIFT program for Indigenous children
* Promote joint meetings with Youth groups e.g. Guides, Scouts, Youth Club
* Support two students to attend Defying the Drift
* Conduct mock interviews involving industry leaders
* Provide Mentoring assistance for young people
* Provide school bursaries to schools as per our club policy
* Survey members about taking in a Youth Exchange student
* Develop a project to reduce student absenteeism in conjunction with schools
* Explore setting up a new Interact Club
* Conduct a Great debate with students
* Conduct a Trivia Night to raise funds for Youth.

##### Objectives

* To develop and implement educational and support projects that address the needs of young people in the local and wider communities.

##### Specific Responsibilities

* (EARLY ROTARY YEAR PLANNING) Appoint a Deputy Chair to deputize for the Youth Service Director in his/ her absence and inform the President of this appointment
* (EARLY ROTARY YEAR PLANNING) Allocate members to specific Coordinator roles (See the list of suggested roles for this committee above) and provide a copy of the list to the President as soon as possible.
* (EARLY ROTARY YEAR PLANNING) Appoint a minute secretary for the group who will keep a brief, “dot point” record of decisions using the appropriate club template where possible (available on the website).
* (EARLY ROTARY YEAR PLANNING) Take note of the standard agenda items listed in meeting template for this committee. Fine tune these if necessary.
* (EARLY ROTARY YEAR PLANNING) Establish meeting times using both the allocated Committee Night meetings (every month) and intermediary meetings where required.
* (EARLY ROTARY YEAR PLANNING) Establish a suggested set of goals for the coming year for Youth as part of the Club Strategic Planning process
* (EARLY ROTARY YEAR PLANNING) As a group, list some possible long term goals (up to 3 years) for Youth. Provide copies to the President and Strategic Plan Coordinator
* (EARLY ROTARY YEAR PLANNING) Work out a suggested budget of the funds you realistically expect to require to implement the plans of this committee during the coming Rotary year. If applicable, also determine how much your committee expects to make from fund raising activities. Send a copy to the Treasurer and the President as soon as possible. (Annual Budgets are approved at the July meeting of the Board)
* (PRIOR TO ROTARY MONTH MEETING) Plan an activity to highlight issues related to Youth during the appropriate Rotary month – the activity could be a 3 minute talk, an information night at a meeting or some special event
* Consider requests for club involvement in local community Youth projects and evaluate them in terms of club policies – then make proposals to the Board and monitor the implementation of approved projects
* Encourage club, member and local community participation in RYPEN and RYLA programs
* Facilitate club involvement in the “Sleeping Stars” program
* Encourage and facilitate interaction with local and district Rotaract groups
* Encourage and facilitate club involvement in Rotary Youth Exchange programs
* Encourage and facilitate local students to be involved in the National Youth ScienceForum (NYSF) and the Siemens Science Experience (SSE)
* Monitor club procedure guidelines assigned to the committee and recommend changes to the Board as necessary

## INDIVIDUAL ROLES

NOTE: Unless otherwise stated, all roles are appointed by the incoming President. Also, unless otherwise stated, we would like members to hold a particular role for two or three years so their experience can be of benefit to the club.

### BOARD

#### President

##### Tenure Details

* Hold position for one year (but succession plan lasts for four years)

##### Objectives

* To provide leadership that enables the club to sustain or increase its membership base, implement successful projects that address the needs of their community and communities in other countries and support the Rotary Foundation through both program participation and financial contributions
* Develop leaders capable of serving in Rotary beyond the club level

##### Specific Responsibilities

* (BEFORE INDUCTION) Review the official Rotary Club President’s Manual ("Lead Your Club") and attend the President-Elect Training seminar
* (BEFORE INDUCTION) Serve as a director of the club’s board, performing responsibilities prescribed for the President Nominee and President Elect
* (BEFORE INDUCTION) Review your club’s long-range goals, using the “elements of an effective club” as a guide
* (BEFORE INDUCTION) Set your club’s annual goals, that support long-range goals, using the Planning Guide for Effective Rotary Clubs
* (BEFORE INDUCTION) Hold one or more meetings with your board of directors; reviewing
* the provisions of your club’s constitution and bylaws
* (BEFORE INDUCTION) Serve as an ex officio member of all club committees
* (BEFORE INDUCTION) Meet with your assistant governor at PETS and your District Assembly to ensure continuity in leadership and service projects
* (BEFORE INDUCTION) Appoint committee chairs and members to committees (ideally to the same committee for two or three years to maintain continuity)
* (BEFORE INDUCTION) Confer with your predecessor
* (BEFORE INDUCTION) Arrange a joint meeting of the incoming board of directors with the retiring board
* (BEFORE INDUCTION) Attend your President-Elect Training seminar and District Assembly
* (BEFORE INDUCTION) Encourage all club leaders to attend the District Assembly
* (BEFORE INDUCTION) Hold a Club Assembly immediately following the District Assembly
* (BEFORE INDUCTION) Attend the District Conference
* Register for Member Access at www.rotary.org to obtain your club’s administrative data from RI
* Ensure the club secretary has registered for Member Access in order to keep membership and club data up-to-date
* Implement and continually evaluate your club’s goals for your year of office, assuring that all club members are involved and informed
* Ensure that each committee has defined goals
* Encourage communication between club and district committee chairs
* Conduct periodic reviews of all committee activities, goals, and expenditures
* Preside at all meetings of the club ensuring that all meetings are carefully planned and that important information is communicated to club members
* Provide regular fellowship opportunities for members
* Prepare for and encourage participation in club and district meetings
* Plan for all monthly board meetings
* Attend and ensure club representation at the District Conference and other district meetings
* Promote attendance and ensure representation at the annual RI Convention
* Work with your club and district leaders to develop, approve, and monitor the club budget while working
* closely with the club treasurer
* Work with district leadership to achieve club and district goals using information and resources from the district, RI Secretariat, and the RI Web site (all chapters)
* Ensure continuity in leadership and service projects
* Submit a comprehensive annual report to your club on its status in June, before leaving office
* Confer with your successor before leaving office to ensure a smooth transition especially with regard to what is involved in the Changeover Dinner
* Collects material for and coordinates the production and distribution of the Annual Club Report at the Changeover Dinner at the end of his/her year
* Arrange for a joint meeting of the incoming board with the outgoing board of directors Use the Club President’s Monthly Checklist (sent by your RI Club and District Support representative and available at [www.rotary.org](http://www.rotary.org)) when planning your year as president and reviewing your responsibilities as president elect and president.

#### President Elect

##### Tenure Details

* Hold position for one year (but succession plan lasts for four years)

##### Objectives

* Complete all District and Club Training activities recommended for the President Elect e.g. Pre-PETS, Multi District PELS and District Training Assembly

##### Specific Responsibilities

* Review the Club President’s Manual when preparing for the President-Elect Training seminar
* Review your club’s long-range goals, using the elements of an effective club as a guide
* Set your club’s annual goals, that support long-range goals, using the Planning Guide for Effective Rotary Clubs
* Hold one or more meetings with your new board of directors; reviewing the provisions of your club’s constitution and bylaws
* Serve as an ex officio member of all club committees
* Meet with your assistant governor at PETS and your District Assembly to ensure continuity in leadership and service projects
* Appoint committee chairs and members to committees (ideally to the same committee for two or three years to maintain continuity)
* Confer with your predecessor
* Arrange a joint meeting of the incoming board of directors with the retiring board
* Attend your President-Elect Training seminar and District Assembly
* Encourage all club leaders to attend the District Assembly
* Hold a Club Assembly immediately following the District Assembly
* Attend the District Conference
* Coordinate all aspects the Changeover Dinner leading up to your year
* Ensure that existing, incoming Board Members and other members are informed of and invited to district changeover dinners – coordinate any groups that plan to attend.
* Chair Administration Committee meetings in the absence of the Chairperson.

#### Vice President/ Immediate Past President

##### Tenure Details

* Hold position for one year (but succession plan lasts for four years)

##### Objectives

* Chair the Administration Committee
* Ensure that all functions of the Administration committee are being effectively implemented
* As immediate past president, support the President in his/her role
* Deputize for the President when required – particularly running meetings in the President's absence.

##### Specific Responsibilities

* To run meetings in the absence of the President
* Chair the Administration committee and provide monthly reports to the Board
* Ensure all the administration aspects of the club are running smoothly and according to plan - particularly the program and communication channels.

#### Secretary/ Public Officer/ Records Officer

##### Tenure Details

* Preferably hold position for at least two years

##### Objectives

* Complete reports and returns as required by the cub and Rotary International from time to time, and maintain or cause to be maintained the membership and attendance records of the club
* Be responsible for effective and efficient club administration
* Sign and submit legal business registration and Company documents to government agencies on behalf of the club
* Serve as the club's Public Officer
* Serve as the Club Records Officer

##### Specific Responsibilities

* Maintain current copies of R.I. Manual of Procedures and this Guidelines and Roles Manual which includes the Club Constitution & By-Laws
* Maintain a supply of club requisites in relation to: R. I. and Club stationery including official R.I. membership kits, badges, and a supply of club banners - as required
* Prepare and lodge information for R.I. Official Directory
* Prepare and lodge applications with R.I. for P.H.F’s.
* Receive semi-Annual R.I. membership returns; check for accuracy and return with payment of dues
* Receive semi-annual District return; check for accuracy and return with payment
* Advise RDU of new members, resignations and changes of address
* Advise R.I. and District of Club delegates at respective Conferences
* Advise membership of the election process for the District Governor
* Prepare nomination submissions relative to such office
* Report to R.I. & District Governor changes in membership [inductions, resignations & terminations]
* Receive/process applications for leave of absence, etc. seeking Board approval and advising result to applicant
* Arrange for publication of membership nominees particulars in Club Bulletin, receive objections and present to the Board
* Receive and record Club inward correspondence and disseminate to President, Club Officers, members
* Record Club outward correspondence
* Prepare and forward letters on behalf of the Club
* Prepare the Agenda for Club Board meetings
* Scrutinize and preserve Club Board and general meeting Minutes
* Ensure the Annual Club Report is prepared
* Prepare the Agenda for the Club Annual General Meeting
* Advise Club membership of the AGM meeting [relative to legal requirements]
* Prepare & preserve minutes & related documents of the Annual Meeting
* Prepare a printed agenda/ running sheet for weekly club meetings
* Maintain a supply of visitors / make up cards
* Be responsible for conducting annual Club elections
* Initiate procedures relevant to annual Club election process
* Organize and purchase necessary pins for incoming Board members for Changeover dinner
* Prepare Nomination forms and ballot papers in regard to Nominating Committee; Club Directors; President Elect [as required]
* Be responsible for the safe keeping of the ‘Common Seal’ of our club
* Prepare annual documents, and lodge them [with fee] at the Office of Fair Trading as required

##### As Public Officer

* Sign documents as Public Officer; affix ‘Common Seal’ where required as requested
* Submit Annual Return to Consumer Affairs Victoria after the Annual General Meeting.
* Change details on MyCAV website
* Submit Annual Returns to Consumer Affairs Victoria after the end of the Rotary Financial Year

##### As Records officer

* Maintain an up to date record of club members.
* Periodically, email members an updated list of member contact details e.g. after new members arrive, or members leave
* Update Club records of members on the Rotary International, District and Club Websites - as required.

#### Treasurer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To have custody of all club funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of Treasurer .
* To ensure that all monies received or spent by the club are done so in accordance with current club policies.
* Properly and securely maintain, or cause to be maintained, the financial records of the club.
* Monitor contributions and encourage members to contribute individually to Rotary Foundation projects including the Polio Plus program

##### Specific Responsibilities

* Maintain detailed records of all Club financial transactions and matters
* Collect all Club funds
* Bank all Club funds and reconcile all bank accounts
* Issue and pay all Club accounts
* Develop annual budget for club activities from individually submitted committee budgets
* Prepare financial reports for monthly board meeting, and additionally as required
* Keep the Club President, and Board as appropriate, fully informed of the Club financial condition, and potential future trends indicated by current conditions
* Ensure that funds collected for community and charity projects are clearly and separately accounted for, both in their collection (receipt) and their expenditure
* Issue annual member subscription statements and collect proceeds
* Keep possession of the club’s “Official Documents Folder” including items such as the certificate of incorporation, insurance documents etc. – see Official Documents Folder Guidelines.
* Implement the financial policy of the Club’s Board
* Lodge annual return and attend other statutory requirements after Board approval
* Ensure that Club appoints auditor.
* Submit all books for audit and present audited accounts to AGM .
* Provide Copy of Audited Reports To Secretary for Anual Report to State Consumer Affairs.
* Draw and sign all Club payments (cheques) and obtain required second approved signature, after payment approved by the Club Board.
* 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
* Monitor total amounts given to the Annual Programs Fund (as part of weekly contributions), the Permanent Fund, the Centurion Program, the Bequest Society, the Polio Plus program including the Gates Challenge and any other current appeals promoted by Rotary International
* Without mentioning names, periodically report on our current progress in these appeals and encourage other members to get involved in these giving programs.
* Organize a club information night with the Program Coordinator to promote individual giving through the various options open to members – emphasize the facts that Rotary Foundation giving has no overhead costs and that much of it comes back to our club for distribution through Rotary Foundation grants.
* Insert periodical articles in the bulletin reporting on club giving providing information on programs and encouraging members to be involved.
* Attend district workshops and information sessions on Rotary Foundation and other Rotary Giving programs.

### ADMINISTRATION COMMITTEE

#### Annual Report Coordinator

##### Tenure Details

* Holds position for three years, but may be re-appointed.

##### Objectives

* Prepare the annual report for the club

##### Specific Responsibilities

* Collect reports from all chairs and directors after July and before the end of September
* Compile them into a digital PDF document by the middle of October
* Ensure the report is emailed as a PDF to all members at least 14 days before the AGM

#### Asset Registrar & Property Officer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Maintains records of club property and initiates the development of a club inventory as required

##### Specific Responsibilities

* Establish where current records and inventories are kept and obtain these for safe keeping.
* Progressively arrange for important records to be converted to digital format with back-ups kept at another site
* Progressively update the records to reflect the true assets of the club
* If necessary, initiate the production of an inventory of club property so the club knows what it owns and where this is stored.
* Publish details of the results on the club web site and provide copies for Board members

#### Attendance Officer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Collect and record meeting attendance notifications from members
* Inform caterers of the number of meals required at each meeting
* Coordinate Make Up cards

##### Specific Responsibilities

* Be available on telephone and at meetings to accept apologies from members for the upcoming club meeting
* Record apologies on the “Attendance Sheet” either on paper or digitally
* One copy of the sheet needs to be at the meeting venue by 5.45pm at the latest. Paper copies could be delivered by that time, or a single digital copy can be emailed at an agreed earlier time to the Fellowship coordinator who can print it out
* Ensure that supplies of Make Up Cards are available and placed on Money Collection table at each meeting
* Ensure that “Make-ups” are recorded on the attendance sheet and delivered to Club Records officer after the meeting

#### Bar Management

##### Tenure Details

* Holds position for three years, but may be re-appointed.

##### Objectives

* Ensure that sufficient quantities of required drinks are available at every club meeting
* Supervise the drinks money tin (take it home and look after it)

##### Specific Responsibilities

* Using the experience of previous Bar Managers, determine the required quantities of each kind of drink required by club members at home meetings
* Purchase the drinks from IGA using the Drinks card
* Store drinks in allocated fridge space
* Ensure drinks are laid out for each meeting, that an up to date price list is available, that the money tin is available with sufficient change
* Transfer excess amounts of cash to the treasurer as required

#### Bulletin Editor/ Fellowship Roster

##### Tenure Details

* Preferably holds position for two years but may seek a change after one

##### Objectives

* Inform, entertain and stimulate interest in club activities through the provision of a weekly bulletin to members using the currently designated bulletin format.

##### Specific Responsibilities

* Take notes and digital photographs of each meeting’s events and incorporate them into the following week’s bulletin along with other items of interest (see “Items to Include in the Bulletin”)
* Collect materials for the bulletin from club members, Rotary magazines and web sites.
* Provide information about member’s birthdays and anniversaries - obtained from the “Club Records Officer”
* Prepare a weekly bulletin based on the current club format (see “Current Format of Club Bulletin”) and ensure that it is available to members at, or three days before weekly club meetings (when emailed)
* Ensure that hard copies of the bulletin are provided for those who don’t have access to computers
* If bulletin is to be posted on the web or sent by email, ensure that the size is appropriately compressed.
* Each month, send paper copies of each bulletin to the designated district officials of Rotary – listed in the District Directory.
* Obtain a list of absences at each meeting and provide a paper copy of the Bulletin to any member who isn’t registered for email delivery.
* Keep a digital record of all newsletters produced and all photographs taken and have these burned onto two discs at the end of each year for club records
* Present one disc of records to the President as a memento of their year and the other to the “Club History and Records” officer for the club archives.
* Arrange for someone else (e.g. Assistant Bulletin Editor) to take notes and/or produce the Bulletin if you plan to be absent
* Find out about “Rotary Magazine Month” on the Rotary website or through a Search engine search.
* Plan an event to inform members about Magazine month in April each year (e.g. a 3 minute talk, a display etc.)

#### Meeting Host

##### Tenure Details

* Holds position until replaced

##### Objectives

* Greet members and visitors upon arrival at the meeting and ensures they are made to feel welcome
* Ensure there are sufficient places and meals for all in attendance
* Liaise with Catering providers

##### Specific Responsibilities

* Arrive at the meeting venue by 6pm each meeting night
* Greet members and visitors upon arrival
* Find out where visitors are from (write it down if necessary) and then either direct them to a previously assigned Rotarian or introduce them to an available Rotarian who will arrange a visitor’s tag, show them to the money collection table, and then take them to the bar.
* Pass on the information about the visitor to the President before the meeting starts
* Arrange for someone else to do this job if you know you will be absent for a meeting
* Liaise with caterers regarding the number of meals required and inform the Secretary of changes

#### Food Handling

##### Tenure Details

* Holds position for three years, but may be re-appointed.

##### Objectives

* Ensure that food handling standards are maintained at all club catering functions

##### Specific Responsibilities

* Educate members of food handling requirements at least once each year at a club meeting

#### Fun Events Coordinator

##### Tenure Details

* Holds position for three years, but may be re-appointed.

##### Objectives

* Subject to availability, conduct “fun events” or activities at club meetings or other events as requested by the Program Director
* Promote a “fun” atmosphere generally in the club

##### Specific Responsibilities

* Develop a varied collection of “fun activities” and have them available for events as requested
* Seek ideas from other members
* Keep reminding club members and the Board of the need for fun in the club.

#### History/ Archives Officer

##### Tenure Details

* Holds position until replaced

##### Objectives

* Keep a record of club history and stores all items of club history in a safe place

##### Specific Responsibilities

* Find out where all Club history and record documents are kept
* Gather all items together and store them in a safe place
* Keep a record or catalogue of all items in the collection and develop or use an existing system to enable items to be accessed and found easily
* Progressively arrange for all paper items and photographs to be converted into digital format and stored electronically (paper documents should be scanned as “pdf” files, and photos scanned and stored as jpg files)

#### Maintenance – Shed & Trailer

##### Tenure Details

* Holds position until resignation from position

##### Objectives

* Coordinate the club’s catering operations involving the use of the Barbeque trailer
* Ensure that the Rotary shed is kept tidy and that all equipment used for the Barbeque Trailer is kept in safe, working order

##### Specific Responsibilities

* Receive requests for use of the trailer and provide quotes based on established pricing criteria
* Submit each proposal to the Board to check that it doesn’t clash with other club events
* Seek members to do the catering based on established guidelines (See “Guidelines for Barbeque Catering”)
* Once sufficient support is established, provide the client with a written confirmation outlining agreed costs and times etc. Provide a copy of the confirmation to the Treasurer
* Complete any required Risk Management forms and give them to the Risk Management Officer
* Provide reminders at meetings and in the bulletin of upcoming events requiring member support.
* Establish the roster for each event including who is going to pick up the trailer, collect the food, obtain change, and return the trailer etc.
* Provide a receipt for payment or if payment is not made on the day, send an account to the client and follow it up until it is paid.
* Monitor the condition of the trailer and advise the Shed & Trailer Maintenance coordinator if repairs need to be made or a working bee needs to be held to clean it up
* Complete an inventory of what the Club has stored in the shed and Barbeque trailer– determine what is valuable and what isn’t.
* Arrange working bees to tidy the shed when necessary, and find an accessible storage space for all stuff that needs to be kept – if necessary inform the Board that storage items need to be purchased to store certain items properly.
* Monitor this area periodically and ensure that the area and trailer is kept tidy and in good working order
* Monitor the working order of all club equipment kept in the Shed and arrange for repairs to be made as soon as problems are discovered – check with the President first if the repairs are likely to be costly

#### Program Coordinator/S

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Prepares and arranges the program for regular club meetings in conjunction with the Administration committee.

##### Specific Responsibilities

* Work with the Administration committee to prepare a well-balanced program of speakers and activities for the Club’s weekly meetings covering a range of topics that will inform, entertain and encourage members. Use the Club’s “Annual Plan” and the “Recommended Mix of Program Activities” as a guide for program development.
* Make use of other members’ contacts, experience and expertise in obtaining suitable speakers
* Appoint an appropriate Chairman-for-the-night, and brief them on their duties as necessary
* Submit the following month’s proposed program and chairperson to the Administration Committee at their monthly meeting
* Determine if any special equipment is required for a guest speaker (e.g. Data projector, Screen etc) and advise the “Club Technician” of what is required.
* Arrange with the Secretary for a confirming email to be sent to the guest speaker immediately the date is agreed and in the letter spell out the time, place, and how long the speaker has for their presentation as well as seeking permission for photographs and video to be taken if required. (See Suggested Letter below)
* Make sure the Guest Speaker is appropriately looked after on arrival, introduced to the President, and made to feel comfortable. The “Meeting Host” should do this.
* Arrange transportation, if required, to and from meeting venue
* Ensure a letter, or other appropriate expression of thanks, is presented to the Guest Speaker after the presentation.
* Prepare a draft program for the year and arrange for the publication of the coming month’s (or two) proposed meeting events on the club notice-board set up in the meeting room e.g. a large calendar display on butcher’s paper or a poster print out from a computer.
* Prepare a review of the year’s program for the Annual Club Report by the end of May

#### Risk Management Officer

##### Tenure Details

* Holds position until resignation

##### Objectives

* Monitor all activities in the club that involve possible risks to members and members of the public
* Draw members and particularly coordinators’ attention to activities that require Risk Management documentation before being held.
* Educate club members on Risk Management issues

##### Specific Responsibilities

* Review the Risk Management procedures and documentation already being used by the club
* Explore ways to streamline documentation procedures whilst still meeting legal requirements
* Plan an annual presentation for members on the importance of Risk Management and what steps need to be taken
* Monitor club proposals and raise the need for Risk Management procedures as appropriate
* Collect, check for compliance and securely file all Risk Management documentation prepared for Rotary projects
* Pass copies of attendance lists to the Club Records officer
* Ensure there is always a supply of Risk Management check lists available

#### Roles Guidelines and Laws

##### Tenure Details

* Holds position for three years, but may be re-appointed.
* Can be an existing member of the Board or may be co-opted onto the Board during periods of major updates to the Club Roles & Guidelines Handbooks.

##### Objectives

* Ensure that the club Club Roles and Club Guidelines Handbooks are kept up to date by monitoring decisions made by the Board at meetings and at Club Assemblies

##### Specific Responsibilities

* Keep a record of all changes to club roles and procedures and adjust the manual as required.
* Work with the Board to produce periodical updates of the Manual for members. A Full re-print of the manual should be planned for at least every three years with interim updates provided annually.
* Ensure that a copy of each new edition of the manual is provided for current and new members and that a copy is available for download on the Web site.
* Provide updates sheets for members in the years between editions

#### Meeting Chair

##### Tenure Details

* Currently holds the position for one month
* Appointed by the President

##### Objectives

* To double check that the meeting venue is set up with regalia and necessary equipment, prior to commencement, for the effective conduct of the meeting.
* Chair the events of each club meeting ensuring that good order and good fellowship is maintained.

##### Specific Responsibilities

* Arrive at venue in time to ensure room layout is appropriate for the meeting (See “Procedure For Setting Up Meetings” below)
* Ensure that meetings start on time and keep to time (Check with the President beforehand if there are any planned changes to the usual routine)
* Follow the set of “Standing Agenda Items for Rotary meetings” unless otherwise directed by the President
* Call the meeting to order or use the “gong” to gain attention when necessary
* Conduct a “Heads and Tails” segment and present the currently designated “prize” to the winner (or some other fun activity)
* Conduct a fine session (unless otherwise directed by the President) based on the “Ideas for Club Fine Sessions” (below)
* Prepare one or two appropriate jokes to add to the fun of the meeting, but be prepared to skip these if time is tight.
* Seek a replacement Chair if you plan to be absent – also notify the President as soon as you know you can't make it.

#### Set Up Meetings

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that every home meeting is set up appropriately for the meeting

##### Specific Responsibilities

* Arrive early at the meeting venue (5.30pm) and ensure that “setting up” is completed in accordance with the “Procedures For Setting Up For Meetings” (below)
* Monitor the tidiness of the storage cupboard and arrange a working bee when necessary to tidy it up
* Monitor the working order of all club equipment kept in the Meeting storage area and arrange for repairs to be made as soon as problems are discovered – check with the President first if the repairs are likely to be costly
* Keep a supply of batteries for the club public address system and change the battery when required.
* Work with the “Technology Officer” to determine problems with audio visual equipment

#### Technology Officer

##### Tenure Details

* Holds position until replaced

##### Objectives

* Set up, monitor the use of and where necessary operate the club’s audio-visual equipment for meetings as required

##### Specific Responsibilities

* Become familiar with the operation of the club’s audio visual equipment
* Be available before a meeting to set up equipment for guest speakers as required
* Ensure that equipment is properly turned off and stored after each meeting
* Monitor the condition of equipment and mention the need for repairs to the Administration Chair

### ROTARY FOUNDATION

#### Rotary Foundation Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files
* Monitor giving to the Foundation by all members
* Ensure a letter is sent to all members in May about how much they would need to give to reach Centurion status (AUD$100)

#### Deputy Chair (Rotary Foundation)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Foundation committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Giving and Recognition Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To be determined

##### Specific Responsibilities

* To be determined

#### District Grants Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Encourage and coordinate club involvement in Rotary Foundation Grants

##### Specific Responsibilities

* Find out all you can about the Grants program(s) from club members who have been involved and any available websites
* Find out about what our club has done with such programs in the past
* Explore a few options for our club’s involvement in grants – raise these options with the committee first, and then with members
* Once the club has decided on a project, coordinate the arrangements with appropriate authorities
* Report regularly to club members on the project – try to get specific information and photographs where possible
* Arrange for information nights on the program at meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program
* Work with the committee to explore any fund raising possibilities that might be suggested by the program

#### Polio Plus Promotion

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Become familiar with all aspects of Rotary Polio Plus programs and promote club involvement in those appropriate to our circumstances
* Educate club members about the Polio Plus through the bulletin and regular brief talks to members

##### Specific Responsibilities

* Read appropriate literature on the internet and available from the President and the Rotary Foundation Director about Polio Plus. Also seek information from current club members who have had experience on district Foundation committees.
* Prepare paragraph summaries of some aspect of Polio Plus for each week’s bulletin and ensure this is passed to the Bulletin editor in time for publication e.g. updated figures from the Polio Eradication website.
* Prepare an event to promote Polio Plus on Polio Day (October 24th) or during Rotary Foundation Month (November) – work with the Program Coordinator to arrange a suitable time. The event could be a presentation by a guest speaker (e.g. a district expert on the Foundation), yourself, a movie etc.
* Receive information on Polio Plus programs and share this with the committee and club members through meetings, bulletin and emails
* Work with your committee to arrange and promote fund raising events for the foundation
* Attend district workshops and information sessions on Polio Plus programs.

#### Rotary Foundation Information Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To be determined

##### Specific Responsibilities

* To be determined

#### Vocational Training Teams Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Encourage and coordinate club involvement in any Vocational Training Teams

##### Specific Responsibilities

* Find out all you can about the VTT program(s) from club members who have been involved and any available websites
* Find out about what our club has done with such programs in the past
* Monitor VTT possibilities and raise these options with the committee first, and then with members
* If the club has decided to host a VTT team, coordinate the arrangements with appropriate authorities
* Report regularly to club members on the project – try to get specific information and photographs where possible
* Arrange for a special VTT Evening. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program

### FUNDRAISING COMMITTEE

#### Director of Fundraising

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (Fundraising)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Fundraising Committee in the absence of the Director
* Deputize for the Director when the Director is not available

#### Bike Rides Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Organize fund raising bike rides

##### Specific Responsibilities

* Work with the committee to work out details and costs
* Survey members to garner support
* Use event planning organization to arrange promotion
* Monitor progress

#### Car Raffle Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Organize the Club's Involvement with the Ballarat South Car Raffle

##### Specific Responsibilities

* Register interest with Ballarat South
* Encourage/ Survey Club members to take raffle tickets
* Distribute Books
* Collect tickets and funds and ensure tickets and funds get to the organizers
* Report to the Board via the Fundraising committee about how it all went

#### Bus Trip Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate a fund raising bus trip e.g. to Silos

##### Specific Responsibilities

* Canvas members to see how much support exists
* Book the bus, collect money and make arrangements

#### Swapmeet Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Register the Club as a Swapmeet Participant
* Manage the recruitment of members for Swapmeet duty

##### Specific Responsibilities

* Register the Club with the Swapmeet committee
* Recruit members for the Swapmeet well in advance - keep a record of contact details
* Inform participants of their duties and ensure all participants have a means of transport to the venue
* Report on the club's participation to the Board via the Fundraising committee

**Rock n Roll Dance Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Manage the running of the Rock n Roll Dance in September

***Specific Responsibilities***

* Work with the Fundraising Committee to obtain approval for running the Rock n Roll Dance
* Book the venue and the band
* Ensure the event is publicized to those who might be interested
* Manage the running of the event on the night
* Report on the club's participation to the Board via the Fundraising committee

**New Year's Eve Rock Dance Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Manage the running of the Rock Dance in December

***Specific Responsibilities***

* Work with the Fundraising Committee to obtain approval for running the Rock Dance
* Book the venue and the band
* Ensure the event is publicized to those who might be interested
* Manage the running of the event on the night
* Report on the club's participation to the Board via the Fundraising committee

**Barbeque Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Manage Fundraising activities of the Club Barbeque
* Develop the Barbeque Roster for the Energy Breakthrough in conjunction with the Corner Volunteers Roster

***Specific Responsibilities***

* Register the club as a Caterer with the Breakthrough organization
* Develop the Roster for the Breakthrough
* Take bookings for other Barbeque events
* Arrange staffing of the Barbeque
* Work with Administration to manage the upkeep of the Barbeque trailer.

#### Marquee Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s marquee erecting operations
* Monitors the condition of the Marquees and the Marquee trailer

##### Specific Responsibilities

* Receive requests for marquee erection and provide quotes based on established pricing criteria
* Submit each proposal to the Board to check that it doesn’t clash with other club events
* Seek members to erect the marquee(s) based on established guidelines (See “Guidelines for Marquee Erection”)
* Once sufficient support is established, provide the client with a written confirmation outlining agreed costs and times etc. Provide a copy of the confirmation to the Treasurer
* Complete any required Risk Management forms and give them to the Risk Management Officer
* Provide reminders at meetings and in the bulletin of upcoming events requiring member support.
* Establish the roster for each event including who is going to pick up the trailer, collect the food, obtain change, and return the trailer etc.
* Provide a receipt for payment of if payment is not made on the day, send an account to the client and follow it up until it is paid.
* Monitor the condition of the marquees and the marquee trailer and advises the committee if repairs need to be made or a working bee needs to be held to clean things up

### MEMBERSHIP COMMITTEE

#### Membership Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
1. Arrange A New Members Event e.g. BBQ or similar function to include all new Members, Membership Committee and Board Members, (mixture of newer and older members - normally done in September/October),
2. Report immediately to the President any general concerns about club morale after they have been discussed in the membership committee.
3. Ensure that an annual “Open Night” is arranged by the “Recruitment Officer” to promote Rotary membership
4. Monitor the orientation program for new members and generally ensure that new members are assimilated effectively into the club
5. Maintain copies of the “new members kit”, including our “Brief Introduction” to our club.
* Maintain a register and monitor progress of all nominations for membership
* Advise nominees of the result of their membership application
* Arrange for the supply of membership badges [and partners badges]
* Arrange for suitable induction date for each new member – confer with President & nominator
* Prepare the Induction Kit
* Maintain supplies of R.I. membership materials [for induction kits]
* Arrange for floral presentation [for new member’s partner]
1. Organise ‘Fire Side’ Chat Nights in early part of new calendar year,
2. Arrange speaker for Membership month in August.
3. Attend to Guests and Prospective Members at Dinner Meetings,
4. Welcome the above at the door, and see that they are well looked after during and after the meeting
5. Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (Membership)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Membership committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Alumni Officer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To be determined

##### Specific Responsibilities

* To be determined

#### Friends Of Rotary Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Keep a register of all “Friends of Rotary”
* Coordinates involvement of “Friends” in club activities
* Ensures that “Friends” are kept informed and involved in Rotary projects

##### Specific Responsibilities

* Interviews all people nominated as a possible “Friend of Rotary” and explains the nature of the program
* Keep records of “Friends” information up to date on computer and provides reports to the Board as required
* Contacts “Friends” when possible working bees or activities are planned and invites their participation
* Coordinates all aspects of “Friends” involvement in Rotary events e.g. tells them where to meet, meets them at the activity and introduces them to the coordinator of the activity etc.
* Ensures that “Friends” are suitably thanked for their involvement soon after an event e.g. a certificate of appreciation
* Ensure that “Friends” receive invitation to major club events such as “Changeover Dinner”

#### Member Development

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Source training needs for members and puts members in touch with appropriate programs
* Ensure a training program runs within the club e.g. "Ink Spots"

##### Specific Responsibilities

* Explore the District web site and become familiar with training opportunities available to members of Rotary – including short term and longer term programs
* Take opportunities to ask members what kinds of training they would like and explore ways these needs can most efficiently and effectively be met e.g. inviting guest speakers to meetings, using club members to train others, send people to week-end work-shops, make use of Rotary Institute of Leadership opportunities, ask training teams to come to our club etc.
* Use meetings, the club bulletin and our website to share training possibilities with members.
* Manage the implementation of the "Ink Spot" program
* Arrange for all "Ink Spots" to be displayed on the District site / And/ Or Local Club Site

**Mentor Manager**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Coordinate mentors for all new members
* Arrange for training of mentors about what is required (see our club policy on this)

***Specific Responsibilities***

* Assign each new member with a mentor
* Keep a database of all new members and their mentors
* Periodically check how the mentoring is going

**Mentor For President**

***Tenure Details***

* Two years - during the President Elect and President years

***Objectives***

* Assist the President to prepare for and conduct their role as club president

***Specific Responsibilities***

* Remind the President elect of all the training opportunities provided by the District and other organizations e.g. RLI
* Encourage the President Elect to attend most training events.
* Be available as a sounding board and to answer questions during the Presidential year

#### Member Welfare & Engagement officer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Monitor the general welfare and morale of members
* Initiate action to address perceived problems with club satisfaction levels of individuals and in general, member’s morale
* Draw the President’s attention to members who are “doing it tough” and who may need some support
* Encourage members to be positive about and “talk up” their Rotary experiences
* Manage the Member Contact program

##### Specific Responsibilities

* Take every opportunity to talk with members and find out how they are enjoying Rotary and how they are coping generally – avoid “prying”, but if you suspect problems with a particular member, ask around for other member’s perceptions
* Report any serious information that is public knowledge about a member’s well being to the President immediately e.g. illness, a death or injury in the family, being re-trenched from work etc.
* Report any concerns regarding satisfaction with members’ club experiences to the membership committee as part of your Member Welfare report.
* Attempt to assess the general morale of members – what is the “talk around the traps?”. If concerns are perceived, report these to the membership committee to develop a broader perspective on the issues.
* If appropriate, use club meetings to encourage members to visit fellow members who are ill or injured.
* Plan or initiate some club activities to boost morale e.g. fun events, sharing of successes and good news about the club - work with the "Fun Director".
* Manage the Member Contact program - allocate all members to a regular "Contact person" who will pass on important club information to their small group of contacts when required.

#### Recruitment & Classification Officer

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Encourage club members to recruit new members
* Organize membership promotion activities including one or two special membership recruitment nights
* Provide information for new members about membership in Rotary
* Check, monitor, assign and periodically review classifications of members

##### Specific Responsibilities

* Plan an annual membership “Open Night” – ideally during “Membership and Extention Month” (August)
* Prepare and present one or two “3 minute” talks on Rotary membership statistics and the need for recruitment (materials are available on the internet and from the Director) and what members can do to make new members feel welcome and supported. Contact the program coordinator and ask him to slot you into the program at a mutually convenient time.
* Take every opportunity to promote the recruitment of new members – the “future of Rotary is in our hands”
* Collect useful education materials together and periodically plan education events for new or recent members
* Check classifications of existing Members to ensure that they are current, and appropriate
* Prepare and circulate a list of unfilled classifications to Club Members and the Board,
* Check and allocate classifications for new members as required
* Keep a record of all member classifications and provide copies to the Secretary for the “Club Directory”
* Ensure Dinner badges are ordered in time for induction through the Secretary

### PUBLIC IMAGE COMMITTEE

#### Public Image Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (Public Relations)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Public Relations committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Local Promotion Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To ensure the Club and Rotary generally receives accurate and favourable publicity of its existence, accomplishments and activities. The object is to gain good public acceptance and support, and encourage interest in membership.

##### Specific Responsibilities

* Become familiar with all the media outlets available to the club including the club web site
* Monitor club events for suitable media exposure and either contact the press to attend the event, or prepare a brief article – preferably with a good quality digital photograph – and provide it to the local press after the event. Allocate the writing of some articles to other club members.
* Take opportunities to talk about Rotary events on Community Radio or arrange for other Rotarians to be involved.
* Submit appropriate items for inclusion in the “Rotary Down Under” magazine.
* Collect a range of current newsworthy stories about Rotary in general and also submit these to the local media outlets or arrange for them to be included in the web site

#### Social Media Promotion

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* To be determined

***Specific Responsibilities***

* To be determined

#### Web Site Management

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Set up and manage the club web site and keep it up to date

##### Specific Responsibilities

* Find out about the options the club has for a web site and work with the Board in establishing (where necessary) or maintaining an effective web presence
* Coordinate the inclusion of information on the web site
* Monitor the web site regularly and update any information that is out date
* Add particular displays of information as required by the Board and other club committees

**Rotary Symbols Monitor**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Ensure the club uses Rotary Symbols appropriately

***Specific Responsibilities***

* Ensure the club secretary and web site manager download and use the latest Rotary symbols for the current Rotary theme
* Monitor the club use of Rotary symbols online and in print
* Run training sessions for members in the use of Rotary symbols as required

### CLUB PLANNING COMMITTEE

#### Club Planning Coordinator

##### Tenure Details

* Holds position until asked to leave or resignation from the position - Is co-opted onto the Board during times of preparation for the Strategic plan.

##### Objectives

* To develop, review or maintain a strategic plan for the club to map future directions over a five-year period.

##### Specific Responsibilities

* Initiate a club review annually and the implementation of a new plan every five years looking at strengths, weaknesses, opportunities and threats to the club’s viability.
* Initiate with the Board a survey of members to discover club strengths and concerns of members.
* Produce documentation of the strategic plan and make it available for all members
* Work with the Board to assist in the monitoring and implementation of plan recommendations.

**Club Rules Coordinator**

***Tenure Details***

* Holds position for three years

***Objectives***

* To ensure club rules and Statement of Purpose is always up to date.

***Specific Responsibilities***

* After Changes to RI Rules, discover what has changed for clubs and determine whether rules need to be changed
* Arrange for necessary changes to be made e.g. work through McKean Park Lawyers in Melbourne for discounted deal.

**Guidelines/ Roles/ Committees Coordinator**

***Tenure Details***

* Holds position for three years.

***Objectives***

* To keep Club Guidelines and Roles and Committees Documents up to date

***Specific Responsibilities***

* Update Guidelines booklet as changes occur and have it stored on the club website
* Update Roles booklet as changes occur and have it stored on the club website
* Prepare lists of Club Committees for the start of each year and publish the "Committees and Roles" chart, and Club Committees list as required.

**Fundraising Focus Coordinator**

***Tenure Details***

* Holds position for three years

***Objectives***

* To ensure every club fundraising activity has a focus for funds

***Specific Responsibilities***

* At the start of each year, check the Action plans of committees and ensure every fundraising activity has a committee project as the focus of the funds
* Add those details to the Club Action plans in the Funding column.

### COMMUNITY SERVICE COMMITTEE

#### Community Service Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

**Deputy Chair (Community)**

***Tenure Details***

* Hold position for one year

***Objectives***

* Chair the Community committee in the absence of the Director
* Deputize for the Director when the Director is not available

***Specific Responsibilities***

* As above

#### Local Groups Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement with local organizations such as Probus, the Garden Club, Headspace, Carols by Candlelight and Sleeping Stars

##### Specific Responsibilities

* Maintain links with the Probus Clubs and arrange any donations to probus activities
* Maintain links with the Garden club and arrange the annual Rotary donation to the Flower Show
* Maintain links with Carols by Candlelight and arrange ways the club might assist
* Become familiar with the “Carols” program by discussing the history of the project with existing members who have been involved
* Contact the local “Carols” coordinator to introduce yourself as the liaison person for “Carols” in the club and give them your contact details.
* Coordinate the club’s involvement in the Carols event each year by rounding up volunteers to set up the stage and if necessary, provide any catering.
* Maintain links with the Sleeping Stars organization
* Provide reports on club involvement in these programs to members and others through meetings, the bulletin, the web site and the local press.

#### Bowelscan and Health Programs Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in the “Bowelscan” program
* Keep the club informed of other Rotary Health programs

##### Specific Responsibilities

* Become familiar with the “Bowelscan” program by discussing the history of the project with existing members who have been involved
* Make yourself familiar with the other Rotary Health program by visiting appropriate web sites
* Contact the district Bowelscan coordinator and local chemists to introduce yourself as the liaison person for Bowelscan in the club and give them your contact details
* Coordinate the club’s involvement in the Bowelscan program each year by collecting kits, distributing them to chemists, collecting money and unsold kits from outlets and sending details to the Bowelscan authorities.
* Encourage members to participate in Bowelscan each year and promote the program in local media outlets.
* Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.
* Prepare periodical reports for members on the other “Rotary Health” programs through 3 minute talks, the bulletin or web site articles
* Receive information and attend any district workshops on Rotary Health and Bowelscan

#### Breakthrough Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in the “Energy Breakthrough” program

##### Specific Responsibilities

* Become familiar with the “Energy Breakthrough” program by discussing the history of the project with existing members who have been involved
* Contact the Shire Council coordinator and RACV to introduce yourself as the liaison person for the Breakthrough in the club and give them your contact details
* Coordinate the club’s involvement in the Breakthrough program each year by attending planning meetings, working with other members to develop rosters for corner supervision and provision of catering.
* Encourage members early in the year to be available for the Breakthrough (give them the dates) and sell it as a whole club effort
* Keep members informed about any changes in supervision policy and arrange for officials to provide information to members in the weeks leading up to the event

#### Dowie Park Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Monitor the condition of Brian Dowie Park and coordinate working bees to keep the park in good condition

##### Specific Responsibilities

* Become familiar with what is provided at Brian Dowie park by discussing the history of the park with Rotarians who have previously been involved in the project
* Make regular visits to the park and take note of things that need to be done
* In conjunction with the Program Coordinator, arrange for periodical working bees to be held at the park to clean it up. Coordinate all aspects of these meetings including catering arrangements, provision of required tools and materials etc.
* Provide reports on the park for the Bulletin and the Web site
* Explore ways in which the park can be better developed in the future – discuss these ideas with the committee and other members.

#### Probus Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Encourage and coordinate interaction between our club and local and district Probus clubs

##### Specific Responsibilities

* Become familiar with the Probus program through web sites and by asking local members who have been involved
* Make yourself known to officials in district Probus organizations and provide them with your contact details
* Explore possibilities for interaction between our club and district Probus clubs e.g. attending meetings, visits, inviting Probus members to participate in our service activities etc.

#### Books For Babies Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the clubs involvement in the “Books For Babies” program

##### Specific Responsibilities

* Become familiar with the “Books for Babies” project by discuss the history of the project with existing members
* Contact the hospital to introduce yourself as the liaison person for the club and check whether there are sufficient books available
* Arrange with the Board for the purchase of further books as required and for the printing of the stickers that are attached to the books
* Arrange a working bee to add stickers to books as required.
* Periodically obtain a report from the hospital on how the program is going and provide reports to members and others through meetings, the bulletin, the web site and the local press.

#### Family Violence Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To be determined

##### Specific Responsibilities

To be determined

#### Preserve Planet Earth & Roadside Clean Up Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in the “Clean Up Australia Day” program
* Keep the club informed of the Rotary “Preserve Planet earth” program

##### Specific Responsibilities

* Become familiar with the “Clean up Australia Day” project by discussing the history of the project with existing members who have been involved
* Make yourself familiar with the Rotary “Preserve Planet Earth” program by visiting appropriate web sites
* Contact the Local Council to introduce yourself as the liaison person for the “Clean Up Australia” project and give them your contact details
* Coordinate the club’s involvement in the Clean Up Australia program each year by rounding up volunteers to help, collecting materials from the Council (where provided) and arranging for refreshments for workers after and during the event.
* Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.
* Prepare periodical reports for members on the “Preserve Planet Earth” program through 3 minute talks or bulletin or web site articles

#### Harness Racing Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in the Harness Raising Fundraisers for Family Violence

##### Specific Responsibilities

* Work with the Family Violence committee to manage club involvement in the various Fund raising days at the Maryborough Harness Racing club
* Report back to the Board through the Community committee

**Buddy Bench Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Coordinate the club’s provision of "Buddy Benches" to local schools

***Specific Responsibilities***

* Find out about what has been done so far
* Negotiate with schools to find out how many benches are required
* Arrange for construction and delivery
* Report back to the Board through the Community committee

**Australian Rotary Health (ARH) Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Coordinate the club’s support of Australian Rotary Health
* Manage the promotion and celebration of "Hat Day" each year

***Specific Responsibilities***

* Organize promotion of Hat Day in the club
* Ensure funds raised are sent to ARH
* Report back to the Board through the Community committee

**MDHS & Manse Liaison Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Coordinate the club’s involvement with the Hospital and the Manse project

***Specific Responsibilities***

* Attend meetings relating to the operation of the Manse and report to the committee and board about outcomes.
* Be an advocate for the club’s agreed policies with regards to the use of the manse.

### INTERNATIONAL COMMITTEE

#### International Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (International)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the International committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Aquabox & Disaster Aid Coordinator

##### Tenure Details

* Preferably hold position for three years but may seek to continue

##### Objectives

* Co-ordinate the club’s involvement in the Disaster Aid, Shelter Box or Aquabox programs

##### Specific Responsibilities

* Find out all you can about the “Disaster Aid”, "Shelter Box” and "Aquabox" programs from the Director and Rotary information websites (“Disaster Aid” is a relatively new Australian company distributing emergency kits similar to “Shelter Boxes” – a UK Company)
* Find out about what our club has done with these programs in the past – find out where our shelter boxes are located – if possible get some photographs or information about them
* Monitor current events and existing needs to develop a few options for the club’s provision of further “Disaster Aid” kits – raise these options with the committee first, and then with members
* Once the club has decided to purchase another box, coordinate the arrangements with appropriate district authorities
* Report regularly to club members on where our boxes are going – try to get specific information and photographs where possible
* Arrange for information nights on the Disaster Aid or Aquabox programs at one of our regular meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
* Where possible, attend district information sessions on the program
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the programs
* Work with the committee to explore any fund raising possibilities that might be suggested by the programs

#### Donations in Kind Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek to continue

##### Objectives

* Co-ordinate the clubs support of the District Donations in Kind (DIK) program

##### Specific Responsibilities

* Find out the items DIK current wishes to collect
* Facilitate donations of items from club members and local organizations
* Arrange for items to be delivered to DIK

#### International Club Toasts Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that a member is available each week to propose a toast to an International club

##### Specific Responsibilities

* Develop a roster of members willing to propose a toast to an International Rotary club
* Remind the appropriate member when their turn is coming up
* Keep a supply of toasts available with you for members who forget.

#### Overseas Projects / Sri Lanka Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Co-ordinate club involvement in Overseas Projects

##### Specific Responsibilities

* Determine existing or possible programs requiring assistance from clubs
* Find out about what our club has done with such programs in the past
* Contact the district representative on International programs and find out about options available.
* Bring these options to the attention of members and determine the interest in supporting particular programs
* Report regularly to club members on programs – try to get specific information and photographs where possible
* Arrange for information nights on the program at one of our regular meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program
* Work with the committee to explore any fund raising possibilities that might be suggested by the program

#### Peace and Conflict Issues Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate club involvement with the Rotary Peace and Conflict studies program

##### Specific Responsibilities

* Find out all you can about the Rotary Peace and Conflict studies program (s) from club members who have been involved and any available websites
* Find out about what our club has done with such programs in the past
* Report regularly to club members on how they can be involved in the project – try to get specific information
* Consider arranging a special Rotary Peace and Conflict Evening. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program

#### Women’s Issues Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Co-ordinate club involvement in Women’s Issues programs

##### Specific Responsibilities

* Find out all you can about Women’s Issues programs such as Days for Girls and Project Uplift from club members who have been involved and any available websites
* Find out about what our club has done with such programs in the past
* Bring these options to the attention of members and assist in the process of arranging for members to participate
* Report regularly to club members on activities conducted – try to get specific information and photographs where possible
* Arrange for information nights on the program at one of our regular meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program
* Work with the committee to explore any fund raising possibilities that might be suggested by the program

**International Fundraising Coordinator**

***Tenure Details***

* Preferably hold position for two years but may seek a change after one

***Objectives***

* Coordinate fundraising activities specifically for International Projects

***Specific Responsibilities***

* Manage the International Movie Night Fundraiser
* Manage the International Dinner Fundraiser

#### V.T.T., Volunteer & Friendship Exchange Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Co-ordinate club involvement in the Club Volunteer programs run by Rotary
* Facilitate members involvement in Rotary Friendship exchange events

##### Specific Responsibilities

* Find out all you can about Rotary Volunteer programs from club members who have been involved and any available websites
* Find out about what our club has done with such programs in the past
* Contact the district representative on Rotary Volunteers and find out about options available.
* Bring these options to the attention of members and assist in the process of arranging for members to join with Rotary volunteer tours.
* Report regularly to club members on any tour – try to get specific information and photographs where possible
* Arrange for information nights on the program at one of our regular meetings e.g. guest speakers, slide show, presentation etc. Check with the Program Coordinator for a suitable time.
* Display up to date information on the club notice board and/or in the bulletin.
* Attend any available information sessions on the program
* Work with the committee to explore any fund raising possibilities that might be suggested by the program
* Make members aware of any District Vocational Training Team (VTT) programs being conducted and facilitate member involvement.
* Make members aware of any Friendship Exchanges happening in our District and assist members to become involved.

### VOCATIONAL SERVICE COMMITTEE

#### Vocational Service Director

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (Vocational)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Vocational committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Young Entrepreneurs Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Manage the running of the Young Entrepreneur's Workshop

##### Specific Responsibilities

* Work with Local Business Group to establish the date, the guest speaker and possible participants for the Workshop
* Seek sponsorship for the event
* Arrange promotion for the event
* Manage the event on the day

#### Ethics & 4 Way Test Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Keep the club informed of the Rotary Ethics issues
* Arrange some event to promote high ethics in business
* Promote the Declaration of Rotarians in Businesses and Professions Document
* Promote the “Four Way Test” in the club and the community.

##### Specific Responsibilities

* Become familiar with the “Ethics in Business” aspects of Rotary by exploring the “Declaration of Rotarians in Businesses and Professions Document” and the “Four Way Test” on the Internet or by contacting local Rotarians who are familiar with these documents.
* Periodically remind members that the unique thing about Rotary as a service organization is its focus on high ethical practices in business – this was central to its foundation.
* Arrange some event during the year (maybe in Vocational Month) to highlight the importance of ethics in business and/or to draw attention to the “Four Way Test” and the “Declaration of Rotarians in Businesses and Professions” document. Consider making the event available to other members of the community.

#### Global Networking Fellowships

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To inform members about and encourage members to join Rotary Fellowships
* To plan and coordinate activities for Vocational Month (January)

##### Specific Responsibilities

* Become familiar with the Rotary Fellowships program by exploring websites and asking local members who have been involved – attempt to obtain a current list of all available fellowships with contact details for coordinators.
* Promote the fellowships program and particular fellowships through meetings, the bulletin and the web site
* Arrange guest speakers or local members to talk about the fellowships they are in – consider having a “Fellowships Night” – work in with the Program Coordinator to arrange a suitable date.
* Ensure that something is planned for Vocational month in the club e.g. Pride of Workmanship awards or an “Ethics in Business” event. If no other activity is planned, arrange some other event or information sessions to draw attention to the role of the Vocational Committee in Rotary.

#### Job Talks Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Manage the Job Talks Program in the club

##### Specific Responsibilities

* Establish a list of members willing to provide 3 minute talks on a chosen aspect of their work
* Establish the topic for the talks in the current year
* Manage the talks by ensuring the next presenter is available and ready to go

#### Pride of Workmanship Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the Pride of Workmanship program

##### Specific Responsibilities

* Become familiar with the POW program by checking out websites and club members who have been involved in the past
* Inform district POW officials that you are our club’s contact for the program and given them your contact details
* Receive current information on the program, attend any planning meetings and encourage members to seek participants in the program
* Coordinate the selection of representatives and handle all communications with participants
* Report to the club on successful participants and keep members informed of the program
* Plan a Pride of Workmanship presentation event in conjunction with the Program manager – seek support of members in planning the night
* Arrange for POW awards to be purchased and inscribed with winner’s names
* Arrange for videos of participants in their workplaces to be shown on the night (if appropriate)
* Provide reports to the local media, our bulletin and for the web site after the event

#### Shine On Awards Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the Shine on Awards program

##### Specific Responsibilities

* Become familiar with the Shine On program by checking out websites and club members who have been involved in the past
* Inform district Shine On officials that you are our club’s contact for the program and given them your contact details
* Receive current information on the program, attend any planning meetings and encourage members to seek participants in the program
* Coordinate the selection of nominees and handle all communications with participants
* Report to the club on successful nominees and keep members informed of the program
* Plan to attend the Shine On Awards event wherever it is held in the state, and encourage other members to join you.
* Provide reports to the local media, the bulletin and for the web site after the event

### YOUTH COMMITTEE

#### Director of Youth

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Ensure that all functions of the committee are being effectively implemented
* Coordinate and Chair committee meetings
* Support and encourage all coordinators and committee members in their roles

##### Specific Responsibilities

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions,
2. Attend District Assembly and be part of the Committee Workshops,
3. Attend Club Committee Meetings towards the end of the previous year to gain a “feel” for the position
4. Be extensively briefed by the outgoing Chairman of your committee
5. Review Rotary Literature on your Committee Programs e.g. the relevant Club Leadership Plan booklets
6. Read Club Policy and Rotary Manuals on Procedures that relate to your Committee
7. Read and understand all aspects of the club’s By-Laws.
8. Arrange an initial Planning Meeting with your Committee to set annual and long term goals, establish a budget, set standing agenda items, allocate roles and set meeting times and places. The Goals and Budget should be ready for presentation to the August Board meeting.
9. Prepare a simple budget document based on your Planning Meeting’s decisions.
10. Arrange committee meetings at pre-arranged venues at least a week before Board meetings and prepare and circulate a brief agenda for each meeting
11. Ensure that brief (e.g. dot point) minutes are kept of the committee’s decisions at each meeting – use these notes as your report to the Board each month, and use them to make a brief report to members at one of the next two available Club meetings.
12. Present your report at monthly Board Meetings, or if you can’t attend, arrange for your Deputy Chair or another nominee to present the report in your place
13. Write a report on the year’s activities for the Annual Report (due by the end of September)
14. Ensure that Rotary Months relating to this committee are observed
* Ensure the Annual Budget for your committee is well managed, and kept within Budget. Notify the Board if you need to significantly modify you planned budget.
* Send copies of all correspondence (including emails) you directly receive to the Secretary so records can be made of all club correspondence. Attempt to deal with all correspondence pertaining to your Committee promptly and keep records of your responses. Notify the Secretary of all your outgoing club related correspondence.
* Liaise with Program Officer regarding Guest Speakers or special nights your committee wishes to run.
* Arrange a meeting with the incoming Director towards the end of your tenure, brief them on your role and arrange to hand over all relevant documentation and computer files

#### Deputy Chair (Youth)

##### Tenure Details

* Hold position for one year

##### Objectives

* Chair the Youth Committee in the absence of the Director
* Deputize for the Director when the Director is not available

##### Specific Responsibilities

* As above

#### Youth Fundraisers Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* To manage Fundraising Activities for Youth Programs

##### Specific Responsibilities

* Manage the Oaks Day Fundraiser at the Highland Society
* Manage a Trivial Pursuit night for Youth Programs
* Assist with the New Year's Eve Fundraiser for Youth Programs
* Assist with other Youth Fund raising initiatives

#### RYLA Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the RYLA program

##### Specific Responsibilities

* Become familiar with the RYLA program by checking out websites and club members who have been involved in the past
* Inform district RYLA officials that you are our club’s contact for the program and given them your contact details
* Receive current information on the program and encourage members to seek participants in the program
* Coordinate the selection of representatives and handle all communications with participants
* Report to the club on successful participants and keep members informed of the program
* Arrange for club sponsored participants to make a presentation to members after their participation
* Provide reports to the bulletin and for the web site after the event

#### RYPEN Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the RYPEN program

##### Specific Responsibilities

* Become familiar with the RYPEN program by checking out websites and club members who have been involved in the past
* Inform district RYPEN officials that you are our club’s contact for the program and given them your contact details
* Receive current information on the program and encourage members to seek participants in the program
* Coordinate the selection of representatives and handle all communications with participants
* Report to the club on successful participants and keep members informed of the program
* Arrange for club sponsored participants to make a presentation to members after their participation
* Provide reports to the bulletin and for the web site after the event

#### LIFT Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Manage the implementation of the LIFT (Leadership Instruction for Teens) Program

##### Specific Responsibilities

* Work with the schools to establish dates, book venue and appoint the trainer.

#### Science Programs Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate and encourage the club’s involvement in the National Youth Science Forum and the Siemens Science Experience programs

##### Specific Responsibilities

* Become familiar with the Science programs by checking out websites and club members who have been involved in the past
* Inform district officials that you are our club’s contact for the programs and given them your contact details
* Receive current information on the program and encourage members to seek participants in the program
* Coordinate the selection of representatives and handle all communications with participants
* Report to the club on successful participants and keep members informed of the program
* Arrange for club sponsored participants to make a presentation to members after their participation
* Provide reports to the bulletin and for the web site after the event

#### Mock Interviews Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the Mock Interviews Program at Maryborough Education Centre

##### Specific Responsibilities

* Become familiar with the Mock Interviews program
* Negotiate with the school regarding dates and numbers of participants
* Receive current information on the program, attend information meetings and keep members informed of what’s happening
* Coordinate rosters for member involvement during show preparations and the production
* Report to the club on what we’re doing through meetings, the bulletin and our website

#### Scholarships & Bursaries Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in scholarship and bursary programs connected with local schools

##### Specific Responsibilities

* Become familiar with the club’s current scholarships and bursaries and coordinate their distribution to schools and places of learning as required.
* Where appropriate, negotiate a student visit to report on how the funds were used.

#### Defy the Drift Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinate the club’s involvement in the District “Defy the Drift” program

##### Specific Responsibilities

* Manage club support for Defy the Drift participants
* Provide reports on club involvement in the program to members and others through meetings, the bulletin, the web site and the local press.

#### Youth Exchange Coordinator

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Coordinates and encourages the club’s involvement in the Rotary Youth Exchange program

##### Specific Responsibilities

* Become familiar with the Youth Exchange program by checking with club members who have been involved in the past
* Inform Youth Exchange officials that you are our club’s contact for the program and given them your contact details
* Receive current information on the program, attend information meetings and keep members informed of what’s happening and of possible exchange opportunities
* Work with the Board to determine if the club can be involved in the program and seek member support if appropriate
* If the club decides to participate, coordinate all aspects of our club’s involvement including the provision of hosts, contact with the student, education, etc. There are many factors to consider – see “Factors Involved in Hosting Exchange Students”
* Report to the club on what we’re doing through meetings, the bulletin and our website

#### Rotaract Contact

##### Tenure Details

* Preferably hold position for two years but may seek a change after one

##### Objectives

* Encourage and coordinate interaction between our club and local and district Rotaract clubs

##### Specific Responsibilities

* Become familiar with the Rotaract program through web sites and by asking local members who have been involved
* Make yourself known to officials in district Rotaract organizations and provide them with your contact details
* Explore possibilities for interaction between our club and district Rotaract clubs e.g. attending meetings, visits, inviting Rotaract members to participate in our service activities etc.

### ROLES NOT ALLOCATED TO COMMITTEES

#### Grievance Officer

***Tenure Details***

* Preferably hold position for two years but may seek a change after one
* Appointed by Board

***Objectives***

* To negotiate with club officials on behalf of members who have grievances

***Specific Responsibilities***

* Be available to members as an ‘ear” for concerns they may have about the way they’ve been treated in the club
* To set up and run mediation discussions between parties in a dispute - as required

#### Child Protection OFFICER

***Tenure Details***

* Preferably hold position for two years but may seek a change after one
* Appointed by incoming Board

***Objectives***

* Coordinates acquisition of Working with Children Checks for all members and handles documentation
* Become familiar with the requirements of the State Child Protection Act
* Ensure the club complies with all requirements of the Child Protection act

***Specific Responsibilities***

* Collects information for Working with Children Checks from members
* Sends information away when ready and reports on progress to the Board
* Become familiar with the child protection act documents

##### Tenure Details

* Holds position until resignation

##### Objectives

##### Specific Responsibilities

* Finds out the procedure required for Working with Children Checks and collects necessary forms