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| **INTRUCTIONS: Tick ONE of the Orange (first 3 Columns) AND one, both or neither of the green.** | **NAME:** |
| **OBJECTIVES** | **SUPPORT****THE IDEA** | **UNSURE****OF IDEA** | **DISAGREE WITH AIM** | **WOULD ORGANIZE** | **WOULD HELP** |
| **ADMINISTRATION** |   |   |   |   |   |
| Organize the MEETING PROGRAM for the year and appoint monthly chairs |  |  |  |   |   |
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| Produce the weekly RUNNING SHEET for meetings |   |   |   |   |   |
| Liaise with the VENUE regarding MEALS / FACILITIES/ COLLECT FUNDS & PAY FOR MEALS |   |   |   |   |   |
| Set up and run the DRINKS BAR at weekly meetings |   |   |   |   |   |
| Complete PHYSICAL SET UP for weekly Meetings |   |   |   |   |   |
| Manage and organize MEETING ACTIVITIES e.g., fines, "Swindle", Prizes and Gifts for Speakers |   |   |   |   |   |
| Produce and provide working TECHNOLOGY / ZOOM for meetings including PowerPoints, and Laptop. |   |   |   |   |   |
| Facilitate COLLECTION OF FINANCES at meetings |  |  |  |  |  |
| Promote and Facilitate FUN SOCIAL EVENTS |   |   |   |   |   |
| Provide HOSTING at meetings to welcome members and guests including provision of name tags for visitors. |   |   |   |   |   |
| Promote and organize a COLLABORATION EVENT (Social and/ or Service) with another Rotary or Service clubs |  |  |  |  |  |
| Provide an ANNUAL REPORT to club members |   |   |   |   |   |
| Produce a PHOTOGRAPHIC RECORD of meetings and club events. |   |   |   |   |   |
| Provide a written record of club events in the form of a WEEKLY BULLETIN to members and friends. |   |   |   |   |   |
| Promote effective implementation of CLUB & COMMITTEE BUDGETS |   |   |   |   |   |
| Manage the club ASSET REGISTER |   |   |   |   |   |
| Manage MAINTENANCE of club assets including SHED. |   |   |   |   |   |
| Monitor and record ATTENDANCE at meetings |  |  |  |  |  |
| Maintain a CLUB HISTORY of club events |  |  |  |  |  |
| Ensure CLUB RECORDS are stored securely online and are accessible by members |   |   |   |   |   |
| Monitor RISK MANAGEMENT for club events |   |   |   |   |   |
| Manage and monitor LEGAL COMPLIANCE re. Child Safety, WWC, COVID, Consumer Affairs, Insurance, Food handling |   |   |   |   |   |
| Provide Legal Compliance TRAINING for members |  |  |  |  |  |
| Monitor compliance with the RI Club Citation |  |  |  |  |  |
| Manage and Assist with Changeover Dinner |  |  |  |  |  |
| **FUNDRAISING** |  |  |  |  |  |
| Stimulate FUNDRAISING IDEAS |   |   |   |   |   |
| Co-ordinate FUNDRAISING CALENDAR |   |   |   |   |   |
| Conduct the PYRENEES TRI-CIRCUIT BIKE RIDE in September |   |   |   |   |   |
| Manage BUNNINGS Barbeque events |   |   |   |   |   |
| Manage ENERGY BREAKTHROUGH Participation |   |   |   |   |   |
| Organize HARNESS RACING FUNDRAISER |   |   |   |   |   |
| Organize a MONSTER COMMUNITY RAFFLE |  |  |  |  |  |
| Manage participation in SWAP MEET |   |   |   |   |   |
| COLLECT BAGS OF RECYCLED Containers as requested and deliver them to the club depot – as part of the VISY refundable/recycling program. |  |  |  |  |  |
| Conduct a MENTAL HEALTH AWARENESS EVENT (District thrust) e.g., City Walk or Retro Dance |  |  |  |  |  |
| Raise funds by helping to sort out the effects of DECEASED ESTATES and downsizing businesses |  |  |  |  |  |
| **MEMBERSHIP** |  |  |  |  |  |
| Promote MEMBER DEVELOPMENT through reminders of District and other Training events |   |   |   |   |   |
| Promote MEMBER DEVELOPMENT through a program of regular INK Spots and Club Learning sessions |   |   |   |   |   |
| Manage MENTORING process for new members |   |   |   |   |   |
| Maintain an effective MEMBER INDUCTION Process through an annual review of the process |   |   |   |   |   |
| Manage WELFARE & ENGAGEMENT of existing members |   |   |   |   |   |
| Promote MEMBER RECRUITMENT through effective engagement of existing members |   |   |   |   |   |
| Promote CORPORATE MEMBERSHIP |   |   |   |   |   |
| Encourage member ELEVATOR PITCHES |   |   |   |   |   |
| Manage ALUMNI CONTACT |   |   |   |   |   |
| Manage FRIENDS OF ROTARY engagement |   |   |   |   |   |
| Maintain a CONNECTION WITH PUBLIC IMAGE |   |   |   |   |   |
| **PUBLIC IMAGE** |  |  |  |  |  |
| Promote Public Image GUIDELINES |   |   |   |   |   |
| Monitor Compliance of NAME BADGES |   |   |   |   |   |
| Monitor Existing BRANDING |   |   |   |   |   |
| Maintain ROTARY PRESENCE AT TOWN ENTRANCE |   |   |   |   |   |
| Promote the club using the Club MARQUEES |   |   |   |   |   |
| Promote Club Image Through SOCIAL MEDIA |   |   |   |   |   |
| Monitor and manage the CLUB WEBSITE as a promotional vehicle for the club – including a check on Bulletins |   |   |   |   |   |
| Monitor and assist with Club articles and advertisements in the LOCAL PRESS to maximize their effectiveness. (TBC) |   |   |   |   |   |
| **ROTARY FOUNDATION** |  |  |  |  |  |
| Promote Foundation GIVING amongst members |   |   |   |   |   |
| Provide a BIRTHDAY CARD and reminder about Foundation Giving during each member’s birthday month |   |   |   |   |   |
| Encourage the Board to make an annual donation of $US 2000 to the Annual Fund to pay for two PHF recognitions  |   |   |   |   |   |
| Manage and propose 2 PHF RECOGNITIONS annually |   |   |   |   |   |
| Share regular FOUNDATION INFORMATION with members - on what Foundation funds have been used for |   |   |   |   |   |
| Organize an AFTERNOON TEA for PHF recipients |   |   |   |   |   |
| Encourage members to give to the CENTURION Program on an ongoing basis |  |  |  |  |  |
| Secure GRANTS QUALIFICATION for the club |   |   |   |   |   |
| Promote use of DISTRICT GRANTS by club |   |   |   |   |   |
| Encourage the club to give to POLIO PLUS and for members to commit to the new District Polio Plus Society |   |   |   |   |   |
| **COMMUNITY** |  |  |  |  |  |
| Monitor, promote and report on the operation of the FAMILY VIOLENCE WEBSITE and program |   |   |   |   |   |
| Organize an annual #SayNO AWARENESS WALK in conjunction with the Region (District goal) |  |  |  |  |  |
| Participate in and report on development of the FRIENDS OF THE BRISTOL HILL TOWER project with other community groups |   |   |   |   |   |
| Provide BABY BOOKS for the Hospital |   |   |   |   |   |
| Develop a roster to provide ENERGY BREAKTHROUGH SERVICE (JUDGES AND SUPERVISORS) |   |   |   |   |   |
| Provide a donation to the local PROBUS BOWLS DAY in November |   |   |   |   |   |
| Support locals in need with OPERATION SURVIVE WINTER in conjunction with the Salvo’s |   |   |   |   |   |
| Provide Saturday morning COMMUNITY BARBEQUES for community groups |   |   |   |   |   |
| Develop ways to SUPPORT CLUB FUND RAISING initiatives to help pay for COMMUNITY projects |   |   |   |   |   |
| **INTERNATIONAL** |  |  |  |  |  |
| Conduct a Skype or ONLINE MEETING with an International Club |   |   |   |   |   |
| Provide Two AQUA BOXES or Equivalent this year |   |   |   |   |   |
| Provide Two SHELTER BOXES or Equivalent this year |   |   |   |   |   |
| Arrange an EDUCATIONAL DISPLAY using a vacant shop of an International Project to help raise funds and awareness.  |  |  |  |  |  |
| Prepare and Sell SUNFLOWER SEEDS for victims of the Russian/ Ukraine War |  |  |  |  |  |
| Provide a donation to the CLEFT PALATE program e.g., ROMAC |   |   |   |   |   |
| Provide a donation to the TOILET WARRIOR program. |   |   |   |   |   |
| Provide a donation to RARE (Rotary Australia Repurposing Equipment) – used to be DIK |   |   |   |   |   |
| Respond to Overseas Disasters Donations |   |   |   |   |   |
| Restore contact with the SRI LANKAN PROJECT and deliver the funds raised to date (in our bank account) |   |   |   |   |   |
| Develop ways to SUPPORT CLUB FUND RAISING initiatives to help pay for the above projects |  |  |  |  |  |
| **VOCATIONAL** |  |  |  |  |  |
| Conduct 2 VOCATIONAL VISITS to local work places this year |   |   |   |   |   |
| Conduct an annual PRIDE OF WORKMANSHIP event |   |   |   |   |   |
| Invite CAREERS TEACHERS to speak to the club to update members on vocational needs of young people and the state of apprenticeships |   |   |   |   |   |
| Promote the VALUES OF THE 4-WAY TEST in business and life through an annual forum |   |   |   |   |   |
| Organize a series of “CLASSIFICATION” TALKS by members or guest speakers |   |   |   |   |   |
| Provide a presentation promoting ROTARY FELLOWSHIPS & ACTION GROUPS to members |   |   |   |   |   |
| Nominate a local recipient for the SHINE ON AWARDS |   |   |   |   |   |
| Promote the Rotary CODE OF CONDUCT to members and the community through an INK spot |   |   |   |   |   |
| Develop ways to SUPPORT CLUB FUND RAISING initiatives to help pay for Vocational projects |   |   |   |   |   |
| **YOUTH** |  |  |  |  |  |
| Promote and arrange sponsorship for a student to attend NYSF |   |   |   |   |   |
| Organize a LIFT (Leadership Instruction for Teens) program for local school students |   |   |   |   |   |
| Organize at least one JOINT MEETING WITH YOUTH groups e.g., Guides, Scouts, Youth Club |   |   |   |   |   |
| Promote and arrange sponsorship for two students to attend the DEFYING THE DRIFT camp. |   |   |   |   |   |
| Organize and offer members to conduct MOCK INTERVIEWS with students at local schools |   |   |   |   |   |
| Provide CITIZENSHIP AWARDS SCHOLARSHIPS to local secondary schools based on the 4 Way Test Values |   |   |   |   |   |
| Promote and arrange sponsorship for 1 attendee to the RYLA program |   |   |   |   |   |
| Provide free reading books to Local Primary School Students (MAY THE FOURTH event) |   |   |   |   |   |
| Develop ways to SUPPORT CLUB FUND RAISING initiatives to help pay for Youth projects |   |   |   |   |   |
| **PLANNING** |  |  |  |  |  |
| Manage and organize the STRUCTURE OF CLUB COMMITTEES |   |   |   |   |   |
| Update and facilitate the use of CLUB ROLES & GUIDELINES HANDBOOKS |   |   |   |   |   |
| Manage and Update CONSTITUTION & BYLAWS documents as required |   |   |   |   |   |
| Manage the CLUB STRATEGIC PLANNING PROCESS |   |   |   |   |   |
| Promote/assist SUCCESSION PLANNING in the club |   |   |   |   |   |

***Based on your preferences above, rate your preference to serve on both Governance and Service Committees – use number 1 for your most preferred committee down to 4 or 5 as your least preferred in each column***

**GOVERNANCE COMMITTEE SELECTION SERVICE COMMITTEE SELECTION**

\_\_\_ Administration \_\_\_ Community

\_\_\_ Fundraising \_\_\_ International

\_\_\_ Membership \_\_\_ Vocational

\_\_\_ Public Image \_\_\_ Youth

\_\_\_ Rotary Foundation

**ESTIMATE YOUR PREFERRED LEVEL OF COMMITMENT & FUTURE INTERESTS**

* ***In the next 2-3 years, I am prepared to be considered for the following positions in the club: (tick before)***

**\_\_\_\_President \_\_\_\_Secretary \_\_\_\_Treasurer \_\_\_\_Committee Director**

* ***Approximately how many hours per week would you be prepared and/ or able to devote to Rotary work apart from the weekly meeting? (Place the tick BEFORE your option)***

**PER WEEK: \_\_\_\_ None \_\_\_\_ Hour \_\_\_\_Two Hours \_\_\_\_Four Hours \_\_\_\_Five Hours \_\_\_\_ Six Hours**