

Club Service Committees

The following is a listing of the committees under Club Service and their goals for the upcoming year.

Membership / Rotary Information

Establish a club goal for growth. Develop a strategy to reach that goal. Encourage members to propose new prospective members. Review existing classifications for unfilled categories. Present a program to club on membership development. Consider proposals for membership to ensure open classification. Report decision to the board. Present an orientation program to new members. Oversee orientation of new members during their first year in the club and coordinate red badge program (new members with past president mentors.) Work to retain existing members.

Communicate information about Rotary to prospective and new members as well as experienced Rotarians through short presentations at business meetings (Rotary Minute), by giving information to the club bulletin committee and by publishing updates to the club website. Provide information about the privileges and responsibilities of Rotary membership, information about Rotary, its history, object, scope and activities to our club members.

Awards / Recognition

Work closely with club secretary and keep track of years of Rotary service for the individual members. Acknowledge years of service with awards for 5 year increments. Keep track of achievements for club and district awards. Pass this information on to the club bulletin editor, the club president and update the website.

Financial Advisory

Work closely with club treasurer and club bookkeeper to ensure that the club is following appropriate guidelines for a non profit. Assist club treasurer and / or bookkeeper with setting up the accounting system. Complete an independent audit of club books after the end of the year.

Program

Prepare and arrange the programs for all club meetings. Design and balance these programs to ensure they are relevant and meaningful to club members and are applicable to Rotary. Relate programs to current club projects, activities and area themes when possible. Use Rotary calendar as a guide to arrange special observance programs. Encourage programs that update members on the latest Rotary information rather than programs designed chiefly to amuse. Work with district program chair and other local clubs as potential sources for outstanding, informative or creative programs. Work with club president to set aside open meetings for club assemblies, district governor visit and other special guest speakers that may come up through the year. Chairperson is responsible for arranging someone to introduce the speaker.

Club Communications

Establish a Paso Rotary Club website that can be used to keep membership informed of club activities and Rotary information. Provide training to the appropriate committee chairpersons who will be responsible for maintaining their portions of the website. Work closely with club secretary to ensure accuracy of information between the information on the club website and the information maintained by the secretary.

Sub-committee – Photography

Take photos at Rotary events for submittal to publicity committee and for website publication. Take photos of new club members for use in the roster. Maintain and update scrapbook once a year.

Sub-committee - Club Bulletin

Inform membership of Rotary information through the publishing of a weekly bulletin that stimulates interest in club activities and promotes attendance.

Announce programs for the upcoming week and relate highlights of previous meeting. Contribute to the Rotary education of all members by reporting news of the club, our members and the worldwide Rotary programs. Publish Rotary project information and Rotary information.

Provide a schedule of upcoming club activities. Discuss goals, plans and projects of the club. Foster fellowship by highlighting special events in members lives.

Incorporate photos of club members and events to pique interest. Solicit other club committees for information to include within the bulletin. Input the club bulletin to the website for reference by club members.

Music

Promote a convivial atmosphere at club meetings by leading club members in songs at each meeting. Coordinate songs selection with club piano player.

Social / Fellowship / Family of Rotary

Promote acquaintance and fellowship among members. Develop recreational and fellowship activities that promote participation by club members and their families.

Promote three or four social events throughout the year that can be attended by Rotarians and families.

Coordinate a series of social events on a smaller group scale (Fire Side Chats) where Rotarians and their spouses can meet (possibly for dinner) at someone's house for fellowship.

Coordinate the Christmas Party.

Assist program committee for any help needed on theme events (Valentines Day, etc).

Sunshine / Welcome / Attendance

Coordinate a greeter program. Encourage attendance by members at all club meetings. Keep all members informed of attendance requirements and work to rectify conditions that contribute towards unsatisfactory attendance. Create a support system within the club to monitor and encourage attendance. Encourage members to make-up missed meetings. Monitor attendance records to see when members missed. When a member misses, find out why. If there is an illness or personal tragedy, send an appropriate card. If there is a reason as to why the member is missing, work with club leaders to help improve meetings and activities to foster increased attendance.

Sergeant At Arms:

The Sergeant at Arms is responsible for assisting the President in the smooth flow of a meeting. They are responsible to ensure that the meeting room is set up properly prior to the meeting. They work with the club bookkeeper to assist in the collection of fines and other monies owed, by contacting individual members during the business meeting. Additionally, they are in charge of assisting in handing out of any materials that need to be distributed at a meeting. New members are typically assigned to this committee after induction as a way for them to become acquainted with fellow Rotarians.

Past Presidents Society

All current members that are in good standing and are past presidents of the Paso Robles Rotary Club will be a member of the society. The group acts as an advisory board to the current sitting president. At the request of the current President, the group is responsible for furnishing a substitute for meetings that the President would not be able to make. They can furnish additional input to the nominating committee for the next president elect nominee. They will serve as a source for Mentors to work with newly inducted Rotarians. The immediate Past President shall serve as the chairman for the society.

Personnel Committee

Made up of the President, Past President, President Elect and the Secretary. This group shall meet on a quarterly basis. They are responsible for assisting directors in filling open positions on committees as they may become available throughout the year.

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