

Rotary Club of Ardmore, Oklahoma STANDING COMMITTEES

The Ardmore Rotary Club committee structure is based on the Rotary Club Bylaws and the Rotary Club Leadership Plan. Club committees are charged with carrying out the long-range goals of the club. Club committee chairs report all committee activities to the Club's board. The standing Club Committees are:

- **Membership** - This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Public Relations** - This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities
- **Service Projects** - This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **Rotary Foundation** - This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **Administration** - This committee should conduct activities associated with the effective operation of the club.

Ad hoc committees may be appointed on an annual basis depending on club size and goals.

Membership Committee

Role

The Membership Committee develops and implements an action plan for recruiting, retaining, and educating club members.

Responsibilities

The membership committee has the following responsibilities:

- Achieving club membership goals for the coming year
- Educating and training club members about the importance of recruitment and retention of qualified, diverse members
- Conducting classification surveys to ensure the classifications are relevant to current business trends
- Conducting club assessments to ensure membership development efforts are effective
- Developing an action plan for the club to act as a sponsor club for a new club organized in the district

Working with Club Committees

The Membership Committee should work with the following club committees to meet membership goals.

- Public Relations Committee (to elevate the image of your club in the community, making it more attractive to potential members and building pride in current members)
- Service Projects Committee (to ensure that service projects are relevant to club members and to involve non-Rotarians in service projects to better understand the opportunities for service that Rotary membership provides)
- Club Administration Committee (to plan weekly programs that educate members about Rotary and address their personal needs and interests)

Subcommittees

The Membership Committee may have the following subcommittees:

- Recruitment
- Classifications
- Retention
- Prospective member education
- New member orientation and education
- Continuing member education
- Family of Rotary

Public Relations Committee

Role

The Public Relations Committee develops a plan to provide the public with information about Rotary and promotes the club's service projects and activities.

Responsibilities

The Public Relations Committee has the following responsibilities:

- Achieving club public relations goals for the coming year
- Familiarizing yourself with RI resources
- Creating awareness of club activities among club members, media, and the general public
- Enhancing projects and activities to make them more appealing to the media
- Helping to create a public image conducive to membership development

Working with Club Committees

The Public Relations Committee should work with the following club committees to meet public relations goals:

- Service Projects Committee (to be aware of upcoming projects that would be of interest to the media)
- Membership Committee (to tailor your efforts to target potential members in the community)
- Rotary Foundation Committee (to be aware of upcoming Humanitarian Grants projects or visiting scholarship recipients)
- Club Administration Committee (to notify the media in advance of who is on the weekly club program and to design the club's Web site to appeal to the media and general public)

Enhance your public outreach capabilities by assigning a liaison to each of the standing club committees. This will ensure your committee is up-to-date on all club activities.

Working with Rotarians

Get your fellow club members to help with public relations by having them

- Be fully informed about the Object of Rotary and Rotary's programs and activities
- Seek opportunities to further the aims and accomplishments of Rotary through personal, business, and professional contacts.

Service Projects Committee

Role

Service Above Self is Rotary's principal motto. All Rotarians are responsible for carrying out service projects that improve the quality of life in their community and communities around the world. The Service Projects Committee develops and implements educational, humanitarian, and vocational service projects that help your community and communities in other countries.

A successful service project:

- Has specific, realistic goals with measurable results
- Responds to identified needs
- Incorporates the abilities of those served
- Recognizes the importance of all participants' contributions
- Uses available resources effectively
- Builds networks for future service projects

Responsibilities

The Service Projects Committee has the following responsibilities:

- Achieving club service project goals for the coming year
- Conducting a needs assessment of the community and the club
- Planning service projects using club, district, and RI resources and ensuring that promotion is planned
- Implementing service projects and involving all club members
- Evaluating all service projects and using the findings to strengthen future service projects

Working with Club Committees

The Service Projects Committee should work with the following club committees to meet service projects goals:

- Rotary Foundation Committee (to identify how the Foundation can serve as a resource to achieve service goals)
- Public Relations Committee (to ensure timely promotion of club service projects and member participation)
- Membership Committee (to ensure that all members are involved, especially new members)
- Club Administration Committee (to highlight service projects in the club bulletin, or submit successful projects)

Working with Volunteers

Conducting a successful service project requires the collaborative efforts of many people, so being able to coordinate and motivate volunteers is essential. Volunteers for service project efforts can be found within the club as well as in the community. The following people can provide support in implementing club service projects:

- Rotarians and their families and friends
- Members of other community organizations and other interested citizens
- Rotary Foundation alumni
- Youth Exchange students and RYLA participants
- Partners in service (Rotaractors, Interactors, Rotary Community Corps)
- Other Rotary clubs

Working with Other Organizations

Clubs may support and cooperate with other organizations on projects and activities as long as Rotarians are actively involved. If your committee wishes to do so to achieve club goals, consult your board before making a commitment. All cooperative relationships should be reviewed annually.

Subcommittees

The Service Projects Committee may have the following subcommittees:

- Community Service
- Human development
- Community development
- Preserve Planet Earth
- International Service
- Partners in service
- Fundraising
- Rotary Volunteers
- Vocational Service
- Work Community Service
- Youth

Rotary Foundation Committee

Role

The Rotary Foundation committee develops and implements a plan to support the Foundation through program participation and financial contributions.

Responsibilities

The Rotary Foundation Committee has the following responsibilities:

- Achieving club Foundation goals for the coming year
- Educating club members about the Foundation
- Encouraging club members to participate in Foundation programs and support the Foundation financially
- Communicating the Foundation goals of the district and Trustees of the Rotary Foundation to club members

Working with Club Committees

The Rotary Foundation Committee should work with the following club committees to meet Foundation goals:

- Service Projects Committee (to consider if Rotary Foundation grants can be used to fund service projects)
- Public Relations Committee (to ensure timely promotion of Foundation projects and member participation)
- Club Administration Committee (to schedule a Rotary Foundation program each quarter and the presentation of service and contribution recognition)

Subcommittees

The Rotary Foundation Committee may have the following subcommittees:

- Foundation programs
- Financial contributions
- Alumni
- Annual Programs Fund
- Grants
- Group Study Exchange
- Permanent Fund
- PolioPlus
- Rotary Work Peace Fellowships
- Scholarships

Club Administration Committee

Role

Rotary Club administration involves organizing people and resources to achieve common goals. The Club must operate efficiently to provide service to the community, attract and retain members, and develop leaders for the Club, District, and Rotary International. The Club Administration Committee conducts activities associated with the effective operation of the club.

Responsibilities

The Club Administration Committee has the following responsibilities:

- Conducting activities associated with the effective operation of the club
- Helping the club secretary track club attendance
- Organizing weekly and special programs
- Promoting fellowship among club members
- Producing the club bulletin

Working with Club Committees

The Club Administration Committee should work with the following Club committees to meet club administration goals:

- Membership Committee (to welcome new members, ensure they know the club's policies and procedures, and help them become involved in the club)
- Service Projects and Rotary Foundation Committees (club bulletin updates to upcoming service activities)
- Public Relations Committee (to ensure that club members know what publicity the club receives in the community and how they can help)

Subcommittees

The Club Administration Committee may have the following subcommittees:

- Attendance
- Club bulletin
- Club service
- Fellowship activities
- Magazine
- Weekly program