

**ROTARY CLUB OF IDAHO FALLS #1041**

**Continuity Manual**

**21 February 2026**

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## **Board Responsibilities**

### **President has the following duties:**

- Preside at Club meetings and manage and create club meeting agendas.
- Welcome and induct new members at club meetings.
- Recognize Paul Harris Fellows during club meetings.
- Preside at Board meetings and produce Board meeting agendas and coordinate with Secretary for Minutes and Treasurer for Financials to send out in Board Packet at least 3 days in advance.
- Prepare a monthly President's Message to send to club Secretary for the monthly Bulletin.
- Develop District Grant Project but can't sign or enter follow-up reports in system, that is done by President Elect, VP, or Club Secretary.
- Coordinate with venue and caterer for quarterly use of venue and attendance for catering.
- Report to venue and caterer any change in numbers for larger programs.
- Report achievement of Club goals and service projects for your term and enter them in Rotary Club Central.
- Any other duties pertaining to the role of a President.

### **President Elect has the following duties:**

- Responsible for Summer Picnic (July or August before Duck Race) and Christmas Party (early December).
- Preside at meetings of the Club and the Board in the absence of the President.
- Manage input and reporting for District Grant.
- Help produce printed Club Roster by reviewing and updating all content details, including but not limited to confirming Committees and all other content in the roster.
- Create Club Goals for your term and enter them in Rotary Club Central.
- Attend monthly Board meetings.
- Any other duties pertaining to the role of President-Elect.

### **Past President has the following duties:**

- Consult with current Club President in September for nominees for upcoming board elections.
- Organize the Horizon committee to prepare for the election ballot to be presented to the board in October each year.
- Fulfill the role of Duck Sales Registration Manager. Manages Duck Race sales booths set up and volunteers (See Duck Sales Registration Manager Duties).
- Attend monthly Board meetings.

**Vice President has the following duties:**

- Responsible for monthly club programming, choosing program chairs for each month of the Rotary year. All program details are in a shared spreadsheet; the VP will be added to manage the spreadsheet.
- Assign and coordinate with Program Chairs and collect bios, pics, and program titles from Chairs.
- Send program details to Club Secretary for weekly e-mail and monthly bulletin two weeks before the upcoming month.
- Coordinate and plan any special activities and events like Classification talks for programs, 5th Wednesday programs.
- Manage District 5400 Raffle sales (recruit help to sell tickets, track sales, collect ticket money, reconcile, and request check from our Treasurer for District 5400 to send back with the unsold tickets and sold stubs to be entered into the District Raffle).
- Manage input and reporting for District Grant.
- Preside at meetings of the Club and the Board in the absence of the President
- Attend monthly Board meetings.
- Any other duties pertaining to the role of Vice-President.

**Treasurer has the following duties:**

- Manage club funds through accounting on a monthly, and annual basis or any other times required by the board.
- Manage billing and payments of club expenses and membership dues.
- Assist with annual tax reporting.
- Provide monthly P & L at Board meetings and any ageing billing reports that require action of the Board.
- Attend monthly Board meetings.
- Any other duties pertaining to the role of Treasurer.

**Assistant Treasurer has the following duties:**

- Provide additional oversight of accounting as needed.
- Attend Board meetings and provide Treasurer's report at Board meetings in the Treasurer's absence.
- Gather mail from PO Box as needed.
- Assist with annual tax reporting.
- Any other duties that pertain to the role of Assistant Treasurer.

**Secretary has the following duties:**

- Perform club administration duties.
- Maintain club records, manage correspondence, and take minutes during BOD meetings.
- Support President during BOD meeting by advising regarding Roberts Rules of Order.
- Send new member applications to the BOD for approval.
- Maintain the Schedule of Proposed Members on club google shared drive.
- Maintain supply of and provide President with new member packets for member induction ceremony including ordering new member badges.
- Work with incoming president and executive secretary to prepare updated club roster in June each year.
- Work closely with the President, Treasurer, and Executive Secretary to ensure smooth club operations.
- Attend monthly Board meetings.
- Any other duties pertaining to the role of Secretary.

**Executive Secretary has the following duties:**

- Maintain and update Membership pages on the ClubRunner website including adding and reporting new members to Rotary International.
- Provide assistance/training for the ClubRunner website for all club members as needed.
- Provide new members with ClubRunner information along with their new username and password.
- Terminate members on ClubRunner website and advise Rotary International.
- Provide club Treasurer with new member information for dues billing purposes.
- Advise club members of proposed new members through ClubRunner website email system.
- Assist Club Secretary as requested.
- Attend monthly Board meetings.
- Any other duties pertaining to the role of Executive Secretary.

**Directors of the Board have the following duties:**

- Provide oversight and input of all Board activities to assist Club in being fiscally solvent.
- Provide financial review and oversight

- Decide in June Board meeting if we want to continue to do the Duck Race fundraiser with GAME, our fundraising partner that provides the ducks, online ticketing, and marketing support.
- Attend Duck Race meetings during Duck Race season.
- Attend monthly Board meetings.
- Any other duties pertaining to the role of Director of the Board.

## **COMMITTEES**

### **PUBLIC RELATIONS/IMAGE**

The Public Relations/Image committee should develop and implement plans to provide the public with information about Rotary to promote the club's service project and activities. The Public Relations Committee is charged with the responsibility of communicating with the Club members and media about the Rotary Club of Idaho Falls activities. The Committee should encourage all committee chairs to utilize the Public Relations Committee to publicize the activities each committee undertakes. A positive public image of Rotary enhances our ability to do good in the world.

#### **Duties:**

- Maintain and update the club ClubRunner website.
- Maintain and update the club Facebook page. Post an "event" for each weekly speaker and share photos from events and weekly club meetings.
- Publish and send out the monthly club bulletin; weekly email communications to members on the ClubRunner website.
- Produce Bulletin published 1st week of each month. Except for week that bulletin is published, weekly email sent out Monday or Tuesday of each week with the name and topic of the weekly club meeting and other club news.
- Manage other club communications to membership on the ClubRunner website as necessary.
- Communicate with local media as necessary.
- Act as club photographer and share photos on ClubRunner website and the club Facebook page.

### **MUSIC COMMITTEE**

The Music Committee will present an accompanied opening song at each Club meeting and may, if it chooses, obtain and utilize Rotary songs to enhance Club fellowship as opening songs or otherwise during Club activities as presented to and authorized by the club Board.

Duties:

- Start regular club meetings with a song of choice and coordinate with pianists and programs for any special music requests.

**ARCHIVES/HISTORY COMMITTEE**

The Club Historian is responsible for maintaining a record of Club activities including the annual Club Roster, monthly Board Minutes and any additional Club records.

Duties:

- If Club Banners can be displayed; rotating their display hung by the Secretary at each Rotary meeting is the Historians task.
- The Historian is also the custodian of banners received from other Rotary Clubs.
- Gather and keep Club minutes from each Board meeting.
- Gather President's Book at the end of each Club President's term.

**ROSTER COMMITTEE**

The Roster chair is responsible for obtaining information for and publishing the annual Club Roster.

Duties:

- Gather Roster information which shall include such information as the Roster Committee Chair sees fit to include.
- At a minimum, the Roster shall include a list of the Club members and relevant contact information as of the date of publication, the Four Way Test, the Object of Rotary, Calendar of Special Events, Past Club Presidents, District Governors who have been members of the Club, Paul Harris Fellows who are club members, information about the Idaho Falls, Rotary Club #380 Charitable Association and notable the historical charitable activities of the Club.
- Assist with gathering advertisers to help pay for the printed Roster and coordinate billing with Treasurer.
- Collaborate with Club President for edits of Board, Committees and programming and Club Secretary for timing to complete draft.

**MEMBERSHIP COMMITTEE**

The Membership Development Committee is charged with the responsibilities of responding to inquiries from non-members about possible Rotary Club membership, encouraging members to

provide qualified people as members and developing a plan to identify potential members and cause those potential members to be proposed for membership in the Club. The membership development committee shall also develop and administer a program for new member orientation, providing members with information about Rotary.

Duties:

- Strategize membership growth through implementing member recruitment activities.
- Hold New Member Orientation to help increase new member engagement.
- Send out New Member Applications to member prospects.
- Submit completed new member applications to Board Secretary to submit to the Board for approval.

**NEW HORIZONS**

The New Horizons Committee, consisting of the three most recent Past Presidents of the Club who are still active in the Club, is responsible for identifying and recruiting candidates to seek election for Club Officer and Director positions. The report of the New Horizons Committee is to be presented to the board of Directors of the Club not later than the week prior to the last Wednesday of October so the Club Board may act on the slate at its October Meeting and present the slate to the Club in November. The Committee and Club Secretary will count the ballots cast from the three December meetings and announce the ballot tabulation at the conclusion of the 3<sup>rd</sup> meeting in December.

Duties:

- Collaborate with current Board President for recommendations of future Board members for election.
- 3 Past Presidents meet to develop slate of prospective Board members to present to the Board.
- Once approved prepare election ballots to share with Club membership in early November.
- Hold elections in early December. Help collect ballots for Secretary to officially count.

**YOUTH EXCHANGE/RYLA/SCHOLARSHIPS COMBINED COMMITTEES**

The Youth Exchange/RYLA/Scholarship Committee will publicize and encourage eligible students in the Club's geographic footprint to participate in the District 5400 Rotary Youth Exchange, Rotary Youth Leadership Award program and conference.

The Scholarship Committee will publicize the availability of higher education scholarships to local High Schools and CEI in February each year. The committee will then evaluate the applications, select the recipients and invite winners and present the scholarship awards at the 3<sup>rd</sup> Club meeting in May.

Duties:

**Youth Exchange**

- Approve budget for Rotary Youth Exchange with Rotary Board.
- Promote youth exchange at local High Schools that participate in Youth Exchange.
- Coordinate with District 5400 Youth Exchange Program Directors if an Outbound student applies.
- Interview applicants with one or more parents and orientate to all Rotary Youth Exchange costs, rules, and application requirements.
- Submit qualified Rotary Youth Exchange applicants to District 5400 Youth Exchange Program Directors before initial applicant deadline November 15<sup>th</sup> each year.

**RYLA**

- Communicate with local High Schools about the RYLA opportunity.
- Follow-up with schools and review any RYLA applicants.
- Submit applicants to District 5400 RYLA Leadership.
- Attend the RYLA conference if available.

**Scholarship**

- Approve budget for Rotary Scholarships with Rotary Board.
- Determine how many scholarships will be given and the dollar amount.
- Communicate available Rotary Scholarships to local High Schools.
- Manage and review scholarship applicants and determine the winners.
- Coordinate with Rotary program manager and the winners for an award ceremony at a club meeting before school gets out for the Summer.

**COMMUNITY SERVICE COMMITTEE**

The Community Service Committee is responsible for organizing any community service opportunities for the club. This includes Spring and Fall Greenbelt planting and cleanup, the Current President's grant project and any other opportunities that may develop and have interest to club members throughout the year.

Duties:

- Plan and oversee community service projects for the club. We typically do several each year.
- Coordinate with any partners like City of Idaho Falls to cover all the details on service projects.
- Announce projects to the club and recruit club members to participate.

### **INTERNATIONAL SERVICE**

The International Service Committee will identify, organize and promote international projects to be undertaken by the Club in cooperation with cosponsoring clubs in District 5400 and at the site of international projects. International projects should be coordinated through the Board so that budget accommodation can be made and the Rotary International Guidelines are followed.

#### Duties:

- Identify, organize, and present international projects to the club for support.
- Fundraise for project financial contributions.
- Report results of international projects after funded and completed.

### **ROTARY FOUNDATION COMMITTEE**

The Rotary Foundation Committee will be charged with the responsibility of promoting the ultimate goal of the Club's being a one hundred percent Paul Harris Sustaining Member Club. The Committee will identify prospects who might become Rotary Foundation Benefactors, Paul Harris Fellows, Sustaining Members or contributors to the Rotary Foundation Annual Fund and will make personal contact with those prospects to solicit donations to the Rotary Foundation or the Club as a whole.

#### Duties:

- Promote Foundation giving, encourage every member to contribute a minimum of \$100 annual to the Foundation during club meetings.
- Do a Foundation promotion program for one club meeting every November, which is Rotary Foundation Month.

- Coordinate with District 5400 Foundation Chair to do a presentation on the Foundation to the club.

## **DUCK RACE COMMITTEE**

All Idaho Falls Rotary Club Members are expected to support the Duck Race which is organized by the Idaho Falls Rotary Club #380 Charitable Foundation and supported by the club Board of Directors. The event is conducted by the Idaho Falls Rotary Club to raise funds to be used for the betterment of the greater Idaho Falls Community. Funds that are raised will be approved and dispersed by the Idaho Falls Rotary Club #380 Charitable Foundation Board. The Duck Race Committee is broken into several roles and responsibilities: Event Coordinator, Vendor Coordinator, Prize Coordinator, Duck Sales Registration Manager, Duck Sales Ticket Input Manager, Marketing, Boom Crew, Cruise Event Manager, Game & Duck Chipping Coordinator, Duck Cleanup Crew.

### Duties:

**Head Duck-** Plan and coordinate day of events and activities with Club starting in March

- Coordinate with City for permits with maps that show road closures, vendor spaces, and other greenbelt use spaces.
- Cruise/Classic Car Poker Run- Friday Night before the Duck race.
- Boat Race
- Ping Pong Ball Drop
- Duck Drop, coordinate with City of Idaho Falls for crane.
- Secure valuable sponsors for top prizes.

**Duck Wrangler-** See all details in attached spreadsheet following the **GAME Contact sheet**

- Coordinate with Duck Race Committee on number of ducks.
- Order Ducks from GAME.
- Coordinate with Development Workshop Inc for duck clean up and chipping.
- Coordinate accounting for Duck Race with Jensen/Poulsen.

**Sponsor Vendor Coordinator (North of the Falls)**

- Coordinate with Sponsors to have a booth space on Duck Race Day.

- Invite additional vendors that provide added value experiences, to join the sponsor area, like Home Depot that offers kids crafts.

#### **Fundraising Vendor Coordinator (in the circle and South of the Bathrooms)**

- Update vendor application and e-mail to previous participants in April
- Maintain spreadsheet and payment tracking for all vendors
- Coordinate with Club Treasurer if invoices for vendor payment need to be sent
- Send confirmation e-mail to all vendors with day of details mid-July
- Mark Vendor booth spaces the day before the event
- Block circle for food vendors at 7:30am day of event
- Meet Vendors at 8am day of event for booth check-in and guidance

#### **Prize Coordinator**

- Gathers all of the Duck Race prizes from responsible parties no later than July every year to have ready for the prize delivery club meeting in mid-August.
- Have prizes ready to be awarded to winners at the prize delivery club meeting.

#### **Duck Sales Registration Manager- Ideally Past President of the Club**

- Arrange for payment processor for Duck Race ticket sales booths.
- Arrange for Duck Headquarters to have a small conference room near the Duck Race for convenience.
- Arrange for corporate Duck Ticket Sales with large local employers.
- Prepare cash bags and logistical items for booth sales (i.e. Canopy, tables, chairs, tablecloths Rotary Promotional info and SWAG for sale).
- Coordinate with businesses, Saturday Market, Youth Jam and more to secure locations for Duck Race Ticket sales.
- Coordinate volunteers to man ticket sales and deliver booth items to the sales location during setup window.

#### **Duck Sales Ticket Input Manager**

- Gather Duck papers from the Assistant Treasurer who gets them in the mail and enters them into the online Duck Race Platform.
- Be available and or establish a crew of volunteers with computers on Duck Race Day to enter Duck Race paper sales as they come into Duck Headquarters.

### **Marketing**

- Executive Secretary largely manages this with the GAME marketing package
- Coordinate with IE Productions on any design elements, Local News 8 for Duck Race promotion in trade for Duck Race tickets for each employee, and East Idaho News for \$1000 in paid advertising.

### **Boom Crew**

- Coordinate with City on waterfall speed before race day.
- Inspect booms and arrange for any replacement and repair with Head Duck and the City of Idaho Falls one week in advance of Duck Race.
- Coordinate with City to deliver booms day before the Duck Race event and pick up the booms on the Monday after the event.
- Gather a crew of 6-8 volunteers to help set booms in the river by 1pm Duck Race Day.
- Close the booms after about 50 ducks have gone over the dam
- Put booms on the riverbank after the race is completed.

### **Duck Cleanup Crew**

- Promote and coordinate volunteers for Duck Race cleanup with Justserve in June 20-30 volunteers needed.
- Coordinate volunteers with the Idaho Falls Mission Home and Rotary Club in June.
- Reminder call volunteers a week before the event and give meeting location on the corner of the Best Western Driftwood Inn facing the river at 4:15pm race day or 4pm if they want to join us for the Duck drop.

## Attachment A

Important Duck Race Contacts and details as of 2025, are included as attachments as well as a detailed timetable for coordinating the Duck Race with GAME, our Duck Race partner.

- Attached-2025 Sponsor Spreadsheet
- Attached-Duck Management Spreadsheet/Game Coordination
- Attached-Duck Race Vendors
- Attached-Idaho Temporary Sellers Permit
- IFP Duck Race Policy

Attachment B

Scripts

**New Member Induction Script:**

Fellow Rotarians,

It is my privilege and pleasure to welcome \_\_\_\_\_, into membership in our club. Their name was proposed by \_\_\_\_\_. The proposal was reviewed according to the club's constitution and bylaws and approved for membership. I now ask \_\_\_\_\_ (sponsor) \_\_\_\_\_ to pin the Rotary Symbol on \_\_\_\_\_ (proposed new member).

\_\_\_\_\_, we now admit you into membership in the Rotary Club of Idaho Falls and to the fellowship of Rotary throughout the world. Our principal motto is "Service Above Self" and the object of this club and all Rotary clubs is to encourage and foster this ideal as a basis of worthy enterprise. As a member, you join us in this effort. You have been approved for membership in this club because we believe you to be a worthy representative of your vocation, interested in the ideals of Rotary, and willing to do your part in supporting these ideals.

\_\_\_\_\_, thank you for joining the Rotary Club of Idaho Falls, we look forward to engaging in service together. Fellow Rotarians, please stand, I am happy to present to you Rotarian \_\_\_\_\_, our newest member.

(Hand Mic to new member) \_\_\_\_\_, please share a little about yourself with the club.

## **New Officers & Board Induction Script**

PRESIDENT: you have been elected to one of the most important offices in all of Rotary, the office of president of the Rotary Club of You were elected by the members of your club. It is an expression of their confidence in your leadership. If you are willing to accept this responsibility, then I will ask that you raise your right hand and repeat after me:

I, (State Your Name), do solemnly pledge that I will faithfully execute the office of president of the Rotary Club of and that I will to the best of my ability support the district governor and Rotary International and that I will uphold the constitution and bylaws of this club.

OFFICERS: You have been elected to the important positions in the administration of the Rotary Club of Idaho Falls. This is an indication of your club's esteem and confidence in all of you. They also believe you will uphold the high traditions of your club, that you will give the best of your executive ability to the furtherance of the interest of your club and the carrying forward of the Object of Rotary. If you agree to fulfill the responsibilities of your offices to the best of your ability, then I will ask that you raise your right hand and repeat after me:

I, (State Your Name), do solemnly pledge that I will fulfill the duties of my office in the Rotary Club of I will support President to the best of my ability, that and will abide by our club's constitution and bylaws.

## **Paul Harris Award Script (Individual is Donor)**

Rotarians associate the naming of a Paul Harris Fellow as a tribute to a person who has demonstrated a shared purpose and support for the educational and humanitarian objectives of The Rotary Foundation.

The recognition is named after Rotary's founder, the late Paul Harris, a Chicago lawyer, who started Rotary with three business associates in 1905. A world of goodwill and better understanding comes closer to reality today because you have made a substantial gift to The Rotary Foundation and we are honored to present this prestigious recognition to you.

In being named a Paul Harris Fellow \_\_\_\_\_ joins a remarkable group of people throughout the world, all recognized for their commitment to Service Above Self to benefit local and international communities.

Therefore, it gives me great pleasure to present you with this Pin as a symbol of appreciation given to Paul Harris Fellows

We congratulate you and thank you for your commitment to Rotary's common goals of world understanding and peace. Could you all please stand and join me in congratulating our newest Paul Harris Fellow.

### **Paul Harris Awarded to a Club Member by Outside Giver or Club is Donor Script**

Fellow Rotarians, being awarded a Paul Harris Fellow is a special tribute to a person who has demonstrated a shared purpose with the educational and humanitarian objectives of The Rotary Foundation. This recognition is named after Rotary's founder, the late Paul Harris, a Chicago lawyer, who started Rotary with three business associates in 1905. A world of goodwill and better understanding comes closer to reality today because the Rotary Club of \_\_\_\_\_ (Name of Club or Outside Giver) has made a gift to The Rotary Foundation so that (Name of person being awarded) \_\_\_\_\_ can be named as a Paul Harris Fellow. In being presented with a Paul Harris Fellow recognition (name) \_\_\_\_\_ joins a remarkable company of people throughout the world, all recognized for their commitment to 'Service Above Self' to benefit local and international communities. It gives me great pleasure (Name of person being awarded) \_\_\_\_\_ to present you with the emblems of appreciation given to Paul Harris Fellow recipients

- Certificate • Pin • Medallion (optional)

We congratulate you and thank you for your commitment to Rotary's common goals of world understanding and peace. Could you all please stand and join me in congratulating our newest Paul Harris Fellow.

**Rotary Club of Idaho Falls  
2025 Illness/Bereavement Protocol**

**Responsibility for all situations:** Club Executive Secretary

<b><u>Situation</u></b>	<b><u>Response</u></b>
Rotarian Illness	Get Well Card  (Note: This is limited by when club secretary is made aware of health condition)
Rotarian serious Illness or hospitalization	Get Well Card and flowers up to \$75 value.  (Note: This is limited by when club secretary is made aware of health condition)
Death of current or honorary Rotarian	E-mail to Club members with details of visitation, funeral and memorial requests.  Request that any member(s) attending notify the president and executive secretary when acting as club representatives.  Sympathy Card and Flowers or Donation to organization listed in obituary up to \$125.  If possible, Rotarians wear pins and sit together at service
Death of former Rotarian	Sympathy Card
Death of a family member of a current Rotarian	Sympathy Card
Death of family member of A former Rotarian	Sympathy Card
All other deaths	Discretion based on closeness of relationship.

**Synopsis:** ALWAYS send an e-mail with arrangement details to Rotary members.  
 ALWAYS send an appropriate card to family.  
 DONATIONS made based on club member status/relationship/closeness.  
 ALWAYS This is separate from individual club members providing appropriate condolences and well wishes.