

**Rotary Club of Park Cities**

**Volunteer Opportunities Team Descriptions**

**July 2024 – June 2025**

**(As of July 17, 2024)**

RCPC has seven categories of Opportunities for service with over 40 different teams available to choose from. Your involvement is critical to our success and to your experience as a Rotarian. As a member of the Rotary Club of Park Cities, **you are automatically a member of July 4th Parade Team and the Program Team**. In addition, we encourage you to participate in at least two other teams. **Please review the following details about each and complete the form online on our homepage (**[**www.parkcitiesrotary.org**](about:blank)**) under the INFO tab or go to RCPCTeams.com**

***Thank you for doing your part in making our Club great!***

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| **President-Elect – Sarah Oliai to oversee the following:** | | | | |
| *Teams* | |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **RCPC Foundation**  **(closed team)** | |  | Chair- Ed Fjordbak  Executive Team:  Sarah Oliai, PE & Pres. of Exec. (2024-2025)  Nolan Duck, President of RCPC (2024-2025)  Jeff Sheehan, Past President (2023-2024)  Mark Kashar, VP of RCPC (2024-2025)  Paul Pirok (2022-2026)  Barb Jeffries (2023 -2027)  Karen Farris (2024-2028)  Fred Brown (2022-2026)  Daniel Drabinski (2021-2025)  Ex Officio members:  Herbert Hammond (RCPC Sgt of Arms)  Betty Dawson- Secretary, RCPC member  Katie Kuehl (CFT),  Laurie Aldredge, RCPC Administrator | The Executive Team of the Rotary Club of Park Cities Foundation Fund (of the Communities Foundation of Texas) is appointed by the RCPC President. Responsible for review of grant applications received and makes recommendations to the RCPC Board of Directors. Sergeant at Arms sits on this team as a non-voting member. Meets quarterly. | N/A |
| **Awards & Recognitions**  **(closed team)** | |  | Chair- Karen Farris  Vice – Fred Brown | Recommends to the Executive Team individuals whose service above self qualifies them to receive club awards at the June Banquet. | \_\_ |
| **Strategic Planning Session and Shadow Board Meetings**  **(closed team)** | |  | Chair-Sarah Oliai | On-going overview and coordination of the Club’s Strategic Priority efforts and Mission and Vision execution; resulting in recommendations to the Board to keep on target. There is also a strategic priority leader assigned to lead each priority’s efforts. Three shadow Board meetings are held in the spring to prepare new Executive Board members and Directors for their upcoming roles. | \_\_ |
| **Volunteer Opportunities – Mark Kasher VP** | | | | | |  |
| Teams | |  | | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Volunteer Opportunity Sign-Up Coordinator** | |  | | Chair – Mark Kashar | Reaches out to Team Chairs to let them know when new members have signed up for a Team he/she is chairing. |  |

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| **Fostering Leadership Teams – Susan Harris, Director** | | | | |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Rotary International Foundation**  **(closed team)** |  | Chair-Greg Pape  Vice Chair- C.C. Collie | Promotes support of Rotary International Foundation by our club and raises the visibility of the projects funded by the Foundation. | 2-3 hrs. / week |
| **District Grants** |  | Chair – Karen Farris  Vice – Fred Brown | Facilitates matching grants applications from RI and District 5810 for various service projects. This new grant structure gives Rotarians greater flexibility in sponsoring the next generation of leaders. These grants can fund our International Service projects &potential scholarships that fall under grants. | 4-6 hours per year |
| **Legacy of Leadership** |  | Chair – Cleve Clinton | Annual Leadership training session exclusively for RCPC members. Preparing curriculum and confirming speakers for the monthly classes with speakers. | 2-4 hrs./mo. |
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| **Tackling Hunger Teams – Sergio Poppe, Director** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **4th of July Parade** |  | Chair- Jill Jordan & Alan Winn | Signature Club Event – all members expected to participate. The team organizes the Park Cities parade in a very coordinated and planned effort including a series of team meetings leading up to the day. | Sub-team task specific |
| **Snider Plaza Tree Lighting** |  | Co-Chairs - Tania Boughton and Sean Johnson | In cooperation with the Snider Plaza Merchants Association on this Sunday afternoon event which promotes our club and raises money for one of our strategic partners. | varies |
| **NTFB Packing Day** |  | Chair – Susan Glen | A club-wide service project event intended to involve members, prospective members, Interact and Corp/Institutional partners in support of our collaborative partner North Texas Food Bank. This one-day event involves extended event planning and coordination of Membership, Fellowship, Institutional and Marketing. | Varies |
| **Meals on Wheels** |  | Chair – Jim Weichel | Delivers meals to the homebound in East Dallas and Mesquite once a month in connection with the Visiting Nurses Association. | 1 hr./mo. |
| **Ronald McDonald House** |  | Chair – Kathleen Klaviter | Prepares and serves an evening meal for families staying at the Ronald McDonald House on the third Monday of each month. | 6-7 hrs. / mo. |
| **Sergeant at Arms – Herb Hammond** | | | | |  |
| Teams | |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **RCPC Foundation Contributions** | |  | Herb Hammond/Doug Means | Encourage monthly contributions of $100 during member’s birthday month with 1st Friday announcement + direct emails to those members at beginning of each month. Report y-t-d contributions received. Monthly contributions recorded on accumulative spreadsheet |  |
| **Set Up for weekly meetings** | |  | Herb Hammond | Weekly set up for Friday Rotary Meetings | 4-5 hrs. /mo. |
| **Monthly Birthday Slides** | |  | Alice Freidline, Chair | Monthly Birthday slides: acts as a reminder to contribute to RCPC Foundation |  |

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| **Supporting Health & Wellness Teams – Holly Hollenbeck** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Bonton Clinic** |  | Karen Farris/Fred Brown | Coordinate with Bonton executive director on our utilization of RCPC Foundation funds. |  |
| **Scottish Rite Hospital Popcorn Packing** |  | Chair – Jeff McNaughton | Combination service and fellowship event – meets for dinner one weekday evening in early December at Scottish Rite Hospital to fill holiday tins of popcorn for the agency’s annual fundraiser. Event is open to family members. |  |
| **Dentistry With A Heart/ Agape Clinic** |  | Chair – Michael Rainwater  VC – Fred Brown | One day event - Mobilizes and assists 5-10 dentists and their assistants to provide necessary dental services to both children and adults at no charge | 50 hrs./ prep in 3 mo. prior 10/hrs. day of event |
| **Salvation Army Angel Tree Distribution** |  | Chair – Eric Heitkamp | In coordination with SA team, schedules volunteers for Salvation Army Angel Tree distribution center. Sorting items for Christmas gifts |  |
| **Foot Care for Homeless** |  | Chair – Holly Hollenbeck | To provide hope and active care, this project is a one-day Rotary event at The Salvation Army. Nursing students and other volunteer medical professionals will conduct foot exams and some basic diabetes health checks. New hiking or tennis shoes, socks, and foot care packets including nail files and clippers and antibiotic ointment and lotion will be provided for free to these shelter participants. | TBD |
| **Child’s Play at Bachman Lake** |  | Chair – Jill Jordan and Phillip Bankhead | Team oversees repair and maintenance of the fully accessible playground and coordinates periodic member cleanup days during the year. Additional activities can be planned as opportunities open up. | varies |
| **Youth Services Teams, Tammy Cowser, Director** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Highland Park ISD Interact** |  | Chair – Jeff Brady  Vice Chairs – | Oversees Interact Club | 1-6 hrs. / mo. |
| **Rotary Youth Leadership Awards\*** |  | Chair - Eric Harrison | Recruits 2-4 outstanding high school seniors to attend the RYLA camp in summer and provides other resources as needed. | 6-8 hrs./ yr. |
| **Youth Exchange\*** |  | Chair | Recruits high school student leaders to apply for RI funded exchange programs to a foreign country. | 5-6 hrs./ yr. |
| **ROTC CC Collie Scholarship** |  | Chair | Coordinate with RCPC Foundation in the naming of the scholarship recipients. | 5-6 hrs./ yr. |
| **SMU Rotaract** |  | Chair | Work to establish a SMU Rotaract club. |  |

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| **Membership Team – Siobhan Abraham, Director** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Guest Book & Welcome** |  | Chair – Kacey Lambert | Welcomes guests and asks guests to sign guest book. Guest book follow-up. |  |
| **Membership Development** |  | Chair – Siobhan Abraham | Follows up with visitors at meetings. |  |
| **Interview Team** |  | Chair – Daniel Drabinski,  VC Eric Heitkamp & Kacey Lambert | Runs the Interview Committee to interview prospective members and explains membership and volunteer opportunities. | 8 hrs./mo. |
| **Member Engagement/**  **Mentoring** |  | Chair – Tom Swift  VC- | Responsible for new member engagement – red badge to permanent badge process, organizes New Member speeches and serves as a conduit to match new members skills with Team & project needs. | 3hrs. /mo. |
| **New Member Orientation** |  | Chairs –Phillip Bankhead/Herb Ziev | Oversees new member orientation. | Ongoing 3 hrs./mo. |
| **Attendance & Concerns** |  | Maryllyn Hargrave | Makes phone calls and interfaces between the Club and absent individual members to follow-up and identify any needs or concerns. |  |
| **Special Events** |  | Baseball- Eric Heitkamp  Holiday Party – Mary Bishop  Installation -  Rotary Means Business – Sergio Poppe | Responsible for the events that are not “normal” Club Meetings. | varies |
| **20 Under 40** |  | Chair - Pat Martin | 20 Under 40 program in partnership with RCPC to recognize individuals outstanding contribution to their community. |  |
| **Club Operations – Van Oliver, Director** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Speaker Programs** |  | Chairs: Richard Stanford, Roger Freidline & Jeff Brady | All club members participate by identifying dynamic programs and top-notch speakers.  This team coordinates the process and the schedule. | 6-20 hrs./ mo. |
| **Invocation & Concerns/Music** |  | Chair: Mary Bishop | Gives a non-denominational prayer at weekly Friday meetings. Leads Pledge of Allegiance, National Anthem and other songs at weekly Friday meetings. | 1-2 hrs./ mo. |
| **Happy Bucks** |  |  |  |  |
| **Transportation** |  | Chair- Fred Brown | Works with our members who need assistance with transportation by picking them up and driving them to weekly luncheon meetings or events. | 1-2 hrs. / mo. |
| **Registration/ Badges/**  **Attendance** |  | Chairs – Nate Weymouth and Sergio Poppe | Prior to each Friday meeting, oversees registration table and scans member badges for attendance. | 1 hr. weekly |
| **Raffle** |  | Pat Martin | Sell raffle tickets at Friday meetings. | 1 hr./wk. |
| **Greeters** |  | Sergio Poppe | Greet members and guests at weekly meetings. | 1 hr. wk. |

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| **Public Image- Marketing & Communications - Mark Neace, Director** | | | |  |
| *Teams* |  | *2024-2025 Chair / Vice Chair* | *Description* | *Time* |
| **Social Media Calendar** |  | Chair –Pat Martin | Maintain Google activities calendar for committee members to have a single location to obtain info and links for social posts | 1-2 hrs. mo. |
| **LinkedIn** |  | Chair – TBD | Maintain, post, and update our club’s LinkedIn page |  |
| **FB/Instagram** |  | Chair Mark Neace | Maintain, post, and update our club’s FB & Instagram page |  |
| **Media Relations** |  | Chair – Jeff Brady | Acts as RCPC communications/spokesperson for media requests concerning club activities and events. | 2-4 hrs./m |
| **Weekly Program Announcements** |  | Chair – Siobhan Abraham | Sends out the weekly announcement to Club members about the upcoming meeting and speaker information |  |
| **Meeting AV/Production** |  | Chair – Mark Neace |  |  |
| **PCR Marketplace** |  | Chair- Mark Neace | Solicits advertisements for all Club publications, highlights advertisers during Club meetings and looks for ways to promote the Marketplace. | 1-2 hrs. / week |
| **Shutter Bug** |  | Chair- Ley Waggoner | Takes pictures at club meetings each week and posts them to Club Runner. | 1-2 hrs. / Qtr. |
| **ClubRunner/**  **Website** |  | Chair-Dennis Harrison | Oversees the Club’s website [www.parkcitiesrotary.org](about:blank) | 2-4 hrs. /mo. |
| **Bulletin (HUB)** |  | Chair – Betty Dawson | Produces the weekly HUB printed and ebulletin publication and writes press releases for annual and significant club events. | 25-30 hrs. /mo. |
| **My Rotary Showcase** |  | Chair - William Taylor | Adds our club’s service projects to the My Rotary section of the Rotary website, so our club projects can be recognized internationally. |  |
| **Podcasts** |  | Chair – Mark Neace | Produces quarterly podcasts highlighting Club events/projects & Strategic Partners. |  |

**\***Rotary International and District 5810 are committed to an Abuse, Harassment and Neglect Protocol. Those teams noted with an asterisk may require volunteers to submit to a background check. The policy has three purposes:

* + To protect the welfare of participants in District 5810 programs and provide a vehicle for participants to report and address complaints of abuse, harassment, or neglect.
  + To protect Rotarians, volunteers, and staff within these programs.
  + To foster and promote the continued successful development and progress of these programs.

For additional information, please visit www.rotary5810.org and click on Youth Protocol.