



## ROTARY CLUB OF LA CROSSE—JOB DESCRIPTIONS

(Reviewed October 2016)

### President

- Oversees board
- Attends presidents' meetings monthly
- Serves on the Brain Game Board
- Signs checks and Bill.com checks
- Sets agenda for and conducts weekly meetings
- Sets agenda for board meetings (monthly except August and December)
- Attends District Conference and others as appropriate
- Participates in Nominating Committee, Program Committee, others as needed
- Answers emails and other communications as appropriate
- Communicates with administrator
- Evaluates the administrator's performance

### President Elect

- Attends board meetings
- Oversees committees
- Serves on Nominating Committee, Program Committee
- Fills in for president in his/her absence
- Attends Pre-Pets, Pets, District Conference and others as appropriate
- Attends Rotary International Conference
- Reports goals on RI portal
- Supervises preparation of budget
- Sets and tracks goals in Rotary Club Central

### President Nominee

- Attends board meetings
- Oversees programs and chairs ad hoc Program Committee
- Serves on Nominating Committee
- Attends Pets, District Conference and others as appropriate

### Past President

- Chairs Nominating Committee
- Attends board meeting for one year as past president
- Fills in for president as needed

## Secretary

- Attends board meetings
- Orders badges
- Counts money at meeting
- Signs checks
- Sets up and takes down registration table
- Takes minutes when administrator is absent
- Assists with fruit basket orders
- Records make-ups (Earlmae continues to do it)
- Sends get well and sympathy cards/memorials (Earlmae continues to do it.)
- Registers guests at our meetings (Earlmae continues to do it)
- Oversees the club in the administrator's absence

## Treasurer

- Attends board meetings
- Signs checks and Bill.com checks
- Oversees the financials

## Sergeant –at-Arms

- Attends board meetings
- Scans members at weekly meetings
- Helps with set-up and take-down
- Communicates with delinquent members

## Board Member

- Attends meetings
- Reviews agenda, financials, minutes, goals, etc. before each meeting
- Liaises with committees as assigned

## Administrator

- Prepares and manages invoices and dues collection – quarterly including tracking, meals, dues, pledges, club board meals, foundation board meals, guest meal charge, meal credit, Brain Game books, pins, and any other additional events
- Updates Quarterly changes in pledges for billing
- Tracks billing for extra events – Avenues of Service, basketball raffle, football raffle, Spring Social, Loggers game, fruit baskets, etc.
- Tracks excused members that attend and have meals for billing purposes.
- Sends statements after 30 days and 60 days.
- QuickBooks – maintains financial database, reconciliations, profit and loss, etc.
- Pays invoices
- Monitors VISA account points and Radisson Carlson points for gift cards and cash reimbursement to club
- reconciles, reports and pays monthly VISA account

- Reconciles QuickBooks reports and VISA account paperwork and gives to Treasurer for approval.
- Assembles an annual budget in collaboration with the President and Board
- Prepares checks manually and through Bill.com
- Makes weekly Deposits
- Tracks Scrip financials
- Track raffle drawings
- Prepares monthly reports and checks to RI and Rotary Works Foundations
- Submits Paul Harris Fellow information to Rotary International
- Organizes Paul Harris Fellow presentations
- Files raffle reports yearly for A & B raffle license
- Prepares credit card reports and reports compliance for Moneris Solutions
- Provides insurance reports forms for offsite venues
- Submits District dues as well as semiannual dues to RI
- Creates weekly Newsletter – compiles, edits and emails
- Uploads weekly assignments to web site
- Assembles the board agenda/minutes/financials in collaboration with the President
- Emails board Info and reports RSVPs to the Radisson
- Takes minutes at the board
- Handles correspondence emails/letters from board meetings – resignations, LOA, excused, etc.
- Maintains membership data base on ClubRunner and QuickBooks
- Uploads attendance to ClubRunner
- Maintains and submits monthly attendance reports to the District
- Updates Facebook weekly
- Provides support to the committees
- Orders materials such as gifts, stationary, new member information, awards, pins and supplies.
- Prepares monthly allowance for Youth Exchange student and sets up online account at the designated high school.
- Processes new members - board approval, proposer's letter, application, foundation pledges, badges – ClubRunner and QuickBooks
- Sets-up orientations
- Updates new orientation PowerPoint
- Updates badge box
- Compiles new member packet – badge
- Tracks red badges to blue badges
- Sends letters to new members
- **Assemble Raffle Baskets for Spring Social and District Conference**
- Records pledges throughout the year
- Sets-up meetings
- AV – technical set-up
- Handles printer & computer maintenance
- Maintains weekly contact with Radisson including facility and meal contracts
- Records weekly guests for billing purposes.
- Provides assembly welcome packets for visitors (Brain Game, banner, etc.)
- Handles 100% attendance records including monthly drawing reports
- Updates web site keeping it fresh and informative

- Updates forms and records data for pledge drive billing
- Facilitates fruit basket orders including orders, deposits, receipts, flyers, questions, etc.
- Updates all forms including club brochure, proposer forms, new member's applications, make-up forms etc.
- Tracks new members for STAR and sends out reminders to other clubs and our members, tracks who attends, bills other clubs, and updates materials.
- Attends STAR Meetings and coordinates with the Radisson
- Updates committee reports and uploads data to web site
- Picks up mail
- Creates special occasion flyers
- Creates sign-up on Club Runner for events
- Updates By-Laws and Policies when needed
- Attends online ClubRunner tutorials for updates
- Updates Excel lists honorary, resignations, LOA, deaths, etc.
- Sends Christmas invites to our honorary members
- Answers emails and phone calls in a timely manner
- Liaises with area clubs
- Organizes back room at Radisson
- Sets-up offsite meetings
- Sends out reminder emails to members
- Tracks cell phone contract
- Assembles Student of the Month folders
- Assembles District Conference silent auction baskets
- Orders year-end awards, pin, etc.
- Tracks background checks
- Tracks Presidential Citation Accomplishments – March 31<sup>st</sup> ends
- Updates events, weekly meetings on web site.
- Keeps the President sane

#### JRM

- Prepare and maintain all records required by state and federal law (i.e. Federal/State payroll, W2, tax returns) and pay monthly Federal payroll taxes and quarterly Wisconsin payroll taxes.
- Support for QuickBooks
- Process payroll