

**Standing Committee and Subcommittee  
Structure  
Rotary Club of Hyannis  
2012 – 2013**



## Contents

I.	Hyannis Rotary Club Committee Table of Organization.....	4
II.	Club administration .....	4
	Program Committee .....	5
	Attendance Committee.....	5
	Procedures Committee .....	6
	Audit & Budget Committee .....	7
III.	Membership Committee.....	7
	Recruitment .....	8
	Retention .....	9
	Mentoring .....	10
	Fellowship Committee .....	11
IV.	Public relations.....	12
	Advertising and Public Relations Committee .....	12
	Bulletin & Website Committee.....	13
V.	Service Projects.....	13
	Community Development.....	14
	Human Development.....	15
	Scholarships .....	16
	Home and Garden Show .....	17
	Rotaract Committee.....	18
	Interact Committee.....	19
VI.	Rotary Foundation Committee .....	20
	International Projects Committee .....	20
	Paul Harris Fellowship.....	21
	Youth Exchange.....	22

The Hyannis Rotary Club aligns its committee structure to five standing committees to carry out the club's annual goals. These standing committees are consistent with Rotary International's recommended structure and further align our Club's activities with RI initiatives and accomplishment of Rotary's five avenues of service.

To ensure continuity in each committee's activities, standing committee members are appointed to three-year terms, whenever possible. The club president-elect is responsible for filling vacancies and appointing standing committee chairs. The president-elect is also responsible to conduct planning meetings with incoming committees before the next Rotary year begins.

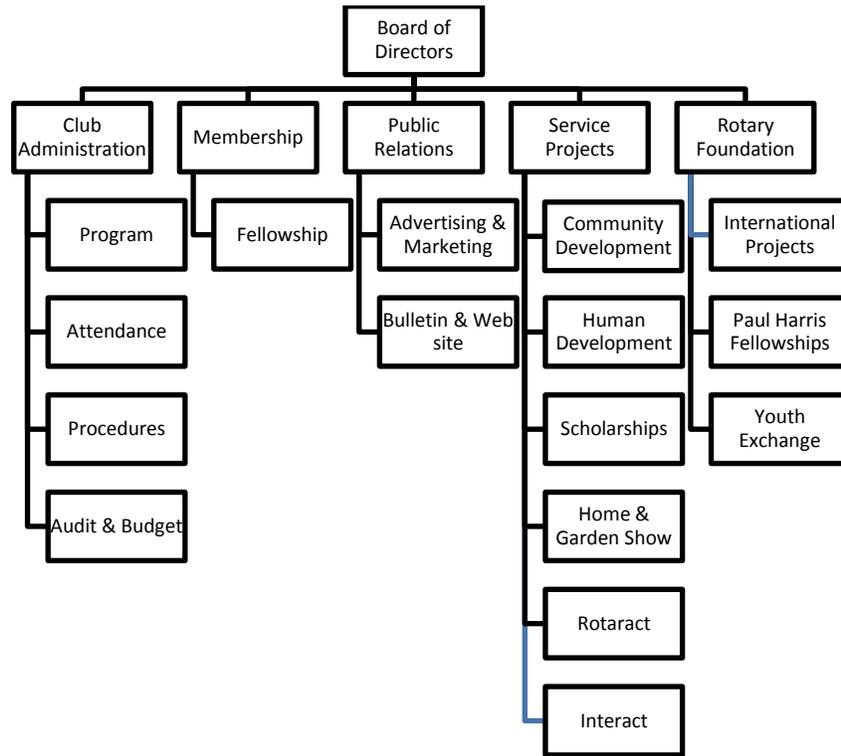
1. **Club administration** - This committee conducts all the club's administrative activities. The club secretary and treasurer should be members of this committee.
2. **Membership** - This committee develops and implements a plan for recruiting and retaining club members.
3. **Public relations** - This committee develops and executes a plan to provide the public with information about Rotary and promote the club's service projects and activities.
4. **Service projects** - This committee plans and carries out educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.
5. **The Rotary Foundation** - This committee develops and carries out plans to support The Rotary Foundation through financial contributions and club participation in Foundation programs.

The club appoints additional subcommittees as needed, such as for special projects or to reflect the traditional activities of the club.

Each standing committee sets goals in support of the club's annual and long-range goals. Each standing committee and subcommittee should report regularly to the board about the progress of their activities during club assemblies, quarterly, and further as the board may require. Each standing committee should also take advantage of district support by communicating regularly with the club's assistant governor and the appropriate district committees.

Listed below is a table of organization for the Hyannis Rotary Club's Standing and Subcommittee structure. The table is dynamic and will be reviewed annually by the Procedures Committee and Club Officers.

**I. Hyannis Rotary Club Committee Table of Organization**



**II. Club administration**

This committee conducts all the club’s administrative activities. The club secretary and treasurer should be members of this committee, whose other members are the chairs of each of the club administration subcommittees. The role of the club administration committee is to conduct activities associated with the effective operation of the club. It is only through efficient club operations that a Rotary club can provide service to its community, retain members, and develop leaders for the club, district, and Rotary International.

The committee maintains the clubs road signs to various entryways into Hyannis and at the host meeting place, advertising club luncheon date, location, and time.

Subcommittees within club administration include program, attendance, procedures, and audit and budget. Responsibilities of each subcommittee are summarized below.

### **Program Committee**

1. Committee members meet to schedule Club programs, dependent upon the preferences of committee members.
2. Committee may annually survey club membership for program topics of interest.
3. Maintain contact with Attendance committee to make sure where the meetings will be held for the month, and, if there is a program that involves more than 1 or 2 speakers, advising the Attendance committee of the additional count (students for a holiday sing).
4. Program chair is responsible to schedule committee member assignments to specific meeting days, to complete the program calendar, and to enter program information on the website.
5. Identifying through Club Secretary all members who have not yet given a classification talk, scheduling these during the year (2 per meeting), and/or having 2 as backup in the event of speaker cancellation.
6. If a speaker requires AV equipment, contacting Sergeant-at-Arms in advance so that s/he can set up the AV equipment (the Club has purchased an LCD projector and a laptop computer for this purpose and it is maintained by the Sergeant-at-Arms.)
7. Understand the sequencing of our student guest presentations.
8. Discussing with President his/her special program needs for the year and plugging that into the calendar for programs (Million Dollar Meal, club assemblies, district governor, new members, Paul Harris fellow awards, Meals on Wheels, etc.).
9. Advise our Public Relations Committee of any speakers of note for publicity purposes.
10. Arrange and schedule special musical events such as High School Chorus and Concert Bands.
11. Distribute the topics, making them interesting, fun, interactive, etc.

### **Attendance Committee**

1. The committee's function is to –
  - a. Encourage attendance at all Rotary meetings, functions & district events.
  - b. Provide information through the Club website to the membership, District 7950 and Rotary International in a timely and cost efficient manner.
  - c. Issue lunch tickets to members as per the contract with the supplier, collect and prove out amounts collected for it.
  - d. Provide a meeting place with an affordable meal.
  - e. Conduct the Club's weekly 50/50 raffle coordinating with Membership new member involvement.
  - f. Arrange and schedule music and chaplain assignments weekly providing the assigned member's names to the Club President.
2. Committee members are responsible to -
  - a. Keep all members informed on attendance requirements.

- b. Designate two committee members at the entrance of all meetings who will check attendance and question club members who have missed a meeting as to where and what club they have attended as a makeup meeting.
- c. Manage time keeping crediting members in attendance for more than 60% of the meeting.
- d. After a member misses 3 meetings in a row, the Committee is responsible for making a phone call and/or email to member to ask if there is a problem as to why they are unable to make the meetings. If a problem exists, the Committee is responsible for making the President aware of situation so the President can follow up with a phone call.
- e. The Committee is responsible for tracking all excused absences and for notifying an excused absence person as to end of absence and time to come back into the Club.
- f. On a weekly basis check for adequate supplies, set up table, audit luncheon sales and monies.
- g. To notify facility of any temporary changes of meeting places, extra meals needed any other changes that may arise.
- h. Survey club membership for suggestions regarding meals and any positive or negative feedback regarding meeting place, meals, etc.
- i. To participate in the search for, and negotiation with, the facility to accommodate the weekly luncheon meetings.
- j. Manage the Club's weekly 50/50 raffle, rotate one committee member monthly to collect the raffle.
- k. If the Committee finds out about a members illness, family crisis, etc. it should notify the Fellowship Committee so appropriate action can be taken.
- l. Interact with Treasurer or Asst. Treasurer regarding proceeds from luncheon sales.
- m. Coordinate with Website and Program Committee to post any meeting changes, etc.
- n. Work with Treasurer when negotiations for contract are required.

#### **Procedures Committee**

1. The purpose of this committee is to maintain the Hyannis Rotary Club's Constitution, Bylaws, Procedures Manual, and Committee Manual, and the Hyannis Rotary Charitable and Educational Association, Inc. Bylaws.
2. Review each July RI website for recommended changes to Constitution, Bylaws, Procedures, and Committee structure, and Manual of Procedure incorporating recommended changes to Club documents.
3. Ensure consistency with Club documents and recommended RI Club documents.
4. Solicit feedback from the Board of Directors of the Hyannis Rotary Club on potential modifications to Club documents.
5. Solicit feedback from the Board of Directors of the Hyannis Rotary Charitable and Educational Association on potential modifications to the Procedures and Bylaws.

6. Solicit feedback from the Directors and Committee Chairs on potential modifications to the Committee Procedures.
7. Solicit feedback from the membership of the Hyannis Rotary Club on potential modifications to the Procedures, Bylaws, and Committee Procedures.
8. Present recommendations to the respective Board of Directors of the Hyannis Rotary Club, the Hyannis Rotary Charitable and Educational Association, and the Club's membership on amendments to Procedures, Bylaws, and Committee Procedures.
9. Be available in July each year to orient new board members and committee chairs to their responsibilities under the Club's respective documents.

#### **Audit & Budget Committee**

1. The committee's function is to –
  - a. Assist the President and Treasurer in the development of the annual budget and to audit Club records on an annual basis.
    - i. In May of each year work with the incoming Treasurer, Assistant Treasurer(s) and President-elect to develop budget for upcoming year.
  - b. Monitor Club investments on a timely basis and make suggestions for future investments.
  - c. In September audit prior year investment, budget, and expenditure records and review with Treasurer, notifying President of concerns if any.
  - d. Review monthly statements and financial reports.
  - e. Review quarterly statements and financial reports and provide quarterly report to the Board of Directors.
  - f. Develop a written report at the end of the fiscal year to the President for the annual club assembly.
  - g. The committee chair interacts regularly with the Treasurer and the Club officers as necessary.

### **III. Membership Committee**

This committee develops and implements a plan for recruiting and retaining club members. The responsibilities of the club membership committee are to:

1. Develop committee goals to achieve club membership goals for the coming year.
2. Conduct club assessments to determine strengths and weaknesses.
3. Work with the public relations committee to create a positive club image that is attractive to prospective and current members alike.
4. Develop programs to educate and train new and current club members.
5. Sponsor newly organized clubs in our district, if applicable.

The committee has four major functions including recruitment, retention, and mentoring. It has a standing subcommittee in fellowship. Responsibilities of each major function and subcommittee are summarized below.

### **Recruitment**

1. To recruit new members, the committee sets goals, develops a plan for achieving them, and communicates with club members in order to implement the plan. Although the committee leads the club's recruiting efforts, recruiting new members is a responsibility of each club member. The committee should encourage all members to reach out to friends, family, business associates, and other community members by asking them to join.
2. The committee and club members identify professional members of the Hyannis community who are qualified to join our club. Careful selection of members will increase our club's retention rate and reinforce positive attitudes toward new member induction. We use the RI classification survey and membership diversity assessment annually to determine how well our club represents the professional diversity of our community and to target recruiting efforts to help our club better represent our professional community.
3. The committee assists the board in investigating the eligibility of all people proposed for membership. If the candidate meets qualifications for membership, the committee votes to submit the proposal to the board, reporting the reasons for proposing the candidate.
4. Each prospective member must be proposed by a current member of the club, the current member invites prospect to attend a Rotary meeting; if the prospect is interested and meets membership criteria according to Rotary International then current member completes new member proposal form available from the Club Secretary.
5. The committee assists the board in investigating the eligibility of all people proposed for membership. If the candidate meets qualifications for membership, the recruitment committee votes to submit the proposal to the board, reporting the reasons for proposing the candidate.
6. Attached to the proposal form is a tracking sheet for the Board and each committee to sign when received and when task is completed.
7. The Club Secretary presents the completed new member form to the Board of Directors at the next Rotary meeting after receiving the form.
8. Upon approval by the Board, the new member form is sent to the membership committee for classification eligibility interview with sponsor. This should be completed by the next Rotary meeting following receipt of the proposal.
9. A committee member will visit the prospect to discuss the prospect's and club's expectations of membership and to discuss Four Way Test. This should be completed by the next Rotary Meeting following receipt of the proposal.
10. New member form is returned to the Board at next Rotary meeting for approval to go to circulation. The prospective member's name is published in the log for any objections.
11. New member will be inducted two weeks after name has been circulated in the log.

12. New members will be presented with a New Member Kit upon induction into the club. The kit will contain the following:
  - a. The ABC's of Rotary
  - b. The Rotary Foundation Fact Book
  - c. Getting Started in Rotary Welcome page to be completed by Club Secretary
  - d. Information Sheet for roster/log to be completed and returned to Club Secretary
  - e. Roster of Club members
  - f. Framed Four Way Test
  - g. Rotary lapel pin
  - h. Name Badge
  - i. Information on how to maintain perfect attendance
  - j. List of local Club's meeting times and places.
13. The committee informs the club bulletin committee to ensure that the new member and sponsor are recognized in our weekly bulletin and at the weekly meeting.

### **Retention**

1. The committee uses a formal orientation program for new members. New member orientation builds on the information provided to prospective members and begins after induction, taking place over the course of several months. The orientation program informs new club members about Rotary International's programs, The Rotary Foundation, club's service efforts, and the benefits and responsibilities of membership. Education of Rotary International, Club practices, and Club governance are important elements to the retention effort in the first few months.
2. First Month:
  - a. Representative from the committee calls the new member to confirm their attendance at weekly meeting and informs new member of any changes as they may not have received log.
  - b. Committee member sits with new member at a different table each week.
  - c. Committee member reviews with new member the material and discusses content to identify questions the new member may have.
  - d. Committee member reviews new member information sheet for the log and club roster to ensure this sheet is completed in the first month.
  - e. Committee member reviews new member committee assignment, reviews the information on the committee with the new member.
  - f. Committee member reviews club website, district, and RI website with new member.
3. Second month:
  - a. Committee member reviews with new member the Club Constitution, the Club Bylaws, the Club Procedures, and the Club Committee Manual over a 4 week period.
4. Third month:

- a. Committee member invites and attends with new member the Club's monthly board meeting.
  - b. Committee member schedules new member for classification talk with program committee.
5. First Year:
- a. If the new member misses a meeting makes sure s/he has the list of meeting times of other clubs and understands how to keep perfect attendance.
  - b. Attend the Fireside Chat with him/her where they will learn about Rotary and our Club.
  - c. Encourage new member to attend District Meeting.
  - d. Inform them that the Rotary International Convention open to all members.
  - e. Continuing: Make sure their participation in Rotary continues by talking with them about their experiences in the Club and any concerns they may have.
  - f. Encourage them to sponsor a new member.

### **Mentoring**

The mentoring program is responsible for pairing up a new member with an existing member during their first 6 months. The mentoring program works alongside the retention function. The membership committee matches an experienced club member with the new member prior to new member induction. The mentor and sponsor is expected to answer new member questions about procedures and dates and to help provide service to others.

The committee uses a progress report form for new members to complete with their mentor. The progress report form includes the following:

1. Sign up and create your account at Rotary.org.
2. View "Welcome to Rotary" at [www.Rotary.org/RIdocuments/video/welcometoRotary.wmv](http://www.Rotary.org/RIdocuments/video/welcometoRotary.wmv).
3. Review the materials in your welcome packet.
4. Schedule Greeter and weekly 50/50 raffle sales dates.
5. Schedule New Member orientation event.
6. Attend one District event.
7. Make up at one other club.
8. Take part in at least one service project.
9. Attend a Board meeting.
10. Schedule a new member classification talk.
11. Invite a guest/potential new member.
12. Discuss Paul Harris Fellowships, the internationality of Rotary, and visit the Rotary E-Learning Center at Rotary.org.

This checklist and progress report is intended to help the new member develop a comfort level with their membership in Rotary International.

### **Fellowship Committee**

1. The purpose of this Committee is to:
  - a. Show concern and sunshine for club members, area residents in time of need and or any other work assigned by the president of the board.
  - b. Promote acquaintance and friendship among the members; promote participation by members in organized Rotary recreational and social activities, and such work in pursuance of the general object of the club as may be assigned by the president or board of directors.
2. The fellowship committee fulfills its functions through the following activities:
  - a. Purchase and send birthday cards to all Rotarians. It is the secretary's responsibility to notify the Club President each week of members birthdays for acknowledgement with song
  - b. Purchase, get Rotarian signatures and send get well and sympathy cards.
  - c. Notify and update the Club president, bulletin & website committee and general membership of any illness/surgery of our fellow members and families via weekly meetings and club bulletin.
  - d. "Checking in" with certain Rotarians who have missed a number of meetings when so notified by the attendance committee.
  - e. Deliver daffodils to nursing homes in the Barnstable area each spring.
  - f. Coordinate and schedule with the membership committee new member welcoming of members and guests at each club meeting and function. Each new member will be assigned one to two months a year.
  - g. Assist visiting Rotarians with procedures regarding signing in and lunches.
  - h. 50% of this committee should be comprised of new members. The duties of this committee provide the new members with opportunities to meet the membership as a whole.
  - i. Committee will assist with social functions as the president and board of directors deems reasonable. Make sure the Sergeant at Arms has displayed the Four Way Test Banner at all meetings.
  - j. Have committee members present at Fireside Chats to discuss the meaning and history of the Four Way Test.
  - k. Present Rotary minute at each meeting or discretion of club president.
  - l. Hold Fireside Chats once or twice a year for new members at a convenient location, notify general members at meetings, email, The Log, confirm new members and sponsors attending, and serve light refreshments where possible.

#### **IV. Public relations**

This committee develops and executes a plan to provide the public with information about Rotary and promote the club's service projects and activities. The role of the club public relations committee is to inform the public about Rotary and promote the club's service projects and activities; to maintain the archives of the Rotary Club of Hyannis, and to publish and maintain the weekly bulletin and website.

Subcommittees within public relations include advertising & marketing and bulletin & website. Responsibilities of each subcommittee are summarized below.

##### **Advertising and Public Relations Committee**

1. The committee's function is to:
  - a. Maintain records and documents which chronicle the history of the Rotary Club of Hyannis from its inception in 1925 to present.
  - b. Make the general public aware of Club Fundraising, good works and appropriate activities.
  - c. Publish information of general interest to the Club using current media opportunities.
2. The committee fulfills its responsibilities by:
  - a. Collecting and categorizing appropriate material from current Rotary year.
  - b. Showcasing the archive collection at appropriate times throughout the Rotary year (i.e. installations, Club anniversary, etc.).
  - c. Publicizing the actions of the board of directors meetings and committees, and assisting the "Good Works Fund" to distribute funds on an affirmative, proactive basis.
  - d. Purchasing advertisements to promote the RFP process for major committees.
  - e. Creating ads which outline what "Good Works Fund" is doing in the community.
  - f. Placing of "Thank You" ads after major fund raisers.
  - g. Anticipating occasional opportunities to promote the Club such as photograph and brief bio of incoming President, special meeting functions, etc.
  - h. Seeking candidates from community nominated by members of the club for "Service Above Self" program with ads in newspapers as well as recognition at the regular meeting. They are provided a certificate of appreciation and a photo is taken with Club president and space is purchased in daily paper to acknowledge "Service Above Self" member of the community. Four to six per year should be recognized.
  - i. Promoting relevant speakers in advance of their addressing the Club.
  - j. Issuing press releases to local print and radio outlining donations the Board has authorized on behalf of the Club.
  - k. Setting up a photo op and creating display ad to place in local newspapers in addition to sending out press release to local radio and cable outlets when Club is making a major donation.

- l. Communicate with the Club President and committees to keep membership aware of current events/situations.
- m. Working with other committees to assist these committees in publicizing their efforts in the community.
- n. Develop and maintain relevant social media to publicize activities of the club including a Club Facebook Page and Twitter.

#### **Bulletin & Website Committee**

This committee is fundamental to keeping members informed of Rotary news that may not be covered in the weekly club meetings. The club bulletin and Web site should be used to:

- a. Announce weekly club meetings
  - b. Provide a schedule of upcoming club activities
  - c. Discuss club goals, plans, and projects
  - d. Report highlights of club and district meetings
  - e. Foster fellowship by highlighting special events in members' lives
  - f. Address critical issues facing the club and Rotary International
  - g. Promote club service projects and member participation
1. The main responsibilities of the committee are:
    - a. Club bulletin and Web site editor communicate regularly with other club committees and club officers to ensure all club issues and activities are adequately discussed and publicized.
    - b. Publish the weekly bulletin, "The Log," via the Club Website email function to all members and/or print to report a summary of each weekly meeting, report on upcoming programs, report members absent, report persons under consideration for membership, and otherwise.
    - c. The various "Log" editors will work with the Chairs to make the bulletin information and editing crisp, informative, humorous, and exciting.
    - d. To feature a special story on new members and who and how the sponsor brought the new member to the Club.
    - e. To maintain our website, <http://www.hyannisRotary.org/> to ensure that all information is up to date and that it continues to promote a positive image of the Hyannis Rotary club and provides via email important information (programs, club policies and procedures, change of meeting venue, illness or death of Rotarian or family member).
    - f. Maintain valid email addresses and current information for members.
    - g. Monitor the website for out of date information and coordinate information.
    - h. Educate the members to use the website.

#### **V. Service Projects**

This committee plans and carries out educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.

**Service Above Self** is Rotary's principal motto, which means that every Rotarian is responsible for finding ways to improve the quality of life in his or her community and in those around the world through service. The role of the club service projects committee is to help develop and implement educational, humanitarian, and vocational service projects that help our community and communities in other countries.

Subcommittees within service projects include community development, human development, scholarships, home and garden show, Rotaract, and Interact. Responsibilities of each subcommittee are summarized below.

### **Community Development**

The community development committee –

1. Devises and carries into effect plans which will guide and assist members of the club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
2. Devises and carries into effect plans that will guide and assist the members of this club in monitoring and improving the quality of the community's environment.
3. The committee fulfills its responsibilities and duties as described below:
  - a. The Committee will consider Capital Improvement Projects from certified not for profit institutions.
  - b. The geographic preference for funding is as follows:
    - i. First Priority: The Village of Hyannis
    - ii. Second Priority: The other 6 villages in the Town of Barnstable
  - c. The process and timeline for communicating the committee guidelines and availability of funds is as follows:
    - i. Co-market the guidelines and process to area non-profits with the Rotary Human Development Committee. Mailing to go out sometime in October.
    - ii. Do a summary of guidelines and timeline at least twice in the Hyannis Rotary Log (early October & early November).
  - d. Committee chairs to make at least one announcement at a club meeting in September or October.
  - e. Application deadline will be December 1, each year.
  - f. Committee will consider funding projects up to \$14,000 – 15,000 based on the allocation made by the Hyannis Rotary Charitable and Educational Association, Inc.
  - g. A uniform application process will be used as follows:
    - i. Agency mission and narrative description of the project to be considered (not more than two pages)

- ii. Project Budget (one page)
  - iii. Proof of IRS Not for Profit status
  - iv. Description of overall agency programs and services (one page or a brochure, if available)
  - h. Community Development and the Human Development Committee to coordinate committee goals.
  - i. The committee reviews projects worthwhile in the community that will improve scenic vistas, provide an opportunity for club exposure through appropriate signage, or work with school groups on environmental project activities.
4. The Hyannis Rotary Charitable and Educational Association, Inc. through the Hyannis Rotary Club Board of Directors advises the Committee chair of the annual amount, prior years it has been in the \$ 14-15,000 range.

### **Human Development**

1. The human development committee devises and carries into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
2. The committee fulfills its functions in the following manner:
  - a. The Committee will consider human service projects from certified not for profit institutions.
  - b. The geographic preference for funding is as follows:
    - i. First Priority: The Town of Barnstable
    - ii. Second Priority: Other organizations on Cape Cod.
  - c. The process and timeline for communicating the committee guidelines and availability of funds is as follows:
    - i. Co-market the guidelines and process to area non-profits with the Community Development Committee. Mailing to go out sometime in October.
    - ii. Do a summary of guidelines and timeline at least twice in the Hyannis Rotary Log (early October & early November).
    - iii. Committee chairs to make at least one announcement at a club meeting in September or October.
    - iv. Application deadline will be December 1, each year.
    - v. Committee will consider funding projects up to \$14,000 – 15,000.
    - vi. A uniform application process will be used as follows:
      - 1) Agency mission and narrative description of the project to be considered (not more than two pages)
      - 2) Project Budget (one page)
      - 3) Proof of IRS Not for Profit status

- 4) Description of overall agency programs and services (one page or a brochure, if available)
3. Human Development and the Community Development Committee to coordinate committee goals.
4. The Hyannis Rotary Charitable and Educational Association, Inc. through the Hyannis Rotary Club Board of Directors advises the Committee chair of the annual amount, prior years it has been in the \$ 14-15,000 range.

### **Scholarships**

1. The purpose of this committee is to work with Barnstable High School, Cape Cod Community College, Cape Cod Regional Technical School, Sturgis Charter School, Pope John Paul High School, and the Cape Cod Arts Council to identify and interview candidates for Rotary scholarships and then determine the winners. Following that, the committee makes certain that proper documentation is provided before awards are given and also arranges for winners to attend a Rotary Club meeting during the summer break.
2. The committee fulfills its responsibilities as described below:
  - a. Weekly responsibilities:
    - i. Although there are no specific responsibilities to be done on a weekly basis, the committee should meet as early as possible to establish a good understanding of the goals and responsibilities for the upcoming year and to initiate new ideas and set them into motion.
    - ii. Ensure there is a complete understanding by the committee of the monies available and how to be allocated (by school). Treasurer will inform committee of funds available for all scholarships.
    - iii. If committee decides to implement changes of a significant nature inform the Board of Directors of both the Hyannis Rotary Club and the Hyannis Rotary Charitable and Educational Association, Inc.
    - iv. Ascertain at these early meetings if prior year scholarships have been paid (Treasurer). If not, follow up with the award winner to determine the problem. If not to be awarded, determine from Board whether amount can be added to current year.
    - v. Make arrangements to invite all prior year recipients to a club luncheon, before they leave to go to their respective colleges.
    - vi. Make early contact with all appropriate guidance counselors at the five schools, as well as Director of Art Department at BHS and appropriate person at Cape Cod Arts Council, regarding the Karol Wyckoff arts scholarship.
    - vii. If additional fund raising event is decided upon, the entire committee should meet with the express purpose of determining what type of fund raising efforts are feasible and which of those would provide the best return. Before proceeding,

committee should seek approval of the Hyannis Rotary Charitable and Educational Association, Inc. Board.

- a. Monthly:
    - i. Monthly interaction with Board of Directors delegate.
  - b. Quarterly:
    - i. In January, recontact all of the above referred school guidance counselors, art director and art council to insure that there is a clear understanding of the upcoming interview process and art judging process.
  - c. Yearly:
    - i. Conduct interviews with all finalists at the schools listed above. (In the case of the Karol Wyckoff scholarship, the Arts Council makes the final selection after an art competition.)
    - ii. Make certain all winners are personally notified of their scholarship award and how it will be distributed. Notify guidance counselors of the identity of the winners. Determine date and place of the school's award presentation, ceremonies and attempt to have that ceremony attended by committee member.
    - iii. Prepare yearly goals & objectives report for District Governor's visit in September or October.
3. Ensure that club membership is informed of the activities of the committee and award winners are introduced at luncheons. Communicate with Interact and Rotaract Committees in an effort to include members of those clubs in the award process.
  4. If additional monies are needed, a written request must be submitted to the Hyannis Rotary Charitable and Educational Association, Inc. Board of Directors in May.

### **Home and Garden Show**

The Annual Hyannis Rotary Home and Garden show is the primary fund raising event for the club. It is usually held the last weekend of March at the Barnstable High School Gymnasium and Field House with up to 160 booth vendors and between 2,500 – 3,000 attendees. It's an all member project designed to get every member involved. The funds raised from the Home and Garden Show become the working capital for the Good Works Fund from which all charitable giving is made during the President-elect's tenure as President the year following the Home and Garden show.

Two co-chairs organize and manage the event, with the co-chairs being the President-elect and the Vice-President. A Home and Garden Show Committee is formed each year to manage all aspects of the show. Subcommittees are then formed to manage their respective tasks. Committees include:

- Staff Assignments
- Show/booth Set Up and Take Down

- Marketing/Booth Sales
- Advertising
- Permits and Signage
- Food Court
- Ambassadors – Exhibitor and Guests
- Registration/Admission
- Raffle/Ticket Sales
- Door Prizes

The Club also has its own booth at the show to recruit members and showcase the good works and community projects of the Hyannis Rotary Club.

### **Rotaract Committee**

1. The function of the Rotaract committee is to provide an opportunity for college students to enhance their knowledge and skills that will assist them in professional development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.
2. The committee fulfills its responsibilities in the following manner:
  - a. Prior to the opening of the Cape Cod Community College in the Fall, the Rotaract Committees of the Rotary Clubs of Hyannis, Osterville, and Hyannis Sunrise should meet well enough in advance, along with the school's faculty advisor, to plan and coordinate the year ahead from the point of view of the school and two Rotary Clubs.
  - b. As soon as possible advisor's should meet with returning Rotaract Club members and establish leadership roles, including President, Vice President, Secretary, Treasurer, Board of Directors and Committee Chairs for Club Service, Community Service, International Service, Professional Development and Finance.
  - c. Ascertain whether Rotaract Club is in need of assistance from the sponsoring clubs and if so communicate that need to the respective clubs.
  - d. Assure that Committee members designate at least one such member to attend each Rotaract Club meeting and ensure that Rotaract Club members are encouraged to attend either of the sponsoring club's meetings.
  - e. Monthly Responsibilities:
    - i. Ensure that at least once a month, the sponsoring Rotary Clubs are informed of the activities of the Rotaract Club and that make ups are encouraged.
    - ii. Interact with the sponsoring clubs' various committees which may have common purposes, such as Youth Services/Interact, Rotary Foundation, Special Projects, Programs, Community Development, Human Development and Public Relations.
  - f. Quarterly Responsibilities: None
3. The committee is responsible for communicating to all Club members the activities of the Rotaract Club and for maximizing joint participation in meetings and projects, especially Rotaract participation in the Home and Garden Show and other Club volunteer events.

### **Interact Committee**

1. The function of the Interact Committee is to provide services to youth of the Town of Barnstable and Rotary student exchange by involving club members in volunteer activities, contributions and gifts in kind and to promote the development of leaders through activities of the Interact Club.
2. The committee fulfills its responsibilities in the following manner:
  - a. Weekly Responsibilities:
    - i. At the beginning of the Rotary year, meet on a weekly basis until such time as goals are established and committee needs are met. These meetings should include the Interact Advisor at Barnstable High School and the Hyannis Sunrise and Osterville Rotary Clubs Interact Representative, if required.
    - ii. If possible, meet with the Officers for this year's Interact Club and work with them to establish a framework for their year, including goals, recruiting, projects, and trips, especially those involving advanced planning.
    - iii. Establish the needs of the Interact Club and present these to the Board.
    - iv. Before school begins, establish a policy with the BHS to enable each Interact Club member to visit the Hyannis, Osterville, or Hyannis Sunrise Club at least once each year and to participate with the Junior Rotarians in running the annual Spring Rotary Club meeting.
    - v. Establish contact with the Scholarship Committee to ensure that at least one Interact Club member is included in the number of students interviewed at BHS for scholarships given by the Hyannis Rotary Club.
    - vi. Come up with one new project whereby the needs of youth in the Town of Barnstable can be identified and club membership can be encouraged to participate in hands on projects or one requiring financial assistance.
  - b. Monthly Responsibilities:
    - i. Inform the members on a monthly basis of the activities of this committee.
    - ii. Provide support and interaction with exchange students.
    - iii. Interact with other committees, as needed (such as Rotaract).
  - c. Quarterly Responsibilities: None
  - d. Yearly Responsibilities: Review budgets in May and design a budget Prepare yearly goals & objectives report for District Governor's visit in September or October.
  - e. Investigate with Hyannis Sunrise and Osterville Rotary Club the feasibility of establishing an Interact Club at Cape Cod Academy, Sturgis Charter School, Pope John Paul High School, and other high schools in the Town.
3. Committee is responsible for communicating to all Club members the activities of the Interact Club and for maximizing joint participation in meetings and projects, especially Interacts participation in the Home & Garden Show.

## **VI. Rotary Foundation Committee**

The Rotary Foundation is the charitable arm of Rotary International and is supported solely by voluntary contributions from Rotarians and friends of the Foundation. Through Foundation grants, Rotarians are able to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The role of the Club's Rotary Foundation committee is to develop and implement a plan to support the Foundation through program participation and financial contributions through community and international service.

The responsibilities of the club Rotary Foundation committee are to develop club foundation goals for each Rotary year, to educate and train club members about the Foundation, to encourage and facilitate participation in Foundation programs, and to ensure that our club and members contribute to the Rotary Foundation.

Subcommittees within Rotary Foundation include International Projects, Paul Harris Fellowships, Youth Exchange, and. Responsibilities of each subcommittee are summarized below.

### **International Projects Committee**

1. The function of the International Projects Committee is to promote and encourage ways of giving to The Rotary Foundation in its mission to support the efforts of Rotary International in the achievement of world understanding and peace through humanitarian, educational, and cultural programs and to proactively search for international special projects with which our club can become involved, either financially or through a hands on involvement.
2. The committee fulfills its functions in the following manner:
  - a. Weekly responsibilities until accomplished:
    - i. Meet on a weekly basis at the beginning of the Rotary year to find a suitable project(s). Once a project is agreed upon, take the necessary steps to assure its' implementation.
    - ii. Establish and implement a plan on how best to inform the club of The Rotary Foundation's function and goals and how to generate financial contributions in support of its objectives.
    - iii. Present the Foundation Programs and Special Projects to the club in an appropriate manner to inspire members to become involved, either financially or by volunteering their time and talent. Establish financial needs and present to Board.
  - b. Monthly Responsibilities:
    - i. Evaluate and update initial goals and objectives to ensure momentum is sustained.

- ii. Keep in mind that if the plans for this committee are not established and bolstered early in the year, likelihood of achieving goals is reduced.
  - iii. Interaction with members from other committees, such as Fellowship, Paul Harris and Advertising & Public Relations.
- c. Quarterly Responsibilities:
  - i. Promote volunteer effort of members and/or others.
- d. Yearly Responsibilities:
  - i. Prepare yearly goals and objectives report for the District Governor's visit in September or October.
- 3. Inform the Advertising & Public Relations Committee of all Special Project information.
- 4. Make sure that matching Paul Harris grants are publicized at the time of Paul Harris award presentation.
- 5. The Hyannis Rotary Charitable and Educational Association, Inc. through the Hyannis Rotary Club Board of Directors advises the Committee chair of the annual amount, prior years it has been in the \$ 4-5,000 range.

#### **Paul Harris Fellowship**

1. The purpose of this committee is to work with the membership at large to identify candidates for a Paul Harris Fellowship, and to encourage members to donate to the Rotary Foundation to become Paul Harris Fellows. The committee must work closely with the Treasurer in providing the candidate information, and in ordering the awards.
2. The committee fulfills its functions in the following manner:
  - a. Monthly basis: Discuss with Club membership the need to nominate potential Paul Harris Fellows. Encourage 5 for 1 groups or similar plans to make becoming a Fellow attainable for all.
  - b. Quarterly basis: Review status of Paul Harris Fellowship program by judging whether plans are up to date, available awards are being allocated and if sufficient public relations value is being attained.
  - c. Annual basis: At the beginning of each year, ascertain an accurate accounting of the available inventory of awards, whether all 5 for 1 awards are up to date regarding \$200 payments and that the list of Paul Harris Fellows for the Rotary Club of Hyannis is up to date and accurate. At the end of the year, make certain that all payments have been made and that the awards have been made during the year intended. Consult with both the Club President and Treasurer for this purpose, and, if necessary, Rotary International.
3. Continually remind the membership to participate in the nomination process, to join a 5 for 1 if they are not a member and to encourage fellow members to become a Paul Harris Fellow.

4. Maintain contact with the Treasurer to make certain payments are credited and if not assure that they are. Maintain contact with the Secretary regarding ordering of the awards and the receipt of same when they arrive.
5. Work in conjunction with the advertising & public relations committee to give the presentation of a Paul Harris Fellowship greater public attention and in so doing promote a better understanding of what a gift of \$ 1,000 to the Rotary Foundation means.

### **Youth Exchange**

1. The purpose of the Youth Exchange committee is to promote world understanding and enrich the lives of qualified young people by sending selected high school youth abroad to study and gain insights into a different culture.
2. The committee fulfills its responsibilities in the following manner:
  - a. Bi-weekly Basis: Keep in front of Club membership that the exchange students need to be included in plans of Rotarians. Put out sign-up sheet every other week.
  - b. Monthly Basis: Committee meeting each month to keep track of how the Exchange student and host family are doing and to plan activities. Keep track of the student who has been sent abroad for the year. Monthly update to board.
  - c. Quarterly Basis Exchange student moves.
  - d. Annual –
    - i. August –
      - 1) Arrange to pick up inbound Exchange Student when notified when he/she is arriving. -
      - 2) Keep communication with the District and directly with the inbound student if possible.
      - 3) Contact Director of Guidance at each of the High Schools within the Town to sign up inbound Exchange Student at High School and tour school.
      - 4) If the student is planning to play a fall sport contact the Director of the Athletic Department and make arrangements for student to try out for the sport.
    - ii. Outbound Student leaves –
      - 1) Make sure everything is in order with the District.
      - 2) Complete goals, objectives and plans for the year to be provided to the Club President for the District Governor visit.
    - iii. September October –
      - 1) Begin to recruit outbound students for next year in September.
      - 2) Contact the Department Chair for Foreign Languages.
      - 3) Arrange to provide presentations to classes and distribute applications.
      - 4) Look at other recruitment effort possibilities.
      - 5) Who is the Interact advisor?
      - 6) Interview students no later than early October.

- 7) Make choice and forward completed application to District Committee (Applications are completed by the chosen student and family this is a lot of work for the family).
  - 8) Establish a welcome for the inbound student with the Club.
  - 9) Provide the Web Master with background of inbound student to put on Web Site.
  - 10) Provide the Web Master with the background of the outbound student.
  - 11) Provide Advertising & Public Relations Committee with background information for them to put story in paper or ad welcoming student.
  - 12) Provide Advertising & Public Relations Committee with background information on outbound student once approved by the District.
- iv. December – Arrange holiday presents for Outbound and Inbound Students.
  - v. Recruit Host Families for Inbound student beginning in August. This needs to be completed at least for the first family so that the information can be provided on material for the inbound student paperwork. Remember that the outbound student family has a responsibility for hosting the inbound student as one of three host families for the year.
- b. Arrange for purchase of presents for Student going home.
  - c. Arrange to have inbound student make presentation in the fall and June and bring to the club as much as possible.
  - d. Use the Web Site to publicize activities of the exchange students and program.
  - e. Use the Advertising & Public Relations Committee to highlight the student in the press.
2. The budget for an inbound and outbound student is –
    - a. Monthly allowance for inbound student \$75 per month.
    - b. District trip \$200
    - c. District Weekend Hosting or payment to other Club for an event \$300
    - d. Meals of visiting Students in June
    - e. Coat and incidentals for outgoing student
    - f. Holiday presents for Student inbound and outbound \$50 75 per student
    - g. Going away present for Student \$50-75
    - h. Outgoing exchange student stipend \$50 per month.
  3. Committee members interact with the Interact/Rotaract Committees to include student in the Interact/Rotaract Clubs, the Home & Garden Show Committee to include inbound student in these events, and the Advertising & Public Relations Committee to publicize the students.

Password = hyannis7950