

# **The Rotary Club of Rochester Board Position Job Description**

**Board Position:** President Elect (year 2 of 4)

**Length of Term:** 1 year as President Elect (plus 2 years additional service as President then Past President)

## **Roles and Responsibilities**

The President-Elect works closely with the president and other members of the board to participate in club planning, strategic goal setting, budget development and implementation, and overall committee process and outcome. It is an opportunity to observe and learn from a diversity of leadership styles.

- Register for member access at [www.rotary.org](http://www.rotary.org)

## **Committee Responsibilities**

- Rotary Information Meetings
  - Every third month as needed and scheduled via the Administrative Director
- Rotary Club of Rochester Foundation Board
  - Secretary/Treasurer
  - Quarterly or as needed and scheduled by Rotary Club of Rochester Foundation Chair
- Three Club Rotary Leadership Meetings
  - Member
  - Scheduled by three Rochester Rotary presidents to take place in October, January, April
- Membership Development Committee
  - Chair
  - As needed
- Nominating Committee
  - Chair
  - One time in November
- Budget Committee
  - Chair
  - Budget goal-setting meeting in April includes President, President Elect, Treasurer, and Administrative Director
  - Budget meeting in May includes President, Past President, President Elect, Treasurer, incoming Treasurer, Accountant Bill Nietz, Past President Dave Oeth, and Administrative Director

## **Board Responsibilities**

- Attend board meetings and participate in discussion and decision making
- Assist President with planning and organizing for his/her year
- Communicate with President about ongoing projects
- Support President as needed
- Work on a variety of Rotary service projects to support initiatives and network with members
- Attend and support Rotary Club of Rochester events
- Observe, plan for initiatives, assure continuity of projects for the following year

## **Individual Leadership Development**

- Become familiar with responsibilities and procedures of the Administrative Director
- Attend Rotary International Convention in June (attendance encouraged)
  - Capped reimbursement for flight, hotel, and meeting, and stipend provided
- Attend pre-PETS training as part of Midterm in January (attendance required)
- Attend District President-Elect Training Seminar (PETS) in late February or early March (attendance required)
  - Communicate with current President in January to establish goals for upcoming year
  - Reimbursement for meeting, mileage, and hotel provided
- Attend District training for Board leadership at District Conference in April (attendance encouraged)
- Learn about Rotary's Club, District, and International organization to understand the relationship each has to our Rotary Club goals and activities