

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

**Board Position:** President- Elect Nominee (year 1 of 4)

**Length of Term:** 1 year (plus 3 years additional service as President-Elect, President, and then Past President)

## **Roles and Responsibilities**

The role of the President-Elect Nominee is to ensure continuity of leadership in the club by gaining familiarity with the role for two consecutive years before assuming the office of President. The President-Elect Nominee has primary responsibility for representing the club on the 3-club Rochester Rotary Public Relations Committee. Others duties and responsibilities are more directly related to observing, learning, and assisting both the President and President-Elect.

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

## **Committee Responsibilities**

- Rotary Public Relations Committee
  - Chair for The Rotary Club of Rochester
  - Member for the three club Rochester Rotary Public Relations Committee (PURR)
  - As needed
- Membership Development Committee
  - Member
  - As needed and scheduled by the President-Elect
- Nominating Committee
  - Member
  - One meeting in November

## **Board Responsibilities**

- Attend board meetings and participate in discussion and decision making
- Assist and support President and President-Elect with planning and organizing for the year
- Communicate with President and President-Elect about ongoing projects
- 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 over multiple Rotary years

## **Individual Leadership Development**

- Become familiar with responsibilities and procedures of the Administrative Director
- Attend District President-Elect Training Seminar (PETS) in late February or early March (attendance encouraged)
  - 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