**The Rotary Club of Rochester**

**Community Service Chair Position Description**

**Position:** Service Above Self Awards Chair

**Serves with:** Community Service Director

**Length of Term:** 1 year (with option to continue)

**Incoming Packet:** Job Description, Sample of: Service Above Self Certificate

**Roles and Responsibilities**

The Service Above Self Awards Chair of The Rotary Club of Rochester (TRCR) is responsible for overseeing the efforts to coordinate with the local high schools (typically Rochester Alternative Learning Center, Century, John Marshall, Lourdes, Schaeffer Academy, and Mayo) and determine senior award recipients who demonstrate exemplary humanitarian service with an emphasis on personal volunteer efforts and active involvement in helping others.

* February – Coordinate with Rotary Administrative Director a presentation date for students to attend a Rotary meeting, receive their awards (typically a certificate and check for $25), and speak briefly to Rotarians.
* April is the best month to have the presentation. In May, many students have Advance Placement tests during the school day.
* Send the letter to the counselors asking for the recommendation two months before that date. If you call the counseling office secretary at each school, she can tell you which counselor the request needs to go to. Email both the secretary and the counselor responsible for the recommendation with the form.
* In the letter sent to the schools have the nominations returned to you a month before the presentation. This gives the parents/guardian a chance to get off work to come to the program.
* Follow up with each high school if no response has been provided by the deadline.
* Once you have the names, send them to the Rotary Administrative Director so certificates and checks can be made.
* For the presentation, a PowerPoint can be produced that tells something about each student from the form and resumes submitted. In 2020, we asked the students to submit a video of them with their award, their family, and answer the question, “what Service Above Self meant to them.”
* Report to TRCR’s Community Service Director as needed
* Report to TRCR membership as needed

**Team responsibilities (if a team is desired)**

* Service Above Self Team
  + Call, schedule, and chair Service Above Self Team meetings.
  + Submit names of TRCR club members in attendance at each meeting to TRCR Administrative Director

**Individual Leadership Development**

* Participate in District training specific to your role (if provided)

