

**Rotary Club of West Chester**  
**Committee and Project Descriptions 2021-22**

Club Committee Coordinator: Joanne Tadeo

Updated: August, 2021

***Assimilation Committee***

***Carol Hanson / Joanne Tadeo***

The Assimilation Committee works in conjunction with the Membership committee to augment the new member engagement process. Mentors are assigned to each new member and are responsible for setting membership expectations such as joining a committee, getting involved in a service project, attending a club and/ or a district event and working the registration desk.

In addition, the committee holds a New Member Social event at least twice a year to welcome new members in order to help them get to know their mentors and learn more about the club.

**Requirements to Serve:** Three to five years of Rotary experience is needed to serve on this committee.

**Committee:** P Dunn, , P McFadden, B Ronayne, G Sweet, D Sparre, S Flynn, R Lindel, C Scott, P Jefferis (Ad Hoc)

***Audit Committee***

***Katie Martin/Bill Friedman***

Audit Committee reviews all bank statements quarterly

Committee meets quarterly with the Treasurer to review the budget and make recommendations regarding the spending of the club

Recommendations are presented to the Board for final decisions

**Committee:** J Ellis, M Venema, M Hall

***Backpack Project***

***Mac Neilon***

The Back to School Supplies is a Chili Cook-Off funded initiative where Rotary provides \$1,000 to purchase supplies for elementary students in the WCASC that are in financial need. The committee works in conjunction with a case worker and school district to provide needed traditional supplies such as pens, pencils, crayons and notebooks and computer supplies such as headphones and flash drives. Supplies are delivered in September to the WCASD office for distribution by the case workers.

**Committee:** Solicited if/as needed

## ***Birthday Committee***

***Glen Sweet / Lynn Childs***

The birthday chair makes sure that each member's birthday is recognized by finding a fellow club member to wish them a Happy Birthday at a club meeting, collect \$5.00 and give the annual club gift.

Committee: B Frame, other club members are solicited to extend birthday wishes at luncheon meeting.

## ***Chili Cook Off***

***Bill Friedman***

This committee, with the assistance of the entire club, orchestrates and executes the Chili Cook Off the second Sunday of each October. Additional chairs, such as vendors, teams, volunteers and sponsors, work with the chair to gain support for the event. All club members are asked to volunteer on the day of event in addition to helping the chairs with their respective jobs.

Committee: Details of organizational structure, roles and leadership are available upon request.

## ***Community Philanthropic Committee***

***Melissa Baxter***

The Rotary Club of West Chester's Community Philanthropic Committee (CPC) is charged with recommending grant awards to the Board of Directors from organizations serving the Greater West Chester area. The CPC committee receives applications from the community at large and conducts a detailed review of the applicant's mission, potential impact of the request, and the financial stability of the organization. As a result of this extensive review process, a recommendation for grant recipients is presented to the Board for approval each calendar year. Committee members serve staggered terms for a maximum of 4 years unless serving as Chairperson or Vice Chairperson.

Requirements to Serve: Must have been a member of the club for a minimum of 2 years and actively participated in Chili Cook-Off

Term Limits: Committee members serve a three-year term at which time they must rotate off

Committee: M Holliday, C Palmquist, J Gasho, S Flynn, M Biffen, C McCawley, C Scott, D Liberi

## ***Communications Committee***

***John Schwab***

The purpose of the Communications Committee is to establish and implement an overall Club communications plan. The plan will incorporate a variety of marketing initiatives to raise awareness of the club and the positive impact it has throughout the community.

Committee: C Palmquist-Print, J Bell-Web Design, E Alfree-Social Media, D Mortimer-Social Media, M Sammarone-Web, A Adam

## ***Community Warehouse Project***

***Jeannie McGinn***

This Committee assists the Community Warehouse with collecting and distributing furniture to those who have recently re-established themselves in a home.

Committee: P Jefferis, L Childs, A Adam, M Neilon, M Sammarone, D Meis, N Keisler

## ***Fellowship***

***Jeff Spencer/Phyllis Dunn***

The Fellowship Committee plans and hosts events throughout the Rotary year to encourage socializing and fellowship within the club membership. Some events are held for members only; other activities involve spouses, partners, etc. Events might include happy hour, holiday party, or a special event such as pulled pork cook off. Activities are held at locations within the community or at a club member's home.

Committee: L Childs, C Friedman, D Sparre, M Sammarone, J Tadeo, P Jefferis

## ***Fruit Sale***

***Christine Wildauer***

Our club holds a fundraiser annually selling fruit. Grant applications are submitted to the Community Philanthropic Committee for review. The application request that is selected for this event makes a specific request as the Fruit Sale recipient.

A member of the Fruit Sale Committee also serves on the Community Philanthropic Committee.

This event takes place in the early spring of each year.

Each member of the club is asked to sell as much fruit to their family, friends and co-workers as possible. If the club member would prefer to make a donation in lieu of selling fruit that too is appreciated.

The recipient of the fruit sale proceeds as determined by the Community Philanthropic Committee is also asked to have their staff and any volunteers sell fruit.

The net proceeds from the Fruit Sale are presented to the grant recipient when the sale ends.

Committee: All club members are strongly encouraged to participate in the fruit sale.

### ***Fund Raising***

***Michelle Venema***

This committee is charged with identifying and supporting fund raising activities and projects designed to fund our club's philanthropic activities.

Committee: S Casso-Rogers, J Gasho, B Friedman, S Brown, E Alfree, N Pine, M Hall, G Hess

### ***Governance***

***Michelle Venema***

The purpose of the Governance Committee is to support the Board in fulfilling their governance role for the organization: The committee will:

- Support the board in ongoing self-evaluation of board effectiveness
- Encourage clear decision-making processes
- Act as a resource for the President
- Ensure the Board updates the strategic plan annually and initiates a new plan every three to five years
- Hold the board accountable for the implementation of the strategic plan

Committee: C Combee, S Casso-Rogers, D Leeper, M Baxter

### ***Greater West Chester Rotary Foundation***

***Michelle Venema***

The purpose of this committee is to educate club members regarding the importance and need to consider the foundation for purposes of their estate and charitable planning.

Committee: E Zlotolow, Treasurer, B Friedman, M Holliday, S Brown, M Baxter, R Murray, P Woodruff

## **Historian Committee**

***Bill Friedman***

A new committee established to review old documents saved by our club and determine the usefulness of these documents, going forward.

Committee: A committee of one

## ***International Service Committee***

***Cristina Combee***

The mission of the International Service Committee is to sponsor projects that do good in the world. The scope of our activity is determined by the goals and budget set for us by the Club's Board of Directors. We consider the Rotary Foundation's six areas of focus (peace and conflict resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development) when selecting projects. We work with local host clubs to ensure the successful implementation of the projects we sponsor. We seek District and Rotary Foundation Grants as well as contributions from other clubs, organizations and individuals to leverage the money budgeted for this purpose by our club.

Committee: C Hanson, C Streitwieser, G Sweet, B Winters, P Woodruff, D Leeper, E Zlotolow, Vice-Chair

## ***Invocation Committee***

***Chris Franz***

Each week the Rotary meeting is opened with an invocation or thought for the day. This committee is responsible for making sure that a member is prepared to handle this task each week. Members are signed up several months in advance and receive an email reminder the week prior to serve.

Committee: Committee of one with assistance from membership.

## ***Leadership Support Committee***

***John Schwab***

The purpose of this committee is to: 1) identify future leaders, 2) provide opportunities for these members to gain leadership skills, 3) ensure a strong succession plan for all leadership positions, 4) engage "seasoned" Rotarians of the club that have not been active in a leadership role.

Committee: M Holliday, R Malone, S Casso-Rogers, M Venema, J Tadeo, B Friedman

## ***Membership Committee***

***Sue Casso-Rogers***

The Membership Committee is comprised of 2 main activities:

- 1) Strategically attract new members from the greater West Chester area by promoting membership in Rotary through various community channels and by encouraging our members to promote Rotary
- 2) Handle the tasks associated with a new member joining our club: Receive the application, arrange the Rotary Information Session, obtain board approval of prospective members, post the prospective member's name in the Votary and on the weekly eblast, arrange the induction of the prospective member by asking a Past President to perform the induction, provide a pro-rated dues bill to the new member, schedule the classification talk.

Committee:

## ***New Member Orientation Committee***

***Sue Casso-Rogers***

The Rotary Information Committee is an orientation for prospective members during which the chair explains the history of Rotary, the structure of our club, the district and Rotary International and types of committees we have in place.

We explain what the commitment to our club is and what the new member can expect at the weekly meetings.

We answer any and all questions prior to their commitment to our club.

Committee: This is a committee of one. Additional assistance from club members will be solicited as needed.

## ***Nominating Committee***

***Michelle Venema***

## ***Program Committee***

***Doug Meis***

The Program Committee arranges speakers and programs for each weekly Rotary meeting. Topics for programs range from local interest programs to awareness to activities taking place in our community. Good ideas are always welcome.

Committee: M Baxter, P Dunn, Y VandeKrol

## ***Rotarians at Work Day***

***Mac Neilon***

As Rotarians are dedicated to Service, our club participates in hands-on projects which will make a difference to an organization in our community. The chairman looks for worthy activities by contacting the Parks and Rec department of the borough, or other local organizations that need some "sweat equity" on their grounds or building. Ideas are always welcome.

Committee: This is a committee of one with assistance from members to support the project.

## ***Rotary Foundation Committee***

***Gary Hess /Jim Gasho***

Our job is to meet the donation goal set by the president & board of directors for annual donations to the Rotary International Foundation. We try to raise the money needed to fund all the projects that fall under Rotary International thru our club and the District. Most of the activity will take place in November. Routinely we will be checking our list of members to make sure those that gave are properly acknowledged and those that have achieved a Paul Harris Fellowship (achieved by giving \$1000 to The Rotary International Foundation) are recognized & honored.

Committee: No additional members are needed at this time.

## ***Rotary Readers***

***Christina McCawley/Glen Jensen***

The Rotary readers read to Kindergarten through 3<sup>rd</sup> grade classes in the elementary schools in the West Chester Area School District. Readers sign up to read with a particular teacher every other week for half an hour. The readers are responsible for selecting their own material to read. At present we have 21 readers. Three readers read to two classes instead of one. We have six readers who are not our Rotary members: two are Rotary members at the Sunrise Club, two are spouses of Rotary members, one is a former member. The schools are: East Bradford, Hillsdale, Chester County Family Academy, Penn Wood, Mary C. Howse, Glen Acres,

and Fern Hill. We also have one substitute reader. Every May we distribute dictionaries to all the second graders in the West Chester Area School District. Glen Jensen heads up this part of the committee's duties.

Committee: B Poole, B Ronayne, C Friedman, L Childs, F Woodward, J Panaro, P Woodruff, C Frantz, S Greenbeg, L Miller, I Tati, B Winters, K Rheiner, B Fahey, P McFadden, D Meis, P Beig

### ***Salvation Army Bell Ringing***

***Katie Martin***

Each year our club assists the local Salvation Army chapter by providing volunteers to "ring the bells" at the Kmart and Acme in West Goshen Shopping Center. The coordinators provide sign-up sheets at our weekly meetings prior to the assigned date for members to sign up for a time slot and correspond with the Salvation Army to obtain the materials needed for the day.

Committee: Volunteers are recruited via sign-up sheets which are circulated to club membership prior to the date of the bell ringing event.

### ***Sergeant-At-Arms Committee***

***Bob Rogers***

The Sergeant-At-Arms Committee is responsible for ensuring that the weekly meetings run smoothly. Their duties include: setting up and breaking down the room, seeing to the audio visual needs of the speaker, coordinating with the facility, and serving as host during the meeting. The committee works with the Club President and the Assimilation Committee, members of which check in attendees at each luncheon meeting. New Rotarians also serve at the desk along with their Assimilation Committee mentors. When necessary, it is the responsibility of the Sargent-At-Arms to maintain order and in certain cases levy fines on the members for misconduct.

Committee: E Alfree, K Martin, B Friedman, M Neilon, B Winters, R Malone, N Pine

### ***Soup for the Homeless Project***

***Chris Feryo***

Club members are asked to cook up soup, freeze it and bring it to specially designated meetings for distribution to the Safe Harbor Shelter.

Committee: All club members are encouraged to prepare soup for this project.

## ***Stockings for Soldiers Project***

***Yolanda VandeKrol, Coordinator***

The purpose of the Stockings for Soldiers committee is to help improve the morale and welfare of members of the armed forces of the United States of America deployed in harm's way. This is accomplished through collecting handmade stockings and donations to fill the stockings. These items are provided to Stockings for Soldiers to send to members of the armed forces deployed overseas.

Committee: Club member are encouraged to support this project each year.

## ***Vocational Services Committee***

***Chair Needed***

The Rotarian Code of Conduct provides a framework for ethical behavior that all Rotarians can use, together with The Four-Way Test, in their business and professional activities.

As part of Rotary's guiding principles and the Avenues of Service, Vocational Service calls on Rotarians to empower others by using their unique skills and expertise to address community needs and help others discover new professional opportunities and interests.

Committee:

## ***Votary Committee***

***Faith Woodward***

This committee exists to produce a weekly newsletter that includes the name of the Rotary International President, the program for each meeting and the subsequent meeting, and the minutes and speaker's review from the previous meeting. Also included is the calendar of upcoming events, instructions on how to add items to the calendar, any proposed new members, condolences to club members who have lost loved ones, nominations for new board members, information from the District and/or Rotary Foundation, the list of board members, and the list and contact information of the committee itself.

Serving on this committee are:

- An editor who assigns writers for each week's meeting, formats reports into the newsletter, coordinates those who print the newsletter for each meeting, and e-mails the final newsletter to the webmaster and whoever will be printing the Votary.
- Ten to fourteen writers, two of whom have duties to write each week (one for the Minutes and the other for the Speaker's Review) and submit their notes by e-mail to the editor.
- The webmaster who uploads copies of the Votary each week to the website and keeps an archive of past editions

Not on the committee but supporting the Votary are:

- Twelve individuals who print the Votary for each week of an assigned month. One copy for each table is printed.

Committee: B Fahey, G Hess, D Mortimer, K Rheiner, W Stroup

### ***Youth Services Committee***

***Randy Lindel***

**Interact Committee :** Become familiar with Rotary guidelines regarding Interact Clubs. Serve as a liaison between our Rotary Club and the Interact Club by meeting with the students/officers/teacher representatives on occasion to provide support and guidance to them.

Committee: N Keisler, R Lindel

**Joint Scholarship Committee:** The Scholarship Committee's primary role is to evaluate the essay component of the Scholarship applications that are submitted. This is one component of the scoring system. All other components are evaluated through a Rubric that has been developed to score based on number of activities, number of hours spent doing these activities, leadership roles, etc.

Committee: J Abitabilo, N Keisler

#### **Rotoract:**

**RYLA (Rotary Youth Leadership Award) Committee:** The RYLA Committee's primary role is to evaluate the nominations presented to attend a weekend long Rotary Leadership event, usually held in March.

**Youth Exchange:** This committee works closely with the District regarding mostly incoming exchange students. The committee is responsible for securing 2 – 3 host families for the student during their year, providing a club counselor to mentor the student, encouraging Rotarians to participate and interact with the student (s) and overall providing the student (s) with an awesome experience.

Committee: M Baxter, J Nelson, M van Riet

### ***100<sup>th</sup> Anniversary Committees***

**Celebration Committee:** S Brown, Chair, M Venema, Co-Chair, S Casso-Rogers

**Permanent Marker Committee:** M Holliday, Co-Chair, M Venema, Co-Chair

**Service Project Committee:** M Neilon, Chair, M Venema, Co-Chair

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