

District 5240 Rotary



Club Service Training

As Club Service Chair/Director, your responsibilities include creating the climate and culture that make your club inviting, appealing and interesting. This session will focus on areas that make a difference and current strategies that have transformed clubs. **Club service is the heart of the club.** Your club will live or die based on how fun it is for the members. You must tailor this to your clubs needs and the personalities of its members.

1. Learn about the essentials that make a meeting special so everyone looks forward to attending.
 - a. Its about making friendships and having fun.
 - b. Everyone must have a part to play.
 - c. Divide the load into (Groups, Islands, gangs, troops, posses)
 - d. Make sure each member is on some kind of committee
ESPECIALLY new members.
 - e. Have a raffle item at each meeting. -someone from that weeks team can bring it.
 - f. Have Monthly themes or Specific day themes (new year's, valentines, St. Patrick's,)
 - i. Tie in speakers and meals
 - g. The Big Events. (Demotion Dinner, Holiday Party, Main Fundraiser)
 - h. Make introducing guests special.
 - i. Make induction ceremonies special.
2. Discuss strategies to improve meeting environment, communication and fellowship
 - a. **Fellowship director, empress of enchantment, Family of Rotary** This is a person
 - b. Birthdays, anniversaries, illness, AWOL members, deaths
 - c. Give members recognition if they do something special or make the paper etc.
 - d. Make it fun, cupcakes, caramel apples, flowers, decorations.
 - e. Use fun props (Chamber pot, Wheel of fun, sword, wand, hammer)

- f. Have a calendar that can be accessed by web site and at the meeting.
3. Share information including families, improving bulletins, changing rites and ritual
 - a. It is very important to always invite club families to your events and or meetings as guests. Especially during Induction ceremonies, Paul Harris presentations, Step Downs and other ceremonies.
 - b. Make sure you have a presence on social media and that you ask your club families to follow or like your pages.
 - c. Your club newsletters should be up-to-date fun to read.
4. Understand the significance of the **Sergeant at Arms**
 - i. I know many clubs don't use Sergeant at Arms any longer
But...
 - ii. Your right hand person and partner in crime.
 - iii. Assign certain tasks. (Set up, tear down, introductions, happy dollars, meeting startup)
 - iv. First person to turn to for help
5. Strategic Planning
 - a. Create a Responsibility Timeline
 - b. Assist in planning the Club 5-year visions
 - c. Assist in the transitioning of President
 - d. Assist in reviewing possible changes to the Club Bylaws and Continuing Resolutions
6. Family of Rotary
 - a. Welcome aboard process
 - b. Fireside chats
 - c. Social night event (Sport games, murder mystery, casino night, etc.)
 - d. Hold a yearly social event (BBQ, Party, Formal night, etc.)
 - e. Area Club mixers.
7. Programs and Greeters
 - a. Programs: 2 trains of thought
 - i. Thought 1: Get a team together and plan out the year. Have many people responsible for going and getting speakers
 - ii. Thought 2: Get a Super Hero whose special power is to get speakers.
 - b. Greeters
 - i. See that everyone has a job

- ii. **Greeters help visitors feel welcome. They need to hand deliver guests and speakers to the president of the club before the meeting for an introduction.**

You Will Never Have a Second Chance to make a First Impression!

- 8. Compliance and other boring stuff.
 - a. Awards list for District 5240. Check it out integrate it into your year from the beginning.
 - b. Win an award.
 - c. District Governor visit. Throw a party and make it crazy.
 - d. Help support the President and Treasurer in their duties. They rely on you.

Rotary Wheel of "Good Times"

1. Raffle tickets
2. Craft talk
3. Lunch with the President
4. Free ticket to magic show
5. If AI is present buy ticket and have him bless it.
6. Win 5 raffle tickets
7. Attend a board meeting
8. Talk about four way test win 5 tickets
9. SGT of Arms will give secret assignment
10. Craft talk
11. Get a Rotary Pin
12. Buy a raffle ticket have AI bless it
13. President will "Volunteer" you for something.
14. Go out to lunch with a Rotarian
15. Craft Talk
16. Craft talk
17. SGT of Arms will give secret assignment
18. Go to a Board meeting
19. Buy a raffle ticket have AI bless it
20. Talk about four way test win 5 tickets
21. You must greet everyone next meeting
22. Craft talk
23. SGT of Arms will give secret assignment

Club Service Director (Sample Job Description)

Purpose of Club Service:

The Avenue of Club Service is designed to conduct activities and programs to help members of the club. As the Director of Club service, you over see, but do not have to run, the programs that help members. Club Service provides the benefits and the fun directly to members.

Duties:

1. You have the authority to approve expense reimbursement. Anyone who has an expense that falls under Club service, can bring a receipt and an expense authorization form to you for approval. They can then turn the form into the Treasurer. Conversely the treasure can come to you with an expense form and receipts for your approval.
2. Club service is one of the four positions that can sign a check for our club. All checks must have two signatures to be valid, and have an expense authorization form, in order to be signed. The four check signing positions are President, Treasurer, Secretary and Club service director.
3. Attend the Board meetings.
4. Attend the district assembly in October.
5. Help to provide a fun atmosphere at the club in any way you see fit.
6. Bring any issues to the President or board of directors attention that you feel needs to be addressed.

Positions that Club Service supports.

1. The Club Service Directors supports many other Rotarians, but does not do their job for them. These jobs are not your personal responsibility. Members sometimes need help with expenses, communicating to the board of directors or to get advice. Just check in on them from time to time to see if they need anything.
2. Membership chair. (_____)
3. Fellowship committee. (_____)
4. Four Rotary Teams: (_____) (_____) (_____) (_____)

Events run under Club Service:

1. Summer BBQ: I asked _____ to host the party at her house. She was extremely pleased to do so and is excited to be on the committee. You can ask anyone you want to head the committee and help them to put the committee together. The event should be held in August or September and is a net zero budget item. Meaning that you have seed money (\$900) but that the members/guests who come to the BBQ are charged an amount that equals the expenses of the event.

2. Holiday party: This is usually held sometime in the first two weeks in December in place of a regular meeting. _____ usually heads this committee. Please reconfirm that she is willing to do it and help get a team built around it. This is also a net zero event with \$1,200 of seed money.
3. Rotary Appreciation Day: This is usually held sometime in Spring. _____ and _____ run this event. Just check in with them and support them if they have special requests. It is also a net zero event with \$500 in the budget as seed money.
4. Demotion Dinner: Will be held on the second to the last Wednesday of June. The immediate past president is responsible for running the event but several people have already told him they would help. Just give them any support they might need. It is a net zero event with \$1,100 in the budget...but I might bump that up to \$5,000. 😊