***CONGRATULATIONS*…You are a leader in Interact, and it is time to pursue the projects and activities that inspired you to become an Interactor. Your club’s government can help you accomplish these goals. Their roles and responsibilities are described below. Since each Interact club is self-governing, the follow serve as guidelines and are not mandatory.**

***The Board of Directors***

 **Just like in Rotary, the governing body of an Interact club is its board of directors. The board consists of the president, vice president, secretary, treasurer, and any additional officers, depending on the size of the club. The board is required to meet at least once a month and report any action taken at the next Interact club meeting.**

 **During its meetings, the board reviews and approves the club’s plans and projects. The Rotarian and faculty advisers must attend all board meetings. Club members may also attend these meetings as observers. The Interact club’s board of directors should be familiar with the Interact constitutional documents. In addition, incoming Interact club officers must participate in leadership training.**

 **Board members should think of project ideas, encourage**

 **club members to participate, and delegate responsibilities. At the end of the year, the board prepares a final report that describes the major actions taken over the past year. It should keep the original on file and send a copy to the sponsoring Rotary club.**

***President***

**The president’s primary role is to lead the club, making sure it functions effectively. Responsibilities before taking office**

**include:**

**• Study the Interact constitutional documents.**

**• Meet with the board of directors to plan club activities.**

**• Appoint all standing and special committees with board approval, and serve as an ex officio member of all committees.**

**• Appoint committee chairs based on their experience, and talk with them about their choices for committee members.**

 **Additional responsibilities for established Interact clubs:**

**• Meet with the outgoing president and board of directors to review the club’s records and discuss its current activities.**

**• Decide which of the existing committees should be kept for the upcoming year, and consider ideas for new committees. *Responsibilities in office include:***

**• Conduct effective meetings by preparing a detailed agenda that outlines what will be covered and for how long, allowing**

 **enough time for reports from officers and committee members.**

**• Plan creative programs for club meetings well in advance, and arrange for speakers, panel discussions, trips, and**

 **entertainment that appeal to a wide range of interests.**

**• Delegate responsibility to help other members develop their leadership skills and to avoid getting overwhelmed with details.**

**• Identify members’ skills and interests, and harness them in club projects.**

**• Work to ensure that the club’s activities and service projects are successfully promoted and carried out.**

**• Pay attention to membership growth and development, and maintain a balance among age and gender groups.**

**• Communicate and collaborate actively with the Rotarian or faculty adviser and the district Interact chair.**

***Vice President***

**The vice president’s primary role is to support the president. Some clubs may choose to have the incoming president serve as vice president before taking office. The vice presidency is not an automatic stepping stone to the presidency, but it provides excellent training for a future club leader. Responsibilities include:**

**• Preside over meetings when the president is absent.**

**• Serve as a member of the board of directors.**

**• Work with the president to handle special assignments.**

**• Stay up-to-date on all the club’s goals and ongoing activities.**

***Treasurer***

**The treasurer works with the secretary to maintain accurate financial records. This officer should be a responsible, detail oriented person. Responsibilities include:**

**• Collect membership dues.**

**• Deposit dues and all proceeds from fundraising projects.**

**• Handle most of the work of preparing and administering the budget.**

**• Prepare a monthly report that accurately details:**

**– Money on hand at the beginning and end of the month**

**– Income, with its source (such as membership dues or fundraising) clearly indicated**

**– Payments, indicating for what and to whom**

**• Prepare an end-of-year report summing up the impact of the past year’s activities on the budget. The outgoing treasurer should give the end-of-year report to club members and the incoming treasurer. All the treasurer’s reports form part of the club’s permanent record.**

***Secretary***

**The secretary’s primary responsibility is to help the club function effectively. Responsibilities include:**

**• Maintain all club records, such as:**

**– Membership**

**– Committee appointment worksheets**

**– Attendance**

**– Dues payments**

**– All important club papers, including the club’s Certificate of Organization, budget documents, and reports**

**• Take minutes — a clear, concise written record of what was said at a meeting and any actions taken — at all club**

 **meetings. Minutes shouldn’t detail every word that was said or how the decisions were reached but should cover these**

 **points:**

**– Type of meeting (board, club, or committee meeting)**

**– Date, time, and place**

**– Presiding officer**

**– Attendance**

**– Approval and correction of last meeting’s minutes**

**– Treasurer’s statement**

**– Summary of reports from officers and committees**

**– Summary of agenda (including old and new business) and actions taken**

**– Announcements**

**– Adjournment**

**The secretary can also be responsible for notifying Rotary International of successful projects by submitting the Interact Project Data Form and for annually updating the club’s officer and contact information with Rotary International.**

**Develop an email list every year so you can keep your members informed, and updated.**

***Other Officers***

# *Historian, Publicity/Communication, Webmaster*

***Club Committees***

**Committees help your club carry out activities and projects. The club president appoints four standing committees — club, finance, service, and international understanding — as prescribed by the Standard Interact Club Constitution. Additional committees may be appointed as needed. Committees should meet at least once a month to discuss plans and activities and share them with the president. Try to keep these meetings short and to the point. And remember: All committee activities and expenses are subject to the board’s approval.**

**Committee chair responsibilities include:**

**• Assign every committee member a job to do, and keep track of these assignments.**

**• Make sure all committee members are familiar with the club’s constitutional documents, organization, and goals.**

**• Establish a schedule of committee meetings for the year.**

**• Notify committee members in writing of a meeting, giving the date, time, place, and subject of the meeting. (For example,**

 **E-mail, text messaging.)**

**• Prepare agendas for meetings, and try to follow them.**

**• Contact members scheduled to make reports at meetings, and ask if they need any help preparing their reports.**

**• Ask members for their opinions.**

**• Keep accurate records, but avoid unnecessary paperwork.**

***Club Committee***

**The club committee develops ideas for club meeting programs, ways to recruit new members and keep current members, and methods for publicizing the club’s activities. To accomplish these tasks, the committee may want to divide into subcommittees.**

**The committee also maintains a historical record of the club, such as a scrapbook, that includes pictures and descriptions of the club’s activities.**

***Finance Committee***

**The finance committee decides how the club will fund its activities, always with a goal of keeping dues low and maintaining the club’s ability to support itself. The committee finds ways to obtain donations for projects and activities, both in-kind and monetary, from businesses and organizations by offering something of value in return, such as services or recognition.**

***Service Committee***

**The service committee organizes one project each year that benefits either the school or the community.**

***International Understanding Committee***

**The international understanding committee undertakes one project each year that promotes international goodwill.**

***Running a Successful Club***

**Interact clubs must meet at least twice a month. To encourage good attendance, select a time and location that’s convenient for club members. (School-based clubs usually meet at the school.)**

***Lead Club Meetings***

**Remember, Interact meetings should be fun and productive. Some clubs incorporate team-building activities, icebreakers, or brainstorming sessions during their meetings to keep club members involved while building trust and friendships. Whatever you do, stick to your agenda. It will help keep the meeting moving forward and ensure all topics are covered.**

**Here’s a typical meeting format:**

**1. Allow time before the meeting for members and guests to talk among themselves.**

**2. Begin the meeting with the president introducing guests and making announcements and reminders.**

**3. Introduce new club members.**

**4. Have the secretary, treasurer, and committee chairs make any relevant reports.**

**5. Present the program.**

**6. Close with a thank-you to the program speaker and other program participants.**

**7. Adjourn the meeting.**

***Keep Club Membership Strong***

**Your ability to hold on to current club members and bring in new ones is key to your club’s success. Keep members coming back by involving them in club activities and encouraging them to take on club leadership roles. Help your club grow by bringing in members who have special interests and abilities & are enthusiastic about the social & service aspects of Interact. Consider these suggestions for maintaining a strong, committed membership:**

**Set goals. Set membership goals and encourage all club members to work to meet them. For example, challenge members to bring in one new Interactor each year, and offer an award or prize to the member who recruits the most new members.**

**Keep current members. Keeping active club members is just as important as gaining new ones. With a large number of enthusiastic, dedicated Interactors, your club will be better able to carry out successful service projects and attract new**

**members.**

**Strategies for Involving New Members**

**• Hold a special meeting or event to welcome and celebrate new club members.**

**• Explain the opportunities and benefits that come with Interact membership. Members who understand Interact and its**

 **purpose are more likely to remain active in the club.**

**• Ask experienced Interactors to “adopt” new members and make them feel welcome.**

**Strategies for Involving Established Members**

**• Assign committee responsibilities to veteran members to let them know they’re important to the club.**

**• Recognize club members who dedicate extra time to service projects.**

**• Maintain a good age and gender balance. Different points of view make for interesting meetings and contribute to a**

 **richer Interact experience for everyone.**

**• Get feedback from members on the types of meetings, activities, and projects they enjoy, and plan accordingly.**

**• Plan social events to bring members closer together.**

**• Monitor attendance to ensure everyone comes to at least 60 percent of the club’s meetings. Members with high**

 **attendance are the most likely to stay involved.**

**• Keep members informed through a club newsletter, distributed either in print or electronically. Mention service projects**

 **and fundraising efforts, news from Rotary International, Interact club leadership reports, a brief summary of club**

 **meetings, and sponsor Rotary club activities that may interest Interactors. Include the name and address of the Interact**

 **club, its meeting time and place, the name of the sponsor Rotary club, and the Rotary district number in your newsletter.**

**Bring in new members.**

**The first step to bringing in new members is to let them know that the club exists. Use the suggestions below to promote your Interact club and its service projects.**

**• Organize a special event. Make sure to do these things:**

**– Explain the purpose of Interact and show slides or photographs of your club’s activities.**

**– Display the *Interact Poster* (639-MU) and hand out the *Interact Brochure* (600-EN).**

**– Emphasize the club’s service efforts and successes, the internationality of Interact, and the opportunity for members to**

 **take on leadership roles while having fun and making new friends.**

**• Publicize your club’s activities in the school newspaper and local media.**

**• Invite potential members to participate in a service project or attend a club meeting so that they see Interact in action.**

**• Develop a club Web site where potential members can learn about Interact club projects and find out how to join. Ask**

 **your school to include a link to your club’s site on its Web site. For more information on creating a club Web site,**

 **including Rotary guidelines.**

**• Arrange for Interact displays at local libraries, coffee shops, community centers, or anywhere else youth gather. Display**

 **the *Interact Poster* (639-MU), along with photos of your club in action. Provide information about Interact and how**

 **interested teenagers can join their local club.**

***Plan Service Projects***

**Interact clubs must carry out two service projects each year: one that helps the school or community and one that promotes**

**international understanding. These projects are a great way for Interact clubs to get involved in the community, connect with youth around the world, and attract new members. Because service projects can cover a wide range of issues, it helps to focus your efforts early on. Keep in mind any service goals set by your club and its sponsor Rotary club. Gain support for club projects by choosing service activities that address real needs in the local or international community. Before your club decides on a project, ask the following questions:**

**• What services are needed in your school or in the local or international community?**

**• Which local or international organizations could use your Interact club’s assistance?**

**• Can you collaborate with your sponsor Rotary club or a local Rotaract club on its service efforts? Can you collaborate with**

 **another local Interact club or a club that’s in another country?**

**• What types of service projects fit within your club’s budget? With a little imagination and hard work, the possibilities are**

 **limitless. Though clubs are welcome to select their own projects, consider choosing projects that coincide with the calendar**

 **of Rotary observances or that relate to the Menu of Service Opportunities.**

**Some of the most rewarding projects are those conducted with Interact clubs in other countries. Establish ongoing correspondence with a club before planning an exchange or visit by sending photos, conducting meetings over the phone, or exchanging e-mails or letters.**

***Rotary calendar of observances***

**Interact clubs might consider planning projects or activities to coincide with the following Rotary observances:**

**July**

**The Rotary year begins on 1 July.**

**August** (Membership and Extension Month)

**Develop a membership strategy for the year, and set this plan into motion.**

**September** (New Generations Month**)**

**Celebrate Rotary’s commitment to youth by performing a joint project with your sponsor Rotary club.**

**October** (Vocational Service Month)

**Invite Rotarians to speak with Interactors about their professions or to discuss ethics in the workplace.**

**November** (Rotary Foundation Month)

**Support polio eradication efforts by organizing a service project or awareness campaign. Celebrate World Interact Week.**

**December** (Family Month)

**Involve your siblings, parents, or other family members in a service project.**

**January** (Rotary Awareness Month)

**Publicize successful service projects and promote upcoming activities in your community.**

**February** (World Understanding Month)

**Reach across borders and cultures to organize a project that promotes peace and understanding. Celebrate Rotary’s anniversary on February 23rd, designated as World Understanding and Peace Day.**

**March** (Literacy Month)

**Organize a book drive or another activity that promotes literacy or addresses education issues in your community or**

**abroad. In District 5890, we have the “Rotary Books for the World” project.**

**April** (Magazine Month)

**Check out Rotary’s online publication *Interactive* at www.rotary.org/interactive.**

**May**

**No Rotary designation**

**June** (Rotary Fellowships Month)

**Attend the RI Convention (sometimes held in May). The Rotary year ends on 30 June.**

***Interact is Serious Fun…***

General Guidelines for Interact Club Officers

President

The President presides over all meetings of the Club, appoints all standing and special committees and serves as an *ex-officio* member of all committees. As the Club leader, the President helps members to develop as leaders and works to ensure that the Club’s activities and service projects are successfully promoted and completed. The President should develop a talent for identifying members’ skills and interests and put them to work in Club projects.

Qualities: Leadership skills

 Energetic

Good manager and respective of other officers (Peace and Conflict Resolution)

 Strong self motivation

 Good communicator

 Strong self-discipline: actions – follow-up

# Vice-President

Presides over meetings when the President is absent and handles special assignments for the President. Before taking office and throughout the year the vice-president should keep up to date on all the Club’s goals and ongoing activities.

Qualities: Assist the President

 Ideas

Organizational skills – empower all the Interact club members

 Action follow-up

# Secretary

The Secretary maintains all Club records, including membership records, which are necessary for determining who is eligible to vote.

The Secretary also completes the Interact Officer Data Form and submits them to Rotary International. The Secretary must also take minutes at all meetings and prepare the agendas for meetings in conjunction with the President.

Qualities: Preparation for meetings: Agenda, Minutes

Clear thinking

 Attentive

 Timely/responsive

# Treasurer

The Treasurer works with the Secretary to maintain accurate financial records. The Treasurer should be a responsible, detail-orientated person. A final report summing up the year’s operation should be given to the Club and the incoming Treasurer.

Qualities: Great with numbers

 Business acumen

 Responsible

 Strong self-discipline

# Publicity/Communication

Publicize the Club’s activities in the local and school newspapers and on the Interact and school website. Take action pictures at club events and send them to the press, sponsoring Rotary Club and the District President for use at the District level. A good image in the school and local community will help the club recruit new members and contributes to an accurate, positive image of Interact and Rotary.

Qualities: Creative & imaginative

 Should enjoy writing

 Should enjoy marketing and sales

 Familiar with generating and placing material on the website

 Artistic flair would be useful.

 Website...Facebook...Twitter...all Social Media!