# ROTARY CLUB OF KINGSTON OVERVIEW (Oct.22, 2021)

**Meetings Thursday 12:15 – 1:30 p.m.**

The Rotary Club of Kingston (RCK) normally meets weekly on Thursdays at the Kingsbridge Retirement Community (650 Centennial Dr.). Special offsite meetings occur from time to time and are announced in advance.

The basic format of each meeting is:

* Arrival, Networking, Fellowship and lunch
* Call to Order, National Anthem, Rotary Reflection, and Guest Introductions
* Guest Speaker
* President & Secretary Announcements, Member Care, Club Business
* Rotary Moments, Classification Talks, Perfect Attendance, Birthdays, Red Hat Award, Fines Master & Happy Bucks

Lunch orders are taken a couple of days before our meeting day. A light lunch is $10 and a full meal is $20. Payment for lunch is through e-transfer to rotarykingston@gmail.com

## Meeting Duties

The membership is divided into four teams, which are responsible for covering duties one meeting a month. Team leaders communicate with fellow team members to assign different tasks to ensure every meeting flows smoothly. These include

* **Greeter** - Arrive by 11:45am, either in person for our 1st and 4th meetings of the month or on Zoom for the 2nd and 3rd meetings of the month. The goal is to formally welcome members and guests on behalf of the club.
* **Put-away** – Help pack up the club cupboard (flags and stand, bell and gavel, name tag stand, the coffer, signs and paperwork for the registration desk) after the meeting (when meetings are in person).
* **Coffer Carrier** – Collect fines and Happy Bucks in the fines box (in person meetings). Give funds to Treasurer after the meeting.
* **Membership Registration** - Arrive by 11:45am and mark off each member’s name as they enter (in person meetings).
* **Guest Registrar** – Write the names of Visiting Rotarians and Guests of Rotarians on the registration sheet and write out a name tag (in person meetings only). Complete a makeup card for Rotarians. When called upon, go to the podium and ask that guests stand and remain standing until everyone is introduced. Once all names are read, say something like - How do we welcome our guests? (Applause) Give the registration list to the Ramblings Scribe.
* **50/50 Draw** - Arrive by 11:45am to sell and tickets (in person meetings). Once the meeting begins, count the money collected and put half in one envelope (for the winner) and the other half in a separate envelope (give to Treasurer). When called upon, have the speaker or a guest draw two tickets (one for $, the other for free arm’s length at next meeting).
* **Rotary Reflection** **–** Read one of the listed reflections (in Roster or from sheet on registration desk) or create one of your own to be recited after the national anthem.
* **Speaker Introducer & Speaker** **Thanker** – Bios of guest speakers are forwarded to team leaders prior to the meeting and passed along to the introducer who will read from the bio when called upon. The thanker offers appreciation on behalf of the club, highlighting a few key take aways from the talk and noting that a donation will be made by the club in his/her name to the President’s charity of choice for that year.
* **Fines Master** – Levies fines and tests members with trivia questions – all in fun.
* **Ramblings Scribe** – Take meeting notes for the weekly Rotary Ramblings (our newsletter) recapping the important points from the meeting. Scribing is done by a small group of scribes outlined in the roster.

## Committees

Members are encouraged to join and actively participate in the club’s committees. Such participation is the most fulfilling way to engage in the work of RKC. Committee meetings most often take place before or after regular meetings, but some occur at different times and locations. All committees, including committee Chairs, are included in the Roster.

## Board

Rotary Club of Kingston members are encouraged to take turns serving on the Board of Directors. The Board meetings take place once a month. Generally, the term of office is two years although exceptions are granted as needed. The President’s term is for only one year though they serve as President Elect the year prior and Past President the year following. This provides an opportunity to both bring in new ideas and ensure continuity of club strategic priorities.

## Fundraising

Much of the work done by the RCK is made possible through a variety of fundraising initiatives. All members are expected to participate in these projects, which could include serving on an event organizing committee or soliciting local businesses for sponsorships or auction donations. Our most significant (annual) fundraisers are listed in the roster.

**Budget**

The Rotary fiscal year runs from July 1 – June 30. The budget for our projects and activities is determined annually. The Board, under the direction of the Treasurer, presents the proposed budget to club members in early July and it is voted upon by the whole membership at the meeting two weeks following. Please note the funds raised each year are not spent until the next so that we can be fiscally prudent and not put the club at risk.

## Mentorship (Supporting New Members)

New members are assigned a mentor to serve as a role model, coach, and confidante offering support, knowledge, insight, perspective and wisdom useful to you. Mentors are typically assigned based on common interests and connections. That said, mentorship is a team effort. The Board, the Membership committee and your team members will also help guide you on your Rotary journey.

## Classification Talks

Each member is asked to provide a classification talk to the membership. This is an opportunity for new members to detail their personal and professional history and journey. Often, members put together a presentation with a combination of photos and facts to tell their story. A member’s classification is also shown on their membership name badge and usually refers to the vocational area that they are or were in. It is also attached to your bio in the Roster. Classification Talks usually happens a few months into your membership at a meeting that is convenient to you. These talks can be recorded as Podcasts or delivered in person.

## Participation and Engagement

Participation at weekly meetings is not mandatory but encouraged. It is a great opportunity for you to learn about our club’s projects and activities, build relationships with other members and hear some great guest speaker. There are so many avenues for participation and engagement from Rotary club meetings to committee meetings, service projects and activities, and fellowship events. Rotary recognizes annual Perfect Attendance achievements. Leaves of absence for good reasons may be granted upon request to the club Secretary.

## Fees

Annual Club dues are $265 payable in full by June 30 or in four monthly instalments paid by November 30th. The base amount of $265 covers club expenses including web hosting, speaker lunches, member care and dues to District 7040 and Rotary International. Members have the option to add a $100 charitable contribution to the Rotary International Foundation (tax receipt provided) + a $40 charitable donation to the club’s Trust Fund (tax receipt provided). Please note that some of this money comes back to the club in the form of District grants. All members are asked to apply (annually) for a Canadian Police Information Centre (CPIC) record check, which can be done online. Submit completed checks to the club Secretary. Occasionally, when a member is not involved with vulnerable people (youth, Seniors), the club Secretary may grant an exemption.

**50/50 Draw / Happy Bucks / Fines Master:**

50/50 tickets ($2 for three or $5 for an arm’s length) are sold at each meeting for the chance to win half the cash collected. Add $1 or $2 (or more) Happy Bucks to the coffer to share personal news and stories at a meeting. And, the Fines Master can fine members for pretty much anything – cell phone rings, speaking out of turn, not wearing a Rotary pin, etc… all in good fun to raise funds for the club account.

## Fellowship Events

The Rotary Club of Kingston enjoys various fellowship activities including the celebration of fun holidays (Valentine’s Day, Halloween, Shrove Tuesday and St. Patrick’s Day) during regular meetings. There are also monthly pub nights; wine tours, and other fellowship events that help members to build relationships and enjoy each other’s company.

## Rotary Ramblings

*The Ramblings* is a weekly newsletter sent via email to members and Friends of Rotary as a summary of the meeting with photos, upcoming events, and the duty roster.

## Social Media

The Rotary Club of Kingston has an informative website and a strong social presence on Twitter and Facebook. Share + Like + Retweet + Forward to help spread the word about Rotary!

 kingstonrotary.ca

 RCKingston\_ON RotaryClubOfKingston

 rotarykingston@gmail.com

We are also part of a larger communications group of Rotarians in Kingston. This Kingston Communications team includes a key communications officer in each of the 6 Kingston clubs. The goal is deliver common messaging to the community about Rotary and to collaborate so that we can reach the widest audience.