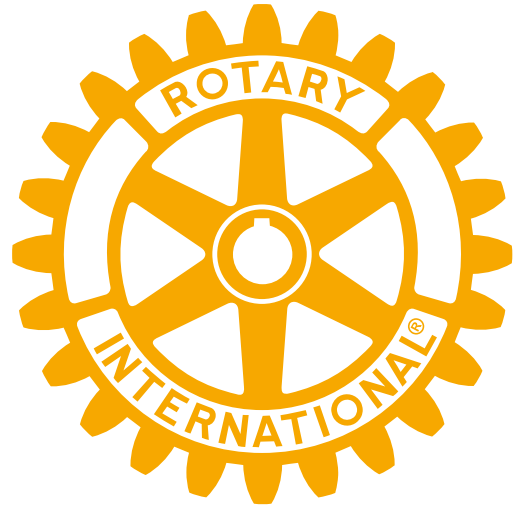


# YOUR JOB AS CLUB SERVICE PROJECTS COMMITTEE CHAIR



As club service projects committee chair, you help your club meet real needs in your community and around the world. Find details in [Lead Your Club: Service Projects Committee](#).

## RESPONSIBILITIES

### ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, vocational, community, international, New Generations, fundraising)

Meet regularly and plan activities together

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

Manage your committee's budget

Work with your club's other committees and your district committee on multiclub activities or initiatives

Report committee activities and progress to the club president, board of directors, and the full club

Determine what else your club expects your committee to do

### YOUR COMMITTEE

Plan projects, carry them out, and evaluate them

Identify opportunities for signature projects that will increase your club's recognition in the community

Work with other organizations, volunteers, and committee members to maximize the impact of your projects

Lead efforts to raise money for projects

Understand liability issues that affect your club projects and activities

Work with the public relations committee to promote projects

Collaborate with other clubs on projects