



Organizing a Rotaract Club

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Rotarian's Role



Susan Rack (President, Brookline Rotary Club), Annette Ayzichek (Rotaract President) & Joyce Graff (Immediate Past President Brookline Rotary Club)

- **Forms a Rotaract Committee**
 - **Rotarian Adviser**
- **Identifies potential Rotaractors**
- **Invites prospective members to an informational meeting**
 - **15 charter members**

Rotaractor's Role

- **Holds organizational meeting**
 - Understands Constitutional Documents
 - Holds elections
 - Establishes Annual Club Dues
 - Plans Meeting times at least twice a month
 - Plans activities
- **Completes organizational paperwork**
 - Rotaract Club Certification Form
 - Pays organizational Fee (\$50) Typically Paid by sponsoring Rotary Club
- **Plans an inaugural ceremony**



Sargent College Rotaract Club (University-Based) Meeting

Rotaract Club Administration



Community Project at Ironstone Farm

- **Board of Directors**
 - President
 - Vice President
 - Secretary
 - Treasurer
- **Club Committees**
 - Club service committee
 - Community service committee
 - International service committee
 - Professional development committee
 - Finance committee

Roles & Responsibilities of Board of Directors



**2012-2013 Sargent College Rotaract Club
Board of Directors**

President

- Conducts effective club meetings
- Chairs meetings of the board of directors
- Appoints all standing and special committees, with board approval,
- Serves as an ex officio member of all committees

Roles & Responsibilities of Board of Directors



Volunteering at the Brookline Rotary Club's Chocolate Event

Vice President

- Supports the president
- Some clubs have the incoming president serve as vice president
- Presides over meetings in the president's absence
- Serves on the board of directors and as an ex officio member of all committees

Roles & Responsibilities of Board of Directors



Volunteering at the Brookline Rotary Club's Pancake Breakfast

Secretary

- Maintains all club records, including membership, committee appointments, attendance, dues payments, and important club documents, e.g., club's certificate of organization, budgets, and reports
- Notifies the sponsor Rotary club of club members who are turning 30
- Updates every 6 Months:
www.rotary.org/memberaccess
- Takes minutes

Roles & Responsibilities of Board of Directors

Treasurer

- Chairs the Finance committee
- Collects membership dues
Depositing dues and all proceeds from fundraising projects
- Pays all club bills & reimbursements for club expenses
- Prepares a monthly report



Sargent College Rotaract Club's Lip Sync Fund Raiser

Roles & Responsibilities of Sponsor Rotary Club, Rotarian Adviser & Faculty Advisor

- Sponsor Rotary Club
- Rotarian Adviser
- Faculty Adviser (University-based clubs)



Melvin: Our 1st Gift of Life Child

Roles & Responsibilities of Sponsor Rotary Club, Rotarian Adviser & Faculty Advisor

Sponsor Rotary Club

- Invites Rotaractors to Club meetings
- Participates in Club events
- Supports Participation in Rotary activities, E.g. District meetings, interota



Diego & His Family: Our 3rd Gift of Life Child

Roles & Responsibilities of Sponsor Rotary Club, Rotarian Adviser & Faculty Advisor

- **Rotarian Adviser**
 - Link between Rotary Club & Rotaract Club
 - Attends Rotaract Meeting
 - Stays in contact with Rotaract Board of Directors



**Sargent College Rotaract Club Activity:
Crocheting infant caps**

Roles & Responsibilities of Sponsor Rotary Club, Rotarian Adviser & Faculty Advisor

- **Faculty Advisor (University-Based Clubs)**
 - Typically a Faculty Member at the University
 - Advises Club Members
 - Acts as a Liaison between Rotary Club & Rotaract Club
 - Attends Rotaract Meeting



Volunteering at the Brookline Rotary Club's Pancake Breakfast