**Club Committee Plan – Maryborough Rotary – 2023**

***This plan lists Standing Committees, their purpose, their focus areas or responsibilities and members along with any related sub-committees.***

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| **Committees/ Sub Committees**  | **Purpose**  | **Focus Areas/ Responsibilities** | **Members Responsible** |
| **BOARD****President. G Higgins**Past President/VP: A TeesePresident Elect: TBDSecretary: A OhlsenTreasurer: J WilliamsonAdministration: G JamesMembership: T SmithPublic Image: A TaylorFoundation: Te AllanFund Raising: B ReedService Director: H Breitinger | To be responsible for and manage all aspects of club life | Monitor the CITATIONPromote MY ROTARYManage RITUALSAppoint YOUTH PROTECTION officerManage CONSUMER AFFAIRS compliance | G HigginsSecretary: A Ohlsen |
| **1. Club Planning Sub C****Chair: G James**G HigginsJ CaulfieldB ReedA TaylorT Smith | To initiate and manage the periodical strategic plans and yearly reviews of the club’s action plans | Manage PLANNING Manage CLUB STRUCTUREDevelop a VISION & MISSION | G JamesG Higgins/ G JamesG James |
| **GOVERNANCE COMMITTEES –** ADMINISTRATION/ MEMBERSHIP/ PUBLIC IMAGE/ FOUNDATION/ FUNDRAISING |
| **ADMINISTRATION****Director: G James**M HendersonJ WilliamsonA OhlsenTh AllanR Bursill *Total: 6* | To assist the Board in ensuring that club meetings have an interesting, varied program and run smoothly, that communication flows effectively between the Board and Committees and Club members, that club property and equipment is managed well | Manage the MEETING PROGRAMManage MEMBER TALKSProvide an ANNUAL REPORTManage the ASSET REGISTERManage MAINTENANCE of assetsMonitor ATTENDANCEManage THE BARProvide a BULLETINMonitor the VENUE & MEALSManage FOOD HANDLING qualsFacilitate FUN EVENTSManage HISTORY/ARCHIVESManage SET UP for MeetingsAppoint MEETING CHAIRSManage TECHNOLOGY/ZOOMMonitor RISK MANAGEMENT | M James/ A TeeseG JamesTh AllanA OhlsenN JenningsTh AllanM HendersonA TaylorE WatersA OhlsenT SmithG JamesE Waters/ R Rowe/Th Allan/ H BlackmanM James/ A TeeseA Ohlsen/ T Smith/ G James/ ???? M Mackay  |
| **MEMBERSHIP****Director: T Smith**J CaulfieldH Blackman *Total: 3*NOTE: Committee works with Public Image and meets together once a month | To promote the recruitment and retention of members and promote the training and development of members | Manage ALUMNI CONTACTManage FRIENDS OF ROTARYPromote MEMBER DEVELOPMENTManage MENTORINGPromote MEMBER RECRUITMENTManage WELFARE & ENGAGEMENTPromote CORPORATE membersMaintain INDUCTION processMonitor FOCUS GROUPS processEncourage member ELEVATOR PITCHES |  |
| **PUBLIC IMAGE****Director: A Taylor**M MackayA TeeseM JamesT BainbridgeC FrahnB ButterfieldK Ashton*(Total: 11 with M/ship)* | To promote a positive image of our club and Rotary in general in our local and district communities, to monitor and promote the club's online presence (including Social media and monitor the correct and effective use of Rotary branding materials | PROMOTE the Club LOCALLYManage SOCIAL MEDIAManage the WEBSITEManage Rotary RADIOFeed material to ADVERTISER Monitor use of ROTARY BRAND Prepare /maintain a BROCHURE to promote the club |  |
| **ROTARY FOUNDATION****Director: Te Allan**D MarsdenE WatersA TeeseS SundermalikT Coyle  *Total: 5* | To manage and promote the support of Rotary's own Charity including support for Rotary's designated project, Polio Plus | Promote Foundation GIVINGEncourage CENTURION programManage PHF RECOGNITIONSecure GRANTS QualificationPromote use of GRANTSPromote POLIO PLUS donationsShare RF INFORMATION |  |
| **FUNDRAISING**  |
| **FUNDRAISING MANAGEMENT****Director: B Reed**L Hanby D’WynnH BreitingerL WilliamsonS DellavedovaT AnketellC AnketellN JenningsG RoganR Rowe *Total: 11* | To co-ordinate all fundraising efforts in the club, ensure work is spread throughout the year and assist co-ordinators in conducting fund-raising events | Stimulate FUNDRAISING IDEASCo-ordinate Fundraising CALENDARASSIST F/R Sub Committees |  |
| **1. Bike Ride Sub C****Chair: L Williamson** S Dellavedova Te Allan A Taylor M Mackay M James J CaulfieldT SmithM HendersonA Ohlsen | Organize the Blue Pyrenees Bike Ride event |  |  |
| **2. Breakthrough Sub C****Chair:**  **A Ohlsen**S Dellavedova E Waters B ReedL Hanby D’Wynn N Jennings L Williamson T SmithH Breitinger | Mange the registering and set up of the Barbeque trailer at the Breakthrough, and organize the members roster |  |  |
| **3. Bunnings Sub C****Chair:**  **B Reed** E Waters Te Allan N Jennings M MackayA TaylorL Hanby D’WynnT SmithA OhlsenL WilliamsonT Anketell | Organize the teams to cook at Bunnings on rostered days throughout the year |  |  |
| **4. Maryborough Walk Sub C****Chair:** Th AllanA TaylorG HigginsM JamesH BreitingerG JamesT Smith | Organize a fundraising walk of the main sites of Maryborough – in conjunction with our Club YouTube video of the “Walk” |  |  |
| **5. Oaks Day Sub C****Chair:**  **E Waters** Th Allan L WilliamsonH Blackman | Organize the Oaks Day fundraiser at the Highland Society on Oaks Day. |  |  |
| **6. Book Fair Sub C****Chair:**  **T Smith** Te Allan L Hanby D’Wynn E Waters | Work with MEC to support the MEC Book Fair |  |  |
| **7. Harness Racing Day Sub C****Chair: C Frahn** Th AllanL Williamson M Mackay A Ohlsen | Organize the Family Violence themed Harness Racing Day |  |  |
| **8. Rotary Rock Dance Sub C****Chair:**  **M James** S Dellavedova G James  | Organize the New Year’s Eve Rock Dance fundraiser and maybe another “Rock n Roll Themed” dance. |  |  |
| **9. Ballarat Swap Meet Sub C****Chair:**  **D Marsden**B ReedE Waters L Hanby D’WynnT SmithH BreitingerA OhlsenL WilliamsonH Blackman | Organize participation in and the roster for the Ballarat Swap meet. |  |  |
| **10. Marquees Hire Sub C****Chair:** L WilliamsonS Dellavedova | Manage the hire of the Club Marquees |  |  |
| **11. Barbeque Hire****Chair:** L Hanby D’WynnL Williamson | Manage the hire of the Club Barbeque trailer & rosters. |  |  |
| **SERVICE PROJECTS – Director: H Breitinger**To monitor and report to the Board the work of Service Project committees in the Areas of COMMUNITY, INTERNATIONAL, VOCATIONAL and YOUTH Service. |
| **COMMUNITY SERVICE AREA** To research and initiate projects that will support needs in the local and district communities |
| **1. Easter Fair Project Sub C****Chair: ???** C AnketellG HigginsC FrahnTe AllanJ WilliamsonH BreitingerS DellavedovaJ CaulfieldT SmithL Hanby D’WynnA OhlsenT Anketell | Organize an Easter Carnival in Maryborough in conjunction with our Community organizations. |  |  |
| **2. Tower Peace Park Sub C****Chair:** G Higgins L Hanby D’Wynn E Waters T Anketell T SmithA OhlsenA Taylor | Research and organize the development of a Peace Park on Bristol Hill including Silo art type painting on the Tower itself. |  |  |
| **3. Family Violence Sub C****Chair:** G Higgins S Dellavedova Th Allan A Ohlsen | Organize the next phase of the Club Family violence programm. |  |  |
| **4. Community Clock Sub C****Chair:** A Ohlsen M JamesJ CaulfieldT SmithJ WilliamsonL Williamson**H Blackman** | Research and organize the provision of a large Rotary themed clock in the main street of Maryborough to coincide with our 70 Year Anniversary |  |  |
| **5. Club Sponsorships Sub C****Chair:** M Mackay C Anketell E WatersT SmithS DellavedovaM JamesA Taylor | Manage the provision of club donations to appropriate community needs and develop a set of criteria for the selection of projects | Student ScholarshipsBook awards to Primary schoolsNeighbourhood housesAustralian Rotary HealthProbus DonationGarden Club Donation |  |
| **6. Bowelscan Sub C****Chair:**M HendersonJ Williamson | Manage the promotion and distribution of Bowelscan kits | Promote BowelscanDistribute kits |  |
| **INTERNATIONAL SERVICE AREA** To research and initiate projects that will support national and overseas communities in need |
| **1. Rotary Showcase Select Sub C****Chair:** T SmithA Taylor M James G James L Hanby D’WynnS Dellavedova | Research several international projects requiring support from the RI site, promote them to members and arrange for a club donation to the preferred choice |  |  |
| **VOCATIONAL SERVICE AREA** To encourage members to serve other people through their vocations, education, and skillsets, whilst encouraging high ethical standards as exemplified by the Four Way Test |
| **1. Academy of Excellence Sub C****Chair:**G Higgins M Mackay L Williamson M Rowe H BreitingerA Ohlsen | Research ex-patriots from Maryborough who have made significant contributions in the world and honour them at a public function. |  |  |
| **2. Let’s Get Ethical Sub C****Chair:** S Dellavedova T Smith G Higgins L Williamson G James **J Caulfield** | Develop a series of ethical dilemmas in modern businesses and set up periodical table-top discussions of how one could best demonstrate the 4 Way Test in those situations |  |  |
| **YOUTH SERVICE AREA** To develop leadership skills in youths and young adults  |
| **1. LIFT Program Sub C****Chair:** M Mackay T Smith | Organize the Leadership Instruction for Teens program for local youth |  |  |
| **2. Mock Interviews Sub C****Chair:** Te Allan L Hanby D’Wynn B Reed D MarsdenJ CaulfieldT SmithA OhlsenM MackayS DellavedovaT Anketell | Manage member participation the Mock Interview program at M.E.C.  |  |  |
| **3. Say YES to Literacy Sub C****Chair:** G HigginsD MarsdenT SmithH BreitingerC AnketellTh AllanA Taylor | Organize and promote the sayYES2Literacy program |  |  |
| **4. R.Y.L.A. Support****Chair: D Marsden** | Recruit and manage support for local RYLA participants |  |  |
| **5. Science Student Support Chair: S Dellavedova** | Recruit and manage support for NYSF and Science Summer Schools programs |  |  |