**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 Teese  President Elect: TBD  Secretary: A Ohlsen  Treasurer: J Williamson  Administration: G James  Membership: T Smith  Public Image: A Taylor  Foundation: Te Allan  Fund Raising: B Reed  Service Director: H Breitinger | To be responsible for and manage all aspects of club life | Monitor the CITATION  Promote MY ROTARY  Manage RITUALS  Appoint YOUTH PROTECTION officer  Manage CONSUMER AFFAIRS compliance | G Higgins  Secretary: A Ohlsen |
| **1. Club Planning Sub C**  **Chair: G James**  G Higgins  J Caulfield  B Reed  A Taylor  T Smith | To initiate and manage the periodical strategic plans and yearly reviews of the club’s action plans | Manage PLANNING  Manage CLUB STRUCTURE  Develop a VISION & MISSION | G James  G Higgins/ G James  G James |
| **GOVERNANCE COMMITTEES –** ADMINISTRATION/ MEMBERSHIP/ PUBLIC IMAGE/ FOUNDATION/ FUNDRAISING | | | |
| **ADMINISTRATION**  **Director: G James**  M Henderson  J Williamson  A Ohlsen  Th Allan  R 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 PROGRAM  Manage MEMBER TALKS  Provide an ANNUAL REPORT  Manage the ASSET REGISTER  Manage MAINTENANCE of assets  Monitor ATTENDANCE  Manage THE BAR  Provide a BULLETIN  Monitor the VENUE & MEALS  Manage FOOD HANDLING quals  Facilitate FUN EVENTS  Manage HISTORY/ARCHIVES  Manage SET UP for Meetings  Appoint MEETING CHAIRS  Manage TECHNOLOGY/ZOOM  Monitor RISK MANAGEMENT | M James/ A Teese  G James  Th Allan  A Ohlsen  N Jennings  Th Allan  M Henderson  A Taylor  E Waters  A Ohlsen  T Smith  G James  E Waters/ R Rowe/Th Allan/ H Blackman  M James/ A Teese  A Ohlsen/ T Smith/ G James/ ????  M Mackay |
| **MEMBERSHIP**  **Director: T Smith**  J Caulfield  H 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 CONTACT  Manage FRIENDS OF ROTARY  Promote MEMBER DEVELOPMENT  Manage MENTORING  Promote MEMBER RECRUITMENT  Manage WELFARE & ENGAGEMENT  Promote CORPORATE members  Maintain INDUCTION process  Monitor FOCUS GROUPS process  Encourage member ELEVATOR PITCHES |  |
| **PUBLIC IMAGE**  **Director: A Taylor**  M Mackay  A Teese  M James  T Bainbridge  C Frahn  B Butterfield  K 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 LOCALLY  Manage SOCIAL MEDIA  Manage the WEBSITE  Manage Rotary RADIO  Feed material to ADVERTISER  Monitor use of ROTARY BRAND  Prepare /maintain a BROCHURE to promote the club |  |
| **ROTARY FOUNDATION**  **Director: Te Allan**  D Marsden  E Waters  A Teese  S Sundermalik  T 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 GIVING  Encourage CENTURION program  Manage PHF RECOGNITION  Secure GRANTS Qualification  Promote use of GRANTS  Promote POLIO PLUS donations  Share RF INFORMATION |  |
| **FUNDRAISING** | | | |
| **FUNDRAISING MANAGEMENT**  **Director: B Reed**  L Hanby D’Wynn  H Breitinger  L Williamson  S Dellavedova  T Anketell  C Anketell  N Jennings  G Rogan  R 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 IDEAS  Co-ordinate Fundraising CALENDAR  ASSIST F/R Sub Committees |  |
| **1. Bike Ride Sub C**  **Chair: L Williamson**  S Dellavedova  Te Allan  A Taylor  M Mackay  M James  J Caulfield  T Smith  M Henderson  A Ohlsen | Organize the Blue Pyrenees Bike Ride event |  |  |
| **2. Breakthrough Sub C**  **Chair:**  **A Ohlsen**  S Dellavedova  E Waters  B Reed  L Hanby D’Wynn  N Jennings  L Williamson  T Smith  H 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 Mackay  A Taylor  L Hanby D’Wynn  T Smith  A Ohlsen  L Williamson  T Anketell | Organize the teams to cook at Bunnings on rostered days throughout the year |  |  |
| **4. Maryborough Walk Sub C**  **Chair:**  Th Allan  A Taylor  G Higgins  M James  H Breitinger  G James  T 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 Williamson  H 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 Allan  L 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 Reed  E Waters  L Hanby D’Wynn  T Smith  H Breitinger  A Ohlsen  L Williamson  H Blackman | Organize participation in and the roster for the Ballarat Swap meet. |  |  |
| **10. Marquees Hire Sub C**  **Chair:**  L Williamson  S Dellavedova | Manage the hire of the Club Marquees |  |  |
| **11. Barbeque Hire**  **Chair:**  L Hanby D’Wynn  L 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 Anketell  G Higgins  C Frahn  Te Allan  J Williamson  H Breitinger  S Dellavedova  J Caulfield  T Smith  L Hanby D’Wynn  A Ohlsen  T 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 Smith  A Ohlsen  A 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 James  J Caulfield  T Smith  J Williamson  L 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 Waters  T Smith  S Dellavedova  M James  A Taylor | Manage the provision of club donations to appropriate community needs and develop a set of criteria for the selection of projects | Student Scholarships  Book awards to Primary schools  Neighbourhood houses  Australian Rotary Health  Probus Donation  Garden Club Donation |  |
| **6. Bowelscan Sub C**  **Chair:**  M Henderson  J Williamson | Manage the promotion and distribution of Bowelscan kits | Promote Bowelscan  Distribute 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 Smith  A Taylor  M James  G James  L Hanby D’Wynn  S 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 Breitinger  A 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 Marsden  J Caulfield  T Smith  A Ohlsen  M Mackay  S Dellavedova  T Anketell | Manage member participation the Mock Interview program at M.E.C. |  |  |
| **3. Say YES to Literacy Sub C**  **Chair:**  G Higgins  D Marsden  T Smith  H Breitinger  C Anketell  Th Allan  A 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 |  |  |