

The Role of the Vocational Service Chair in the Preparation of the Club Plan.

As in business, thorough planning in Rotary is essential. Your Club President, fellow Directors, Committee Chairmen and Coordinators, and the Club members generally will appreciate and benefit from a comprehensive Club Plan. From the District Assembly it will probably be your ideas only that go into the initial plan. When you attend your first Board Meeting you will discuss your ideas with others. When you meet with your Vocational Service Committee, their input will be essential because you are depending on them to make it all happen. There are many effective ways of preparing your Vocational Service Plan.

Answer the following questions to get started:

- **What are the interests of your Club?**
- **What are the vocational the key activities of people in your community?**
- **What do you want the Club to accomplish this year?**
- **What are the resources of your Club?** (Financial, members interests and skills.)
- **What action will need to be taken?**
- **When will it happen?**
- **Who will make it happen?**
- **How much will it cost?** (Later, record the *actual* cost for future planning by your successor.)

A sample Club Plan of suggested activities is provided for your guidance. Please share them with your incoming Club President and Board members.

Incorporate their ideas into a draft plan to present to the Club. Your plan should not only list the projects, it should include the names of coordinators for each activity listed, actions/objectives, timing and budget.

Mini Job Talks

“What’s New” - Encourage members to give brief job talks on a recent topical area in their vocation or profession. Ongoing through the year.

Job Talks

Encourage members to act as mentors and/or find corporate sponsors for the Australian Business Week held for all Year 11 students at local High School. Liaise with teachers for additional details.

Rotarians should be encouraged to uphold high ethical standards in their businesses or professions.

Invite a guest speaker to conduct a “Hypothetical” on ethical dilemmas and networking in Rotary.

Site Visits

Increase our collective awareness of different vocations and professions by visits to:

Member’s factory or workplace, shopping centre.

Local Hospital or Health establishment.

TAFE College or Educational facility– Catering, Trade Course, University Campus.

Emergency facilities – Police Station, Fire Brigade, SES establishment, Ambulance Station

Local Government facilities – Council Chambers, Water Treatment Plant, Council Works Depot.

Networking and Ethics in Business & Society

Rotarians should be encouraged to uphold high ethical standards in their businesses or professions.

Invite a guest speaker to detail ethical practice or a “hypothetical” situation.

Pride of Workmanship (POW) and Community Service Awards.

The Club members identify members of your community who fit the selection criteria.

Vocational Service Committee selects the final awardees.

Plan a special presentation dinner to make the POW & Community Service Awards. Organize the awards to be presented and invite partners, employers, friends and the media to the event.

Indigenous Community Volunteers

Invite a guest speaker who can detail the various indigenous programs which Rotary can support.

Encourage Club members to register at www.volindigenous.org.au .

Volunteers are matched with the Community or business enterprise requiring assistance.

Graeme McLean Vocational Advisor 2010-11

6369 1510 (h) 0429 924 208 (m)

everettmclean@bigpond.com