

# *Technology Committee for NJ Rotary*

## *Overall Technology Committee Responsibilities:*

*The Technology Committee provides strategic leadership and oversight for digital strategy, software platforms, and technology initiatives that advance district priorities and drive organizational transformation.*

*A key focus is the responsible adoption and integration of Artificial Intelligence (AI) to increase productivity, strengthen collaboration, and modernize how members and clubs operate and serve their communities. By identifying and using AI solutions that seamlessly work with existing digital systems, the committee enables clubs to streamline administration, enhance communication, expand service impact, and make informed, data-driven decisions — all aligned with Rotary's core values.*

## *Key Responsibilities:*

- **Strategic AI Leadership & Innovation** – To champion responsible AI adoption; identify and integrate AI and existing digital solutions, aligned with district priorities.
- **Governance & Oversight** – Function as a *Center of Excellence* for technology standards, best practices, dissemination of knowledge, and ethical use. (Note: Does not define Rotary standards.)
- **Member & Club Support** – Train members, raise technology awareness, and provide guidance to clubs. Study, evaluate and advise regarding products for use by members.
- **Coordination & Collaboration** – Lead subcommittees, align initiatives, and coordinate cross-team team efforts.
- **Performance & Resources** – Set targets, track and report progress, and secure necessary support resources.
- **Implement a Tech Grant Program** - Using NJ Rotary funding, offer matching dollar grants to clubs to help them invest in technology solutions.
- **Members are not expected** to develop software, engineer implementations, or maintain technology products.

## *Budgetary Considerations for the Technology Committee*

### **Recommended Year 1 budget:**

*Licensing requirements for AI, Canva, Zoom - estimated \$500*

*Suggested budget for guest speakers or experts on the topic - estimated \$1,000*

*Mileage and committee member reimbursements - \$500*

*Tech grants for clubs - up to \$5,000*

**Recommended Year 1 human resources:**

*Limited to the five technical committee roles outlined herein*

**Technology Committee Titles (All 6 leadership roles are detailed below)**

1. **District Technology Chair** - Functions as District Technology Officer
2. **District Technology Vice Chair** - Serves as Chair-Elect
3. **Sub-Committee Chair - Digital Solutions** - Embedded-base of digital solutions in use today
4. **Sub-Committee Chair - Artificial Intelligence Solutions** – New and emerging AI solutions
5. **Sub-Committee Chair - Rotary and 3rd-party Solutions** – Rotary and Non-Rotary platforms
6. **Sub-Committee Chair – Technology Education & Learning** - All Technical Resources areas

**Note:** Each sub-committee chair functions as the “Champion” for their technology area. For example, the **Artificial Intelligence** Sub-Committee Chair serves as the “**AI Champion**” for the NJ district.

# *Job Descriptions by Role*

## District Technology Chair

**Role Description:** The responsibilities of this lead role extend across all Information Systems, Standards and Learning Solutions currently in use or being considered for use by NJ Rotary clubs and leaders. This includes a range of digital solutions, artificial intelligence products, third-party tools, and learning resources available for use by our members. Leads committee as a “Center of Excellence” for Information Technology and AI knowledge and learning.

**Term:** 3 years

**Committee Size:** n/a

**Succession Plan:**

- Vice chair who serves as backup for Chair.
- Should shadow chair for 1 year leading up to becoming chair.
- Preferably someone who has been serving on the committee in another capacity.
- Be selected by the chair following and necessary governance process to have approval by the Executive Board

**Estimated Time Commitment:** TBD

**Duties:**

- Functions as the district’s technology officer and IT subject matter expert, advocating and supporting effective use of advanced IT products, across all subcommittee work and topic areas, to enhance NJ Rotary service, fundraising and fellowship efforts and grow NJ Rotary’s statewide and international impact.
- Focuses on use of technology to enhance productivity and transform the way NJ Rotary operates. Reports on all technology progress.
- Attends and presents at meetings; provides guidance to clubs and members; monitors emerging technology trends; promotes the value and appropriate use of technology solutions; builds relationships with technical and non-technical stakeholders; encourages adoption of technology to support Rotary members and programs; and leverages technology resources from Rotary International.
- Holds a monthly committee meeting.
- Provides reporting on committee activities and finances to NJ Rotary Executive Committee.
- *Serves as point of contact for all tech inquiries, delegating to the appropriate subcommittee as needed.*

**Qualifications:** *Knowledge and/or expertise with the following technologies*

- Five or more years of technology experience and management results.
- *In Rotary for three or more years preferred.*
- Management of technology standards and lifecycles.
- Experience with personal and collaborative digital technologies and devices.
- *General* understanding of digital productivity solutions (all products for use by members)
- *General* understanding of artificial intelligence solutions (applicable to Rotary needs)
- *General* understanding of IT systems and services provided by Rotary International. This includes data-sync and data sharing services, and any future AI-enabled solutions.
- *General* understanding of third-party solutions used across Rotary districts (e.g., Clubrunner)

- Participation in the definition of technology training and delivery options (learning modules)

**Resources:** *Online resources provided by Rotary, such as The Learning Center and ClubRunner Knowledge Base, as well as in person learning experiences in NJ Rotary.*

## District Technology Vice Chair

**Role Description:** One sub-committee chair will be designated as the Committee Vice Chair. In this role they would take the place of the Committee Chair whenever the chair is absent or otherwise unavailable. This Vice Chair would also be designated in the succession plan as the Chair-elect.

**Term:** 3 years

**Committee Size:** Not applicable

**Succession Plan:**

- Someone who has served on a subcommittee for a minimum of 2 years, and in the role of Chair-elect for at least 1 of those 2 years.

**Estimated Time Commitment:** TBD

**Duties:**

- Serves as backup and understudy for the Chairperson.
- Handles administrative functions in support of the chair and the committee (meeting setup and agendas, distribution of committee notices etc.).
- Tracks committee issues and liaisons on opportunities

**Qualifications:** General knowledge and understanding of all chair and sub-chair technical areas and responsibilities.

**Resources:** Online resources provided by Rotary, such as The Learning Center and ClubRunner Knowledge Base, as well as in person learning experiences in NJ Rotary.

## Sub-Committee Chair – Digital Solutions

**Role description:** The responsibilities of the Digital Solutions chair extend across all embedded personal and group productivity technology products used as of 2026.

**Term:** 3 years

**Committee Size:** 1-2 people

**Succession Plan:**

- At least one year as a sub-committee member (overlap experience)

**Estimated Time Commitment:** ~2 hours per week

**Duties:**

- Serves as the district subject matter expert for this subcommittee area, which focuses on tech beyond AI and Rotary tools
- Attends and presents at meetings; provides guidance to clubs and members; monitors emerging technology trends; promotes the value and appropriate use of technology solutions; builds relationships with technical and non-technical stakeholders; encourages adoption of technology to support Rotary members and programs; and leverages technology resources from Rotary International.

- Fields inquiries passed along by the Chair for support of clubs and members and can pass along to experts within this team and other NJ Rotary leaders

**Qualifications:** Knowledge and/or expertise with the following technologies

- **Desktop Productivity Tools** - Microsoft Word, Excel, PowerPoint
- **Group Meeting Tools** - Zoom, MS-Teams, Google Meeting
- **Video and Graphic Tools** - Canva, YouTube...
- **Mobile Devices** – Smartphone Apple and Android
- **Messaging and Calendaring** – MS-Outlook, WhatsApp, Google Gmail & calendar, AOL...
- **Social media** - Facebook, Instagram, LinkedIn
- **Shared Cloud Storage** - Google Drive, MS OneDrive, Dropbox, Clubrunner (per club only)
- **Podcasting** - Video Storytelling (*See T. Kozempel or Peter Bertheaud for internal solutions*)
- **Rotary Experience** - In Rotary for three or more years preferred to understand how this tech is used in our organization

**Resources:** TBD by the committee and subcommittee leads

## *Sub-Committee Chair - Artificial Intelligence Solutions*

**Role description:** *The responsibilities of the Artificial Intelligence Solutions chair extend across all existing and emerging AI technology products used as of 2026.*

**Term:** 3 years

**Committee Size:** 2-3 people

**Succession Plan:**

- Vice chair who serves as backup for Chair.
- Should shadow chair for 1 year leading up to becoming chair.
- Preferably someone who has been serving on the committee in another capacity.

**Estimated Time Commitment:** *~2 hours per week, more for learning events*

**Duties:**

- Serves as the district subject matter expert for this subcommittee area.
- Attends and presents at meetings; provides guidance to clubs and members; monitors emerging technology trends; promotes the value and appropriate use of technology solutions; builds relationships with technical and non-technical stakeholders; encourages adoption of technology to support Rotary members and programs; and leverages technology resources from Rotary International.
- Leads webinars and participates in learning events as needed
- Works with Tech Committee Chair to submit informational articles to NJ Rotary news
- Helps maintain AI-related content on NJRotary.com

**Qualifications:** *Knowledge and/or expertise with the following technologies*

- **AI Architecture - Terms & Acronyms** – Chatbots, Natural Language Processing, Large Language Models, Computer Vision, Deep Learning ...
- **AI Meeting Assistants** – Read AI, Otter AI, Zoom AI, Firefly AI

- **AI Chatbots & Agents** – ChatGPT, Copilot, Google Gemini, Anthropic Claude
- **AI Device & Voice Assistants** – Appl's Siri, Amazon's Alexa, Google Assistant

**Resources:** TBD by the committee and subcommittee leads

## *Subcommittee Chair - Rotary and Third-party Solutions*

**Role description:** The responsibilities of the Rotary and Third-party Solutions chair extend across all existing and emerging Rotary and third-party technology products.

**Term:** 3 years

**Committee Size:** 2-3 people

**Succession Plan:**

- *At least one year as a sub-committee member (overlap experience)*

**Estimated Time Commitment:** TBD

**Duties:**

- Serves as the district subject matter expert for this subcommittee area.
- Attends and presents at meetings; provides guidance to clubs and members; monitors emerging technology trends; promotes the value and appropriate use of technology solutions; builds relationships with technical and non-technical stakeholders; encourages adoption of technology to support Rotary members and programs; and leverages technology resources from Rotary International.
- Leads webinars and participates in learning events as needed
- Works with Tech Committee Chair to submit informational articles to NJ Rotary news
- Helps maintain related content on NJRotary.com

**Qualifications:** Knowledge and/or expertise with the following technologies

- **Rotary Provided Services** – Includes management of RI data
  - **MyRotary (rotary.org)** - Single access point for all Rotary tools and official records
  - **Rotary Club Central** - Set goals, track progress, and monitor club/district performance
  - **Grant Center** - Manage District & Global Grants (applications + reporting)
  - **Rotary Learning Center** -Required training for club and district leaders
  - **Integrated Data-sync** (between Clubrunner & RI databases)
  - **Membership “Leads” system** – Forwards people who request info on joining.
  - **Service Project Center (Rotary Showcase)** - Plan, record, and promote projects
  - **Rotary Brand Center** - Create compliant logos and marketing materials
- **Club Management Systems** - Clubrunner ecosystem of website, messaging, reporting services and more, ClubRunner Mobile, DACdb
- **Online Fundraising Services** (Product examples: Trellis, EventGroove, RaiseNow, Givsum, Givebutter)

**Resources:** TBD by the committee and subcommittee leads

## *Subcommittee Chair – Technical Education and Learning*

**Role description:** *The responsibilities of the **Technical Education and Learning** chair extend across education and learning resources, specific to the technological areas and topics covered by the committee, and provided by either Rotary International, third-parties or the NJ Rotary district.*

**Term:** 3 years

**Committee Size:** 1-2 people

**Succession Plan:**

- *At least one year as a sub-committee member (overlap experience)*
- *Can be someone from another subcommittee holding two roles*

**Estimated Time Commitment:** *~1 hours per week, more during learning events*

**Duties:**

- Oversees all tech-related learning - materials, website content, learning sessions
- Strives to have a well-rounded curriculum over the course of the Rotary year in collaboration with committee and NJ Rotary leadership
- Attends and presents at meetings; provides guidance to clubs and members; monitors emerging technology trends; promotes the value and appropriate use of technology solutions; builds relationships with technical and non-technical stakeholders; encourages adoption of technology to support Rotary members and programs; and leverages technology resources from Rotary International.

**Qualifications:** *Knowledge and/or expertise with the following learning delivery requirements and specifications:*

- This leader should have a well-rounded knowledge to technologies used in Rotary and outlined on other subcommittees that are part of the NJ Rotary Tech Committee
- They do not have to know it all, but should know who the subject matter experts are within the district and this committee to pull in expertise as needed in planning and implementing learning experiences for our leaders and members
- Familiar with adult learning techniques

**Educational factors to consider for this subcommittee:**

- **Training Options:** RI Learning Center, third-party, and district created training options.
- **Audiences:** Define separate learning tracks for member and leader skills development
- **Learning Focus Areas:** Strategic operational use to enhance productivity, club quality, and growth.
- **Formats:** Combination of self-paced online or instructor-facilitated via classroom or zoom
- **Learning Model:** Committee serves as an AI “center of excellence”, offering 2 tracks of “*Foundational AI Literacy Classes*”. Goal is to help our clubs stay up to date with this rapidly moving technology area, and learn what is available to help them achieve their Rotary goals.

*Examples:*

**Track 1 - For District Executives and Club Leaders**

*Topics: “Overview of AI Tools for members and clubs” (AI tools only)*

*Topics: "Introduction to Rotary productivity tools for clubs" (all IT tools)*

*Topics: "Strategic Implementation, ROI analysis, and ethics" (all technology areas)*  
**Track 2 - For All Rotary Members & Clubs**

*Topics: "AI solutions for improving club operations and enhancing impact" (use cases)*

*Topics: "AI for Everything in your Community and Worldwide" (Brainstorm session)*

**Resources:** TBD by the committee and subcommittee leads