ROLE OF THE CLUB TRAINER

Objectives

- Assists the Club President in the education of club members in:
  - The history and values of Rotary
  - The responsibility and roles of membership
  - The opportunities for leadership at the Club level and beyond
- Work with club leaders to create training programs to support the various activities of your club.
- Encourage the use of the Rotary Learning centre.
- Work with the District Training Committee in promoting District training events or seek out support from the District.

Specific Responsibilities

- Prepare a new club Training Schedule together with the Club Membership Chair/Director.
- Explore the District web site and become familiar with training opportunities available to members of Rotary – including short term and longer-term programs.
- Take opportunities to ask members what training topics and types of training activities they would like and explore ways these needs can most efficiently and effectively be met (e.g. inviting guest speakers to meetings, using club members to train others).
- Encourage Club Directors to ask all members to visit the Rotary Learning Centre and explore a particular learning course or plan, then use a few minutes at subsequent club meetings to discuss the topic and member experiences.
- Use meetings, club and district newsletters and the district website to share training possibilities with members
- Promote and coordinate member participation in Rotary Leadership Institute (RLI).
- Work with experienced members to develop a curriculum of short addresses on member development that can be scheduled and presented at weekly club meetings.
- Develop and monitor the club's orientation program for new members and ensure that new members are assimilated effectively into the club.
- Develop and monitor the implementation of the club's new member mentoring program – allocating mentors to new members, providing guidelines for mentoring and opportunities for mentors to work with new members.
- Suggest a speaker for Membership month in August.
- Explore and gather useful member education materials to use at periodical planned educational events for new or recent members.
- Arrange a meeting with the incoming Club Trainer towards the end of your tenure so as to brief them on your role and arrange to hand over all relevant documentation and computer files.