

CLUB ADMINISTRATION COMMITTEE CHAIR JOB DESCRIPTION



As chair of the club administration committee, you help your club run smoothly.

RESPONSIBILITIES	
GENERAL	ADMINISTRATION COMMITTEE
Attend your district training assembly.	Help the club secretary with meeting logistics and attendance.
Working with the president-elect, select and prepare your committee members.	Help the club treasurer collect membership dues.
Create subcommittees as needed (e.g., club meeting planning, club newsletter and website, social events, attendance).	Organize interesting and fun club meetings and social events.
Meet regularly and plan activities.	Produce club communications, including your club's newsletter.
Set committee goals that align with and help achieve the club's goals for the year, and monitor progress toward those goals.	
Manage your committee's budget.	
Work with your club's other committees and your district committee on multiclub activities or initiatives.	
Report committee activities and progress to the club president, the board of directors, and the entire club.	
Determine what your club expects of your committee.	

SAMPLE CLUB COMMITTEE STRUCTURE

Rotary recommends five club committees. Clubs can add, eliminate, or combine committees or subcommittees according to their interests, activities, and number of members. Assistant governors or district governors can help club leaders determine suitable subcommittees.



OPTION 1: Standard Rotary Club Committees

COMMITTEES	Club administration	Membership	Public image	Service projects	Rotary Foundation
POSSIBLE SUBCOMMITTEES	<ul style="list-style-type: none"> • Club program • Member communications • Website • Social events 	<ul style="list-style-type: none"> • Attraction • Engagement • New member orientation • Diversity 	<ul style="list-style-type: none"> • Media relations • Advertising and marketing • Web and social media 	<ul style="list-style-type: none"> • International • Community • Vocational • Youth service • Fundraising (for club projects) 	<ul style="list-style-type: none"> • Polio • Fundraising (for grants) • Grants

OPTION 2: Small Rotary Club Committees

COMMITTEES	Club administration	Membership	Public image	Service projects	Rotary Foundation

OPTION 3: Large Rotary Club Committees

COMMITTEES	Club administration	Membership	Public image	Service projects	Rotary Foundation
POSSIBLE SUBCOMMITTEES	<ul style="list-style-type: none"> • Club program • Club communications • Website • Social events 	<ul style="list-style-type: none"> • Attraction • Engagement • New member orientation • Diversity • New clubs • Membership leads • Assessment 	<ul style="list-style-type: none"> • Media relations • Advertising and marketing • Web and social media 	<ul style="list-style-type: none"> • International • Community • Vocational • Youth service • Fundraising (for club projects) 	<ul style="list-style-type: none"> • Polio • Fundraising (for grants) • Grants • Annual giving • Major giving • Stewardship



The **responsibilities** of the club administration committee:

- Develop committee goals to achieve club's annual goals.
- Organize weekly and special programs.
- Produce the club bulletin and maintain the club Web site.
- Help the club secretary track club attendance.
- Promote fellowship among club members.
- Conduct any other activities associated with the effective operation of the club.

CLUB ADMINISTRATION COMMITTEE

Committee process:

- Delegate tasks
- Pair new and experienced
- Share info with other clubs
- District training/activities/meetings
- Share resources
- Board meetings: coordinate with other committees
- Set goals supporting club strategic plan
- Implement goals through action plan (who/when/measure/resources/assess/adjust)



A club committee chair:

- Oversees committee functions
- Convenes regular committee meetings and activities
- Supervises and coordinates the committee's work
- Reports activities to club board
- Trains (Learning Center)
- Motivates
 - What motivates you
 - Ask what motivates them
 - Find someone good at motivation

CLUB ADMINISTRATION COMMITTEE CHAIR

Recruit Club Administration Committee:

- Organizational skills
- Knows Rotary
- Writing/Publishing skills
- Computer/Internet Skills

(Caveat: sometimes more difficult than project/creative committees)

Budget:

Meetings

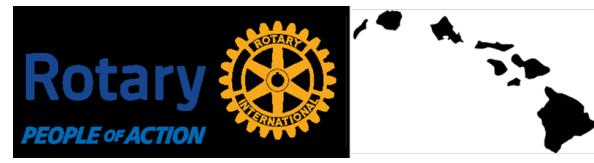
Socials

Logistics (rent/meals/zoom/website)

Speakers (travel/gifts)

Rotary support

- Outgoing committee chairs and members
- Assistant governor
- District committees
- Regional coordinators



Regular meetings:

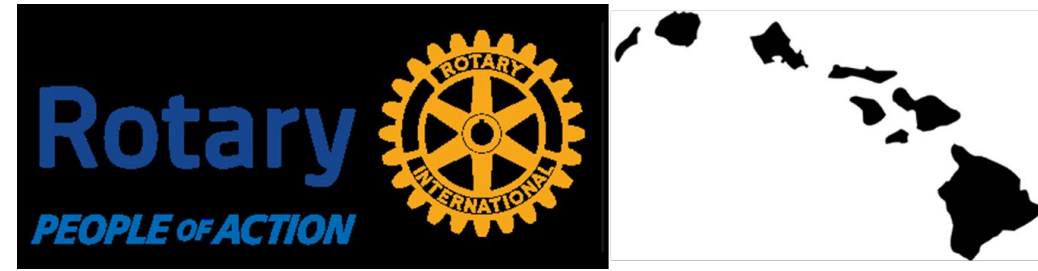
- Allow time for members to share ideas for making the community better.
- Use meeting time to plan activities and projects. Offer members the option to participate virtually if they can't make the meeting in person.
- Have members speak about themselves rather than booking a guest speaker.
- Give each meeting a different theme.
- Rotate meeting locations.
- Make meals optional.
- Discuss Rotary business for the first half of the meeting and use the second half for fun activities.
- Invite prospective members to speak as industry experts on topics related to your projects.

Meetings (Interesting & Relevant):

- Set-up: Bell/flags/podium (President)
 - Program/Speaker (President)
 - Meals/payment (Treasurer)
 - Hybrid/video/Zoom/Photographer (Public Image)
 - Greeters/visitors/attendance/name badges (Secretary)
 - Gather fines/donations (Treasurer/Foundation)
 - Club banners
- To plan effective weekly meetings:
- Develop an agenda for each regular weekly meeting
 - Schedule programs in advance.
 - Relate programs to current club projects, activities, and concerns.
 - Rotate the responsibility of arranging programs among committee members.
 - Observe special dates, weeks, and months.
 - Prepare contingency plans in case scheduled programs are canceled.

Meeting Flexibility

- Determine the best day and time for meetings
- Reduce the frequency of meetings (though clubs are required to meet in some way twice a month)
- Change or cancel a meeting
- Count service projects or social events as meetings
- Choose whether to meet in person or online, alternate between online and in-person meetings or use both formats simultaneously (for instance, a member could participate in an in-person meeting through video chat)
- Determine whether different types of membership could work for your club. Explore options such as family, junior, or corporate memberships. You can set policies on dues, attendance, and service expectations for each type, as long as you report these people as active members and collect RI membership dues from them.
- Invite Rotaractors to join your club while remaining members of their Rotaract clubs. If your club chooses to, it can make special accommodations for these members, such as relaxed attendance requirements or reduced fees, as long as they are reflected in the club bylaws.





Rotary Calendar

- July No Rotary designation
- August Membership and Extension Month
- September New Generations Month
- October Vocational Service Month
- November Rotary Foundation Month
World Interact Week (week including 5 November)
- December Family Month
- January Rotary Awareness Month
- February World Understanding Month
- (23 February) World Understanding and Peace Day
Rotary's anniversary
- March Literacy Month
World Rotaract Week (week including 13 March)
- April Magazine Month
- May No Rotary designation
- June Rotary Fellowships Month



CLUB ASSEMBLIES

- Review your club's strengths and weaknesses
- Set goals and develop action plans
- Understand how the club's action plans are implemented
- Coordinate committee activities
- Participate in informal discussions that stimulate creative ideas for projects
- Learn more about Rotary and its programs

Relevant topics for discussion include:

- Annual and long-range goals
- Service projects and club activities
- Membership growth and retention strategies
- District conference or other district and RI meetings
- Rotary programs
- Any topic raised in an open forum

Social Events

- Hold an annual retreat with your club to have fun and reflect on the work you've done in the past year.
- Meet once a month at a restaurant or other venue to socialize.
- Plan events and outings that include family members and Rotaractors year-round.
- Celebrate personal milestones and other special occasions that are important in your members' lives.



Networking & Training Events

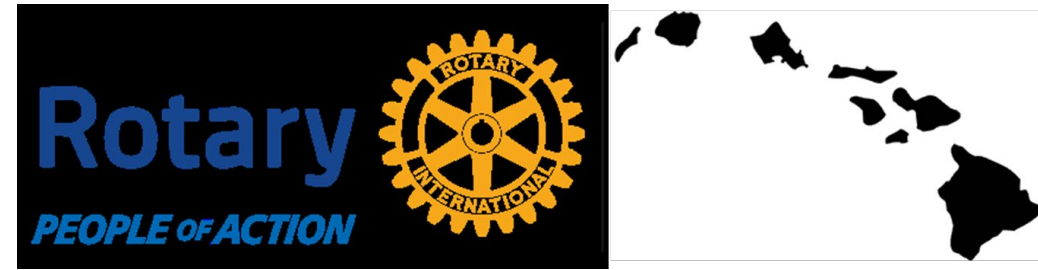
- Hold a networking meeting to build relationships and rapport with one another.
- Conduct a joint networking event with Rotaractors and invite business professionals in the community to increase the visibility of your club, bring in new members, and form potential partnerships.
- Plan a training event to enhance members' leadership skills or teach them a new skill that will help them carry out a project.

Service Projects

- Partner with other organizations to expand your outreach.
- Make sure members are involved in activities that genuinely interest them.
- Create regular opportunities to volunteer in the community together and discuss the experience in a subsequent meeting.
- Involve Rotaractors to propose and lead service projects with an experienced member to guide them.

Develop Communications Plan (with Public Image)

- Website
- Social media
- Newsletter (digital)
- Marketing
- Communications with members/non-members



Include

- The schedule of upcoming club meetings and activities
- Your club's goals, plans, and projects
- Highlights of club and district meetings
- Birthdays, anniversaries, recognition, etc.
- News about the club, district, and Rotary International



SERVICE ABOVE SELF

QUESTIONS?