

Club Committee Overview DRAFT

General: All committees keep records of their meetings and activities and report to Club members at least annually, including written summary of activities for an annual report (if requested).

<u>Membership</u>	<u>Public Relations</u>	<u>Club Administration</u>	<u>Service Projects</u>	<u>The Rotary Foundation</u>
Develops, implements, and maintains a comprehensive plan for recruiting and orientation of Club members.	Provides the public with information about Rotary and promotes the Club's service projects and other activities.	Conducts activities associated with the effective operation of the Club.	Plans and carries out local educational, humanitarian, and vocational projects	Develops and carries out plans to support Rotary International's Foundation through financial contributions and Club participation in Rotary International programs.
<p style="text-align: center;"><u>Membership</u></p> <ul style="list-style-type: none"> • Assure a broad range of businesses and professions are represented in Club membership • Oversee new member proposal process, and new member initiation ceremony • Develop and maintain a new member orientation program for new members to transition into active membership of this Club. • Promote Club membership and seek out potential members in the community • Update and maintain a membership handbook including all appropriate forms, i.e. new member proposal form, new member orientation packet, Club promotional DVD, and Membership guidelines. 	<p style="text-align: center;"><u>Public Relations</u></p> <p>Distribute media releases to publicize new members inductions, meeting speaker, major project progress reports, special events, scholarship availability and recipients, and other Club and Foundation activities</p> <p style="text-align: center;"><u>Historians</u></p> <p>Responsible for recording and keeping permanent records of the history of the Club and the Foundation and service projects and other major activities, including preparation of an annual report</p>	<p style="text-align: center;"><u>Club Meeting Service</u></p> <p>Meeting Secretary records meeting attendance and assists the meeting treasurer in collecting and preparing the weekly reports to the Club Treasurer and Club Secretary.</p> <p>Meeting Treasurer collects payments for meals, tallies fines, and other meeting income and records that information for transmittal to Club treasurer</p> <p>Sergeant-At-Arms collects fines at meetings and assists President in keeping order at meetings</p> <p>Greeters assure that each person that walks through the door at meetings is welcomed and given assistance as necessary.</p> <p>Bulletin prepares and distributes the weekly "Sunriser" which includes a summary of the prior meeting</p> <p>Program plans and secures speakers for Club meetings (the President-elect is the chair).</p> <p>Music creates feeling of fellowship, good will, and well being through selection and leading of the member in song at meetings.</p>	<p style="text-align: center;"><u>Rotary Family/Fellowship</u></p> <ul style="list-style-type: none"> • Promotes acquaintanceship and friendship among the members and members' families. • Promotes member participation in organized Rotary recreational and social activities • Schedules the President's dinner each year, as well as any other social activities • Makes recommendations for distributions from the <i>Special Needs Fund</i> <p style="text-align: center;"><u>Special Events</u></p> <ul style="list-style-type: none"> • Raffle • Golf Outing <p style="text-align: center;"><u>Community Service</u></p> <p>Improves the quality of life within the Club's service area.</p> <p style="text-align: center;"><u>Major Projects</u></p> <p>Implements and reports progress of approved Club projects and assures projects meets deadlines set up the Club.</p>	<p style="text-align: center;"><u>Sunrise Rotary Foundation</u></p> <p>Members of the Club serve on the Coldwater Township Sunrise Rotary Foundation and are responsible for asset development and investment and reporting the Foundation's financial position and activities to the Club.</p> <p style="text-align: center;"><u>Rotary International Grants</u></p> <p>Researches and pursues grants through Rotary International that support the Club's major projects and other local initiatives</p> <p style="text-align: center;"><u>International Service</u></p> <p>Advancing international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their culture, customs, accomplishments, aspirations, and problems through reading and correspondence and through cooperation in all Clubs' activities and projects designed to help people in other countries</p>

Membership <i>continued</i>		Club Administration <i>continued</i>	Service Projects <i>continued</i>	D R A F T
<p><u>Member Development</u></p> <ul style="list-style-type: none"> • Follow-up with a new member within the first 12 months of active membership in regards to their current status, experience, and overall satisfaction with their membership. • Monitor extended absence of current Club members and contact these members in regards to their active status. • Assess member satisfaction and report results to Club • Assure proper inclusion and participation in of new members in meetings and Club activities 		<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> • Works with Treasurer to review and recommend internal controls and other financial policies • Reviews the financial records of the Club, the Foundation, and the Special Needs Fund at least monthly • Works with Treasurer to develop and monitor Club and Foundation budgets • Meets with auditors during the annual audit • Reviews the results of the audit or review for each fiscal year including, among other things, the audit report, the published financial statements, the management letter, and any other pertinent reports <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • Reviews by-laws every three years • Reviews and recommends other governing policies • Meets at least annually and monitors and reports to members the Club's adherence to by-laws and Club Leadership Plan • Meets at least annually to review the Club's performance in meeting goals for major projects and other activities <p><u>Internal Communications</u></p> <p>The Communications Officer is responsible for internal communications, including the Club website, weekly bulletins and publications. The communications officer may form a committee to assist with these efforts</p>	<p><u>New Generations</u></p> <p>Improves the life skills and ensures a better future for young people up to age 30 by sup-orting health, human values, education, and self-development, including leadership skills. This Committee is responsible for reviewing applications and recommending recipients of Club educational scholarships.</p> <p><u>Vocational Service</u></p> <p>Promotes high ethical standards in businesses and professions – including the role of members in conducting themselves and their businesses in accordance with Rotary's principles; recognizes the worthiness of all dignified occupations; and fosters the ideal of service in the pursuit of all vocations.</p> <p><u>Rural-Urban</u></p> <p>Branch County is a rural county. In addition to working with the Membership Committee to assure the Club has good agricultural representation, this committee also seeks to work with organizations within the community that promote agriculture and agribusiness and land conservancy.</p>	D R A F T

Recommendations:

- 1) Mentors: The president appoints each new member a mentor (typically the person that recommends them for membership). The mentor introduces the new member to other Club members, follows up after the orientation, and, in general, helps the new member feel welcome and quickly become active in the Club.
- 2) New members automatically start on the Rotary Family/Fellowship committee. (New members may also select an additional committee.)