

Position – Club President

RI Requirements

1. Be fully aware of and comply with your Rotary Club Constitution and By-Laws
2. Have handy and refer often to your copy of the Manual of Procedure 2007
3. Be certain that RI dues are paid on time (1 July and 1 January)

District Requirements

1. Ensure that District dues are paid on time (1 July and 1 January)
2. Ensure that the District Directory on www.rotary5340.org is kept completely current for all club officers (especially email addresses).
3. Complete all reporting on time (Club Foundation Goal Report, Club Planning Guide)
4. Keep your club fully informed of District events
5. Participate and actively encourage your club members to participate in District events
6. Nominate club members for District awards
7. Support the goals of the District

Basic Job Description

1. Lead your club – add value – make a difference
2. Know your customer – your club members – and meet or exceed their expectations
3. Sustain and/or increase the membership base
4. Implement successful projects that address the needs of your community and the communities of the world
5. Support the Rotary Foundation through both program participation and financial contributions.
6. Develop leaders capable of serving Rotary at your club level and beyond
7. Support the major emphases of Rotary International President
8. Support the goals of the District Governor – attend District events
9. Create and implement goals for your club
10. Train, develop and lead your board of directors
11. Train and prepare your president elect
12. Run the weekly club meetings and the monthly board meetings
13. Recognize club members with recognition from all levels (RI, District, Club)
14.**AND HAVE FUN!**

Helpful Information

1. You have special access (only you and the club secretary) to the Member Access feature on the Rotary website – www.rotary.org – use it to make your job easier
2. Club President’s Manual – (RI publication 222-EN) – packed full of great information – read it and refer to it often
3. Manual of Procedure 2007 – (RI publication 035-EN)
4. Club Officers’ Kit – (RI publication 225-EN) – get two copies – keep one and divide the other into sections for your board or committee members
5. Refer often (at least weekly) to www.rotary5340.org and QUICKBITS for current events and information

Position – Club President (continued)

People Who Can Help

1. Your immediate past president
2. All the other past presidents in your club
3. Your Assistant Governor -- _____
4. District Administrator - Dale Bailey
5. The governor and members of the governor's team -- see the directory on www.rotary5340.org for contact information

Position – President Elect

RI Requirements

1. Attend PETS
2. Attend the International Convention (recommended, not required)

District Requirements

1. Attend Pre-PETS
2. Attend District Assembly with your new board
3. Complete all reporting on time (Club Planning Guide, Club Foundation Goal Form)

Basic Job Description

1. Learn the role of President
2. Attend District Council and encourage your club members to attend
3. Attend the District Conference and encourage your club members to attend
4. Attend other District events and encourage your club members to attend
5. Supervise and coordinate the activities of the following Committees (as appropriate for your club) – Classifications Committee, Membership Committee, Membership Development Committee, and Rotary Information Committee
6. Start planning your year early – planning well will make your year a lot more fun
7. Build your team for the upcoming year

Helpful Information

1. Consider ordering the Club Officers' Kit (RI Publication 225-EN) – it contains ALL the manuals in 2-4 below) – you'll get these at PETS, but it is worthwhile to start early
2. Club President's Manual – (RI Publication 222-EN) – this is packed full of good information – read it EARLY – and refer to it often
3. Club Committee Manual – (RI publication 226-EN) – get two copies of this – one for you and the other to divide into sections for your key board members BEFORE they go to the District Assembly
4. Club Secretary's Manual – (RI Publication 229-EN) – get copies BEFORE the District Assembly and distribute them to your Secretary and the special section to your Treasurer
5. Manual of Procedure 2007 – (RI Publication 035-EN)
6. Strongly consider enrolling in the Leadership Academy
7. District Assembly can help “train” your team – sign them up
8. Refer often (at least weekly) to www.rotary5340.org and QUICKBITS for current events and information
9. Learn to use the SHOP button on www.rotary.org – it contains an amazing amount of material that can be useful to your club

People Who Can Help

1. Current president
2. Past presidents in your club
3. District Administrator – Dale Bailey
4. Your Assistant Governor _____

Position -- Secretary

RI Requirements

1. Semiannual reports of membership due to RI on 1 January and 1 July
2. Prorated reports of membership due to RI 1 October and 1 April
3. Changes in membership submitted to the General Secretary of RI
4. Enter future president and secretary names in RI Member Access by 31 December

District Requirements

1. Post club attendance and membership on District Website no later than the 10th of each month

Basic Job Description

1. Maintain membership records
2. Record attendance at meetings
3. Send out notices of meeting of the club, board, and committees
4. Record and preserve minutes of meetings of the club board and committees
5. Perform such other duties as usually pertain to the office of secretary
6. Train and prepare someone to fulfill all your tasks in your absence

Helpful Information

1. You have special access (only you and the club president) to the Member Access feature of the Rotary website – www.rotary.org – use it to make your job MUCH easier
2. Club Service section on the District website – www.rotary5340.org
3. Club Secretary's Manual – (RI Publication 229-EN) – great resource
4. Bylaws of your Rotary Club / Duties of Officers / Secretary
5. Manual of Procedure 2007 (RI Publication 035-EN)

People Who Can Help

1. Past secretaries of your club
2. District Secretary – Luene Corwin
3. District Administrator – Dale Bailey

Position -- Treasurer

RI Requirements

1. Pay RI dues on time – 1 January and 1 July – be aware that clubs can be suspended if 90 days overdue

District Requirements

1. Pay District dues on time – 1 January and 1 July
2. Pay balances due for District events registered at the District website

Basic Job Description

1. Have custody of and maintain accounts of all club funds
2. Receive and disburse funds
3. Prepare financial reports
4. Help develop the budget
5. Perform other fiscal duties normally associated with the office of treasurer
6. If you have assets greater than \$25,000 or annual income greater than \$25,000 you must file Internal Revenue Service form 990 and Franchise Tax Board form 199 by November 15th of each year
7. Train and prepare someone to fulfill your tasks in your absence

Helpful Information

1. Club Secretary's Manual – (RI Publication 229-EN) – special section about Treasurers
2. Manual of Procedure 2007 (RE Publication 035-EN)
3. Bylaws of your Rotary Club / Officers / Treasurer
4. District Events Registration section of the District website – www.rotary5340.org

People Who Can Help

1. Recent treasurers of your club
2. District Administrator – Dale Bailey

Position – Community Service Chair

Basic Job Description

1. Assume responsibility for the Club's Community Service activities
2. Supervise and coordinate the work of the following committees (as appropriate for your club) – Rotarians At Work Day, Human Development Committee, Community Development Committee, Environmental Protection Committee, and Partners in Service Committee
3. Support the main emphases of the RI President
4. Review and assess service opportunities within the community
5. Capitalize on the unique vocational talents in your club to implement service projects
6. Involve the community in implementing community projects
7. Act as a catalyst to encourage other organizations to work together in community service efforts
8. Transfer responsibility for continuing projects, when appropriate, to community or other organizations so that the Rotary club can become involved in new projects
9. Sponsor effective fund raising activities to maximize your ability to support your service projects (this may be part of Club Service in some clubs)
10. Plan for Rotarians at Work Day
11. Train someone to be your backup

Helpful Information

1. Manual of Procedure 2007– (RI publication 035-EN) – chapter 6
2. Club Service Projects Committee Manual – (RI Publication 226-EN)
3. District website – www.rotary5340.org
4. Rotarians At Work website – www.rotariansatwork.org

People Who Can Help

1. Military Affairs – Joe Ciokon
2. Peace Committee– Michael Bardin and Dory Beatrice
3. Literary Taskforce – Jean Kerr
4. Rotarians At Work Day – Bob Watson and Jim Roth
5. Thousand Smiles – Kim Muslusky
6. Health – Steve Yerxa
7. Water – Bill Stumbaugh and Neil Black

Position – Club Service Chair

Basic Job Description

1. Prepare and maintain the meeting site for the club
2. Supervise and coordinate the activities of the following committees (as appropriate for your club) – Membership Committee, Attendance Committee, Club Bulletin Committee, Website Committee, Fellowship Activities Committee, Family of Rotary Committee, Magazine Committee, Program Committee, and Public Relations Committee
3. Establish an effective program to raise funds to support club service projects
4. Train someone to be your backup

Helpful Information

1. Fundraising – see Club Service Projects Committee Manual – (RI Publication 226-EN)
2. Club Administration – see Club Administration Committee Manual – (RI Publication 226-EN)
3. Public Relations – see Club Public Relations Committee Manual – (RI Publication 226-EN)
4. Membership – see Club Membership Committee Manual – (RI Publication 226-EN)
5. District website – www.rotary5340.org
6. Rotary Fellowships website – www.rotaryfellowships.org

People Who Can Help

1. Membership – Carl Kruse
2. Public Relations Officer – Nancy Russian
3. Speaker’s Bureau – Dan Brenner – and the District website
4. District Trainer – Dale Bailey
5. Insurance – Pete Griffith
6. District Sgt-at-Arms – Joe and Pat Mintz
7. District Assembly – Dale Bailey / Bob Franz
8. District Council – Ginger Poutous

Position – International Service chair

RI Requirements

1. Carefully follow up on any outstanding matching grants – complete required reports on time

District Requirements

1. Carefully complete requests for matching grants
2. Utilize the matching grants website – www.matchinggrants.org

Basic Job Description

1. Develop and follow up on matching grants for international projects
2. Encourage the program chairperson to feature international service projects – especially during February – International Service month
3. Encourage the club members to personally participate in international service projects
4. Supervise and coordinate the activities of the following committees (as appropriate for your club) – International Youth Projects Committee, The Rotary Foundation Committee, PolioPlus Committee, World Community Services Committee, and the Rotary Recreational and Vocational Fellowships Committee
5. Train someone to be your backup

Helpful Information

1. Manual of Procedures 2007 – (RI publication 035-EN) – chapter 7
2. The Rotary Foundation – see Club Rotary Foundation Committee Manual (226-EN)
3. District website – www.rotary5340.org

People Who Can Help

1. 1000 Smiles – Mark McAnelly
2. Micro-credit – Deborah Lindholm
3. Rose Bowl – Ed Knight
4. Peace Committee – Michael Bardin and Dory Beatrice
5. Matching Grants – Susan Thorning
6. AIDS Orphans Relief – Jim O’Meara

Position – Vocational Services Chair

Basic Job Description

1. Promote strong business ethics
2. Promote the use of the Rotary 4-Way Test
3. Supervise and coordinate the activities of the following committees (as appropriate for your club) – Career Development Committee, Vocation at Work Committee, Vocational Awareness Committee, Vocational Awards Committee, and Rotary Volunteers Committee
4. Promote the 4-Way Test Speech Contest
5. Promote the Service Above Self Video Contest
6. Train someone to be your backup

Helpful Information

1. Manual of Procedure 2007 – (RI publication 035-EN) – chapter 5
2. Vocational Service in Your Community – (RI publication 509-EN)
3. District website – www.rotary5340.org

People Who Can Help

1. 4-Way Test Speech Contest – Kourtney Kennedy
2. Service Above Self Video Contest – Cal Mann

Position – Rotary Foundation Chair

RI Requirements

1. Encourage Paul Harris Fellow participation
2. Encourage “Every Rotarian, Every Year”
3. Encourage Permanent Fund participation
4. Make timely submissions of monies to Rotary International
5. Monitor club giving via reports from the RI website (your club president and secretary can access these reports and provide copies to you – ask them)

District Requirements

1. Attend and encourage club members to attend the Foundation Seminar
2. Attend and encourage club members to attend the Foundation Gala
3. Promote district sponsored programs (Group Study Exchange, Ambassadorial Scholarships, World Peace Scholars, Grants for University Teachers, etc)

Basic Job Description

1. Promote effective fund raising activities to maximize support for Foundation projects
2. Educate the club about TRF to encourage maximum participation
3. Promote and recognize Paul Harris Fellowships
4. Support the Annual Program Fund goal as established by the club president
5. Communicate accurately with RI about member contributions and recognition
6. Promote monthly electronic funds transfers to TRF
7. Regularly review RI reports of member contributions – your president and secretary can get special reports for you from the RI website
8. Encourage your Program Chairperson to feature key RI Foundation projects
9. Make sure your club members know they can check their giving records by using Member Access on www.rotary.org – tell them how to determine their club number and member number so they can obtain a password
10. Train someone to be your backup

Helpful Information

1. Manual of Procedure 2007 – (RI publication 035-EN) – chapters 15,16
2. Club Rotary Foundation Committee Manual – (RI Publication 226- EN)
3. Foundation section of the District website – www.rotary5340.org

People Who Can Help

1. Your Assistant Governor _____
2. Foundation Chair – Sandi Rimer
3. Annual Giving – Syd Kirkland
4. Permanent Fund – Dick Stevens and Larry Sundram
5. Paul Harris Society – Wayne Cusick
6. Matching Grants – Susan Thorning
7. GSE – Larry Sundram
8. Peace Scholars – Mil Phillips
9. Foundation Seminar – Trudy Armstrong and Dan Gensler
10. Ambassadorial Scholars – Dale Barnes

Position – Youth Services Chair

(Some clubs organize this position separate from elements of other roles)

Basic Job Description

1. Encourage and recognize educators and students
2. Support local youth services – such as the Boys and Girls Clubs
3. Support youth athletics
4. Provide scholarships and loans to worthy students
5. Promote Youth Exchange, summer camp, RYLA, etc
6. Sponsor a Rotaract, Interact, or Youthact club in your local school
7. Support youth music and art education
8. Train someone as your backup

Helpful Information

1. Manual of Procedure 2007 – (RI Publication 035-EN) – chapter 8
2. Youth Service section of the District website – www.rotary5340.org

People Who Can Help

1. Youth Exchange – Bob Chalfa
2. Youth Exchange Music Camp – Diane Law
3. RYLA – Elaine Allyn
4. Four Way Test Speech Contest – Kourtney Kennedy
5. Service Above Self Video Contest – Cal Mann
6. Rotaract – Jennifer McElroy
7. Interact – Cheryl Minshaw
8. Scouting – Buddy Thomas

Position – Public Relations Chair

RI Requirements

1. Ensure that Rotary International activities are communicated to club members

District Requirements

1. Ensure that district activities are communicated to club members

Basic Job Description

1. Keep club members informed of club, district, and RI activities
2. Promote club activities in the local press and news outlets
3. Partner with the club Membership Chair to encourage new members through the public relations efforts.
4. Maintain and distribute a club directory to club members
5. Support a strong public relations function
6. Consider a club website
7. Maintain a club information phone number in the yellow pages
8. Refer often to www.rotary5340.org for the most current District information
9. Teach your club members how to take full advantage of the features of your club website, www.rotary5340.org, and www.rotary.org, and QUICKBITS
10. Train someone to be your backup

Helpful Information

1. Public Relations – see Club Public Relations Committee Manual – (RI Publication 226-EN)
2. Public Relations section of the District website – www.rotary5340.org

People Who Can Help

1. Public Relations – Nancy Russian
2. District Trainer – Dale Bailey

Position – Membership Chair

(Some clubs organize this position separately from the president elect or club service)

Basic Job Description

1. Implement effective methods to assist the club in sustaining and increasing its membership base
2. Supervise and coordinate the following committees (as appropriate for your club) – Classification Committee, Membership Committee, Membership Development Committee, and Rotary Information Committee
3. Partner with the club Public Relations Chair to encourage new members through the public relations efforts.
4. As appropriate, support club extension by leading a team of club members to support a new club.

Helpful Information

1. Club Membership Committee Manual (RI Publication 226-EN)
2. Club Service section of the District website – www.rotary5340.org

People who can help

1. Membership – Carl Kruse