



WORKING WITH CLUB COMMITTEES

PETS 2016-17, 6TH MARCH 2016

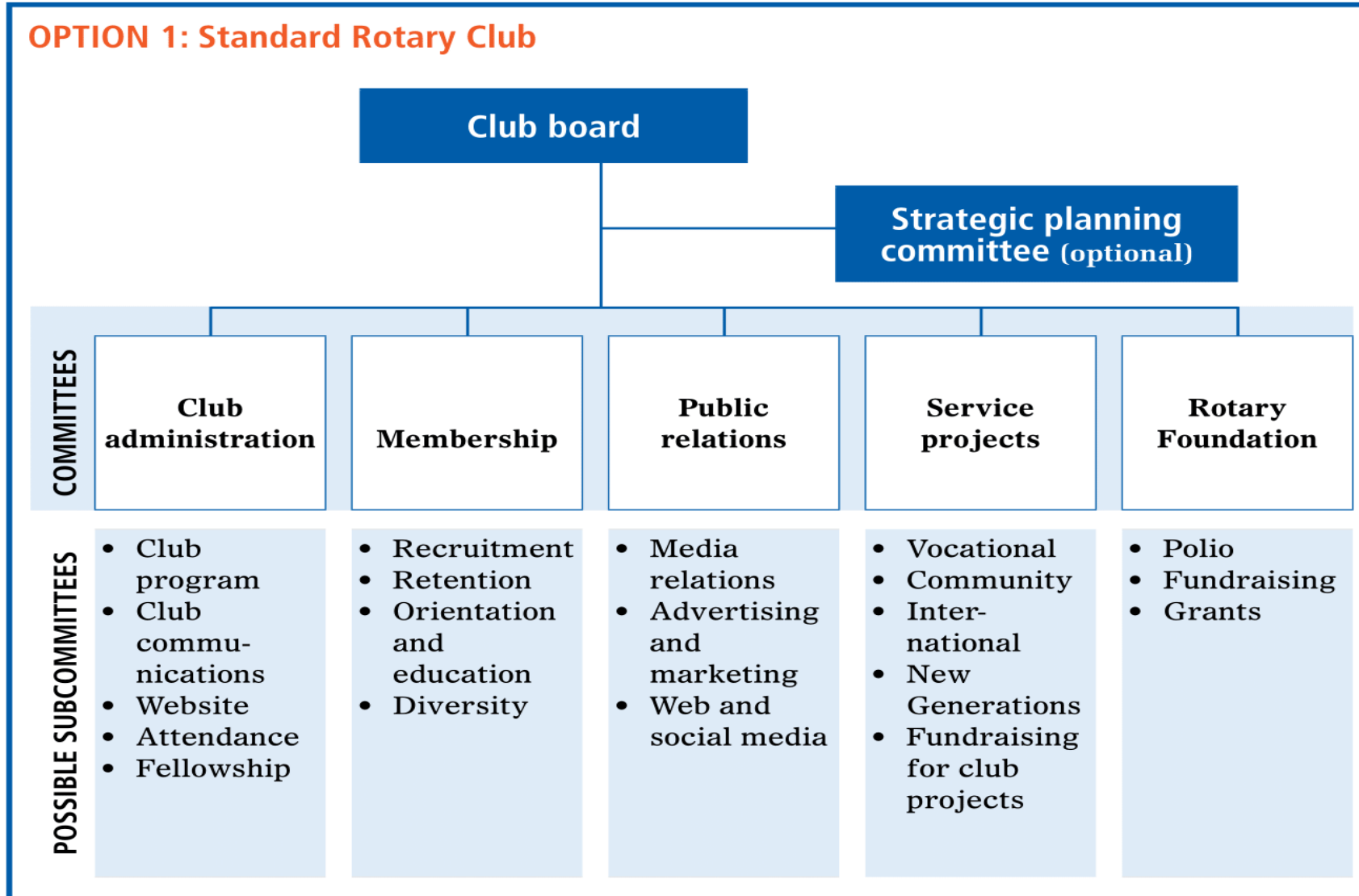
PP RTN SANDIP AGARWALLA

CHIEF CO-ORDINATOR - WATER RESOURCES FOR 16-17 FOR RID 3141

WORKING WITH CLUB COMMITTEES



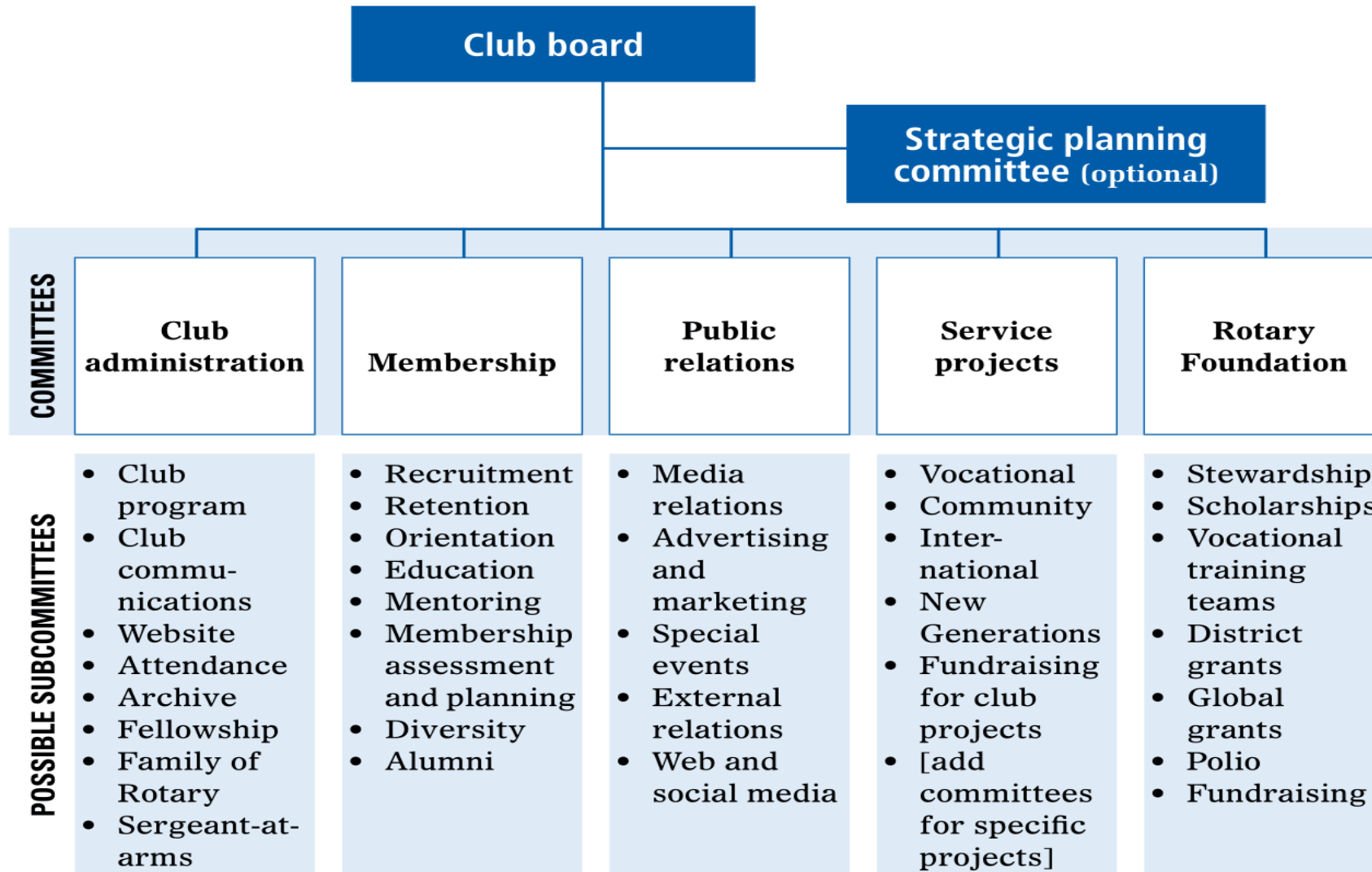
OPTION 1: Standard Rotary Club



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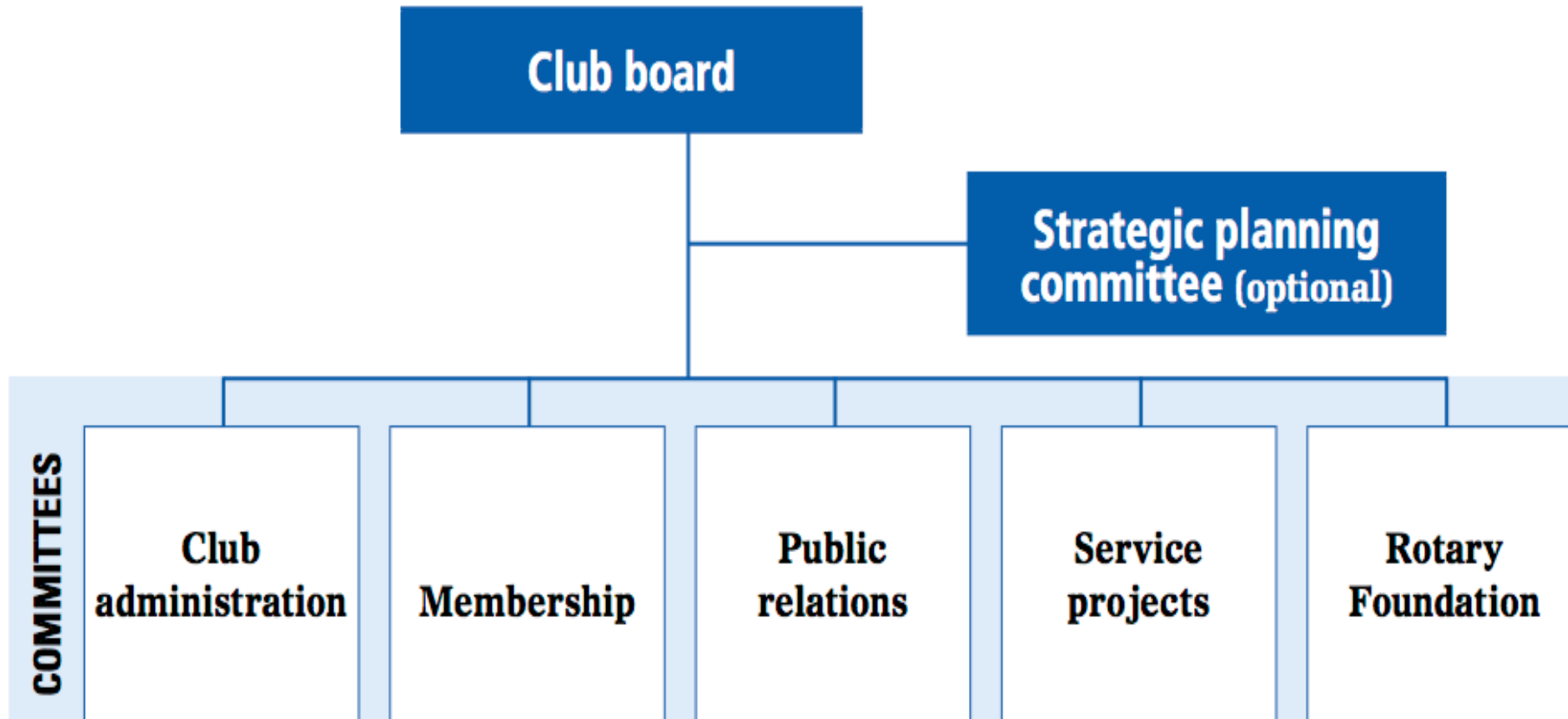
OPTION 2: Large Rotary Club



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OPTION 3: Small Rotary Club



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CLUB ADMINISTRATION

RESPONSIBILITIES

ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, club meeting planning, club newsletter and website, social events, attendance)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

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, board of directors, and the full club

Determine what else your club expects your committee to do

YOUR COMMITTEE

Plan your club's meetings, assemblies, and other activities

Send member communications

Facilitate connections among club members

Take attendance

Maintain the club website and social media sites

WORKING WITH CLUB COMMITTEES



MEMBERSHIP

RESPONSIBILITIES

ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, for identifying potential new members, member engagement, new member orientation, mentoring)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

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, board of directors, and the full club

Determine what else your club expects your committee to do

YOUR COMMITTEE

Educate club members on how to attract new members and keep them involved

Conduct classification surveys

Look at your club's meetings, projects, and other activities and assess what it offers new members

Develop a membership action plan to improve member satisfaction

Conduct club assessments to ensure that membership development and retention efforts succeed

Sponsor newly organized clubs in your district, if you choose to

WORKING WITH CLUB COMMITTEES



PUBLIC RELATIONS

RESPONSIBILITIES

ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, media relations, advertising/marketing, special events)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

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, board of directors, and the full club

Determine what else your club expects your committee to do

YOUR COMMITTEE

Create awareness of club activities and projects among club members, media, and the community

Support the work of the membership committee

Learn key points for talking about Rotary and use them when speaking in public

Use social media to promote awareness of Rotary and your club in the community

Make sure your club's image is in line with Rotary's public image

Share your club's Rotary stories with the local media

Become familiar with Rotary's public relations resources

WORKING WITH CLUB COMMITTEES



SERVICE PROJECTS

RESPONSIBILITIES

ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, vocational, community, international, New Generations, fundraising)

Meet regularly and plan activities together

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

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, board of directors, and the full club

Determine what else your club expects your committee to do

YOUR COMMITTEE

Plan projects, carry them out, and evaluate them

Identify opportunities for signature projects that will increase your club's recognition in the community

Work with other organizations, volunteers, and committee members to maximize the impact of your projects

Lead efforts to raise money for projects

Understand liability issues that affect your club projects and activities

Work with the public relations committee to promote projects

Collaborate with other clubs on projects

WORKING WITH CLUB COMMITTEES



ROTARY FOUNDATION

RESPONSIBILITIES

ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, global grants, district grants, fundraising, annual giving, major gifts, PolioPlus, and Rotary Peace Centers)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

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, board of directors, and the full club

Determine what else your club expects your committee to do

YOUR COMMITTEE

Promote Foundation grants and activities and help members participate in them

Inspire club members to give to The Rotary Foundation

Attend the grant management seminar to qualify your club for Rotary grants, or talk to your president-elect to determine who from your club will attend

Oversee the qualification process for Rotary global grants

Conduct inspirational Foundation-focused club programs at least four times a year

Work with your treasurer to manage any Rotary grant funds your club receives

Work with the service projects committee to develop and fund projects

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YOUR COMMITTEE

In many clubs, members serve on a committee for three years, so it's likely that some current committee members will continue into your term. If you need to fill any openings on the committee, work with the president-elect to find someone with:

- Organizational skills, for planning meetings
- Knowledge of Rotary policies, to answer any questions that arise
- Writing or publishing skills, for newsletters and brochures
- Computer and Internet skills, for managing your club website

As chair, you'll delegate tasks, so you'll need to determine how best to use the skills and interests of your committee members. You can prepare them by:

- Informing them of the committee's ongoing activities and goals
- Pairing new committee members with more experienced ones
- Encouraging them to communicate with counterparts in other clubs
- Notifying them of district activities and meetings
- Sharing resources

Collaborate with your club's other committees to maximize your club's impact. These conversations should be ongoing and can take place at your club's board meetings.

WORKING WITH CLUB COMMITTEES



SETTING GOALS

As chair you make sure the committee sets and achieves annual goals that support the club's strategic plan. You'll set goals with your incoming president and other club leaders at the district training assembly. The president or secretary can enter the goals in Rotary Club Central.

EFFECTIVE GOALS

Be sure that the annual goals reflect committee capabilities and club interests. Goals should be shared, measurable, challenging, achievable, and time-specific. For example: Our club will update our website at least weekly.

ACTION PLAN

Work with your committee to develop an action plan, or a series of smaller goals or steps needed to achieve each goal. For each step:

- Set a deadline
- Determine who's responsible for implementing it
- Decide how you'll measure progress and success
- Consider which resources you have and get the ones you need

Regularly assess your progress and adjust your goals if necessary.

MOTIVATION

Part of your role as chair is keeping your committee members motivated. Remember that your committee members are volunteers. Common motivators include:

- Assurance that the goal will be beneficial
- Belief that the goal is achievable and will be successful
- Opportunities for fellowship and networking
- Assignments that use each member's expertise
- Making sure members enjoy their committee work

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BUDGET

Before 1 July, work with the outgoing committee chair and the club treasurer to determine what funds your committee will need and see that these funds are included in the club's budget. Be sure to include any planned fundraising activities.

Oversee committee funds, transactions, and reports, and be aware of the financial condition of your committee's budget at all times. If you meet regularly with your club's treasurer, you'll be able to take action if issues arise.

WORKING WITH CLUB COMMITTEES



CLUB COMMITTEES

As a club Secretary you help make your club a successful, thriving, and fun place. Whether a member has been appointed as a committee chair or serves as a committee member, you can help your club improve your communities and develop leaders.

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WHAT YOU DO

As a Secretary, you ensure that 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

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RECOMMENDED CLUB COMMITTEES

- Club administration
- Membership
- Public relations
- Service projects
- The Rotary Foundation



THANK YOU

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