

Rotary Club of Vancouver President

Your primary role as club president is to lead your club, ensuring it functions effectively. An effective Rotary club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of their community and communities in other countries Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level
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The elements of an effective club present a functional approach to club operations — RI's operational cornerstone. Rotary's ideal of service is based on the four Avenues of Service — Club, Vocational, Community, and International — RI's philosophical cornerstone. The elements of an effective club and the Avenues of Service are related. For example, your club's ability to implement successful service projects, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the strength and size of your club's membership base. If one area is weak or absent, your club's effectiveness in other key areas will also be reduced. Your club should pursue service projects in each avenue in support of the Object of Rotary.

Your responsibilities as club president are summarized below:

- Registering for Member Access at www.rotary.org to obtain your club's administrative data from RI
- Ensuring your club secretary has registered for Member Access in order to keep membership and club data up-to-date
- Implementing and continually evaluating your club's goals for your year of office, assuring that all club members are involved and informed (chapter 2)
- Ensuring that each committee has defined goals
 - Encouraging communication between club and district committee chairs
 - Conducting periodic reviews of all committee activities, goals, and expenditures
- Presiding at all meetings of the club
 - Ensuring that all meetings are carefully planned
 - Communicating important information to club members
 - Providing regular fellowship opportunities for members
- Preparing for and encouraging participation in club and district meetings
 - Planning for all monthly board meetings*
 - Attending and ensuring club representation at the district conference and other district meetings
 - Promoting attendance and ensuring representation at the annual RI Convention
- Working with your club and district leaders
 - Developing, approving, and monitoring the club budget while working closely with the club treasurer
 - Working with district leadership to achieve club and district goals
 - Using information and resources from the district, RI Secretariat, and the RI Web site
- Ensuring continuity in leadership and service projects

- Submitting a comprehensive annual report to your club on its status in June, before leaving office
 - Conferring with your successor before leaving office to ensure a smooth transition
 - Arranging for a joint meeting of the incoming board with the outgoing board of directors
1. Conduct the weekly meetings of the Club
 - a. Appoint a substitute in the event of absence
 2. Chair meetings of the Board of Directors
 3. Appoint the Club Secretary
 4. Select a Treasurer for the Club and bring to the first meeting of the Board for approval.
 5. Serve as President of the Executive Committee
 - a. The Executive Committee is consisted of:
 - i. Club President
 - ii. Club Past President
 - iii. Club President Elect
 - iv. Club Vice President
 - v. Club Secretary
 - vi. Club Treasurer
 6. Serve as President of the RCOV Foundation
 7. Recommend 4 members of the RCOV to serve on the RCOV Foundation. These members to be elected at the RCOV Foundation AGM usually held in December.
 8. Serve as a Member of the RHF Foundation
 9. Recommend 4 Members of the RCOV to serve on the RHF Foundation Board. These members to be approved by the Board of Directors at its first meeting.
 10. Appoint primary Committee Chairs
 - a. Membership
 - b. Foundation
 - c. Service Projects
 - d. Public Relations
 - e. Administration
 11. Appoint secondary Committee Chairs at his/her discretion. This task may be assigned to the responsible primary Committee Chair.

Rotary Club of Vancouver Secretary

Your primary role as club secretary is to help the club function effectively. The RI Board has determined that an effective club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

As club secretary, you receive information from the board, club committees, club members, the district governor, your assistant governor, Rotary International, and The Rotary Foundation of RI. Think critically about how the information can be used to benefit the club. Monitor trends in club activities to help identify the club's strengths and weaknesses and communicate this information to your fellow club leaders for further action. For example: What do attendance reports indicate about club member satisfaction? Have you noticed an increase in the number of members who miss meetings? If you're responsible for submitting financial contributions to The Rotary Foundation, consider how this year's club contributions compare to those of previous years. Is the club on target to meet its annual giving goal? With whom should you discuss trends and concerns?

The club secretary has the following responsibilities:

- Maintain membership records.
- Record attendance at meetings, and report monthly attendance figures to the district governor within 15 days of the last meeting of each month.
- Send out notices of meetings of the club, board, and committees.
- Record and maintain minutes of club, board, and committee meetings.
- Make required reports to RI. These include:
 - Semiannual reports of membership* (due 1 July and 1 January)
 - Per capita dues for each active member* (due 1 January and 1 July)
 - Council on Legislation dues* (due 1 July)
 - Insurance charges* (for United States and its territories only)
 - New active members as they are elected to membership (submit through Member Access or on Membership Data form)
 - Membership changes, such as terminations or address changes, as they occur (submit through Member Access or on Membership Data form)
 - Club officer information for the *Official Directory* (submit through Member Access or on Club Officers Report Form)
- Collect and remit subscriptions to *The Rotarian* (submit to RI* with semiannual report) or Rotary regional magazine (submit to regional magazine office or editor).
- Perform any other duties that usually pertain to the office of secretary.

Rotary Club of Vancouver President Elect

Your responsibilities as Club President-Elect are summarized below:

- Reviewing this *Club President's Manual* and preparing for the presidents-elect training seminar
- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board
- Reviewing your club's long-range goals, using the elements of an effective club as a guide
- Setting your club's annual goals, that support long-range goals, using the *Planning Guide for Effective Rotary Clubs*
 - Assessing your club's membership situation
 - Discussing and organizing service objectives
 - Identifying ways to improve support of The Rotary Foundation
 - Developing future leaders by promoting attendance at important district events
 - Developing a public relations plan
 - Planning action steps to carry out your club's administrative responsibilities
- Working with your club and district leaders
 - Holding one or more meetings with your board of directors; reviewing the provisions of your club's constitution and bylaws
 - Serving as an ex officio member of all club committees
 - Supervising preparation of the club budget
 - Meeting with your assistant governor at PETS and your district assembly
- Ensuring continuity in leadership and service projects
 - Appointing committee chairs*
 - Appointing committee members to the same committee for three years to ensure continuity, when possible
 - Conferring with your predecessor
 - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training
 - Attending your presidents-elect training seminar and district assembly
 - Encouraging all club leaders to attend the district assembly
 - Holding a club assembly immediately following the district assembly
 - Attending the district conference

General Accountability:

The Club President-Elect is accountable to the President and Board of Directors for fundraising activities. The President-Elect's principle role is to ensure that fundraising projects are carried out successfully.

Responsibilities:

Before July 1st:

1. Meet with current President to discuss fundraising plans for the year.

2. Lead any reviews of existing fundraisers that may have been identified by the membership.
3. Lead the development of new projects, if identified.
4. In conjunction with the President appoint members to the fundraising committees

After July 1st

5. In conjunction with the Director of Service Projects, identify recipients for funds to be raised.
6. Attend regular meetings of fundraising project Committees. (Ensure that minutes are taken)
7. Keep Board of Directors abreast of progress & issues related to the year's plans.
8. Attend the Rotary Leadership Training Institute.
9. Participate in the Strategic Planning activities of the club.

**Rotary Club of Vancouver
Vice-President**

Your responsibilities as Club Vice-President are summarized below:

- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board
- Reviewing your Club's long-range goals, using the elements of an effective club as a guide
- Becoming familiar with all Club committees and activities in preparation for your year as President-Elect and as President
- Becoming familiar with the Club's Operations Manual, Constitution and Bylaws

General Accountability:

The Club Vice-President is accountable to the President and Board of Directors.

Responsibilities:

Assume the responsibilities as Director of one of the five (5) main committees as assigned by the Club President.

**Rotary Club of Vancouver
Past President**

The Past President's Committee is responsible for the Club's long term planning. It ensures that the Club leadership succession is maintained. It reports to the Board of Directors and to the members at large.

Committee Responsibilities

- * Ensures that the Club's business and professional practices meet the 4-Way Test.
- * Maintains the Club Leaders Succession plan, revising it when necessary.
- * Annually in September prepares a slate of candidates for election to the Executive and the Board of Directors.
- * Conducts Elections.
- * Mentors Officers and members.
- * Maintains the Club strategic Plan
- * The committee will have a minimum of 3 members.

**Rotary Club of Vancouver
Directors of the Board**

Your responsibilities as a Director of the Board are summarized below:

- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board
- Reviewing your Club's long-range goals, using the elements of an effective club as a guide
- Becoming familiar with the Club's Operations Manual, Constitution and Bylaws
- Serving as the Chair of Committees and/or sub-committees as assigned by the President
- Actively participating in the activities of the Board including setting policy, club objectives and long range plans.

General Accountability:

The Directors of the Board are accountable to the President

Rotary Club of Vancouver Sergeant at Arms

Function

The function of the Sergeant at Arms is to help maintain an orderly, dignified, and effective Rotary meeting, one that will make the right kind of impression on Club visitors and guests. Specifically, your function is to manage the entertainment part of the meeting preceding the guest speaker or main event. Next to the President, the Sergeant at Arms has the greatest influence in setting the emotional tone of the meeting. He/She can make the meeting a very pleasant experience or not.

Typical Assignments

Conduct the Raffle Draw, ensure prizes are available, cards, raffle tickets, and most important, be prepared with knowledge of the amount of prize money. Recruit a visitor or guest to draw the winning ticket.

Humour Element, be prepared to conduct a program with humour, present or ask for funny stories, conduct a quiz, and ask for happy/sad dollars. Look for interesting and humorous ways to issue fines. Devote some time before the meeting to preparing your program.

Meeting Arrangements, recruit 2 or 3 members to assist in preparing the physical arrangements of the room for the meeting. They will prepare the welcome table, name badges, banners, podium and bell, and any special seating required. They will consult with the Program Chair regarding any special equipment required by the featured speaker.

Late arrivals, call attention, in a humorous way, to members who come in late. This usually spurs them to be on time for the next meeting. Consider imposing fines.

Early Departures, keep an eye out for eat-and-run Rotarians and, by calling their attention to the habit in a tactful way, try to discourage the practice, which can be a discourtesy to speakers.