

Rotary Club of Vancouver Director of Service Projects

General Accountability:

The Director of Service Projects shall be accountable for all Club Service Project and Club International Project activities and shall, with the assistance of the Assistant Director, supervise and coordinate the work of the Service Project and International Project Committees described below.

Responsibilities:

Before July 1st

1. Meet with the current Director of Service Projects to review/develop Club Service and International Projects for the year.
2. Meet with President-Elect to discuss plans for ongoing and new Service Projects.
3. Begin recruiting Chairs for the Service Project Committee and the World Community Service Committee for the coming year.
4. Familiarize yourself with the work of the Data Manager including Fund Raising Coordination.
5. Familiarize yourself with the Club Policy on Requests for funding.
6. Prepare a budget for the coming year.

After July 1st:

1. Attend meetings of the Community Projects and World Community Services Committees.
2. Assist the Committee Chairs recruit Committee Members and begin reviewing/planning Service Projects.
3. Assist Committee Chairs for Interact and Rotaract Clubs.
4. Lend a hand in planning important meetings such as Canada day, Family Day, Wine Festival and Operation Red Nose.
5. Ensure that the membership is kept current on the status of Club Service Projects.
6. Remind members of the importance of participating in Service Projects and International Service Projects like the Rotary World Help Network container loading.

Developing successful service projects is a collaborative effort. Many different club committees work together with club leaders to successfully select, plan, implement, and evaluate a service project.

Selecting Committee Members

When choosing Rotarians to serve on service-related committees it is important to select those who have a strong knowledge of the socioeconomic conditions of the community. Other important considerations include:

- Professional experience related to service, such as:
 - Medicine
 - Education
 - Law enforcement
 - Clergy

- Nonprofit organization management
- Civil service
- Experience working with youth and/or senior citizens
- International work, study, or travel experience, if applicable
- Extensive community volunteer experience
- Enthusiasm

Service projects are the primary responsibilities of the following committees:

Community Development

- Addresses issues dealing with the physical state of a community and its facilities
- Focuses on projects that deal with community centers, health facilities, infrastructure improvement, libraries, parks and recreational facilities, public facilities, safety, sanitation, schools, and urban and rural revitalization

Community Service

- Coordinates the work of community service-related committees or committees working to improve the local community
- Plans community service projects that include all members

Environmental Protection

- Examines the state of the environment in the community
- Develops projects that promote animal protection, beautification/ cleanup campaigns, clean air, energy resource protection/promotion, forestation, noise abatement, recycling, soil conservation, toxic waste disposal, waste management, and water management

Human Development

- Promotes the welfare of all people in the community
- Develops projects and service activities relating to the whole span of life by providing assistance and support to those in need
- Plans an activity to observe Family Month (December)

International Service

- Guides and assists members in carrying out their international service duties
- Plans international service projects that include all members
- Provides support to RI programs that are international in scope, such as Youth Exchange and Friendship Exchange
- Plans an activity to observe World Understanding Month (February) and World Understanding and Peace Day, 23 February

Partners in Service

- Recognizes the need to promote and enhance relationships between Rotarians and Rotary-sponsored organizations such as Rotaract (service club for young adults, ages 18-30), Interact (service club for young people, ages 14-18), and Rotary Community Corps (groups of non-Rotarians who wish to serve their community)
- Provides leadership training to Rotary-sponsored groups that will help them organize and carry out community development projects
- Plans an activity to observe World Rotaract Week (the week of 13 March)
- Plans an activity to observe New Generations Month (September)
- Plans an activity to observe World Interact Week (the week of 5 November)

Rotary Volunteers

- Identifies appropriate local projects that need volunteers
- Functions as a subcommittee of the Vocational Service committee
- Enhances the use of Rotary Volunteers services
- Develops local community service projects in which Rotary Volunteers can be used

Vocational Service

- Promotes high ethical standards in all vocations
- Plans vocational service activities for all vocations represented in the club
- Plans an activity to observe Vocational Service Month (October)

World Community Service

- Functions as a subcommittee of the International Service committee
- Provides Rotarians with information on the World Community Service program and resources available from Rotary International and its Foundation
- Submits projects in need of assistance or seeks projects to support on the World Community Service Projects Exchange

Youth

- Coordinates club activities for youth
- Promotes Rotary Youth Leadership Awards (RYLA) events
- Promotes the RI Youth Exchange program

Working with Other Committees

To be effective service project leaders, committees should confer periodically with other club committees and leaders, especially in the following areas:

- **Fundraising.** Consult with club fundraising leaders to discuss project goals and ascertain funding needs and possible funding sources.
- **The Rotary Foundation.** Meet with club Foundation leaders to consider ways in which The Rotary Foundation can serve as resource to achieve the club's service goals.
- **Public relations.** Coordinate with public relations leaders to help organize efforts to improve Rotary's public image by conducting service projects and encouraging community participation.
- **Club administration.** Inform administrative leaders of service projects so they can publish project information in the club bulletin and pass along successful ideas to the RI Secretariat or THE ROTARIAN (or Rotary regional magazine).
- **Membership.** Work with club membership leaders to use Rotary's ideal of Service Above Self to orient new and attract potential members.