

COMMITTEE DESCRIPTIONS FOR 2011-2012

ADMINISTRATION

The administration area of service will oversee the administrative organization of the club including Budget/Finance and Membership which includes classification, membership development and new member orientation. The administration area of service is chaired by the President-elect.

The committees are:

- Administrative - Assist with the organizing of each Rotary year including:
 - Rotary Calendar Year
 - Establish Rotary Calendar for each year and present to Board for approval in March
 - Budget and Finance
 - Develop budget
 - Determine dues amount needed to support budget
 - Present to the Board of Directors and membership for approval
 - Monitor the budget on a regular basis
 - Present a budget review to the Board of Directors in December and June of each year
 - Oversee the annual audit review and present to the Board of Directors
- Membership/Classification
 - Classification – determine that proposed member has an appropriate classification available in Rotary
 - Approval – determine if the proposed member meets Waco Rotary Club criteria for membership and approve for Board of Directors vote
 - Meeting – meet on the 4th Monday of each month
- Membership Development
 - Develop a strategic plan for membership recruitment
 - Develop a list of potential members and their proposal applications
 - Review member classifications and determine if the Rotary Club is diversified in this respect
- New Membership Orientation
 - Develop a membership orientation that enables new members to learn about the Waco Rotary Club and its requirements
 - Hold an orientation meeting once a month for proposed members
 - Develop a plan for introducing new members into the Rotary Club

CLUB SERVICE

The area of Club Service involves all activities of the club in which members serve the club. Activities include attendance, communication and fellowship. A Director, who is appointed by the President, oversees this area. The committees include:

- Attendance/Sergeant at Arms
 - Alphabetize attendance cards for club secretary for checking attendance
 - Assist club secretary in gathering supplies, cards and other items and returning them to her office after the meeting
 - Remind Rotary members of the attendance requirements of Rotary
 - Review weekly attendance of the Club, notify members with 2 or more absences and encourage makeups
 - Report to the Board of Directors any members that have 4 consecutive absences
 - Serve at the registration table at each meeting, greeting members and accepting their attendance cards
 - Recognize Rotarian birthdays
- Communication
 - Bulletin
 - Design and produce a monthly electronic bulletin
 - Electronic Media
 - Oversee the operation and development of electronic media for the club, including website and email
 - Roster
 - Organize and develop the production of the electronic roster. Encourage members to update their photos on a regular basis. Add cell phone number, if members desire
- Public Relations
 - Develop and orchestrate a plan to make the members and public aware of the activities and accomplishments of the Waco Rotary Club
- Fellowship
 - Events
 - Plan two events a year to promote the development of relationships in the club
 - Visitation
 - Send cards and, if possible, visit members or family members who are ill or have deaths in their family
 - Promote acquaintance and friendship among members
- Program
 - Weekly Programs
 - Prepare weekly programs in accordance with the interest and level of expertise in the club. The programs should reflect the avenues of service of the Waco Rotary Club
 - Music
 - Arrange for music at club events that serves to promote the spirit of the club

- Program Appreciation
 - Send a letter of appreciation to all speakers of the Waco Rotary Club

VOCATIONAL SERVICE

- Vocational – A Director appointed by the President oversees this area
 - Develop activities or publications that assist members in the development of increased productivity, loyalty and personal happiness of their employees
 - Present at least one program a year that meets the above criteria
 - Promote the understanding and use of the 4-Way Test by members

COMMUNITY SERVICE

This area of service involves service that the Waco Rotary Club gives to the community. Most of this service is focused on the youth in the community and county. A Director appointed by the President oversees this area.

- Youth Service Fund
 - Develop Youth Service campaign for October of each year
 - Promote and recognize contributions with membership
- Literacy
 - Review and oversee any literacy projects established each year
- Challenge
 - Order questions for Challenge competition
 - Invite area schools to participate
 - Collaborate with KCEN in producing the Challenge competition each year
 - Organize recognition and awards of Challenge Teams in May of each year.
- Scholarship
 - Promote the application process for the Waco Rotary Scholarship for Juniors and Seniors in college.
 - Review the application process
 - Select recipients
 - Require a report from the recipients and present to Board in June of each year.

INTERNATIONAL SERVICE

This area of service seeks to promote international understanding and relationships of members in the Rotary Club. A Director appointed by the President oversees this area.

- Rotary Foundation
 - Promote contributions to the Rotary Foundation
 - Recognize Paul Harris Fellows once a year
 - Maintain a list of Waco Rotary Club Paul Harris Fellows
 - Rotary Ambassadorial Scholarships
 - Promote the application of the Ambassadorial scholarships
 - Accept and review applications and invite applicant(s) for interview

- Select applicant(s) to submit to the Rotary District for selection as an Ambassadorial Scholar
 - Review the experience/service of Ambassadorial Scholars selected from the Waco Rotary Club and report to the membership.
- World Community Activities

NEW GENERATION OF SERVICE

- Student Guests
 - Contact area schools and invite 2 students to each of our Club Meetings
 - Introduce student guests at weekly meeting
- Youth Citizenship
 - Coordinate and collaborate with the *Waco Tribune Herald* in organizing the recognition
 - Send request to area schools for nominations of outstanding youth citizen in McLennan County
 - Interview and select 5 finalists and winner
 - Organize the recognition and awards at an April Rotary Club meeting
- Interact/Rotaract
 - Provide support and Rotary information to local clubs
 - Invite members once a year to a Waco Rotary Club meeting
- International Youth Projects
 - Review Rotary International service projects and determine participation by the Waco Rotary Club