

LAFAYETTE ROTARY CLUB  
**A GUIDE TO COMMITTEE ACTIVITIES**

**MEMBERSHIP COMMITTEE**

**Recruiting**

Encourages all members to propose candidates. Invite speakers to join Rotary. Call visitors interested in joining. Acknowledges top sponsors with annual award. Invites presenters to join Rotary.

Determines whether each new member nominee meets the criteria for eligibility to a given classification under the Constitution and By-laws of Rotary International and the Lafayette Rotary Club. Recommends membership to the Board of Directors.

**Orientation**

Meets with new members to provide overview of Lafayette Rotary and answer questions. Informs members and prospective members about the history, objectives, organization, accomplishments, and activities of the Lafayette Rotary Club and Rotary International.

Produces, updates and distributes brochures offering information to visitors and new members.

Highlights for prospective new members their responsibilities to Rotary, including the importance of and guidelines for: (1) Attendance at regular meetings, (2) Their participation in special events such as the annual dinner and service projects; and (3) Involvement in club committee activities.

Asks them to fill out forms indicating on which committees they will serve. Logs and tracks requests to make sure all members are engaged in at least one area in which they are interested.

**Brochures and Web**

Reviews all materials on Web and from the perspective of what new members and also what current members need to stay engaged.

**Involvement** Calls to welcome new members. Invite new members to participate in programs and activities, especially Family of Rotary events. Assigns mentors who are not sponsors. Asks new member and sponsors to provide formal feedback on new member's needs after three and six months. Conducts survey of membership to generate ideas and identify concerns.

**Family of Rotary**

Plans special events such as card nights, dinners, new members dinner reception, annual Christmas Party.

Monitors media for accomplishments of Rotarians. Sends congratulatory note and forward to club secretary, when appropriate, for sharing with the membership at weekly meetings.

Designates a person club members can call when they hear of a concern (illness, death) of a member. Forwards information to club secretary. Sends cards. Develops a plan to tell club members of a death or illness of a member or spouse between meetings. Develops plan to stay connected to Rotarians who cannot attend meetings due to age or ill health.

Plan outings to a club members business. Invite spouses.

**Vocational focus Committee**

Identify 12 Lafayette Rotarians a year to present 5 to 10-minute overviews on their careers on the third Tuesday of the month.

## SERVICE COMMITTEE

### Projects

#### **Signature Project**

Blessings in Backpacks.

Buys backpacks; arranges logistics for food deliver, storage and packing; generates sponsorships; partners with Food Finders; finds additional sources; communicates with Lafayette Rotary, parents and school administrators; packs and distributes backpacks weekly during school year.

#### **Gus Macker**

Raises sponsors, teams, volunteers. Promotes event in billboards, brochures, Web, media. Manages finances. Manages day-of event.

#### **Other projects:**

##### **Shots Not Spots**

Arranges with Tippecanoe County Health Department for participation of Rotary Club members. Solicits Rotary volunteers to assist with distribution of treats to children receiving the inoculations.

##### **Salvation Army**

Arranges with the Salvation Army the date and time for members of the Rotary Club of Lafayette to staff the Salvation Army kettles at strategic points in the community for one Saturday during the month of December. Solicits Rotarian volunteers to staff the kettle locations for 1-2 hour periods; encourages new members to participate. Encourages Club members to contribute financially in addition to volunteering to be bell ringers. Arranges with the Salvation Army for the appropriate handling and reporting of funds at the end of the day and at the end of the fund drive.

### **Youth Committee**

Distributes camp and journalism scholarships. Plans and conducts activities for young people in the community. Supports activities that generate funds for youth projects, including the Red Cross Christmas drive; solicits donations and selects gifts for selected children.

Supports Rotaract; meets frequently with Purdue club. Looks for opportunities for joint projects and events. Facilitates a presentation by Rotaract club to Lafayette Rotary.

### **Education**

#### **High school scholarships subcommittee:**

Works through counselors at high schools in Tippecanoe County (Harrison, Jefferson, McCutcheon, West Lafayette and faith-based high schools such as Central Catholic) to select one senior from each school for a \$1,000 scholarship. Arranges to have the winners attend a spring Rotary Clubs meeting (usually the third Tuesday in April), at which the committee will introduce them and each award winner will make 2-3 minutes of remarks.

Invites seniors, parents, principals, academic advisers and superintendents; delivers program information to the executive secretary; lets each student know she/he will be expected to make remarks; prepares certificates of recognition and name badges, including those for all guests. Five committee members, one for each school, ensure that guests are properly welcomed, introduced and hosted during the program.

Works with the Communication and Program committees to generate appropriate publicity and photographs. Obtains updates previous year's news release and sends to Communication chair for distribution. Distributes photograph to students after the event.

**High school guests subcommittee:**

Chair makes a contact with each of the five high schools, (usually the director of guidance) in Tippecanoe County (Central Catholic, Harrison, Jefferson, McCutcheon, and West Lafayette) and develops a program to have two high school seniors visit on the first three or four Tuesdays during the academic year, unless otherwise dictated by the academic calendar. Students are selected by high school officials on the basis of academic performance, extracurricular activities, and other achievements. Contacts the high school on the Thursday before the visit to acquire the names of the students and forward the names to the executive secretary by Monday at the latest in order to have certificates of attendance typed/signed for presentation at the Tuesday Club meeting.

Arranges transportation for the students and confirms with school officials details about the students' attendance at the Rotary lunch program. Pick up is 11:30 a.m. for Central Catholic, Jefferson, and McCutcheon students, and 11:40 a.m. for Harrison and West Lafayette students. Use the travel time to: (1) Become better acquainted with the students and to inform them about Rotary; (2) Discuss the student guest program, requesting each student to be prepared to make a brief statement about themselves, i.e., parents and siblings, school activities and awards, hobbies, future educational plans, and other items of interest; and (3) Perhaps provide each with a 3" x 5" card outlining this information for them to use during their presentation. Host should sit with the students and introduce them at the Rotary Club weekly meeting.

**Vocational projects:**

Works through counselors at Ivy Tech and Indiana Business College to make students aware of the scholarship opportunities. Reviews applications and interviews students. Selects recipients of four \$1,000 scholarships and arranges to have them attend a spring Rotary Clubs meeting, at which the committee will introduce them and each award winner will make 2-3 minutes of remarks. Works with the Communication and Program committees to generate appropriate publicity and photographs.

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Chair makes a contact with area two-year colleges, Indiana Business College and Ivy Tech State College, to arrange for a student visit on the fourth Tuesday of each month during the academic year, unless otherwise dictated by the academic calendar. Students are selected by college officials on the basis of academic performance, extracurricular activities, achievements and obstacles overcome. Makes sure students are aware in advance that they will be asked to make 2-3 minutes of remarks. Arranges for any needed transportation, sits with the students and introduces them at the Rotary Club weekly meeting. Ensures that the guests are provided information about the Rotary vocational scholarship program for students in these colleges.

Selects recipient for Service Above Shelf, a vocational service award presented annually to an individual exemplifying the ideals of Rotary in their profession. Recipient need not be a Rotarian.

Promotes the ideals of service and integrity in businesses and the professions. Promotes use of the Four-way Test in businesses, trade associations, public institutions, schools, and the community. Promotes improving vocational counseling and training. Promotes improved employer-employee relationships.

**Birthday Table**

Appoints a chair for each month. Recognizes members having birthdays and encourages them to celebrate by making contributions to the Lafayette Foundation and the Rotary International Foundation. The chair collects these contributions prior to and during the meeting and delivers them to the treasurer, Lafayette Foundation, or Club's executive secretary. The chair reports the amount and distribution of the contributions to the Club during the celebration lunch meeting which occurs the first Tuesday of each month.

## ROTARY INTERNATIONAL

### **Projects**

Oversees international projects. Subcommittees include

#### **Signature Countries Subcommittee:**

Develops multi-year international projects in signature countries determined by the board. Implements and oversees the project and reports back to the board quarterly and to the membership semi-annually. Currently our signature country is Haiti and El Salvador.

Creates or brings in programming relevant to these projects and countries semi-annually.

#### **Other Projects Subcommittee**

Sets up system for receiving, reviewing and bringing forward proposals.

Relays these to the board. Presents to membership overview of projects in the district annually.

### **Programs and fund raising**

Promotes awareness of the activities of Rotary International Foundation. Presents programs focusing on activities of The International Foundation.

Encourages contributions to the International Foundation. Expand participation in RI's Benefactor Program. Nominates outstanding non-Rotarians to receive honorary Paul Harris Recognitions.

### **Group Study Exchange**

Incoming: Assists the Club and District with incoming teams. When possible, shares responsibilities for the teams with the Daybreak Rotary Club. Arranges for home stays, tours and vocational study opportunities for inbound teams and coordinates their participation in Club activities.

Outgoing: Recruits local participants for the District-based GSE teams, including team leaders, and provides orientation and support for such participants.

Works with Communication to generate publicity and coordinates with the Program committees.

### **Open World**

Hosts guests from other countries who are visiting America to learn about our government and society.

### **Ambassadorial Scholars**

Outgoing: Works with the Communication Committee to publicize the ambassadorial scholarships. Sends announcements to all schools and departments at Purdue University. Nominate candidates for scholarship awards for undergraduate and graduate study abroad. Interview candidates and recommend recipient.

Incoming: Receives and hosts Rotary Ambassadorial Scholars attending Purdue University. Assists scholars in making their visit to the University and the community a valuable personal experience. Introduces the scholar to the club when she/he arrives and facilitate a presentation by the scholar to the club at some point during their stay.

## **CLUB ADMINISTRATION**

### **Program**

The president-elect appoints a program committee and seeks ongoing input from committee members.

Sets aside one meeting a month for special programs of timely relevance to the community, for vocational focus speakers, for high school and vocational scholarship recipients, or for special presentations from the club. Considers special program requests from Rotary International (Rotary International Foundation, Paul Harris Anniversary, World Service, etc.), the District Governor (early fall visit and Club presentation), and observance of local Club program traditions (joint meeting with local Kiwanis Club, family holiday programs, etc.). Chaired by the president-elect.

Plans and implements the Club's Annual meeting. Recognize special guests (District 6560 leaders, area club presidents, spouses of deceased Rotarians, Ambassadorial Scholars, Paul Harris Fellows, Golden Service Awardees, 50-Year Members, etc.). Chaired by the vice president.

### **Communications/Marketing/Ripples/Web**

Oversees internal and external communications of all kinds. Communication tools include Web, news media, written correspondence, brochures, billboards.

### **Operations/Club Bulletin**

Provides support for the secretary at weekly meetings.

### **Invocation**

Appoints a chair for each month. Arranges for a Rotarian to provide a weekly invocation which emphasizes the Rotary International theme, the goal of Service Above Self, and reflects sensitivity to diverse religions and cultures. Notifies the executive secretary before the beginning of each month who will be giving the invocations.

### **House**

Appoints two chairs for each month to collect money, one for an early shift, 11:00 -11:30a.m., and one for a later shift, 11:30a.m. - 12 p.m. Welcomes members and visitors as they sign in at each meeting, giving directions as needed. Notifies the executive secretary before the beginning of each month who will be handling the collection of meal money and other house activities.

Ensures that the meeting space is in order with entry tables, badge boxes, banners and all other necessary equipment. Assists in setting up equipment for the program — including microphones, projector, computer and mult box — and in adjusting lights as needed.

### **Music Committee**

Appoints a monthly chair. Encourages fun and fellowship at all Club meetings through group singing and special music events featuring Club members and guest performers. Arranges for the necessary musical equipment. Coordinates with the president and program chair for appropriate music for special recognition events. Notifies the executive secretary at the beginning of each month who will be handling the weekly music functions.

### **Greeters**

Appoints a chair for each month. Promotes fellowship among members and guests. Greets members and guests at each meeting and assist them in signing in with the executive secretary and in purchasing their meals. Notifies the executive secretary before the beginning of each month who will be handling weekly hospitality.

## **BOARD OF DIRECTORS**

### **Lafayette Rotary Board**

Meets monthly or as needed.

### **Executive**

The Executive Committee solicits and reviews agenda items prior to Board meetings to promote efficiency and effectiveness, provides guidance to the Board concerning planning and programming, undertakes particular tasks assigned by the Board to develop policies and resolve particular issues, and monitors progress being made toward Club goals.

### **Nominations**

Prepares for the Board of Directors (Board) a slate of Rotarians to be nominated as members of the Board, as president-elect, vice president, and other official positions in the Club. If necessary, prepares and tabulates ballots and forwards the results to the executive secretary for inclusion in the "Ripples." Presents the nominations, as approved by the board, for vote of the membership at the first meeting in December.

The Committee consists of the last three past presidents prior to the current president (the past president twice removed from the presidency shall be the chair), the current president, the president-elect, the vice president, the executive secretary and two at-large members appointed by president-elect.

### **Funds request committee**

Considers requests for funds from Rotary. Includes president elect and senior directors.

### **Governance**

This group is responsible for supporting the board

- Review job descriptions, at least annually, for the board as a whole, for club officers, and for individual board members, and recommend appropriate changes to the board.

- Regularly review the organization's constitution, bylaws, and policies, recommend appropriate revisions, and alert the board in cases of noncompliance with appropriate directives.

- Advise the board on organizational practices, such as committee functions and term limits for directors or committee members.

- Recommend to the board appropriate schedules, processes, and content for communication to the membership.

  - Assist, as requested by the board, with delivering the approved communications.

- Assist the board in planning for future board composition and leadership.

- Solicit suggestions for board positions from the membership.

- When necessary, and in cooperation with the president, explore with nonparticipating directors their continuing interest in board membership.

- Identify candidates and nominate individuals for election as directors and officers.

- Provide oversight of paid staff members and conduct their annual performance review.

- Design and oversee a process of orientation for new board members.

- Design and implement an ongoing program of board information.

- Assist the board in an annual, year-end self-evaluation.

- Regularly review the board's practices and suggest changes as needed.

- Keep the board informed of potential new governance concepts.

### **Finance**

Through the Club treasurer, solicits budget requests for the next year from the appropriate directors and committee chairs. Prepares and presents the proposed annual budget to the Board of Directors at its July meeting. Monitors the financial condition of the club throughout the year with the assistance of the treasurer.