

## **Rotary Club of Putnam County Board of Directors, Executive Committee and Committees**

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**Board of Directors**—Consists of President, President Elect, President Nominee, Immediate Past President, Secretary, Treasurer, and five members at large.

**Executive Committee**—Consists of President, President Elect, President Nominee, Immediate Past President, Secretary, and Treasurer. In emergency situations acts on behalf of the full Board.

**Responsibilities of the Board**—has oversight of the following committees; Finance Committee, all Fund Raiser Committees, Scholarship Committee, Service Projects Committee, Program and any other "special" committees.

The administrative functions are as following:

- Fulfilling all district and RI administrative requirements
- Tracking and reporting attendance
- Making all members aware of current Rotary information by promoting
  - ✓ Club bulletin or Web Site
  - ✓ The Rotarian or Rotary regional magazine
  - ✓ District Governor's monthly letter
  - ✓ District Web site
- Promoting fellowship among club members
- Organizing programs for regular weekly and special meetings, including club assemblies
- Develop and Maintain a Strategic and tactical plan.

### **Club Committees**

**Finance Committee**—is co-chaired by the Finance Committee Chair and the Treasurer. This committee has the responsibility for the club budget, monitoring expenditures, proper accounting, maintaining club dues and collection, sending per capita dues to RI, ensuring our bylaws outline the process for disbursing funds, annual club financial review, monthly financial statements for board meetings and assists fund raiser chairs in their efforts, keeping an accurate account of funds raised for each event.

**Fund Raisers**— Golf Tournament, Poinsettia, Annual Cash Raffle, 5K Event and other events as scheduled.

**Scholarship Committee**—The club provides scholarships annually to local high school students and those receiving the scholarships are selected by this committee using predetermined qualifications. They also oversee scholarships for camp programs such as; Tri-County Y Camp High-Tor, the Salvation Army Camp Happy Valley and the Hugh O'Brien Youth Leadership Program.

**Service Projects Committee**—This committee is responsible for finding ways to improve the quality of life in our local community and communities around the world. Through a careful process of project selection, planning, and evaluation, our club can successfully

carry out service projects that address such community needs by monetary contribution or “hands on” contribution. Service Above Self.”

**Social Committee**—Plan and carry out at least three social events where family members are invited.

**Program Committee**—Weekly meetings are the core of Rotary Club activities. Weekly programs should provide club members with information and motivation to increase their participation in and enthusiasm for activities that serve the club, the community, and the world. The programs should “increase the level of awareness” of things that are happening locally and around the world. Good programs, fun, food and fellowship are the key ingredients to membership retention. The chair of this committee will solicit monthly program coordinators from the membership who will then be responsible for finding pertinent speakers for that month’s weekly meetings.

**Membership Committee**—To be effective, a Rotary club needs members. Our club’s ability to serve the community, support the Rotary Foundation, and develop leaders capable of serving beyond the club level is directly related to the strength and size of our club’s membership base. This committee is charged with the responsibility to develop an action plan for recruitment and retention of members with the mind set of “Service Above Self.” Also, they are responsible for promoting club and district membership education and training for all stages of membership, including: prospective membership education, new member orientation and continuing member education.

**Rotary Foundation Committee**—This committee is to develop and carry out plans to support the Rotary Foundation through financial contributions and club participation in Foundation programs. Also, it is charged with the responsibility to at least semi-annually provide a program to the club’s members for continued education, progress, accomplishments of the Rotary Foundation and to motivate members to become more involved in supporting the Foundation personally and through the club. They are also responsible for writing and monitoring both District and International Foundation grants when requested by the Club Board..

**Public Relations Committee**—Public relations is essential to Rotary’s future. It informs the community that Rotary is a credible organization that meets real needs. It serves as a motivation to members to be more active in their club and district. The committee is to develop and execute a plan to provide the public with information about Rotary and promote our club’s service projects and activities using various medias to accomplish this goal.

**New Generations Committee** —The purpose of this committee is to focus on recruiting younger members in the club and as well as supporting Interact Clubs in our high schools.

**Vocational Committee**—One of the principles of Rotary is the respect and value of each Rotarians vocation. This committee will seek opportunities for Rotarians to represent their vocation in forms and presentations promoting the value of high ethical standards. It will also encourage Rotarians to share with others in the club how the 4 Way Test is relevant in their vocation.

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## New Member Request To Serve On A Committee

**New Member Name** \_\_\_\_\_

**Date** \_\_\_\_\_

I would be interested in either being on the following committee(s) or learning more about the committee.

<b>Finance</b>		<b>Fund Raisers</b>	
<b>Scholarship Committee</b>		<b>Service Project</b>	
<b>Social Committee</b>		<b>Program Committee</b>	
<b>Membership Committee</b>		<b>Rotary Foundation Committee</b>	
<b>Public Relations Committee</b>		<b>New Generations Committee</b>	
<b>Vocational Committee</b>			

Please, return to the Club President or a Board member