



Job Descriptions & Key Activities of the Board of Directors of the Rotary Club of Morgan Hill #491

Revised July 2006

Purpose

The purpose of this document is to serve as a guide to those who serve on the Board of Directors of our Rotary Club. It is intended to ensure that Board members are familiar with their responsibilities and can be productive in forwarding the goals for service to community and self in a manner consistent with our By-Laws. It is also intended as a brief orientation to new Board members and to provide some consistency for the Board from year to year. This document is intended as a supplement to the Club By-Laws.

The Board of Directors is comprised of the Board Officers and the Directors of the Club Committees.

Board Officers include:

- President
- President Elect
- Past President
- Secretary
- Treasurer
- Parliamentarian

Directors of Club Avenue of Service Committees include:

- Club Service I
- Club Service II
- Community Service
- Youth Service
- Vocational Service
- International Service
- Public Relations

Responsibility of Board Officers

PRESIDENT:

The President presides over the overall operations of the Club. It is the President's responsibility to set the tone and promote the annual District theme for the Club. Some of the expectations of the President include:

- Presides over weekly Club meetings including at least two meeting as Club assemblies.
- Conducts and chairs monthly Board meetings.
- Attends monthly meetings of the Area Club Presidents and Assistant District Governor.
- Coordinates District activities within the Club.
- Recommends to the Club an annual major Club project.
- Participates as a non-voting member of the Board of the Morgan Hill Rotary Endowment.
- Attends meetings as a non-voting member of the committee of Past Presidents for the nomination of Board of Directors for the upcoming year.
- Performs such other duties as ordinarily pertain to this office.

PRESIDENT ELECT:

The President Elect assists the President in accomplishing the annual goals of the Club. Some of the expectations of the President Elect include:

- Attends the monthly meetings of the Board of Directors.
- Chairs the annual Golf Tournament Committee.
- Attends District assemblies and functions as necessary.
- Attends the President Elect Training Seminar (PETS).
- Attends meetings as a non-voting member of the committee of past presidents of the nominations of Board of Directors for the upcoming year.
- Prepares for a smooth Board of Directors transition to the upcoming year.
- Serves as the President of the club in the absence of the President.
- Performs such other duties as may be prescribed by the President or the Board.

PAST PRESIDENT:

The Past President assists the President in accomplishing the annual goals of the Club. Some of the expectations of the Past President include:

- Attends the monthly meetings of the Board of Directors.
- Chairs the committee of Past Presidents for the nomination of the Board of Directors for the upcoming year as prescribed in the By-Laws.
- Conducts the election of the Board of Directors for the upcoming year at the second meeting in December of the current year.
- Attends District assemblies and functions as necessary.
- Chairs the annual debunking ceremony for the President.
- Performs such other duties as may be prescribed by the President or the Board.

SECRETARY:

The duty of the Secretary is generally to keep the ongoing records of the club, send and receive correspondence, and to conduct general business as it relates to the District. Some expectations of this office include:

- Attends the monthly meeting of the Board of Directors.
- Keeps the records of membership, record the attendance at meetings.
- Attends and records and preserves the minutes of the Board of Directors meetings.
- Makes the required reports to Rotary International, including the semiannual reports of membership, and pro-rata reports of changes in membership.
- Submits the monthly report of attendance at the Club meetings to the District Governor.
- Remits to Rotary International subscriptions of The Rotarian.
- Collects mail from the Post Office Box each week.
- Orders Club supplies.
- Assists the Treasurer with the finances of the annual Golf Tournament.
- Participates as a non-voting member of the Board of Morgan Hill Endowment.
- Attends District assemblies and functions as necessary.
- Performs such other duties as may be prescribed by the President or the Board.

TREASURER:

The duty of the Treasurer shall be to have custody of all funds, accounting for the same to the Club annually and at any other time upon demand by the Board. Some expectations of this office include:

- Attends the monthly meetings of the Board of Directors.
- Collects and records annual dues, meeting fees, fines and invoices members for other functions that may occur during the year.
- Maintains records of the Club Operating fund and the Club Endowment/Philanthropic fund.
- Pays club bills in a timely manner including District dues and insurance.
- Disburses contributions and donations as approved by the Board of Directors.
- Prepares annual Operating and Endowment/Philanthropic program budgets for approval by the Boards of the Club and the Endowment.
- Maintains the Club Roster.
- Attends District assemblies and functions as necessary.
- Performs such other duties as may be prescribed by the President or the Board.

PARLIAMENTARIAN:

The duties of the Parliamentarian shall be to advise the Board of traditions and history of the Club, the appropriate procedures in conducting the business of the Club in accordance with our By-Laws, as well as the normal parliamentary procedures to be followed. Some duties of this office include:

- Attends the monthly meetings of the Board of Directors.
- Maintains the currency of the Articles, Constitution and By-Laws of the Club.
- Attends District assemblies and functions as necessary.
- Performs such other duties as may be prescribed by the President or the Board.

Responsibilities of Avenue of Service Committee Directors

Committee Directors serve as voting members of the Board of Directors, usually for a term of two years. Their primary responsibility is to contribute toward the success of the goals and activities of the Club and may be assigned to different Club committees during their term. It is the general duty of Committee Directors to seek volunteers to chair specific activities and to coordinate the chairpersons in accomplishing Club goals. The Committee Director therefore is expected to delegate, coordinate and monitor various Club activities and assure that they are properly accomplished. By working together as members of the Club Board and involving all the members of the Club in various activities and fellowship events, Committee Directors are key to achieving the goals of our Club and the overall philosophy of Rotary. While each Committee Director has individual responsibilities within scope of their own committee assignment, they may work together to share coordination of a single related project. There are certain expectations common to each Committee Director which includes:

- Attending the monthly meetings of the Board of Directors.
- Attending District assemblies and functions as necessary.
- Performs such other duties as may be prescribed by the President or the Board.
- Coordinates the activities of their individual Avenue of Service Committee as follows:

CLUB SERVICE I
CLUB SERVICE II
COMMUNITY SERVICE
INTERNATIONAL SERVICE
YOUTH SERVICE
VOCATIONAL SERVICE
PUBLIC RELATIONS

Avenue of Service Committee Activities and Tasks

CLUB SERVICE I:

The purpose of this committee is to maintain a viable and active club and ensure that the fundamentals of the Rotary philosophy and the goals of the Club are maintained. Rotary not only stands for Service Above Self, but also requires that fellowship among Club members be fostered through a number of activities. The Director of Club Service I is responsible for:

- **Membership:** This sub-committee encourages Club members to seek future candidates for Club membership, processes proposals for membership, establishes classifications, and provides Rotary information to those whose proposals have been accepted by the Board prior to acceptance as a member.
- **Red Badge / Badge Box:** This sub-committee prepares the membership packets and Red Badges and should also maintain contact with the sponsors of new members where the principles of Rotary and goals of Clubs are discussed. Some members of Membership Committee should be skilled in the use of computers. The person in charge of the Badge Box prepares temporary Red Badges with name and classification, orders Blue Badges when needed, maintains the Badge Box numbering system, adds new members, deletes separated members and re-number badges in the Badge Box.
- **We Care:** This committee arranges for the meeting desert and acknowledges Birthdays and Club Anniversaries at the first Wednesday of the month. Responsible for sending Get Well or Sympathy Cards and/or contacting the person/family to see if there are any needs we could help with.
- **Fellowship:** This committee organizes social events for the Club. Historically, there have been four purely social events during the year. These have included a summer picnic, holiday party, a spring event (potluck dinner or an area meeting with Gilroy, Hollister, and San Juan Clubs), and the Debunking in June. Events are not set in stone so new ideas are welcomed.

CLUB SERVICE II:

Like Club Service I, the purpose of this committee is to maintain a viable and active club and ensure that the fundamentals of the Rotary philosophy and the goals of the Club are maintained. The emphasis of Club Service II is to coordinate and promote interesting and informative Club meetings on a weekly basis. The Director of Club Service II is responsible for:

- **Programs:** This committee is responsible to schedule weekly programs throughout the year. Programs also include member “spotlight” presentations. The chair needs to coordinate with the Committee Director to avoid conflicts with other Club activities.
- **Sheriff:** These are responsible to maintain annual pledges and fine the ever loving out daylighters of the club members on a weekly basis.
- **Sergeant at Arms:** Responsible for set-up and take down, arrange greeters, pledge of allegiance and invocation or thought of the day for weekly meetings.

COMMUNITY SERVICE:

The purpose of this committee is to foster and encourage in our Club the application of the ideal of service in each Rotarian's personal, business and community life. By participating in community service projects, Rotarians better their lives by bettering the lives of other in the community. Certainly, the actions of this committee embodies Rotary's motto: "Service above Self." Typical Community Service Projects include:

- **Major Club/Community Project:** These projects are recommended by the Club President and approved the Board of Directors which provide a visible benefit to the community at large and recognize the Club as an active participant in the community. Past major projects have included landscaping the Morgan Hill House and expansion of the El Toro Youth Center, installation of a park picnic area, and the like.
- **Senior Dinner:** This is an annual event that serves dinner for about 300 seniors and usually occurs in late spring.
- **Christmas Downtown:** This event includes installation and removal of holiday decorations in a portion of the median Downtown and participation in the parade.
- **Hometown Holidays:** This event includes the purchase and installation of Christmas Trees at the Community Center. The trees are decorated by children from local schools who compete for cash awards to fund class projects, supplies or equipment.
- **Other Projects and Fund Raisers:** Members chair committees to ensure the Club's coordination or participation in various projects such as Relay for life, Wheelchair Foundation, Sock Hop etc.
- **Charitable Giving Committee:** The committee reviews and makes recommendations on requests for Club philanthropic donations to local organizations.

INTERNATIONAL SERVICE:

The purpose of this committee is to encourage the advancement of international understanding, goodwill and peace throughout the world. It fosters fellowship of businesses and professional persons united in the ideal of service. These principles are expressed by Rotary's work in relieving world suffering and promoting educational opportunities on a global scale. This committee is responsible for:

- **World Community Service (WCS):** Supervises and coordinates the work of any committees that may be appointed on particular phases of service projects. Future projects can be developed to use matching funds from both the District and International funds. Project may either be solely developed by our Club or joint projects that include area clubs in Gilroy, Hollister and San Juan Bautista.
- **Student Exchange:** On occasion, the Club has sponsored exchange students with other nations. Local exchange students related to Club members can be selected from our community.
- **Group Study Exchange (GSE):** Adult Group Study Exchange (GSE) groups usually visit the District 5170 annually and may or may not be in our area #6, if so, we usually host them for one or two days in south county
- **Rotary International Foundation:** This sub-committee monitors club and individual contributions to Rotary International Foundation, reports to the Club on activities of the Foundation and ensures that those who qualify receive Paul Harris Fellowship Awards. November is Annual Foundation Giving Month.

YOUTH SERVICES:

Youth Service is an avenue of service unique to Morgan Hill's Club. A number of years ago, it was recognized that many of the projects and programs are geared directly toward the youth in our community. We help guide the youth in our community. This committee is responsible for:

- **Outstanding Student Achievement Award:** Coordinates with all the public schools within the Morgan Hill Unified School District and private schools within the Morgan Hill Community. Each school will select one student to receive this recognition for the year. Each quarter, one student from each of five schools will be the honored guest of Rotary at a lunch meeting where the student will be presented with a college saving certificate or bond, plus the **Outstanding Student Achievement Award** framed certificate. The school will arrange for transportation to and from the Rotary Club. The school principal, one teacher and the student's parents will also be guests of Rotary.
- **Interact:** This committee coordinates with Live Oak High School, Sobrato High School, Central High School, and the Charter School of Morgan Hill to maintain active Interact Clubs. This involves the work of four separate people to coordinate, one at each school. The Interact Service Club may emphasize areas such as developing job training, basic community service skills, and also interact with Rotary Club projects.
- **RYLA:** This committee reviews and recommends candidates from our local high schools for annual scholarship to attend the annual Leadership Camp.
- **El Toro Holiday Party:** This is an annual party and gift exchange with youth associated with the El Toro Youth Center. This committee takes charge of arranging a date for the party. Getting the children's names to all the Rotarians. Establishes a dollar amount of the gift. Getting a Santa Claus, photographer for pictures and whatever else is needed.

VOCATIONAL SERVICE:

The purpose of this committee is to foster and support the application of the ideal of service in pursuit of all vocations. Inherent in the vocational service ideals are:

1. Adherence to and promotion of the highest ethical standards in all occupations, including the Rotary's Four Way Test.
2. The recognition of the worthiness to society of all useful occupations, not just one's own or those, which are pursued by Rotarians.
3. The contribution of one's vocational talents to the problems and needs of society.

This committee will implement programs and projects, which help members contribute their vocational talents to encourage the objectives above. This committee is responsible for:

- **Scholarships:** This is a committee that reviews and recommends from 1-10 candidates from the local high schools within the Morgan Hill School District for annual scholarship. These students will be invited to a club meeting to have lunch as our guests and talk about their future plans.
- **Speech Contest:** This committee will coordinate the annual Rotary Speech contest with the Rotary District coordinator and local high schools and middle schools within the Morgan Hill School District.
- **Vocational Day at a Member's Business for Tour/Lunch:** Members host youth to observe how local businesses operate.

PUBLIC RELATIONS:

The purpose of this committee is to create a favorable opinion by the public and Club members of Rotary and our Club's activities. The Director to will generate all informational and promotional material which brings public attention to Rotary Club of Morgan Hill.

- **Public Relations & Publicity:** Develop new and innovative ways to educate the general public about Rotary. What is it that we do? Why "We Make a Difference" in our area.
- **Club Spokesperson:** The spokesperson will be responsible to be available for speaking engagements at local organizations and disseminate information about the Club and its upcoming activities to the media.
- **Club PR Literature & Materials:** This subcommittee will ensure that Rotary/Club brochures and informational materials are kept current. The committee will ensure they are distributed within the Club and the community.
- **Monthly Newsletter:** A monthly issue will be produced and distributed at the end of each month detailing the next month's activities. Newsletter to include: upcoming calendar of events, programs, speakers and topics, any "We Care" events such as a birth, illness or death of member of a family member. Newsletter will also include monthly Rotary's Awareness Calendar.
- **Local Community Events:** This sub-committee will ensure that the Club has a visible presence by participating with informational booths or sponsoring activities at other local events such as the Taste of Morgan Hill, Mushroom Mardi-Gras etc. as is practical.
- **Website:** The website is intended to be a resource for Club members and a source of information for the general public. The website will contain current information about all club activities, upcoming events, and photo reviews of past activities. The website will maintain a Member's Only section that Club members can access as a resource.