

“Service Above Self”
ROTARY CLUB OF MORGAN HILL, CALIFORNIA
P.O. Box 283 • Morgan Hill, California 95038

District 5170

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

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.

Officers are comprised of the:

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

Directors of Club Committees include:

- Club Service (two directors)
- Community Service
- Youth & Vocational Service (two directors)
- International Service

Responsibilities of Board Officers:

Club President:

The Club 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 Club President include:

- Presides over weekly Club meetings including at least two meetings 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.
- Attends meetings as a non-voting member of the committee of past presidents for the nomination 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 of 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 Club 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 meetings 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 including 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 to *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 the Morgan Hill Rotary 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 and to perform such other duties as pertain to this office. The Club may appoint a book keeper to assist the treasurer in the accounting functions of this office. 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 both 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 budget 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 the traditions and history of the club, the appropriate procedures in conducting the business of the club in accordance with our Buy-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.
- Maintain the currency of the Articles, Constitution and Bylaws 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 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 chair persons 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 of 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 the scope of their own committee assignment, there are certain expectations common to each Committee Director. These include:

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

CLUB SERVICE:

In order to maintain a viable and active Club, much work is needed to 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 is fostered through a number of activities. In our Club, because of the large number of responsibilities falling under Club Service, two directors are assigned. The duties used to be split between "Club Service 1" and "Club Service 2", but this year two directors are assigned for everything, and they may split up the various areas or share in facilitating them.

Membership Committee:

This 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. It

includes a member in charge of **Red Badge**. This person prepares the membership packets and red badges, and should also maintain contact with the sponsors of new members to ensure that Red Badge requirements are being fulfilled. Another primary activity of the Membership Committee is to organize and conduct “Fireside Chats” for new members where the principles of Rotary and goals of Club are discussed. Some members of the Membership Committee should be skilled in the use of computers.

We Care:

This committee arranges for monthly desert, acknowledgment of Birthdays/club anniversaries, and sends sympathy and get well cards to members in need.

Fellowship Events:

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 (pot luck dinner or an area meeting with Hollister, Gilroy and San Juan Clubs), and the Debunking in June. Events are not set in stone so new ideas are welcome.

Club Meetings / Sergeant at Arms:

Responsible for set-up/tear down, arrange greeters, pledge of allegiance, and invocation for weekly meetings.

Sheriff:

These are responsible to maintain annual pledges and fine the ever-loving out of club members on a weekly basis.

Club Bulletin/Web Page:

Reports will publish a weekly bulletin which summarizes each meeting, recognizes members contributions to the club and notifies members of future events. These committee members should have some skill in using computers. Good spot for new members.

Program Committee:

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.

Publicity/Public Relations:

This committee will be responsible to provide monthly Club media releases to the M.H. Times and organize publicity for other activities of the Club including participation/representation in community events.

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 others in the community. Certainly, the actions of this committee embodies Rotary's motto: "Service above Self."

Golf Tournament:

This is our primary fund raiser of the year. This committee has been traditionally chaired by the President Elect.

Major Club Projects:

A major Club project(s) is recommended by the Club President and approved by the Board of Directors. Past major projects have included landscaping the Morgan Hill House and expansion of the El Toro Youth Center. Because of the investments required for these projects, coordination with the Endowment Board is essential.

Annual Day of Thanksgiving:

Fall community service event that occurs in November. The purpose of this event is to supply a work day to contribute to the community.

Senior Dinner:

This event serves dinner for about 300 seniors and usually occurs in late spring.

Misc. Local Service Projects:

These are various projects we have or can become involved in throughout the year as the opportunity arises. Examples to date include graffiti wipe-out, Rotacare, construction of score shacks at Community Park, staffing barbecue and lunch service for volunteers and the car show at Taste of Morgan Hill, downtown holiday decorations, etc. There is an excellent opportunity for joint projects with our Interact Clubs. Fertile ground for new ideas. Need to have four well-planned events on the calendar for 2003-2004, we will be asking all Club members to participate in at least two events.

YOUTH AND VOCATIONAL 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. Formerly, these were categorized in both Community Service and Vocational Service. Because of volume of projects and the need to coordinate services to our youth, we developed a separate Youth Service committee. The past few years, the Director of Vocational Service was asked to take on some of the Youth Service activities because there are so many of them. This year, we are asking that two directors share in heading up all the Youth and Vocational activity areas. As with Club Service, the two directors may split up the responsibilities or share them, however they feel would work best.

Vocational service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. Inherent in the vocational service ideal are:

1. Adherence to, and promotion of, the highest ethical standards in all occupations, including 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.

Vocational service is the responsibility of both the Club and its individual members. The role of the Club is to implement programs and projects which help members contribute their vocational talents to encourage the objectives above. It is the role of members to conduct themselves, their businesses and their professions in accordance with Rotary principles and to respond to projects the Club has developed.

Interact - Live Oak High School & Central High School:

Coordinates with the schools to maintain active Interact Clubs. This involves the work of two separate persons to coordinate, one at Live Oak and one at Central. The Live Oak Club is a traditional service club four students while the Central Interact Club may emphasize areas such as developing job training and basic community service skills.

Student of the Month:

Arranges for the Student of the Month framed certificates and awards. Coordinates with all public and private schools within the Morgan Hill Unified School District and the community. Each month a student is selected for recognition and presented with a college savings certificate.

Scholarship Committee:

This is a committee that reviews and recommends about 10 candidates from the high schools for annual scholarships.

RYLA:

This committee reviews and recommends 5-6 candidates from the high schools for annual scholarships to the annual leadership camp.

El Toro Youth Holiday Party:

Annual party and gift exchange with youth associated with the El Toro Youth Center. This has been developing over the years and maybe it's time to start getting interested Club members involved as ongoing mentors at the Center. More can be done to strengthen the Rotary partnership with the Center.

Speech Contest:

Coordinates the annual Rotary Speech contest with the Rotary District coordinators and local high schools and middle schools.

Career Days @ Live Oak and Central:

Members volunteer a morning to talk with classes about their chosen profession.

Career Tours for Central High:

Arranges for a couple of tours, talks and lunch with local businesses. A luncheon interchange session for Central girls with female Club members has been a successful past event.

Youth Mentors:

Mentoring opportunities such as Restorative Justice and the Technology mentoring project at Live Oak High School offer opportunities for Rotarians to form a one-on-one relationship with youth.

Four-Way Test:

The Four-Way Test sets Rotary apart from other service clubs, clearly establishing our support for and belief in high ethical standards. Yet the Test seems to be a well-kept secret. Efforts to reinforce our Club's support for and knowledge of the Test as well as to educate the community regarding it are needed to make it better known as a Rotary standard.

INTERNATIONAL SERVICE:

The aim of International Service is to encourage the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. Freedom, justice, truth, sanctity of the pledged word and respect for human rights are inherent in Rotary principles. These principles are expressed by Rotary's work in relieving world suffering and promoting educational opportunities on a global scale.

Current and New International Projects:

This committee shall be responsible for the International Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of International Services. These have included local projects in Argentina, India and Honduras and District projects in Ghana. Future projects can be developed to use matching funds from the District and International. Joint projects that all area Clubs (Gilroy, Hollister & San Juan) can jointly fund can also be developed.

Exchange Student & Group Study Exchange Programs:

On occasion, the Club has sponsored exchange students with other nations. Local exchange students related to Club members can be selected from our community. Adult study exchange groups usually visit the District annually and are usually hosted for a day or two in south county.

Rotary International Foundation:

This committee monitors club and individual contributions to the Rotary International Foundation, reports to the Club on activities of the Foundation and ensures that those who qualify receive Paul Harris Fellowship Awards.

SUMMARY:

As stated from the beginning, this document is intended as a short outline of the responsibilities and expectations of members of the Board of Directors. More complete information about all of these functions, as well as other information useful to Board members about Rotary International, District 5170 and Morgan Hill club programs can be found at the following web sites:

www.rotary.org

www.rotary5170.org and

www.morganhillrotary.org