

## Basic Committee Responsibilities

Committee structure includes a Division Chair, Committee Chair and Members

### Club Administration

Division Chair: Dann Sytsma, 2017-18 | Daniel (Dan) Schut 2018-19

**Arts:** Educate the club members about the variety of arts activities and organizations in the area via a one-minute presentation each week and a printed or electronic agenda of upcoming events. Identify potential opportunities for Rotary involvement and support of the arts. Provide leadership for identified art promotion, activities and special performances.

**Chaplain:** An individual shall serve as Club Chaplain and will be responsible to have a member provide an invocation near the beginning of each meeting.

**Meeting Site & Meals:** Serve as liaison with Cityscape Event Center regarding meeting facility and meals. Notify them of any special needs related to unusual programs that may have larger than normal attendance or that will cause club to not meet on designated day. Report to the Board of Directors in February each year on an assessment of member satisfaction and other possible meeting locations to ensure the Club continues to get the best value for the members.

**Music:** Provide a song leader and pianist at each meeting to lead singing of national anthem at beginning of meeting and of one or two songs during meeting.

**Sergeant-at-Arms:** Check meeting room prior to each meeting to see that flags, banners, Rotary bell, gavel, and any special needs for that meeting are all in place. Greet all members and guests, register attendance on the iPad, collect weekly meal charges, ensure members fill out guest card, and deliver money as directed to pay meeting venue. Collect all fines and happy bucks during meeting and deliver, along with the cash reconciliation sheet, to the Treasurer or Administrative Secretary at end of meeting.

**Table Hosts:** Arrive early at meeting site to welcome visiting Rotarians at the door, sit with them during lunch and introduce them to the club during meeting. To ensure a friendly and welcoming environment, no first-time visiting Rotarian should be left unescorted in the meeting.

## Foundations

Division Chair: (Co-chairs) Jeannie Brandenberger and Nancy Peterson, 2017-18

Nancy Peterson and Heather Ish, 2018-19

**Club Charities Fundraising:** The mission of the Club Charities Fundraising Committee is to encourage all members to contribute to club designated charities and to fund club grants. Additional club charity fundraising is reviewed by the Charities Fundraising committee.

The Rotary Club of Kalamazoo Charities 501(c)(3) is the arm of club giving programs. We encourage club members to contribute each year to help fund grants and our designated charities.

**Club Contributions and Grants:** Our Rotary club provides financial contributions to local 501(c)(3) organizations twice per year through a grant process. Special consideration is given to requests for new or pilot programs with community support, programs in need of leveraging funds to match a donor's challenge and specific capital expenditures. Priority is also given to programs that support literacy.

The Club Grants and Contributions Committee reviews grants in April and September and makes recommendations to the Rotary Club of Kalamazoo Charities 501(c)(3) board for approval to fund the projects.

**District 6360 Foundation:** Serves as the central source of information of the Rotary District 6360 Foundation, especially ensuring that the Board of Directors is aware of deadlines for grant applications and any other activities, including promoting and encouraging attendance to the Annual Recognition Dinner of the Rotary District 6360 Foundation and the Raffle Tickets Sales.

The annual Raffle Ticket Sales support the District Grants, while twenty percent of the proceeds are returned to our club to fund Youth Services projects for the upcoming year.

**Foundation (TRF):** Serve as the central source of information for programs sponsored by the Rotary Foundation. Educate the overall membership of work being done by the Rotary Foundation and encourage higher levels of financial support for the Annual Fund, PolioPlus and the Permanent Funds. Specifically, develop a plan to increase the number of Every Rotarian Every Year (EREY) givers to The Rotary Foundation, Sustaining Members and Paul Harris Fellows. Also, continue to take the lead for the Club in the End Polio Now campaign of Rotary International. The Foundation Committee Chair and Club Membership Chair are positions reported to Rotary International.

## Membership

Division Chair: Ann Fergemann 2017-18, Mary Zoeller 2018-19

**Classification:** Determine appropriate classification for each prospective member. Prepare a list of all relevant classifications and what members are in each. Provide a classification survey in January each year. Work with Membership Development Committee to inform the club which classifications have a shortage of members and classifications that are quite full.

**Membership Development:** Develop plans to retain current members and recruit additional qualified members. Review classification survey and identify potential new members from categories with few members. Monitor attendance and work to rectify situations that may be resulting in low attendance. Maintain a mentoring program for new members.

**Membership Review:** Review the suitability of all proposed members and report findings to the Board of Directors for their use in determining the appropriateness of the person for membership.

**Rotary Information:** Provide information to prospective members about responsibilities of Rotary membership. Conduct Fireside Chat(s) each year to further orient new members. Work with Bulletin Committee and Website Committee to provide significant information from Rotary International to all club members.

**Satellite:** The Rotary Club of Kalamazoo Satellite Club meets at an alternate time and location — to encourage service in our community and internationally in the Rotary ideal of *Service Above Self*.

## Program and Information

Division Chair: Gary Kent-Bracken 2017-18 *and* 2018-19

**Bulletin:** The Bulletin Committee records the weekly general meeting “summary” and distributes it to the club membership via email and are publicly accessible on the club website. Bulletins keep members up on club happenings and programming. The bulletin team members are known as *Our Editarians*.

**Club History:** In conjunction with the Western Michigan University Archives and Regional History Collection, maintain an ongoing collection of the history of Rotary Club of Kalamazoo. Inform the board of directors of the status of the historical archives once each year and review content publicly available on the website.

**Program:** Arrange all weekly programs with attention to Rotary month designations and any significant community needs. Arrange for appropriate introduction to be made. Make no program commitments until checking with President for possible conflicts. Ensure speaker has needed audio-visual equipment available for presentation. Arrange for a maximum of one guest of the speaker to be hosted by the club. Program Committee maintains and updates the events and meetings calendar.

## Public Image

Division Chair: Troy Thrash, 2017-18 | Dann Sytsma 2018-19

**Public Image and Social Media:** Members of the Public Image Committee help tell the story of Rotary and how we are *people of action* in our community—and around the world.

As messengers of Rotary in the public eye, the team focuses on some variety avenues—including social media—to communicate the club's commitment to the object of Rotary—the ideal of service above self—and promoting peace and understanding.

**Red Rose Award:** Annually assess the relevance of continuing this award program and make recommendations to the Board of Directors; gather nominations, submit a recommendation to the board in April and coordinate the presentation of the award in early June.

**Special Events:** Coordinate and plan any special events as requested by the President or Board of Directors. Determine methods to make activities more inclusive of Rotarians' families.

**Website:** The role of the Website Committee is to work with the Club Leadership, Administration and Membership Committees to align our website to be the voice of the Rotary Club of Kalamazoo and to develop opportunities for our members to be engaged and informed.

## Service Projects

Division Chair: Ken Peregón, 2017-18 | Stephen (Steve) Charnley, 2018-19

**Blood Drive:** Coordinate and encourage support of blood drive(s) in conjunction with American Red Cross or Michigan Blood. Develop and measure metrics of success and report the Board of Directors on continuation or changes needed to the program.

**Red Kettle:** Coordinate volunteers to participate in the *spirit of giving* by filling time-slots at various community locations for the annual bell ringing in support of the local Salvation Army Red Kettle fundraising campaign. Rotarians and guests are encouraged to share talents, sing or entertain.

**Rotary is for Reading:** Rotarians step into second grade classrooms throughout Kalamazoo Public Schools in teams of two to promote literacy, college awareness and post-secondary skilled trade and technical education awareness to inspire students to take advantage of the Kalamazoo Promise. Supporting education is one of the Rotary International six areas of focus with a goal to strengthen the capacity of communities to support basic education and literacy.

**World Community Service:** Identify possible international projects that align with one of the six areas of focus for The Rotary Club of Kalamazoo involvement and make a recommendation to the Board of Directors what projects the club should pursue. Provide leadership in implementing all approved projects.

## Service Projects - continued

- Programs supported by *Club Charities and Fundraising or endowments* •

**Adopt-A-Family:** Recommend a plan to the Board of Directors, to include number of families to serve and for the Christmas season activity. Coordinate the volunteers, purchasing and distribution of gifts.

**Casa Amparo:** Coordinate the ongoing relationship between club members and Casa Amparo. Keep club members informed and recommend any changes to the Board of Directors. Christmas seasonal gifts are supported by club charities and neighboring clubs also contribute. A Casa Amparo teacher is supported by an annual endowment administered by the Kalamazoo Foundation.

**Operation RAY:** Coordinate the activity including: Seeking volunteers, purchasing items, packaging and shipping to members in the armed forces serving overseas.

## Youth Services

Division Chair: Mary Zoeller, 2017-18 | Troy Thrash, 2018-19

**Career Connections:** Provide leadership for a mentoring program which begins by asking high school students to describe their dream career in an essay, then matches each participant with a Rotarian who accompanies them on a “reverse interview” with a professional in that career. The student will learn what the mentor likes best about their job and seek advice on how to achieve goals should the student want to pursue a similar career. A Rotarian host helps prepare the student for the meeting with his or her mentor, sits in on the interview and encourages the student to provide a report at a club meeting.

**Interact:** Investigate opportunities for starting Interact clubs at Kalamazoo area High Schools and Middle Schools. Report to the Board of Directors at least twice per year on activities of the committee.

**International Youth Exchange:** Recruit host families for inbound Rotary International Youth Exchange Program and work with Kalamazoo area high schools to identify potential outbound students. The Committee must provide a trained Youth Exchange Officer and Youth Exchange Counselor (who must be of the same gender as an inbound student). Adult participants and host families are screened and trained and work closely with the District 6360 Youth Exchange Committee to ensure success.

**Rotaract:** Maintain an active liaison with Rotaract Club of Kalamazoo. At least one member of this committee should attend a Rotaract meeting monthly. Assist the Rotaract Club in any areas needed to continue to be a viable and growing club. Report to the Board of Directors at least twice per year on activities of the committee.

**STRIVE:** The role of the STRIVE Committee is to organize and conduct a motivational and mentoring program for high school seniors and juniors who want to improve their present educational status and their future life prospects. An annual report to the Board should happen as soon as possible after the end of each school year.

## President's Committees

**Financial Review:** A committee independent of the Board will be formed of club members after the end of each fiscal year to inspect the books of the Club. A sample set of disbursements will be examined as well as significant variances from budget. The committee will report their findings to the Board of Directors no later than their October meeting and to the full membership prior to the end of October.

**Club Trainer:** An individual with significant Rotary experience shall serve as an advisor to the Club President, Board of Directors and all Committees.

### Notes:

Refer to the Rotary Club of Kalamazoo Bylaws\* Article VII: Divisions and Committees, Section 1 Divisions and Section 2 Divisions Duties for more information including:

(3) The President-Elect shall appoint the Chairs of each division from amongst the members of the Board of Directors who will be serving in the following year

\*Amended March 20, 2017

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The Foundation (TRF) Committee Chair and Club Membership Chair are positions reported to Rotary International by 31 December in the year before taking office.

Location: <http://www.kalamazoorary.org/?s=documents>