



The Rotary Club of Moorestown

Summary of Committee Responsibilities 2023/2024

CLUB ADMINISTRATION

ATTENDANCE

- Record members' attendance at each Club meeting; Track make-ups, excused, leave of absences; Notify billing office accordingly.
- Provide reports to Board using attendance software

CHANGEOVER DINNER

- This committee consists of the President, President Elect, Past President and members of the Fellowship Events Committee.
- Organizes the yearly Changeover Dinner including setting a date, selecting a venue, hiring a caterer and planning the event.

CHAPLAIN

- Give Invocation at the beginning of each meeting.
- Receive notice of members or family member's births, illnesses, deceased, or other significant occasion.
- Provide appropriate solace and sunshine to those in need; Keep Membership informed.

COMMITTEE SELECTION

- This committee consists of President, President Elect and several members.
- Review list of committees and decide on changes/ modifications.
- Put a selection sheet out to members in early summer requesting them to make choices.
- Place members on committees according to their selections and club needs.
- Send out the final committee list in early September.

FELLOWSHIP EVENTS (*Formerly "Special Events"*)

- Plan special events for Club members and guests – Mingle-Jingle, Picnic, Ball Games, Theatre Outings, etc.
- Coordinate all arrangements for each event. Work within the Board approved budget.
- Develop and implement "hands on" FUN member activities to participate in community events and foster fellowship/friendship, such as Moorestown Day, Autumn in Moorestown, Candlelight Nite, etc.

FINANCE & AUDIT

- Assist in the preparation of the Annual Club Budget for recommendations to The Board.
- Set budget for Special Requests Committee early in fiscal year.
- Review and recommend changes in the dues structure in relation to the proposed club budget.
- Review Club and Charities, Inc. financial statements, quarterly, make recommendations to The Board as needed.
- Assess and recommend alternate revenue sources to supplement membership dues.
- Review investment strategies, develop long range plans, and make recommendations to The Board.
- Provide for timely notification of dues and collection thereof including follow up on past due accounts.

HOWARD FIALA SERVICE ABOVE SELF AWARD

- An annual award bestowed on the club member who has best represented the ideals of Howard Fiala's commitment of Service Above Self to the club, Local and International communities.
- Solicit nominations that fit the criteria from members.
- Determine the recipient for the year. Procure plaque.
- This committee consists of past awardees.

MUSIC

- Encourage camaraderie through music during weekly Club meetings.
- Provide or arrange for music for fellowship events.

NOMINATIONS

- Review and modify criteria for nomination to Officer or Director and recommend appropriate changes to Board for implementation.
- Develop slate of Officers and Directors for Member vote in mid December.

PROGRAMS

- Solicit ideas from members for program speakers.
- Coordinate programs, dates and speakers for each Club meeting; Inform President, Newsletter Editor and Website Chairperson monthly, or as changes occur.
- Notify the Director of The Community House, in advance, of any AV equipment needed by a weekly speaker.
- Provide appropriate letters of appreciation to program speakers.

ROTARY CLUB HISTORY & 100TH ANNIVERSARY

- Review Rotary History documents and scan them for future use; have them put onto our Rotary website including timeline
- Develop a budget along with fundraising proposals
- Plan events to celebrate our 100th Year in 2025 such as a public mural, Gala (with a Save the Date event one year prior), other community events
- Schedule interspersed programs or announcements to membership regarding the 100th anniversary and/ or our Rotary history

SERGEANT AT ARMS

- Staff the Welcome Table at each Club lunch meeting.
- Place banners, set up badges & sign-in sheets, evaluate and adjust as needed the ambiance of the meeting room.
- Greet visiting Rotarians and Visitors and introduce them to members.
- Maintain Sign-in List of visitors and guests and provide copies to *Newsletter* Editor and Harry Welsh.
- Collect fees for lunches and transmit them to the Treasurer.
- Sell 50/50 tickets and distribute proceeds to the Treasurer and winner.
- Periodically have special events – birthdays, Throwback Thursdays, assigned tables, etc.

ROTARY FOUNDATION

- Educate Membership on the many Foundation programs, their benefits to Society, and how Foundation works.
- Solicit contributions for the Foundation from the Membership. Publicly thank and reward contributors.
- Keep record of all contributions and status of each member's Foundation Account.
- Transmit contribution forms with checks to Rotary International (RI), keeping a copy of transmittal form for club file and furnishing a copy to the donor.

MEMBERSHIP

SUBCOMMITTEES:

CLASSIFICATION

- Assign prospective new members proper classification and notify Club Secretary, Website Manager and Membership Chair.
- Conduct classification survey of all members and along with Membership Chair, assess area businesses' opportunities for membership recruitment.

MEMBERSHIP / ORIENTATION

- Plan and implement a Membership Recruitment program; Inform and motivate club members.
- Supply members with materials to recruit new members and motivate regularly.
- Conduct new member orientation sessions when needed.

MENTORING

- Assign mentors to new members.
- Recruit members to become mentors.
- Announce 6 month members' blue badge status including their sponsor and mentor.

RETENTION & LEADERSHIP DEVELOPMENT

- Educate all members on Club, District and RI programs, procedures and policies.
- Coordinate with other Chairpersons to maintain member participation.
- Take action to retain members who are not participating or not meeting attendance requirements.
- Encourage members to attend the Rotary Leadership Institute and other Rotary education programs.

VOCATIONAL SERVICE

VOCATIONAL AWARDS & EDUCATION

- Coordinate Vocational Service programs and speakers with the District.
- Solicit nominations for the District Vocational Service Award.
- Provide information to Newsletter Editor, Website Chairman, and The Board concerning current Club, District and RI programs.
- Coordinate with Officers and Board active participation in District committees and functions.
- Communicate to Membership and recruit & organize participation in District Conference and Rotary Leadership Institute.

INTERNATIONAL SERVICE

GIFT OF LIFE

- Helps children worldwide repair congenital heart defects.
- Sponsor a child to come to the United States for Cardiac Care/surgery.
- Work with the District and other clubs efforts.

INTERNATIONAL SERVICE PROJECTS

- Work with the Board to research various ideas, create "Game Plan" for selected projects and present to the Board.
- Work with Club and District Foundation Chair's and RI to secure funding.
- Coordinate all aspects of the project.
- Coordinate and maintain all paperwork and reports.

PUBLIC RELATIONS

MEDIA & PUBLIC RELATIONS & PHOTOGRAPHY & INTERCLUB COMMUNICATIONS

- Develop and implement a long range public image plan.
- Develop and cultivate relationships with Media, Church, Community, School and Business leaders.
- Work with other Chairpersons to identify opportunities for media exposure.
- Ensure club activities, service projects, programs, AND accomplishments attract positive Media attention and are placed in a timely manner on the website.
- Coordinate picture taking coverage at all events as well as media and placement with Photographer.
- Maintain Facebook page: Utilize Twitter and Instagram for immediate public exposure of events.
- Develop Fact Sheets, advertisements and promotional materials; Make available as opportunities arise.
- Develop traveling "PR Booth" to be utilized at School, Church, Club, Interact and Community events.
- Coordinate picture taking/documenting of club activities with Press Secretary, Media & Public Relations Chairperson, Website coordinator, and History / Rotary Information Chairperson.

CONTINUED.....

- Provide information resources and communication vehicles to Club members, prospective new members, visitors and guests, maintain and modify as needed.
- Work with and supervise hired, professional "Webmaster."
- Constantly gather data for all club activities and post on websites.
- Update membership directory at the beginning of the Rotary year. Ensure that information is accurate, up to date and posted in the 'secure' section of the website.
- Collect news and publish every month for electronic distribution about members, club, district and RI activities and events and upcoming programs.

NEW GENERATIONS SERVICE

(Formerly "Youth Service")

INTERACT CLUB

- Liaison between Club and MHS, Palmyra HS & Cinnaminson HS Interact Club Members/Advisors
- Facilitate and support Interact Club activities.
- Develop and supervise a list of Club members to attend periodic Interact meetings.
- Coordinate with other Community Service Chairpersons for needed support by Interact Club

STUDENT GUESTS

- Coordinate with MHS and MFS Guidance Offices for selecting and scheduling students of academic and/or athletic excellence to visit the Club, and obtain biographies
- Arrange for transportation of student(s) to and from the meeting
- Introduce the students to the attendees, and encourage students to learn more about Rotary

RYLA – Rotary Youth Leadership Award for High School Juniors

- Solicit nominations from MHS, MFS, Palmyra HS & Cinnaminson HS Guidance Counselors and Interact Advisors; Select participants to attend Annual June Conference
- Coordinate participants' paperwork, housing and transportation to/from Conference.
- Organize visitation by participants at Club meeting after event.

COMMUNITY SERVICE

** OPERATIONS **

BLOOD DRIVE

- Plan, organize and coordinate February Blood Drive.
- Select date, location and vendor.
- Coordinate all arrangements, publicize and communicate with Members and the general public.

DICTIONARY – Joint Project with Breakfast Club

- Order and obtain sufficient dictionaries for each 3rd grade student and teachers (if new) in Moorestown.
- Order stickers for inside front cover placement.
- Communicate with school principals and organize members for delivery to each class.

LEND A HAND

- Assess community needs and identify best places we can help.
- Select and implement numerous projects throughout the year to meet identified needs.
- Encourage broad base member participation.

PARKS & PUBLIC SPACES

- Committee to determine what parks and public spaces service projects will have the most positive impact on the community (STEM, Township Parks, Historical Society, Perkins, Moorestown Community House) and where Rotary can best use its talents and resources
- Determine the most urgent project needs (equipment purchases, hands on work days) based on committee depth and club budget
- To include already committed Spring and Fall cleanup days at Fullerton Park
- May include donating benches, purchasing playground equipment for special needs children and adults, other "non landscaping" projects at all locations

SCHOLARSHIPS

- Work with guidance departments at Moorestown High School (MHS) and Moorestown Friends School (MFS) to invite applications from graduating Senior high school students.
- Review applications and select recipients.
- Host scholarship recipients at a June Club meeting.

SERVICE CLUBS COUNCIL

- Develop and facilitate good communication between Clubs – Breakfast Rotary, Lions.
- Serve and participate on the Citizen of the Year committee.
- Plan and implement joint meetings each year with each club.

SPECIAL REQUESTS

- Receive requests from members, organizations, and the community for funds.
- Meet Quarterly (or more frequently as needed) to process requests.
- Recommend to Board for Board approval proposed fund distribution awardees and amounts; Work within budget set by Board.

WINSTON PARKER FOUNDATION

- Contact appropriate Forestry and Environmental schools to invite applications for scholarships from eligible students.
- Review applications, select recipients and host scholarship recipients at a June Club meeting.
- Maintain proper Foundation records and state filings.
- Create and maintain a budget; Solicit appropriately skilled investment advice.
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COMMUNITY NEEDS ASSESSMENT

- Work with Moorestown Department of Parks and Recreation, certain faith-based groups, social services organizations, and other interested parties to identify areas of need for which Rotary can be of assistance
- Prepare a report for the Board to develop action plans, recommendations, and funding

COMMUNITY SERVICE

** FUND RAISING **

SCOTT COFFEE MOORESTOWN ROTARY 8K

- ENTIRE CLUB EVENT: Organize the membership to support and staff The Run on the day of the run.
- Solicit sponsors for the Annual Run.
- Provide publicity and marketing as appropriate through other organizations, events, and publications.
- Receive and process applications and fees, track money flow and remit proceeds to the Club Treasurer.
- Provide for other amenities to the participants as determined by the Committee.
- This is a joint project with the Breakfast Club.

FUND RAISING

- Explore opportunities for fundraising events, for both Club and Charities fundraising
- Present ideas to The Board for review, discussion, and approval.
- Recruit members to support new events.
- Report to the Club about the success of the events.

COMEDY NIGHT

- Use experience from past events to review opportunities for continuation of similar events
- Investigate other types of events to expand community outreach, fundraising potential, support staff requirements, yield versus man-hours invested, etc.
- Engage the Public Relations Committee for advertisement on social media

2ND STREET MARKET

- Coordinate the night's activities including food trucks, beverages, music and other entertainment
- Engage the Public Relations Committee for advertisement on social media