Every board of director should follow some common rules or duties too:

● Attending the monthly meetings of the board of directors

● Attending district events and functions

● Coordinate the activities of their individual committees as well as the joint projects and activities of

the club

● Perform other duties as may be assigned by the president or board

IMMEDIATE PAST PRESIDENT:

● Club’s immediate past president can provide useful opinions and  perspective in planning club activities. He or she can assist with special  projects and provide support for board and club members.

FACULTY CO-ORDINATOR:

● Inculcate values and ethics

● Keep proper records of all sorts of collections and financial records

● Assists permissions for different projects/activities/tasks from college chair

● Provides advices to each member regarding the club and all avenues.

EXECUTIVE TEAM

PRESIDENT:

The president’s primary role is to lead the club and preside at all meetings  of the club and board of directors.

Responsibilities:

• Conduct club meetings with detailed agendas that allow enough  time for reports from all the committee members.

• Chair meetings of the board of directors.

• Appoint all standing and special committees, with board approval.

• Appoint committee chairs based on individuals’ experience, and  seek their opinions about committee members.

• Ensure that club activities and service projects are successfully  promoted and executed.

• Support a membership strategy that encourages diversity.

• Communicate and collaborate with the Rotarian adviser, Rotary  club members, and district Rotaract officers. In university-based  clubs, the president should also consult with the faculty adviser.

• Update club and membership data every year by 30 June through  the **Club Administration** page on My Rotary.

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SECRETARY:

The secretary’s primary responsibility is to help the club function efficiently. The secretary should be well organized and have good communication skills.

Responsibilities:

• Maintain all club records, including membership, committee appointments, attendance, dues payments, and important club documents such as the club’s certificate of organization, budgets, and reports.

• Notify the sponsor Rotary club of members who are interested in

joining a Rotary club, either as a current Retractor or after leaving

Rotaract.

• Provide club and member information to the president for required annual updates to Rotary.

• Take minutes — a clear, concise written record of meeting discussion and actions — at all club meetings.

VICE PRESIDENT:

The vice president’s primary role is to support the president.

Suggested responsibilities:

• Preside over meetings in the president’s absence.

• Serve on the board of directors and as an ex officio member of all  committees.

• Handle special assignments/works/tasks as directed by the president.

• Stay current on club goals and activities.

• Succeed to the office/place of president if a vacancy occurs.

TREASURER:

The treasurer oversees all funds and maintains accurate financial records,  ensures transparency in financial operations, and responds to inquiries  from club members and the sponsor Rotary club. The treasurer should be a  responsible, detail-oriented person.

Responsibilities:

• Chair the finance committee.

• Collect membership dues.

• Manage all money collected from dues and all proceeds from  fundraising projects.

• Pay all club bills and reimbursements for club expenses. • Prepare and administer the budget.

• Prepare monthly reports that accurately detail the club’s finances  and expenses.

SERGEANT AT ARMS:

● The functions of a sergeant at arms is to help maintain an orderly,dignified and effective rotaract club meeting

● Should have right kind of impression on club members, visitors and guests.

● Allow the president to conduct the meeting with confidence and a rule of order.

● Resolve conflicts among club members and ensure your club culture and environment encourages diversity,equity, and inculsion and is free from any form of harassment

INTERNATIONAL SERVICE DIRECTOR:

● This director will plan and coordinate the club’s international service activities.

● This director manages international service projects of the club and the club’s support of Rotary International service programs such as, International Student Exchange, International Student Exchange, International Vocational Training  programs, and the Ambassadorial Scholarship Program.

● The Director may establish appropriate  committees to assist in fulfilling the international service objectives of the Club.

● The Director should  attend District events and functions.

● Reviews suggestions and develops plans for the club’s annual international service project(s)

● Takes a leadership role in organizing and facilitating the project(s)

● Develops other activities that promote international understanding among club members and in the community

COMMUNITY SERVICE DIRECTOR:

This Director should develop and implement educational, humanitarian, and vocational projects that address  the needs of its community. This Director is  responsible to:

● Reviews suggestions and develops plans for the club’s annual community service project(s)

● Takes a leadership role in organizing and facilitating the projects.

CULTURAL SERVICE DIRECTOR:

● The cultural service director is responsible for establishing short and long range activities related to their avenue.

● Organize events by keeping or funds or budgets into consideration.

CLUB SERVICE DIRECTOR:

● The Club Service Director is responsible for club programs that promote fellowship and a better  understanding of Rotary.

● This includes, but is not limited to, social events (not fund raisers) and information  and fellowship activities.

● The Director may establish appropriate committees to support the planning and execution of these duties  and the Director will provide leadership to enlist the active involvement of all members.

● Although some activities may be added or deleted according to current  circumstances, the usual activities are:

→Fundraising activities/events

→Birthday celebrations

→Club socials

→Holiday parties etc,……

● Develops strategies for membership develop ment and retention

● Takes meeting minutes

● Writes and distributes the club bulletin ● Plans fellowship activities for the membership

PROFESSIONAL SERVICE DIRECTOR:

● Reviews suggestions and develops plans to provide opportunities for professional development for the club’s membership

● Takes a leadership role in facilitating programs and projects related to this area

Executive editor :

Basic roles and responsibilities of executive are as follows :

* An executive editor organizes,supervises in the management and development of all submitted copys for publication.
* They also function in magazines editing,proof reading, etc.
* Setting publication standards and establishing goals and expectations of club
* Editor is responsible for all the poster desiging in club for event advertising.
* Shoot videos for club event organizing .
* Attend monthly meetings of board of directors
* Attend district events and functions.

1. Joint executive editor :

* Joint executive editor comes next to editor who take care of the club editing work in absence of editor .
* Whenever over work load is there here comes the role of joint executive editor.
* Joint executive editor need to help an executive editor to fulfil all the club requirements .
* Joint executive editor is responsible for promotions too.
* Joint executive editor need to have good advertising skills .
* Attend monthly meetings of board of directors
* Attend district events and functions

1. Public relations director :

* Attend monthly meetings of board of directors
* Attend district events and functions
* In connections with project leaders,publicize club projects and events to directors and community.
* Publish club promotional materials on media.

1. Joint public relations director :

* Attend monthly meetings of board of directors
* Attend district events and functions
* Communicate public relations with students around community.
* Advertise the content or event before conducting.
* Connections with public and collecting their ideas .

1. Membership director :

* Attend monthly meetings of board of directors
* Attend district events and functions.
* The director should implement ideas to increase membership of club .
* Review , recruit new member proposals.
* Present most eligible candidates to the board of directors.
* Keep the club informed for birthdays,club anniversary etc.

1. Joint membership director :

* Attend monthly meetings of board of directors
* Attend district events and functions.
* Help membership director over his /her works.
* Contact with other directors to see whether people or members are assigned to a subcommittee.

7 .Sports service director :

* Attend monthly meetings of board of directors
* Attend district events and functions.
* He/she responsible for all sports event organising.
* Need to take care every sport conducted and maintain every record .
* Organizing and implementing different sports and fitness related games.

8. Women empowerment director:

* Attend monthly meetings of board of directors
* Attend district events and functions.
* Organising women club and events .
* Taking care of women needs over on club members .
* Steps or organizing events to empower women in a better way .

9. Sustainable development director:

* Attend monthly meetings of board of directors
* Attend district events and functions.
* Need to implement ways for economic prosperity and protection .
* Conducting events on pollution.
* Taking care of college premises .

10. Treasurer:

* Attend monthly meetings of board of directors
* Attend district events and functions.
* Need to maintain every payment records and funds too.
* Need to raise funds for club functioning.
* He/she responsible for financial steps happening in club.

11. Finance committee chair :

* Attend monthly meetings of board of directors
* Attend district events and functions.
* He / she is chaired by treasurer .
* The committee is responsible for reviewing and guiding on the organization financial matters.
* Financial planning ,financial reporting.

12. Magazine committee chair:

* Attend monthly meetings of board of directors
* Attend district events and functions.
* She/he is responsible for publishing that highlights the students concerns and activities.
* They take care of every part of magazine.
* Following up the editor’s writer etc.

13. Literary chair:

* Attend monthly meetings of board of directors
* Attend district events and functions.
* He / she is responsible for all debates jam and group discussion’s etc kind off events.
* To conduct inter and intra literary events in college.
* To encourage the students to present content for magazines etc .