



**SUGGESTED CLUB OFFICIALS**

**2018-19**

**CLUB PRESIDENT**

1. Set goals for each committee. Encourage communication between club and district committees. Review activities, goals, and expenditures and participate in decisions.
2. Supervise the preparation of a club budget and proper accounting practices, including an annual financial review.
3. Make sure your secretary and treasurer have an account on Rotary.org to update membership and club data regularly
4. Collaborate with the ADRR on club and district matters.
5. Communicate important information from the DRR and team to club members.
6. Prepare for the DRR’s required visits.
7. Plan and lead monthly board meetings.
8. Plan and lead interesting and relevant club meetings and organize fun social events.
9. Ensure that comprehensive training is conducted for club members, as needed.
10. Encourage members to attend district meetings and promote district events.
11. Submit an annual report to your club on the club’s status before leaving office.

**IMMEDIATE PAST PRESIDENT/ CLUB TRAINER**

There are many reasons why the IPP continues on as a member of the Rotaract club board. The more important reasons are as follows:

1. **CONTINUITY OF CLUB PROJECTS**

Club projects very often may not be completed within one Rota Year. The IPP plays an important role in ensuring that the projects are continued to be implemented properly and completed smoothly. It is important for the IPP to recognize that when a project goes into the next Rotary Year, the current President and Board have the right of decision making. The IPP must accept this and continue to support the new Board.

2. **CONTINUITY OF PRESIDENTIAL & BOARD DECISIONS**

Very often the Board decisions of one Rota-Year need to be carried forward to the next Rota- year. The IPP plays the role of advising the Board on the merits of such decisions, as well as, whether fresh approvals from the current Board are required.

3. **GUIDE PRESIDENT/BOARD ON PAST PRACTICES**

The IPP can play a vital role by providing for continuity on many issues by advising the Board on the past practices and the merits of each of these practices. The decision of whether to continue with such past practices rests with the current Board.

4. **AS ADVISER TO THE PRESIDENT AND BOARD**

The IPP must act as the advisor on all issues by providing constructive advice; not just criticism. The IPP should also provide moral support and motivation to the President and Board and be a source of information for the club.

**VICE PRESIDENT**

The vice president’s primary role is to support the president. Some clubs may choose to have the incoming president serve as vice president.

Responsibilities include:

1. Presiding over meetings in the president’s absence.
2. Serving on the board of directors.
3. Handling special assignments as directed by the president.
4. Staying current on club goals and activities.

**CLUB 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 include:

1. Maintaining all club records, including membership, committee appointments, attendance, dues payments, and important club documents such as the club’s certificate of organization and reports.
2. Providing club and member information to the president for regular updates to RI.
3. Taking minutes — a clear, concise written record of meeting, discussion and actions — at all club meetings.
4. Along with director of club services should be in touch with all club members in order to promote club events among the club to ensure maximum participation.

Minutes should cover these points:

* Presiding officer
* Date, time and place
* Attendance
* Approval and correction of last meeting’s minutes
* Treasurer’s statement
* Summary of reports from officers and committees
* Summary of agenda (including old and new business) and actions taken.
* Announcements
* Adjournment

**JOINT SECRETARY**

The joint secretary’s primary role is to support the Secretary. Similar roles as Secretary and should step in the shoes of Secretary in his/her absence.

**TREASURER**

As club treasurer you play an important role in your club’s ability to carry out service projects, fundraise, and support The Rotary Foundation. He / she should Manage club funds, Submit district dues and report on the state of your club’s finances.

**SERGEANT AT ARMS**

The function of the sergeant-at-arms is to help maintain orderly, dignified, and effective rotaract club meetings, one that will make the right kind of impression on club visitors and guests. You should be constantly on the alert to prevent any occurrence that might detract from the dignity and prestige associated with Rotary clubs.

**EDITOR**

A club editor is vital to a Key Club because he/she is responsible for all printed material the club receives. The editor is the advertiser, the communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of district and International events, in addition to the current club projects and plans. The editor must be knowledgeable of the programs and structure of Key Club International.

The role of club editor is that of a public relations officer. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces.

**PHOTOGRAPHER**

Photographer who will be responsible for all the event coverage with their DSLRs. Good photography skills and regularity in the events will be the key concerns.

He/She will be in regular touch with Secretary, Club Editor and all the club directors to ensure every event is captured and posted on different platforms.

Project pictures should be an action pictures not a posed pictures. Make sure the photographer only captures posed pictures when required, rest all pictures should be candid.

**CLUB DIRECTORS**

**INTERNATIONAL SERVICES**

The International Service Director is responsible for enhancing member’s knowledge, understanding and appreciation of worldwide needs, problems and opportunities, as well as cultural differences. The International Service Director is also responsible for developing activities to promote international understanding and goodwill. He/she along with the club President will take care of the IDYE (Inter District Youth Exchange) and ICYE (Inter Club Youth Exchange)

Responsibilities:

* Develop and present a plan for the year ahead about how the Club can effectively participate in International Service, and effectively execute against this plan
* Coordination with members to identify and contribute to worth-while international causes throughout the year
* Work to educate and inspire all members of the Club in how they can contribute to International Service, and the impact that their actions can have in affecting the Club's mission, and making the world a better and safer place.

**CLUB SERVICES**

The Club Services Director is responsible for implementing the club's growth strategy and helping growing the membership base of the club. This involves working with the President and club officials in getting the club promoted in the media, social media and in various other areas.

Responsibilities:

* Work to convert prospective members into Club Members, and to retain existing Club Members.
* Design and implement a membership plan for the Club.
* Work with other Directors to organise events which can attract new members.
* Induct new members at meetings
* Provide material for prospective members at each meeting, designed to help them understand what the Club is, and why they should get involved.

**COMMUNITY SERVICE**

The Community Service Director(s) fulfil one of the most important roles in the Rotaract club: organising for members to help out in the community and contribute to a better society. This is a large portfolio and may be shared by more than one director.

This role is often extremely rewarding as the Directors get to see first and second hand exactly how Rotaract makes such a difference.

Responsibilities:

* Develop and present a plan for the year ahead about how the Club can effectively participate in Community Service, and effectively execute against this plan
* Creation of a Community Service committee which will assist the Community Service Director in the execution of the above plan, and the day-to-day requirements in the running of the role
* Coordination with members to lead smaller projects during the year.
* Act as an encouragement for every member to contribute in a hands-on, practical way to Community Service through the Club.

**VOCATIONAL SERVICES/ PROFESSIONAL DEVELOPMENT**

This portfolio is aimed at providing personal development opportunities for members and others.

This can be done by organising training to develop the skills of the members, providing information about a wide cross-section of businesses and professions, and activities aimed at stimulating awareness and acceptance of high ethical standards in business and professional life.

The Professional Development Director also gets involved in planning inspiring guest speakers.

**MULTIMEDIA SERVICES**

The position of multimedia serves a vital role in maintaining the smooth running and effective promotion on the club, and is responsible for the implementation and maintenance of new technologies to help make club projects and promotional efforts a success, while working to limit the amount of clerical work that the club spends time on as much as possible. The multimedia Director is responsible for using technology to assist other members, and serving as a liaison between that technology and Rotaractors.

**Responsibilities:**

* Bulk posting of all Club Meetings for the year to the website, facebook , instagram etc every time.
* Maintenance and continual development of social platform functionality
* Ensure the security and privacy of all sensitive data stored within the Clubs online infrastructure and nothing offensive is shared.
* Promoting events on the social media with relevant photograph.