

Rotary

Club of Bloomington

A GUIDE TO COMMITTEE INVOLVEMENT

Updated 7/29/24

The Board of Directors oversees the budget and organizational structure that supports our activities and service projects, but the heart, hands and soul of the club is our committee work.

Committees do much of the work of Rotary!

Our goal is for every member to serve on at least one committee.

2024-25 Committees

1. Communications Committee
2. Community Service Committee
3. Diversity, Equity, & Inclusion Committee
4. Fellowship, Family and Fun Committee
5. International Service Committee
6. Membership Committee
7. Peacebuilding Committee
8. Program Committee
9. Rotary International Foundation Committee
10. Roundabout Committee
11. Scholarship Committee
12. Youth Services Committee

What is Expected of Committee Chairs?

- **Committee chairs contact all committee members by June/early July.** They will answer questions about how the committee will be organized and what (and when) the tasks are for the year.
- **Begin the year with an Organizing Meeting in July.** This will set the tone and the agenda for your year as chair. Make sure members know the meeting date and time. The President can provide reminders during our weekly meetings.
- **Be prepared to welcome new committee members throughout the year.**
- **Determine committee and any subcommittee assignments/coverage,** e.g., do you have fixed events or is the effort on-going? Do you break up coverage by month (e.g., The Roundabout)

or quarter, or do you need coverage the entire year or for a specific project from beginning to end, or a time-limited project (e.g., Scholarship in April and May)?

- **What additional roles for volunteers do you need?**
- **Provide input to the Club President** on personnel assignments (subcommittee heads) and additional needs. (Email, rather than catching the President at a meeting. This will enhance the potential for their being remembered! :)
- **Report in person or by email to the Board of Directors for each monthly meeting** on your committee's activities and needs, even if it is just to report on your goals for the coming month.
- **Committee Chairs can be part of the club's monthly Board Meetings.**
Committee chairs are invited to attend the monthly Board Meetings. The Board meeting is a key source for information on how the club is doing and what opportunities and needs exist. Please notify the Club Executive Secretary in advance when planning to attend. The board meets the 3rd Thursday of the month at noon.
- **Cultivate new Club leaders by including everyone!**

COMMITTEES DESCRIPTIONS

COMMUNICATIONS

Chair: Alain Barker

Tracking and Facilitating Internal and External Communications

- Activity:
 - Public Image oversight/campaign, Media Relations, Press Releases
 - Develop and Maintain Website (assign coverage and backup)
 - Encourage member use of Club website and DACdb club database
 - Encourage member use of Club social media
 - Maintain and promote Rotary Branding, including "People of Action"
 - Social Media planning and maintenance (assign coverage and backup)
 - Investigate Social Media Integration apps
 - Facebook
 - Twitter
 - Linked-In, Snapchat, others
 - Education of members on access to communications
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting plus meetings as needed, frequent emails and task-related contact around club gatherings. Varies with specific sub-task.
- Partnering: Club Assistant, Roundabout, Technology, Membership, Program, Youth Services

COMMUNITY SERVICE

Co-Chair: Sara Laughlin and Co-chair Jeff Richardson

District Grant Chair:

Coordinating our Local Service Projects

- **Activities:**
 - Initiate new service projects (providing input to Club President)
 - Recommend service opportunities to be shared with membership
 - Oversee annual District Grant program (award District funds to a Bloomington nonprofit with whom we partner in a service opportunity)
 - Oversee annual traditional projects, including:
 - WFIU/WTIU Membership Campaigns
 - Hoosier Hills Food Bank
 - Salvation Army Bell Ringing
 - Teachers Warehouse coverage
 - “Hat” to choose charity for quarterly speaker acknowledgment donations
 - Participate in monthly board meetings
- **Structure:** The member who is the leader for each activity takes responsibility to promote the event to members, get volunteers and report results to the Committee Chair.
- **Meetings:** Initial Organizing Meeting. Members also meet in the spring to select the nonprofit organization to receive our District Grant. Plus, activity-related contacts and emails.
- **Partnering with:** Communications

DIVERSITY, EQUITY, & INCLUSION

Chair: Patrick Smith

Purpose Statement, Range of Functions, Structure, Meetings, and Partnerships: In Development

FELLOWSHIP, FAMILY, & FUN

Chair: Andrea Murray and Heidi Schultz

Nurturing our Rotary Family

- **Activities:**
 - Planning Family and Evening Events (5:05’s, Holiday Party, etc.)
 - Membership sign-ups for Greeters, Guest Intro, Reflection
 - Support/Outreach for ill or injured members
 - Mentoring and engagement, supporting “Fireside Chats”
 - Fun – photos and videos at events, decorations
 - Supporting “Happy Dollars” when needed
 - Updating membership directory
 - Participate in monthly board meetings
- **Structure:** Teams, Subcommittee assignments to be determined
- **Meetings:** Initial Organizing Meeting plus frequent email contact and informal contact around club meetings, depending upon task

- Partnering with – Membership, Roundabout, Program, Communications

INTERNATIONAL SERVICE

Chair: Steve Wickes

Coordinating International Service Project(s)

- Activities:
 - Selecting and Coordinating International Projects
 - Communicating with other clubs about co-sponsorships, if relevant
 - Communicating with our club on International Projects
 - Maintaining links with former International Projects
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with additional meetings depending upon the status of the project
- Partnering with Communications, Program

MEMBERSHIP

Chair: Lori Garraghty

Membership Recruitment, Welcoming and Retention

- Activities:
 - Evaluate and implement recruiting and retention strategies
 - Develop appropriate administrative processes.
 - New member recruitment and processing
 - Vetting and approving new member applications
 - Forwarding new member application for Board approval
 - Assigning individual club sponsors to new members
 - Developing a set of expectations for sponsors
 - New member Induction and onboarding
 - Member retention oversight and programs (e.g., Lunch Buddies; checking in with those members not participating on Zoom)
 - Develop mentoring program
 - Periodic new member orientations (Fireside Chats)
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting. Votes are taken by email, but there may be several meetings after Tuesday meetings throughout the year for organizing and orientation purposes
- Partnering with – Fellowship, Communications, Board

PEACEBUILDING

Chair: Alain Barker

Promote Rotary and Positive Peace locally and globally

- Activities:
 - Coordinate with Rotary International partners such as the Institute for Economics and Peace and Mediation Beyond Borders International, and local partners such as Better Angels political depolarization group and other nonprofits.
 - Build awareness of the peacebuilding nature of all of our club's projects
 - Create peacebuilding projects locally and globally
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting, with additional meetings depending upon the status of the project
- Partnering with Communications, Program, Rotaract, Community Services

PROGRAM

Co-Chairs: Michael Shermis and Jillian Rich

Secure Inspiring and Informative Programs/Speakers

- Activities:
 - Chair maintains spreadsheet to track future programs and openings
 - Securing program/speaker mix to capture club interests
 - Inform Speakers of Requirements/Arrangements, including CATS coverage
 - Introduce the Speaker at the Program
 - Provide Membership Chairs with Speaker and guest contact info
 - Assist with potential backup program for "no show" speakers
 - Participate in monthly board meetings
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting. Recent past, meetings approx. every second month. Most business conducted email or informally around club gatherings
- Partnering with – Communications, Roundabout, Membership, Club President

ROTARY INTERNATIONAL FOUNDATION

Co-Chair: Yolanda Trevino

Represent our Club to the District and International Rotary Foundation and Encourage Donations to The Rotary Foundation (TRF)

- Activities:
 - Inform Club about The Rotary Foundation activities and programs
 - Updates/reminders about Polio eradication status
 - Induct Paul Harris Fellows
 - Coordinate Club's Paul Harris Points
 - Chairs track individual giving to TRF, maintaining confidentiality
- Structure: Teams, Subcommittee assignments to be determined
- Meetings: Initial Organizing Meeting plus email or casual contact around club gatherings
- Partnering with – Program, Roundabout, Board

ROUNABOUT

Co-Chairs: Judy Schroeder and Marilyn Wood

Production of our phenomenal “Roundabout” weekly newsletter

- Range of Functions:
 - Schedule reporter coverage and backup for weekly Roundabout
 - Report on meetings and club activities
 - Also report on relevant District, Community, and other clubs’ events
 - Overall: Keep club connected, informed, and engaged
- Structure: Individuals assigned as *Roundabout Reporter* on a monthly basis
- Meetings: Initial Organizing Meeting plus email and casual contact during club meetings for the Reporter
- Partnering with – Program committee, Communications, Fellowship and other chairs and officers

SCHOLARSHIP

Chair: Amy Osajima

Award College Scholarships for Local High School Students

- Range of Functions:
 - Publicize and provide applications to local high schools
 - Review all applications and select finalists for interviews
 - Schedule and hold interviews and decide on the winners
 - Be present as hosts at the scholarship presentations in May
 - Consult about Ivy Tech Scholarship Program, if needed
- Structure: The entire effort involves everyone on the committee
- Meetings: Initial Organizing Meeting to brief everyone on expectations, but all effort is focused in the spring. The most intense efforts are in April with the selection process and student interviews. The scholarship presentation is in May.
- Partnering: Youth Services will use the availability of scholarships to help encourage participation in Interact clubs and encourage winners and others to participate in Rotaract after graduation.

YOUTH SERVICES

Chair: Joy Harter

Support and encourage projects and programs directed at engaging youth, who are the future of our club – and the future of our country and world.

- Activities: Some are coordinated with the North and Sunrise clubs as well as IU Rotaract.
 - Rotary Youth Leadership Awards (RYLA) - **Loren Snyder and Joy Harter**
 - IU Rotaract
 - Interact (Two clubs, Bloomington HS South and North with Edgewood in development)
– Find and maintain club advisor/sponsors, encouraging applications to Scholarships,

RYLA and Four Way Speech Contest. Engage Retractors, in cooperation with Bloomington North and Sunrise Youth Services Chairs.

- Four Way Speech Contest
- Help coordinate Rotary Youth Exchange
- Encourage/coordinate participation of youth in relevant club meetings
- Track Rotary Ambassadorial Scholars, Peace Fellowships, Group Study Exchange
- Reunion/Networking with past Rotary Scholars, RYLA, etc.
- Participate in monthly board meetings as needed
- Structure: Teams, Subcommittee Assignments (as above)
- Meetings: Initial Organizing Meeting plus emails, team/group discussions and casual contact around club gatherings
- Partnering with – Community Services, Scholarships, Sunrise & North clubs, District, Rotaract