Lake Elmo Rotary

Board of Directors Position Descriptions

President

* Ensure all information/board members are registered with Rotary International and all information is current.
* Implement and continually evaluate the club’s goals ensuring all club members are involved and informed.
* Ensure each committee has defined goals and periodically review committee activities, goals and expenditures.
* Preside over all club meetings.
* Preparing for and encouraging participation at all district meetings.
* Work with club and district leaders to achieve Rotary organizational goals.
* Ensure continuity in leadership and service projects.
* Ensure RI youth protection policies are followed.

President Elect/Vice President

* Review Club Presidents manual and prepare for PETS training.
* Serve as a director of the Club Board, performing duties as prescribed by President.
* Review club’s long-range goals.
* Set your club’s annual goals, which support long-range goals.
* Work with club and district leaders.
* Ensure continuity in leadership and service projects.
* Ensure regular and consistent training.
* Role of Youth Officer for the Club.

Past President/Sergeant at Arms

* Serve as advisor to current President and President Elect/Vice President.
* Help prepare club’s leadership team for coming year.
* Communicate district role in supporting the club.
* As Sergeant at Arms, help maintain orderly and effective club meetings.
* Work to prevent any occurrence that might detract from the dignity or reputation of the club.
* Provide other duties as outlined by President.

Secretary

* Maintain membership records.
* Record attendance at meetings, and report monthly attendance figures to the district governor within 15 days of the last meeting of each month.
* Send out notices of club, board, and committee meetings.
* Record and maintain minutes of club, board, and committee meetings.
* Make required reports to RI and your district, including the semi-annual report of membership, and paying dues to Rotary International on July 1 and January 1.
* Work with club officers.
* Perform any other duties that usually pertain to the office of secretary.

Treasurer

* Maintain custody of all club funds.
* Account for all club funds, books of accounts, or any other club property to the board of directors at the end of the year.
* Work with the successor to ensure a smooth transition between Rotary years.
* Perform other responsibilities related to the office.

Membership

* Achieve membership goals for the coming year.
* Develop and execute an action plan for gaining new members.
* Educate and train club members about the importance of recruitment and retention of qualified, diverse members.
* Conduct classification surveys and club assessments to ensure membership development efforts are effective.

Foundation

* Education club members about the Foundation.
* Achieve club Foundation goal for the coming year.
* Encourage club members to participate in Foundation programs and contribute to the Foundation financially.
* Plan/conduct inspirational Rotary Foundation-focused weekly club programs at least four times per year.
* Ensure proper stewardship of Foundation grant funds.

Club Administration

* Organize weekly and special programs.
* Promote fellowship among club members.
* Produce the club bulletin and website materials.
* Assist Treasurer and Secretary as needed.

Community Service

* Achieve club community service project goals for the coming year.
* Conduct needs assessment of the community and club.
* Plan, staff, and finance service projects using club, district, and RI resources.
* Implement service projects and involve all members.
* Evaluate all local service projects using the findings to strengthen future service projects.

Vocational Service

* Educate club members on the ethical principles set forth by Rotary.
* Challenge club members to advance high ethical standards in the workplace.
* Organize and promote classification talks by members.
* Organize tours of member’s workplaces.
* Identify and execute community projects which integrate lessons about ethics.

International Service

* Achieve club international service project goals for the coming year.
* Conduct needs assessment of the international community and club.
* Plan, staff, and finance service projects using club, district, and RI resources.
* Implement service projects and involve all members.
* Evaluate all international service projects using the findings to strengthen future service projects.
* Manage and support youth exchange student program.

Public Relations

* Achieve club public relations goals for the coming year.
* Familiarize yourself with RI resources.
* Create awareness of club activities among club members, medial and the general public.
* Enhance projects and activities to make them more appealing to the media.
* Help create a public image conductive to membership development.