



Eugene Southtowne Rotary Committee Commissions

ADMINISTRATION

Club Training Officer

Qualifications: Normally the Club Training Officer should be a Past President of the Club. They should also be a graduate of the Rotary Leadership Academy or the Rotary Leadership Institute. They should have at least 10 years of experience as a Rotarian and be familiar with not only club procedures and activities, but also aware of District Level training and District wide events and projects.

Term of Office: The term of office for the Club Training Officer is three years and a second term of three years can be approved at the request of the Club President Elect at the conclusion of the first term and the consent of the Club Training Officer.

Duties: Provide opportunities for the leadership of the Eugene Southtowne Rotary Club to be trained to successfully carry out their leadership responsibilities and encourage club members to participate in leadership development opportunities so they are better prepared to take on a leadership role in the club.

Responsibilities:

1. Work with the President-Elect to make sure that all members of his/her leadership team attend the District Assembly before they take over leadership of the club.
2. Provide an orientation for the club leadership team prior to their year that covers all of the basic information they will need to lead the club – Club By-Laws & Constitution, Club Policy & Procedures, as provided in the club governance manual for Board training.
3. Assist the President-Elect Nominee to register for the District 5110's Leadership Academy.
4. Work with the club leadership team to identify members who the team would like to cultivate to become future club leaders and guide their involvement in the District Leadership Institute.

5. Responsible for working with the club's leadership team to identify specific training needs of the club.
6. Develop a plan for the specific content of training events that have been identified by the club leadership team and present to the board for review and adoption.
7. Conduct the specific training events that have been identified by the club leadership team.

Finance Committee

Committee Role: To work with the club treasurer to make sure financial management best practices are being followed.

Committee Responsibilities:

1. The committee should be made up of the Treasurer, Director of Administration and two additional club members with accounting and/or budget background.
2. With input from the President and Committee Chairs develop and ensure that it is followed using the following financial management best practices :
 - Register the club with all government entities, as required.
 - Submit club documentation and tax filings, as required by local and national tax codes.
 - Set up club bank accounts appropriately and assign two signatories to each account.
 - Establish procedures for handling club funds.
 - Develop a budget and follow it.
 - Make sure the club has procedures for sending contributions to The Rotary Foundation and sending dues, on time, to Rotary International.
 - Make sure the club has a procedure for reporting officers and their contact information(including email addresses) to Rotary International.
 - Comply with laws regarding donated funds and payment of dues.
 - Have the annual financial report reviewed by a qualified accountant

who is not involved with the regular management of club funds.

Make sure club officers are educated about financial best practices and that there is continuity of procedures with incoming officers.

Grant Compliance Officer

Duties: Assure that Eugene Southtowne Rotary Club administers grants from District 5110 and The Rotary Foundation in compliance with promulgated rules and regulations.

Responsibilities:

1. Assure that the Club meets the requirements established by District 5110 in order to be eligible to receive grants.
2. Make the Club President and PE aware of current rules and deadlines for the submission of grant applications, including matching requirements for budgeting purposes.
3. Assure that the Club Treasurer establishes and maintains a separate bank account for grant funds (they cannot be commingled with Club funds).
4. For each approved and funded grant, identify its start date, which is the date that the District deposits funds into the Club's grant bank account.
5. Work with the Club Treasurer to insure that the Club's local matching funds for a specific grant are deposited into the Club's separate grant bank account once the grant funds are available from District 5110.
6. Based on the approved budget for a specific grant, create an expenditure tracking spreadsheet and, once created, share it with the Club's lead person for the grant and the Club's Treasurer.
7. Obtain copies of all documentation to support all expenditures from a specific grant. Verify that expenditures are consistent with the approved grant budget and, once verified, enter them into the grant expenditure tracking spreadsheet.
8. Periodically, share copies of the expenditure tracking spreadsheet with the Club Treasurer and the specific grant's lead person.
9. Provide regular reports on the status of Club grants to the Southtowne Board

member responsible for overseeing Administration activities within the Club.

10. For a specific grant, work with the Club's lead person to assure that the District's reporting requirements and timelines are honored, including the preparation and submission of the final report.

House Committee

Committee Role: To coordinate the logistics of the weekly meetings.

Committee Responsibilities:

1. Responsible for setting up and taking down the room for club meetings.
2. Responsible for getting members to be responsible for the back-table responsibilities for each meeting.
3. Responsible for orienting members to their back-table job so they can handle it correctly.
4. Make an effort to engage the new members in the back-table responsibilities so that our members get to know them.
5. Evaluate the back table operations to see if there is need to make any changes to streamline the process.
6. Make sure the program speakers have the necessary audio visual equipment.

Policy & Procedures Committee

Committee Role: Review the club's Constitution, By-Laws, Policies & Procedures and Best Practices on a regular basis to keep them updated and make sure the club leadership is aware of these instruments on an annual basis.

Committee Responsibilities:

1. Annually review the club's Constitution, By-Laws and Policies & Procedures to see if there are any updates that need to be made.
2. Every third year update the club's Constitution so that it is consistent with any changes made by Rotary International's as a result of the Council on Legislation.
3. Annually conduct a review of the club's Constitution, By-Laws & Policies and Procedures instruments with the new board leadership.
4. Work with the club's past leadership and current leadership to identify those "Best Practices" that are important to the club;

then work to develop those practices in detail to present to the club leadership.

5. When the “Best Practices” are in place, review them with the current club leadership to see if any changes need to be made and make those changes.

COMMUNITY SERVICE

Community Service Steering Committee

Committee Role: To manage the club’s involvement in our ongoing community service projects and proposed new projects; to provide a safety net for community members who have emergency needs.

Committee Responsibilities:

1. Responsible for receiving and discussing possible projects recommended by our Community Service partners after discussing with appropriate action team.
2. Responsible for receiving new ideas from club members and discussing them with the member and then if appropriate developing an action plan within the club’s budget.
3. Responsible for scheduling, organizing and planning programs related to local community projects.
4. Responsible for working with community partners to assess current needs and evaluate future needs and participation.
5. Responsible for securing participation from the membership for each new project and for each existing service team as needed, including those for Food for Lane County, Meals on Wheels, and Food Boxes.
6. To foster relationships with community partners so that we learn about community needs as well as individual emergency needs.
7. To meet with the person requesting an emergency loan, brainstorm ways of meeting their needs with community partnerships and contacts and then determine whether to provide a loan.
8. To arrange for a mentor to work each loan recipient to increase the likelihood that the loan will be repaid and to offer on-going support and encouragement.

Downtown Languages Service Team

Service Team Role: To provide support to Downtown Languages in their work with non-English-

speaking populations.

Committee Responsibilities:

1. To arrange for Rotarians to share passions/talents/skills with parents and/or kids in the Pilas program.
2. To provide emergency food boxes, and emergency bus passes, etc as needed.
3. To provide food items that are used as attendance incentives for parents in the Pilas program.
4. To provide volunteers to assist at Pilas special events, e.g. Day of the Dead celebrations, posadas, graduation.
5. To promote literacy by reading to young children in the program and giving each participant a bilingual book upon graduation.
6. To support cultural celebrations such as posada parties and end of the year picnics by providing activities, books, making posada bags, etc.
7. To provide scholarships to Downtown language participants for language and citizenship classes.

Fairfield Elementary Service Team

Service Team Role: To provide support for the students and staff at Fairfield Elementary School.

Committee Responsibilities:

1. To provide coaches for the annual Oregon Battle of the Books.
2. To provide emergency food boxes as needed.
3. To provide volunteers and donations for the annual Spirit of Giving at holiday time.
4. To provide volunteers to assist at special events, such as Literacy Night, Math and Science Night.
5. To provide books for students who attend the school’s special events.

Fairfield Head Start Service Team

Service Team Role: To provide support for the students and staff of the Fairfield, Clear Lake and Whitaker Head Start classes.

Committee Responsibilities:

1. To plan and provide volunteers, books, and art supplies for the monthly literacy project.
2. To provide emergency food boxes as needed.

3. To organize an annual Family Night, including the planning of various activities, providing a book for each student, and providing food (usually pizza) and recruiting and organizing volunteers.
4. To plan an end of the year celebration for graduation colabratively with Head Start staff, including food, activities and books for each student. This involves coordinating, recruiting and organizing volunteers.
5. To provide warm clothing for winter season by providing sweat suits for each child.
6. To distribute socks and underwear to appropriate head start sites.
7. To organize a safety night with the Early Head Start site including purchasing safety equipment, safety speakers and recruiting people to install safety equipment.

Meals On Wheels Service Team

Committee Role: To deliver meals, on behalf of Food For Lane County, every Friday on two routes – Irving and Beacon.

Committee Responsibilities:

1. Responsible for delivery meals on the Irving and Beacon route every Friday that meals are delivered.
2. Committee members responsible for providing the Service Team Chair with available dates of service on a quarterly basis.
3. Committee members responsible for finding a replacement if unable to deliver meals on a date assigned to do so.
4. Committee members responsible for letting FFLC staff know about any of the recipients who might need assistance.

INTERNATIONAL COMMUNITY SERVICE

RFE & GSE Committee Commission

Committee Role: To educate members about the programs, encourage them to participate and support the District by providing hosts for the various visiting groups.

Committee Responsibilities:

1. Responsible for educating our members about both programs by being a program at a club meeting, preparing information for the bulletin and providing information

- at tables at the meetings.
2. Responsible for securing members to host the visiting teams who come into our District as well as planning any special activities for the groups while they are visiting.
3. Responsible for periodically polling the membership to get feedback on possible locations for future Rotary Friendship Exchanges to pass onto the District RFE Committee.

Hospital Supply Committee

Committee Role: To coordinate the collection and distribution of hospital supplies and equipment to third-world countries.

Committee Responsibilities:

1. Responsible for developing and maintaining relationships with the people and organizations that send supplies and equipment to developing countries.
2. Responsible for identifying the communities who are in need of hospital supplies and equipment.
3. Responsible for securing a storage place for the supplies and equipment until enough is collected to ship.
4. Responsible for picking up supplies and equipment when organizations notify us of available items.
5. Responsible for keeping the membership aware of what the committee is doing by writing articles with pictures for the Spinoff or making announcements or presentations at club meetings.
6. Provide budget needs to the WCS committee for inclusion in the international services budget.

Peace Committee Commission

Committee Role: To further Rotary International's goal of promoting peace in the world.

Committee Responsibilities:

1. To arrange for speakers to make presentations at club meetings on topics related to peace building.
2. To be attentive to other possible ways to fulfill the committee's role.

World Community Service Committee Commission

Committee Role: To identify international projects

that would be of interest to the membership either through a District Grant, a Global Grant or pairing up with another Rotary club(s) involved with a grant.

Committee Responsibilities:

1. Responsible for getting input from the membership on possible projects that either can be funded through a District Grants or Global Grant and formulating a proposal to present to the Board.
2. Making sure that grant applications are submitted on or before the District or RI deadlines
3. Responsible for having a representative of the committee participate in the monthly SVRGE and quarterly District Grant meetings.
4. Responsible for educating the membership on international project opportunities and keeping them updated on our projects via the bulletin, meeting announcements or meeting programs.

MEMBERSHIP SERVICES

Fellowship Committee

Committee Role: To plan implement a variety of social events that bring members together; building friendships as well as focusing on members' interests.

Committee Responsibilities:

1. Responsible for planning and executing social events for both our members as well as for families that occur once or twice a quarter.
2. Responsible for planning a special activity for the months that have five Thursdays – September, December, March & June.
3. Responsible for the planning and execution of our club's annual holiday party.
4. Experiment with opportunities for smaller numbers of members to focus on an interest through a social event (i.e. learning about wine or beer, gardening, etc)
5. Responsible for the planning and execution of the end of the year President's Celebration.

Membership/Engagement Committee

Committee Role: To make sure that all our members are engaged in some elements of the club so that each member is having a positive experience.

Committee Responsibility:

1. Responsible for the organization and implementation of the new member training.
2. Discover each new member's passion and interest (through interview and/or the new member training) and get them connected with that area of the club by the end of the training.
3. Responsible for developing a means of measuring member involvement. (assuming this will go beyond attendance statistics).
4. Responsible for reviewing the "Member Involvement" statistics on a monthly basis and personally connecting with those members who have not been involved.
5. Conduct a "Satisfaction Survey" with all members in January and provide the board with the feedback at their January board meeting.
6. Identify strategies to get Past Presidents and other seasoned members more involved in the club.
7. Responsible for handling the membership process that is necessary for a person to become a member of Southtowne Rotary.
8. Responsible for the organization & implementation of the annual membership recruitment event.
9. Develop and maintain a "Mentor" program to help new members become better acquainted with Southtowne's culture and the larger Rotary organization and make it available to those new members who would like to take advantage of it.

Members' Focus Committee

Committee Role: To focus on members' accomplishments as well as when members are in need.

Committee Responsibility:

1. Collect information on members that can be used by the Rotary Story Committee when they do a "Guess Who" moment.
2. Look for members' accomplishments in the newspaper, radio, TV as well as other community sources in order to make the club aware of what members are doing. This could done through brief announcements or information on the tables at our meetings or by putting something in the bulletin.
3. Prepare a member bio to put in the bulletin.

tin twice a month.

4. Organize and coordinate member bio presentations by members who have been in the club for some time.
5. When members are in need, make contact with the member, his or her family and keep the membership apprised of what is happening. Coordinate club's effort to help if that is needed.
6. Help celebrate member's birthdays and anniversaries.

Program Committee

Committee Role: To secure weekly programs for our club meetings that are informative, educational and inspiring.

Committee Responsibilities:

1. The committee is responsible for communicating with the board to identify any pre-determined programs so that they get on the calendar before securing other programs.
2. Responsible for polling the membership to determine:
 - 1) what types of programs they are interested in having at the meeting and
 - 2) identifying any suggestions they might have for specific programs.
3. The committee is responsible for sending a letter to each confirmed presenter providing them with the guidelines and indicating who to contact if they need audio visual equipment.
4. A member of the committee is responsible for greeting the presenter at the door and helping them to get set up and to get lunch.
5. The committee is responsible for sending a thank you letter, with information about Rotary, following their program.

Vocational Services Committee

Committee Role: To organize activities that emphasize our members vocations as well as providing vocational services to the community.

Committee Responsibilities:

1. Responsible for creating opportunities where our members can share information about their vocation. This could take the form of periodic classification talks at club meetings and/or focusing on a member's

vocation in the bulletin.

2. Vocational Services is one of the "Avenues of Service" so the committee is responsible for researching information that is provided by Rotary International on ways to recognize vocational service with the goal of identifying one or two activities that will be implemented during the Rotary year.
3. Work with the Program Committee to hold one meeting each quarter at one of the member's place of business so members can learn more about their business.

NEW GENERATIONS

The 4-Way Test Speech Contest Committee

Committee Role: To coordinate the annual 4-Way Speech Contest with local high schools.

Committee Responsibilities:

1. Responsible for promoting the 4-Way Speech Contest in local high schools that are not involved with another Rotary Club's 4-Way Speech Contest.
2. Provide the high school staff with application forms to give to students who are interested in competing in the speech contest.
3. Responsible for interviewing students if there are more than three applicants in order to decide on the top three candidates who will present their speech at a club meeting.
4. Responsible for recruiting Southtowne members to be judges and work with them on the criteria and how to judge.
5. Responsible for scheduling the students' appearance at a club meeting, for presenting the students at the meeting and for making the awards at the end of their presentation.
6. Responsible for working with the winner of the speech contest to assist him/her in participating in the District-wide contest at the District Conference.

Interact Committee

Committee Role: To provide the necessary support so that Eugene Southtowne has a strong Interact Club at South Eugene High School.

Committee's Responsibilities:

1. Provide guidance to the leadership of the Interact Club so that they are well

aware of Rotary's Interact Program and how individual clubs function within the organizational structure provided by Rotary.

2. Assist the members of the Interact Club in the selection of their leadership and provide support to that leadership so they can effectively carry out their responsibilities on the leadership team.
3. If it's logistically possible, provide transportation for an Interact member(s) to attend our club meeting at least once a month.
4. Attend and provide consistent support at the weekly Interact meetings at South Eugene.
5. Coordinate Interact members' involvement in Southtowne's community service projects.
6. Assist the members of the Interact club in raising funds they might need for community service projects and/or to send club representative(s) to District or National Interact events.
7. Developing the annual Interact budget line item in Southtowne Rotary's annual budget.

RYLA Committee

Committee's Role: To make sure that Southtowne has a representative(s) attending the annual District 5110's RYLA Camp.

Committee's Responsibilities:

1. Responsible for promoting the opportunity of District 5110's RYLA Camp with the members of our club's Interact Club and the general population of students at South Eugene High School in order to secure interested candidates.
2. Interview the candidates (if there are more than the number of students we want to send) to determine who will represent Southtowne at the RYLA Camp.
3. Responsible for making the Southtowne membership aware of the RYLA program and the candidates we are sending to the camp by doing a program on RYLA and putting pictures and bios of the candidates in the bulletin.
4. Responsible for meeting with those students who attended the RYLA Camp (after the camp) to debrief and find out what they thought of the experience and

how they benefitted.

5. Assist the students in the process of sharing their experience with Southtowne members either through a presentation at a club meeting and/or writing an article for our bulletin.
6. Responsible for developing a budget for the RYLA Program.

Youth Exchange Committee

Committee's Role: To coordinate Eugene Southtowne Rotary Club's involvement in District 5110's Youth Exchange program.

Committee Responsibilities:

1. A member or members of the committee be liaison(s) to the District's Youth Exchange process so that we are able to have at least one youth exchange student each year.
2. Responsible for advertising the program at South Eugene High School in order to stimulate interest in submitting an application. Assist potential applicants with the application if needed.
3. Responsible for securing the necessary three host families and assisting them with the vetting process so that they are eligible.
4. Responsible for recruiting members of the club to involve our exchange student in their family activities so the student receives a well-rounded experience.
5. A member of the committee will act as the student's counselor during their year.
6. Responsible for getting the exchange student to club meetings and events during the year.
7. Responsible for educating (promoting) our members on the program and its impact around the world.
8. Responsible for developing a budget for Youth Exchange.

PUBLIC RELATIONS

Club History Committee

Committee Role: Responsible for maintaining the historical records of the club for use by members and awareness of the general community.

Committee Responsibility:

1. Continue working with the Past Presidents; assisting them to develop and document information that reflects what

- happened during their year as President.
2. Develop a plan for capturing historical information as it happens from this point forward so that at the end of each year there is a accurate record of the club's activities
 3. Work with the Club Information Committee to determine the best and most accessible format to keep our historical records.
 4. Make the final document which reflects the club's activities, by year, available to the membership.

Club Information Committee

Committee Role: To maintain the institutional records of the club in both electronic and hard copy format.

Committee Responsibility:

1. The committee's first responsibility is to gather all of the club records (e.g. historical information, legal documents, board minutes, pictures, project materials, etc.) from various sources and then determine how the information will be stored. This should include both written records as well as visual records (pictures).
2. Responsible for determining how the information will be maintained and do whatever needs to be done to get the information in that format.
3. Responsible for making sure that all activities of the club (events and projects) are recorded and added to the stored club information.

Internet Committee

Committee Role: To maintain Southtowne Rotary's presence on social media by managing a website and a Facebook page.

Committee Responsibilities:

1. Responsible for creating and then periodically updating the club's website to keep its design current and consistent with the new Rotary branding.
2. Responsible for weekly updates to the content of the website on a weekly basis to keep it current and making sure the Home Page is outward focused on "WHY" Rotary.
3. Review other websites looking for new ways to make the website exciting and inviting.

4. Responsible for updating the content of the club's Facebook page on a weekly basis to keep it current and relevant.

Public Relations Committee

Committee Role: To oversee Southtowne Rotary's image in the community.

Committee Responsibility:

1. Responsible for getting media coverage (newspaper, radio & TV) for the various club projects as well as accomplishments (i.e. new leadership, PHF recognition of community leader, etc.).
2. Responsible for making sure we have good visibility in the community when we are doing a community service project (i.e. Rotary at Work shirts, signs, etc).
3. Responsible for communicating the club's activities to the District for their newsletter as well as The Rotarian magazine.
4. In the 2016-2017 Rotary year coordinate with District 5110 to promote activities organized to celebrate the 100th Birthday of The Rotary Foundation.
5. Responsible for seeing that all of our communications are using the new branding materials.

Spinoff Committee

Committee Role: To be responsible for the content as well as the preparation/layout of the weekly Spinoff.

Committee Responsibilities:

1. Individual committee members are assigned areas of the club operation (i.e. community service, international service, board meetings, etc.) in an effort to make sure that we are communicating everything that is going on in the club and building content for the Spinoff Editor.
2. Responsible for the layout and distribution of the weekly bulletin.
3. Responsible for making sure that there is at least one hard copy of the bulletin at every table on meeting days.

The Rotary Story Committee

Committee Role: To tell the "Rotary Story" in a variety of different ways at our weekly meetings.

Committee Responsibility:

1. Focus Rotary educational information on

The Rotary Foundation to help celebrate its 100th Birthday.

2. Focus on our members by coordinating and implementing the following activities:
Guess Who: identify something about a member and present that to the club and see if anyone can guess who it is.
My Rotary Moment: recruit members to share their “Rotary Moment” – that “aha” moment when they said, “this is why I am a Rotarian.

RESOURCES

Rotary Raffle Committee

Committee Role: To coordinate Southtowne Rotary members involvement in the sale of raffle tickets for the Great Rotary Raffle.

Committee Responsibilities:

1. A member of the committee is responsible for representing Southtowne Rotary Club at the United Rotary meetings to coordinate the Great Rotary Raffle.
2. To provide the membership with information on the agencies who are receiving grants from the Great Rotary Raffle so members can share that information when selling tickets.
3. Coordinate ticket sales opportunities in front of the various stores for Southtowne Rotarians to sell their tickets.
4. Create opportunities for some healthy competition to stimulate ticket sales.
5. Recognize members for their outstanding ticket sales efforts.
6. Coordinate and effort to get a large contingent from Southtowne to attend the celebration meeting where the grants are presented to the agencies.

PolioPlus Committee

Committee Role: To further Rotary International's goal to finish the job in eliminating polio worldwide.

Community Responsibilities:

1. Responsible for setting a club fundraising goal to be contributed to Rotary International's PolioPlus program.
2. Responsible for organizing and executing a community event (this could be with other Rotary clubs or just a Southtowne event in the community) that:
 - 1) educates the community on Rotary's

involvement to eliminate polio from the face of the earth and

- 2) raises money to contribute to Rotary's final efforts to eliminate polio.
3. Responsible for involving the membership in the community PolioPlus event.
4. Responsible for educating the membership on the PolioPlus program's history and progress and what remains to be done.

Rotary Foundation Committee

Committee Role: To educate our members to the importance of the Foundation so they will be motivated to consider a gift to the Foundation.

Committee Responsibilities:

1. Responsible for letting each member know (at least once during the year) what their Paul Harris Fellow Account balance is as well as how many PHF points they have towards the recognition of a PHF.
2. Responsible for soliciting the commitments of the board prior to the kick-off of the club's Rotary Foundation campaign.
3. Responsible for working with the President to organize and execute the official kick-off of the club's TRF campaign.
4. Responsible for educating the membership through a program on a TRF funded program, materials at the tables at club meetings, etc.
5. Responsible for completing the required paperwork and submitting it, along with the contributions, to the Rotary Foundation.
6. Responsible for thanking every member who makes a contribution with some form of thank you.
7. Responsible for recognizing our members at meetings with the Rotary Foundation recognition of Paul Harris Fellow, multiple Paul Harris Fellow pins, Benefactor & Bequest Society gifts and Major Donor gifts.
8. Responsible for maintaining the club's ongoing TRF records.

Sergeant-At-Arms Committee

Committee Role: To provide a degree of levity and member recognition, through the assessment

of small contributions. Those contributions are to be used to help underwrite our international programs.

Committee Responsibilities:

1. Responsible for coming up with creative and fun ways to get the club involved in supporting our international programs by paying a nominal fine.
2. Responsible for making sure that all members are included in the Sergeant-At-Arms process so everyone feels included.
3. Use the Sergeant-At-Arms to recognize members for things that they do (i.e. someone makes a contribution to recognize a fellow member for an accomplishment.)
4. Periodically announce to the club the amount of funds that have been raised through the Sergeant-At-Arms program.

Wine & Salmon Festival Committee

Committee Role: To plan, execute and evaluate the club's annual fundraising event to raise funds for our scholarship program as well as our community service and international service projects.

Committee Responsibilities:

Refer to the previous year's event guide for the specific responsibilities of the festival committees and chairs.