

Rotary Club of Livermore

Revision Number: _____

Revision Date: _____

Date of Policy Creation and Board Approval: 14 SEP 2010

11. Duties of Directors

Elected Directors are assigned the responsibility for one of the five Avenues of Service. They serve as voting members of the Board of Directors and serve for a term of two years. Appointed Directors serve for a term of one year. The primary responsibility of all directors is to contribute toward the success of the vision, goals and activities of the Club. They are expected to delegate, coordinate, and monitor various Club operational functions and assure that they are properly accomplished. By working together as members of the Club Board and involving all the members of the Club in various projects and activities, Directors are key to achieving the goals of our Club and the overall philosophy of Rotary. While each Director has individual responsibilities within the scope of their own committees, they should also work together to share the implementation of any single related project.

All Directors are authorized and encouraged to form committees to accomplish their tasks and to involve many of the Club's members in those tasks. Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two- year term. There are certain expectations common to each Director which include:

- 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 the Board.

PARLIAMENTARIAN

The duties of the Parliamentarian shall be to advise the Board of traditions and history of the Club, the appropriate procedures to conduct the business of the Club in accordance with the Bylaws and Club policies, as well as the normal parliamentary procedures to be followed. Some duties of this office include:

- Attend the monthly meetings of the Board of Directors.
- Attend District events and functions.
- Maintain the currency of and draft proposed changes to the Club Constitution, Bylaws, and policies and procedures.
- Review and study the Club's Bylaws and Club Operating Policies annually and if changes are required, ask the President to appoint a committee for this review
- Follow developments at Rotary International and advise the Board of actions taken by RI that might affect the operations of the club.
- Performs such other duties as may be prescribed by the President or the Board.

The provisions of the Bylaws and Constitution of the Club shall be carried out according to accepted standards of procedure, such as is described in Robert's Rules of Order.

PUBLIC RELATIONS DIRECTOR

This Director should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities. The Director of Public Relations is responsible to:

- Attend the monthly meetings of the Board of Directors.
- Attend District events and functions.
- In conjunction with project leaders, publicize Club projects and events to the membership and the community.
- Publish and/or order Club promotional materials.
- Ensure that the Club has a visible presence by participating with informational booths or sponsoring activities at other local events, as is practical.
- Provide a Club spokesperson and liaison to the Chamber of Commerce.

THE ROTARY FOUNDATION DIRECTOR

This Director should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. The Director of the Rotary Foundation is responsible to:

- Attend the monthly meetings of the Board of Directors.
- Attend District events and functions.
- Administer the annual RI Foundation Drive and the Paul Harris Fellowship recognition program for Club members.
- Help the Rotary club and its president to achieve his or her goals.
- Help educate and train club members about the Foundation.
- Encourage club members to participate in Foundation programs and support the Foundation financially.
- Communicate the district, zone, and Trustees' Foundation goals to the club and its members.
- Know where to find Foundation resources and how to get answers to questions club members may have.

YOUTH SERVICES DIRECTOR

The Youth Services Director should develop and implement local, district, & international youth programs, and recognition of achievement through scholarships and awards. The Director of Youth Programs is responsible to:

- Attend the monthly meetings of the Board of Directors.
- Attend District events and functions.
- Provide direction and mentorship to Livermore High School Interact Club.
- Provide personal guidance to assist the Interact Club in functioning according to the goals and objectives promoted by Rotary International.
- Invite Interact participation at club functions, encourage support of club service projects, and encourage greater member involvement with Interact members.
- Identify youth candidates to attend Rotary International youth programs and seek Board support for any expenses that may be involved.
- Develop and implement youth recognition activities including Student Achievement.
- Develop awards and annual academic scholarships.
- Coordinate the Clubs participation in the annual District speech contest.
- Coordinate International Student Exchanges.
- In the event that a college level Rotaract group is formed, the Director will provide similar leadership and coordination as with Interact.
- Establish appropriate committees to assist in fulfilling the objectives of the Club.

COMMUNITY SERVICE DIRECTOR

This Director should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. The Director of Service Projects is responsible to:

- Develop and implement new and ongoing local service projects and any ongoing district or RI project.
- Attend District events and functions.
- Develop and implement vocational service projects.
- Coordinate assistance to other community groups.
- Administer and evaluate applications to the Club for community grants according to Club policy.
- Plan and coordinate an appropriate program with attendant publicity to recognize the achievements of agencies being supported by the Club.

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.

MEMBERSHIP DIRECTOR

This Director should develop and implement a comprehensive plan for the recruitment and retention of members. The Director of Membership is responsible to:

- Recruit, review new member proposals.
- Investigate the appropriateness of each applicant in accordance with Rotary International standards for membership
- Decide on the appropriate classification of new members and changes in classification of existing members for Board approval.
- Attend District events and functions.
- Present proposed candidates to the Board of Directors.
- Guide new members through the integration process and red badge requirements.
- Provide new members with periodic information or materials to assist in developing their knowledge of the history, goals and objectives of the Club and becoming integrated as an active participant in Club activities.
- Contact other Directors to ensure new members are assigned to a function or subcommittee.
- Keep the Club informed of significant events of its members such as birthdays, Club anniversaries, illnesses, etc. and convey our concerns and assistance to those members in need.

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.

INTERNATIONAL SERVICE DIRECTOR

- This Director will plan and coordinate the Club's international service activities. These will include managing international service projects of this club and this club's support of Rotary International service programs such as, 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.

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

- SPUR reporters.
- SPUR Editor and printer.
- Photographers.
- Program.
- Birthdays and anniversaries.
- Thought for the day.
- Historian.
- Song leader.
- Sunshine (We Care) committee.
- Club socials.
- Holiday party.
- Mystery golf.
- Interclub golf.
- Demotion party.
- Fund raising events.
- Attend District events and functions.

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.

MAJOR EVENTS SERVICE DIRECTOR

The Major Events Service Director shall develop and implement major events to be used for fundraising and other purposes of the Club. These events include such things as:

- Talent show.
- Crab feed.
- Wine train.
- Rodeo parade.
- Bocce tournament.
- San Francisco walk.
- Attend District events and functions.

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.