

Rotary Club of Livermore

Revision Number: 2

Revision Date: 19 March 2019

Date of Policy Creation and Board Approval: 14 SEP 2010

10. Duties of Club Officers

PRESIDENT

The President presides over all operations of the Club. It is the President's responsibility to set the tone and promote the annual Rotary International and District theme for the Club. The president is also responsible to develop the Club's vision, goals and objectives for the year. Some of the expectations of the President include:

- Presides over weekly Club meetings including at least two meetings as Club assemblies.
- Chairs the monthly meetings of the Board of Directors.
- Attends monthly meetings of the Area 4 Club Presidents and Assistant District Governor.
- Attends District events and functions.
- Promotes and coordinates District activities and events within the Club.
- Recommends to the Club an annual major Club project.
- Participates as a member of the Board of the Rotarian Foundation of Livermore.
- Performs such other duties as ordinarily pertain to this office.
- Appoints non-elected members of the Board.
- Assigns an Avenue of Service to Elected Directors.
- If policies are not being followed, the President shall take appropriate action to correct the problem.

PRESIDENT ELECT

The President Elect assists the President in accomplishing the annual goals of the Club and prepares for the following Rotary year. Some of the expectations of the President Elect include:

- Serves as acting President of the club in the absence or incapacity of the President.
- Attends the monthly meetings of the Board of Directors.
- Attends District events, functions, and the Rotary International Convention.
- Promotes and coordinates Club participation in the annual District Assembly.
- Attends the President Elect Training Seminar (PETS).
- Reviews and becomes familiar with the Club Bylaws, policies and procedures.
- Prepares for a smooth Board of Directors transition to the upcoming year.
- Appoints a number of committee chairs and advisors for his or her term.
- Performs such other duties as may be prescribed by the President or the Board.
- Serves as Program Committee Chair

IMMEDIATE PAST PRESIDENT

The Past President assists the President in accomplishing the annual goals of the Club. Some of the expectations of the Past President include:

- Attends the monthly meetings of the Board of Directors.
- Attends District events and functions.
- Presides at meetings of the Club and the Board, in the absence or incapacity of the president and president-elect.
- Chairs the Nominating Committee
- Organizes a meeting of the Nominating Committee in October for the purpose of selecting nominees for President Nominee (2 years ahead), Secretary and Treasurer (for next year) and the Directors (for terms beginning next 1 July).
- Conducts the election of the Officers and Directors for the upcoming year at the first meeting in December of the current year.
- Chairs the annual Demotion Party for the President.
- Performs such other duties as may be prescribed by the President or the Board.
- Manages the We Care program.

SECRETARY

The duty of the Secretary is generally to keep the ongoing records of the club, send and receive correspondence, and to conduct general business as it relates to Rotary International and the District. Some expectations of this office include:

- Attends, and records & preserves the minutes of, the meetings of the Board of Directors.
- Attends District events and functions.
- Maintains the Club Roster and makes it available for the Club's web site.
- Records the attendance at meetings and makeups and submits the monthly report of attendance at the Club meetings to the District.
- Makes the required reports to Rotary International, including the semiannual reports of membership, and pro-rata reports of changes in membership.
- Orders Club supplies.
- Processes new members.
- Processes resignations or changes in membership.
- Tracks fines at club meetings
- Responsible for updates of club records for the club and District.
- Tracks Rule of 85 exemption data.
- Prepares folders for the District Governor's meeting.
- Performs such other duties as may be prescribed by the President, the Board or Rotary International.
- Secures all email addresses to be included in the Club Email list as well as manages this list for the club and the District.
- Has the responsibility of forwarding District email messages to the Club email list.

TREASURER

The duty of the Treasurer shall be to have custody of all funds, accounting for the same to the Club annually and at any other time upon demand by the Board. Some expectations of this office include:

- Attends the monthly meetings of the Board of Directors.
- Attends District events and functions.
- Collects and records annual dues, meeting fees, fines, and invoices members for other functions that may occur during the year.
- Maintains records of the Club Operating fund.
- Pays club bills in a timely manner including Rotary International and District dues and insurance.
- Disburses contributions and donations as approved by the Board of Directors.
- Prepares annual Operating and Philanthropic program budgets for approval by the Board.
- Performs such other duties as may be prescribed by the President or the Board.
- Works with the Bookkeeper and oversees the timely completion of Bookkeeper duties.
- Oversees required state and federal filings

SERGEANT-AT-ARMS

During Rotary club meetings, the Sergeant-at-Arms maintains order, encourages fellowship among members, and assists the club officers as needed. Specifically, the Sergeant-at-Arms:

- Arrives at least 15 minutes early to ensure that everything is ready for the meeting.
- Provides for the display of visitor flags, club flags and other materials that help to have a productive and smooth running meeting.
- Assures that the bell, banners and other regalia are on hand.
- Checks to see that the sound system, lighting, temperature and ventilation have been attended to.
- If required by the speaker, makes sure that audio-visual system is present.
- Makes sure that a bottle of wine or olive oil is available for the speaker.
- Assists with the check-in procedure for attendees and makes sure that members are wearing their badges.
- Responsible for collecting fines/IOUs imposed by the President during the meeting and forwards them to the Treasurer.
- Collects donations for the drawing and gives the tickets to the President before the end of the meeting.