

Rotary Club of Livermore

Revision Number: 1

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11. Duties of Directors

Elected Directors are assigned the responsibility for one of the six 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:

- Attend the monthly meetings of the Board of Directors. As stated in the Bylaws, if any Director misses three regularly scheduled (Section 14.1) meetings in any six-month period, said Director is automatically terminated as a Director of the Board.
- 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.

ELECTED DIRECTORS

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.
- Meeting Programs
- Birthdays and anniversaries.
- Thought for the day.
- Historian.
- Song leader.
- Sunshine (We Care) Committee
- Club socials.
- Holiday party.
- Mystery golf.
- Interclub Golf
- Demotion Party

- Fundraising Events
- A/V Coordinator

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.

COMMUNITY SERVICE DIRECTOR

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

- Develop and implement new and ongoing local service projects and any ongoing district or RI project.
- 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.

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 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.

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:

- Provide direction and mentorship to the 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 Junior 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.

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. Recent events include such things as:

- Crab feed.
- Talent Show

- Wine Train
- Bocce Tournament
- San Francisco Walk
- Rodeo parade.

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.

VOCATIONAL SERVICE DIRECTOR

The introductory statement and three of the four objectives of Rotary relate to Vocational Service, underlining its importance to the philosophy and culture of Rotary. Vocational Service is the way Rotary fosters and supports the application of the Ideal of Service to the pursuit of all vocations.

The role of the Club is to implement and encourage the objectives by its own actions in dealing with the community and by the development of projects that enable members to use their vocational talents in the service of the community. The role of members is to conduct themselves and their businesses in accordance with Rotary principles, and support the Vocational Service projects that the club has developed. Projects that the Vocational Service Director club might promote are:

- Promote the Four-Way test in the club and community
- Ask club members to speak about their vocations
- Guide Club members in their professional development
- Promote the Rotary Code of Conduct.

ROTARIAN CODE OF CONDUCT

As a Rotarian, I will

1. Act with integrity and high ethical standards in my personal and professional life.
2. Deal fairly with others and treat them and their occupations with respect.
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
4. Avoid behavior that reflects adversely on Rotary or other Rotarian.

APPOINTED DIRECTORS

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.
- Present prospective members 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.

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:

- 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.
- Accept and transmit to The Rotary Foundation, donations made by club members.
- Keep track of TRF awards to club members by the Foundation and present the awards to the members at club meetings.

TRAINING DIRECTOR

The Club Trainer is responsible for developing and implementing a plan for mentoring Club members, training Board members, promoting Rotary-sponsored training sessions, and such other duties as may be prescribed by the Board.

PARLIAMENTARIAN (Non Voting)

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:

- 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 Rosenberg's Rules of Order. A copy of Rosenberg's Rules of Order is available on the Club Website within the Members Area.