

Rotary Club of Livermore

Revision Number: 1

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14. Duties of Club Coordinators

These coordinator positions are not all required but are highly recommended. When used, the positions are filled by the Club President (or President-Elect if near the end of the President's term in office) for a term coinciding with the term of the President, and report directly to the President.

GRANTS COORDINATOR

The Grants Coordinator position is required if the club receives Rotary Foundation grants. The position is described in Club Policy #8. The Grants Coordinator works with the International Services Director and the Rotary Foundation Director to ensure that all club members understand their responsibilities regarding the issuance of The Rotary Foundation grant funds and the outcome of projects funded by the grants. The Grants Coordinator is authorized to form committees as required to carry out the responsibilities of the position.

The club has a Memorandum of Understanding with other Area 4 clubs to share its District Directed Funds (DDF) for joint Global Grant Projects. The President-Elect, immediately following President Elect Training, in consultation with the Board, determines how much of the Club's DDF shall be used for Global Grants and how much for District (Local) Grants. With Board approval, the President appoints the Club's representative to the Area 4 Global Packaged Grant Committee, which selects the projects to be funded.

COMMUNICATIONS COORDINATOR

This person should develop and implement plans to provide the public with information about Rotary, to promote the club's service projects and activities, and to keep club members informed about club activities. This is accomplished through all communications media, including Radio, TV, newspapers, newsletters (e.g., the Spur), the Internet through the club's website, and social media. The Coordinator shall employ technical support as required to accomplish the Club's goals. The Communications Coordinator is responsible for such activities as:

- 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.
- Provide the Board with timely reports on activities.
- Prepare materials for distribution on social media.

ETHICS COORDINATOR

Promoting integrity through ethical behavior is an essential part of what it means to be a Rotarian. The Ethics Coordinator will work with Club, Community, Vocational and Youth Service Committees. There are many ways to accomplish this, including use of the following ideas:

- Sponsor The Four-Way Test Speech and Essay Contest
- Develop and promote leadership training that includes ethics initiative materials
- Consider an ethics roundtable discussion or panel at a Club Assembly
- Present a "Focus on Ethics" or "Ethics Moment" once or twice each month
- Host a community Ethics Forum
- Honor an Ethical Community Member of the Year
- Honor a Business Person of the Year in your club or community with ethics as a criteria
- Invite representatives of various professions to speak on ethics in their vocations