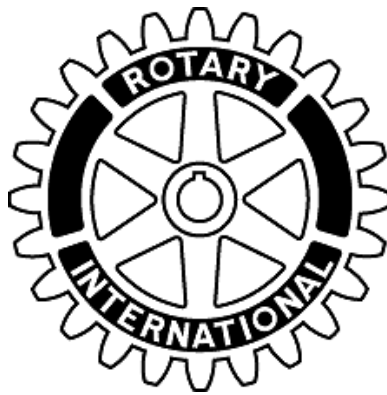


# Rotary Club of Madison



## Committees and Fellowship Groups Information Booklet

## ROTARY CLUB OF MADISON COMMITTEE BOOKLET

The Rotary Club of Madison offers a variety of committee options as a way for members to become involved in an area of their interest. This resource booklet provides background information on each of the committees to assist members in making their selections. It is hoped that each member will become involved in at least one committee each year. Note: The committees run from July 1 to June 30, and members must sign-up each year if they wish to continue to serve on the committees.

### COMMITTEE POSITION DESCRIPTIONS:

#### **Committee Chairperson:**

- This person is appointed for a one-year term by the Club President and is responsible for organizing the work of the committee within the scope of the mission statement of the committee.
- The chairperson shall call a meeting of the committee's appointed members, if applicable, at least once per year, in July, to review and establish goals for the committee.
- The chair will schedule additional meetings as necessary and will invite all committee members to attend and to assist in carrying out the goals of the committee.
- The chairperson will be invited to make a report to the board during the year. The chairperson will seek board approval on any new initiatives his/her committee seeks to undertake.

**Director Liaison Role:** A Club Director is appointed to serve as a Liaison to several committees, and the liaison works with his or her assigned committees as follows:

- 1) Providing counsel and assistance to assigned committee chairs;
- 2) Contacting the assigned committee chairs to explain that the liaison is available to assist them if needed;
- 3) Receives copies of all of assigned committee's mailings;
- 4) Attends committee meetings whenever possible to assist in staying current on the activities of each of the assigned committees;
- 5) If a committee proposes to initiate a new project or if the committee seeks to adjust the club's policies, this must come before the board, and the liaison should coordinate with the committee chair and Rotary office in arranging any reports to the club board of directors.

**Committee Members:** Committees vary in size and structure, and each committee structure is outlined in the booklet. Some committees include appointed members who serve two to three year terms to provide continuity for the committee. In addition to the appointed members, any number of other members may serve on the committee to assist in carrying out the goals of the group.

### HISTORICAL COMMITTEE FILES:

The Rotary office maintains an up-to-date policy manual and has extensive historical files for each committee. Feel free to contact the Rotary office to arrange a visit to review the files for any of the committees.

### **Scheduling meetings/events:**

Please contact the Rotary office to schedule your meetings, and staff will assist you to arrange a location. Good options for meetings are just prior to, or immediately following, our regular Rotary luncheon. Because the hotel charges a fee for a breakout room, the office staff will work with chairs to maximize the use of a reserved breakout meeting room. For example, if a breakout room has already been reserved for one committee meeting at 11:15 a.m. on a particular date, we encourage chairs to schedule another meeting at 1:30 p.m. on that date so that we can use the same breakout room twice vs. spending additional money for a second room.

### **Distributing meeting notices and information to committee or fellowship group members:**

While the office or your committee's past-year information will provide you some guidance, you are responsible for planning your committee or group's work and activities. Chairs are responsible for communications such as agendas and meeting summaries, although you are encouraged to recruit members to assist you and to consider summaries of key points or actions versus true "minutes."

The office will assist you in getting your communications to your members. E-mail your materials to the Rotary office by Monday at noon (or sooner) to have material distributed via email or at that Wednesday's meeting. With notices distributed via the button box at a Wednesday meeting, any mail not picked up will be mailed to members that same day. If you distribute a notice without going through the Rotary office, please provide the office with a copy to keep the staff informed of your group's activities.

### **Committee and Fellowship Event Promotions:**

Because we are working to reduce our weekly luncheon meeting time, committee and fellowship group announcements are done via the PowerPoint presentation which is shown during luncheons, and our president may highlight events during the meeting as time permits. Please contact the Rotary office with information for these announcements, and they will add them to the PowerPoint slides. Other promotion methods include table flyers, table tent listings, the newsletter, and our LinkedIn and Facebook pages. The office staff can assist in coordinating these items. *Please note that all committee and fellowship group flyers should be coordinated with the Rotary office.*

### **Make-up credit:**

Participation in a committee meeting or fellowship group event may be counted as a make-up for a regular meeting 14 days before or after the meeting or event takes place. A make-up form will be provided to committee and fellowship group chairs prior to the scheduled meeting or event, and you must have members sign the sheet at the meeting or event. The completed make-up sheet should be returned to the Rotary office via fax, email or mail.

### **Improving committee and fellowship group functionality:**

In an effort to continually improve committee and fellowship group functionality please keep notes for your successor. Items of particular interest are time commitment, mission relevance, mission cross-over with other committees, suggested improvements to the committee, efficiencies and vital functions of the committee. You will be asked for your thoughts on these topics and others near the end of the Rotary year. This information can be passed along to the next President and chair to assist with continuity within the committee or fellowship group and to make the most of your recommendations for improvement and effectiveness.

### **Public Relations:**

The Rotary Club of Madison provides many significant contributions to this community each and every year. We hope to find the top three or four stories for this year and give the Public Relations Committee ample time to develop those stories, pitch them to the media, and follow-up. While we have several wonderful programs (such as scholarships, community grants and ethics symposium to name a few), typically the non-recurring stories receive the most attention. Does your committee have a special story this year? Might it be of interest to the media and wider public? If so, please contact the Rotary office, and staff will put you in touch with our Public Relations Committee. Our Public Relations Committee will select stories to introduce to the media.

## **ROTARY CLUB OF MADISON YOUTH PROTECTION POLICY**

Intent: The Rotary Club of Madison, working with our Rotary District 6250, is committed to creating and maintaining a safe environment for all participants in Rotary activities. Rotarians, spouses or partners of Rotarians, and all other volunteers shall, to the best of their ability, safeguard the welfare of and prevent the physical, sexual, or emotional abuse of youth with whom they come in contact.

Youth Protection Committee and Officers: Our club has a Youth Protection Committee, which is responsible to ensure that our club is in compliance with the Rotary Club of Madison Youth Protection Policy. The Committee shall consist of six appointed members: the Club Youth Protection Officer (who serves as committee chairperson), three additional members who each serve a three-year staggered term, the Rotary Youth Exchange Officer (also known as RYE Committee Chair) and the Rotary Youth Exchange Inbound Counselor. The club's Youth Protection Committee will meet as needed throughout the year or conduct business via email, and the committee chair shall report to the Club Board of Directors at least once each Rotary year.

The club's Youth Protection Officer will review all club related applications and affidavit forms and will check applicable references of volunteers.

Rotary Youth Exchange: The Rotary Youth Exchange Officer shall arrange for all Youth Exchange host families to complete the *Host Home Application Form* and will conduct the host family interviews to determine the family's suitability for hosting youth. The Rotary Youth Exchange Officer shall submit a

report regarding the interviews and will provide the completed Host Home Application form to the Club Youth Protection Officer.

Host families are required to complete a *Rotary District Youth Volunteer Affidavit* form every three years, authorizing the District to conduct background checks annually. Host families must also be trained in Rotary's youth protection policies.

The club's Youth Protection Officer will review all *Host Home Application* and *Youth Volunteer Affidavit* forms and will check applicable references of the volunteers.

Record Keeping: The Club Youth Protection Officer and Rotary Club of Madison Executive Director will ensure that all volunteer information and forms are kept confidential and that copies are stored in a secure and locked file in the Rotary office. Records in these files shall be discarded after five years if no longer needed.

Communication to Committees: The Rotary Club of Madison Youth Protection Committee has the responsibility of ensuring that our club's youth protection policy is communicated to Club committees and members that work with youth within Rotary-sponsored programs. These programs and committees include, but are not limited to: Community Grants, Community Projects, Ethics Symposium, Rotary Youth Exchange, Youth Awards (including RYLA), Vocational Opportunities and Madison Rotary Foundation Scholarship Committees.

Rotarian Contact with Youth: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually.

When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies.

Training Materials: Rotarians and non-Rotarians who work one-on-one with youth, youth exchange students and/or who serve as a host family will receive training materials about Youth Protection and how to respond to an abuse or harassment allegation as required by Rotary's youth protection policies.

Reporting Guidelines: All allegations of abuse or harassment will be taken seriously and will be handled in accordance with the Youth Protection - Sexual Abuse and Harassment Allegation Reporting Guidelines developed by our Rotary District 6250. Any issues that might arise shall be brought to the attention of our club board of directors immediately by the Youth Protection Officer or the club's Executive Director.

Definitions:

Youth are defined as children and adolescents under the age of 18 who are involved with any Rotary-sponsored program.

Sexual Abuse refers to engaging in implicit or explicit sexual acts with a student/youth, or forcing or encouraging a student/youth to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to: Non-touching offenses, indecent exposure, exposing a student to sexual or pornographic material.

Sexual Harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment could include, but are not limited to: Sexual advances or language, explicit or implicit, Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess, Verbal abuse of a sexual nature, Displaying sexually suggestive objects, pictures, or drawings, Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments, Unwanted sexual overtones.

[Club’s Youth Protection Policy -- Board Approved June 1, 2009; effective July 1, 2009]

### **COMMITTEE DESCRIPTIONS:**

#### **Printed alphabetically in order within Four Avenues of Service**

### **AVENUE OF SERVICE: COMMUNITY SERVICE**

#### **COMMUNITY GRANTS COMMITTEE**

Community Grants Mission Statement - evaluates and rates projects submitted for Madison Rotary Foundation grants and recommends awards.

DESCRIPTION: The Community Grants Committee is charged with overseeing the annual competition for Community Grant Awards to tax exempt agencies throughout the greater Madison Community, funded through the Madison Rotary Foundation and our Club’s annual MRF drive. The committee receives the applications, investigates agency requests and prepares a prioritized list of funding recommendations to the Club Board of Directors and to the Madison Rotary Foundation Board of Trustees for their final approval. The selection procedure consists of three phases: 1) a pre-screening, based on the written application’s general conformance to priorities established by the Club membership; 2) site visits by individual CG members to each agency surviving the initial phase; and finally, 3) an all-day committee session to consider the oral and written reports from each site visit, leading to formulation of the final prioritized recommendations. Committee members are also expected to be involved in the Club’s special recognition event for successful agencies each spring. Committee members are subject to the Club’s strict Conflict of

Interest policy precluding an active role of a member if he/she (or a member of his/her household) is involved in board membership or other executive capacity for any requesting agency.

TIME COMMITMENT: Members of this committee will attend a meeting in the fall (normally about one-half hour before or after a Rotary luncheon); a two-hour session in mid-December (normally immediately following a Rotary luncheon); and, during the month of January, will evaluate and make site visits to approximately 5-6 of the organizations applying for funding. An all-day session is held in early February when the full committee develops the funding recommendations. Committee members are also asked to assist in hosting representatives of agencies receiving funding when they attend a regular Rotary luncheon in April.

COMMITTEE STRUCTURE: This committee shall consist of 15 members, appointed by the President, who shall serve three-year terms. In addition, one member of the Madison Rotary Foundation Board of Trustees, appointed by the President of the Foundation Board, shall serve a one-year term. The President shall appoint a committee chair from among the continuing members. This committee shall devise and effect plans and programs for such projects as are of a worthy nature in accordance with criteria established by the Foundation.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **COMMUNITY PROJECTS COMMITTEE**

*Community Projects Mission Statement* - select and develop plans for community service projects that utilize our members' skills, talents and expertise as well as "hands-on" projects involving the time and effort of members. This will supplement the club's financial service to the community.

DESCRIPTION: This committee is concerned with projects that utilize our members' skills, talents and expertise as well as "hands-on" projects for the community, including coordinating donations of blood by Club members to the Red Cross. The primary purpose of our committee is to review and recommend opportunities for volunteer service to our community by members of the Club (provide approximately six such opportunities each year for Club members).

TIME COMMITMENT: The committee meets as needed to evaluate potential projects, usually about four to six meetings per year. The meetings are approximately one-half to one hour in length and are normally

held just before or after a regular Rotary meeting. Members sign-up to participate in the volunteer projects in which they are interested.

COMMITTEE STRUCTURE: This committee shall consist of 12 appointed members serving three-year staggered terms to provide continuity, in addition to any number of volunteer members to assist in carrying out the goals of the committee.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **ETHICS SYMPOSIUM COMMITTEE**

Ethics Symposium Mission Statement - Assists with execution of annual ethics symposium for high school students.

DESCRIPTION: The Rotary Ethics Symposium held its first session in 2001 and is made possible by a \$16,000 grant from the Madison Rotary Foundation. The Symposium's mission is to conduct an annual experience focused primarily on juniors in high school that engages them in personal decision-making designed to foster life-long reflection on the ethical dimensions of their living. The Rotary Ethics Committee plans out all details of the symposium, from the meals to the location, speakers, program format and handouts for the 150 students who attend.

TIME COMMITMENT: The committee meetings are held from September through February. The committee begins meeting regularly in the fall for one-half to one hour sessions and breaks into sub-groups to assist in planning the details of the symposium. Meetings are held approximately once per month in September, October and November after a regular Rotary luncheon. In December and January, the frequency of meetings will increase as needed to finalize plans for the symposium. Members are not expected to attend all meetings and can complete some assignments outside of the regular committee meeting time.

COMMITTEE STRUCTURE: This committee includes nine appointed members (three appointed per year for three-year staggered terms) to provide continuity for the committee plus a number of volunteer members to assist in carrying out the goals of the committee.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities

shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **SENIOR SERVICE COMMITTEE**

Senior Service Award Mission Statement - select and present senior service awards to persons who have distinguished themselves through volunteer community service.

DESCRIPTION: On the back pages of the roster of the Rotary Club of Madison are hundreds of names of recipients of our Senior Service Award. This recognition, begun in 1975, has been granted to some of the most well known and respected residents of the Greater Madison Area whose names are synonymous with the quality of life for which our city is famous. Additionally, many of our honorees are unsung heroes whose contributions may otherwise go unrecognized. This award provides a unique opportunity to convey appreciation and recognition in such circumstances. The award focuses on civic or social volunteer activities and contributions in the community and for the betterment of Madison, Dane County or society. This includes volunteerism through non-profit programs and organizations. It has been the responsibility of this committee to seek out such persons and to acknowledge their service. We solicit the help of the total club membership in multiplying our Committee's effectiveness in identifying such deserving persons.

TIME COMMITMENT: The committee meets about 4 - 6 times per year, normally just before or after a regular Rotary luncheon for approximately one-half hour, to consider and review nominations for the award. In addition, committee members prepare brief written narratives and introduce the selected award recipients when an award is presented at a Rotary luncheon.

STRUCTURE: The Senior Service Award Committee consists of ten appointed members (five selected by the president per year for two-year staggered terms). The chair of the committee calls the meetings of the committee.

## **YOUTH AWARDS COMMITTEE**

Youth Awards Mission Statement - administer annual youth scholarships program for academic achievement awards, academic improvement awards and community service awards.

DESCRIPTION: The Rotary Youth Awards Committee seeks to encourage sustained academic success and community service by students in grades 10-12 in the City of Madison. Each year since 1969, the Committee administers an incentive program that awards area youth in recognition of their academic achievement, academic improvement, and community service. The Madison Rotary Foundation provides the monetary awards ranging from \$150 to \$2,500, with a total of over \$20,000 distributed to area high school students annually. This committee shall acquaint itself, through surveys and by other means, with the needs of the youth life of the community. It shall recommend such action as it believes may promote

the development of youths into good citizens and carry out such youth's work as the club may authorize. The Club Board of Directors shall provide in the budget an appropriation for youth awards, which sum shall be expended for such specific purpose as the Board may determine upon recommendation of the Youth Awards Committee.

TIME COMMITMENT: The Youth Awards Committee work is done between the months of March and May. In January, a general planning session is held with committee members to go over the various nomination forms, and one member is assigned to coordinate with each participating high school. Following the deadline for applications, the committee will meet with high school student judges to review the nominations and select recipients. This meeting is normally held in mid April from 4:00 – 6:30 p.m. Immediately following the selection of students to receive awards, committee members will be involved in developing the annual Youth Awards Program and presenting the students during the May Rotary luncheon.

STRUCTURE: The committee includes twelve appointed members (four per year for three-year staggered terms) to provide continuity for the committee plus a number of volunteer members to assist in carrying out the goals of the committee.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **YOUTH PROTECTION COMMITTEE**

*Youth Protection Mission Statement* - The Youth Protection Committee will work with club and foundation committees that are involve working with area youth to ensure that club members and staff are following recommended policies as provided by our Rotary District 6250.

DESCRIPTION: The Youth Protection Committee is responsible for working with our club and foundation committees that are involved in any activities involving youth to ensure that our members and staff are following recommended policies as provided by our Rotary District 6250. Any issues that might arise shall be brought to the attention of our club board of directors immediately by the Youth Protection Committee.

TIME COMMITMENT: The Committee shall consist of six appointed members: the Club Youth Protection Officer (who serves as committee chairperson), three additional members who each serve a three-year staggered term, the Rotary Youth Exchange Officer (also known as RYE Committee Chair) and the Rotary

Youth Exchange Inbound Counselor. The club's Youth Protection Committee will meet as needed throughout the year or conduct business via email, and the committee chair shall report to the Club Board of Directors at least once each Rotary year.

**ROTARIAN CONTACT WITH YOUTH:** Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **AVENUE OF SERVICE: INTERNATIONAL SERVICE**

### **INTERNATIONAL PROJECTS AND PROGRAMS COMMITTEE**

*International Projects and Programs Mission Statement* - Establishes framework for identifying and selecting our club's international service projects and uses Rotary International programs to leverage our contributions financially.

**DESCRIPTION:** This committee is concerned with:

- 1) Creating a framework for identifying and selecting our club's international service projects and evaluating and rating projects submitted to the Madison Rotary Foundation for international grants and uses Rotary International programs to leverage our contributions financially. Committee members are subject to the Club's strict Conflict of Interest policy precluding an active role of a member (or his/her spouse) in board membership or other executive capacity for any requesting agency;
- 2) The committee will interview any candidates applying to our club for the Rotary International Scholarship programs and will assist with other Rotary International Foundation programs which our club or district is involved in such as Group Study Exchange, but these will vary year to year.

**TIME COMMITMENT:** The committee meets on an as needed basis, approximately 3 – 5 times per year. The meetings are normally held just before or after a regular Rotary luncheon, and the meetings are about one-half to one hour in length. International Project evaluations and committee meetings to review the applications will take place during the month of January. Committee members are also asked to assist in hosting any representatives of international agencies receiving funding when they are invited to attend a regular Rotary luncheon in April.

**STRUCTURE:** Includes twelve appointed members (four per year for three-year staggered terms) to provide continuity for the committee plus a number of volunteer members to assist in carrying out the goals of the committee.

## **ROTARY INTERNATIONAL COMMITTEE**

*Rotary International Mission Statement* - Develops financial support for Rotary International Foundation through Paul Harris Fellowships and other means; encourages club members to attend area, district and Rotary International events and promotes chartering of additional Rotary clubs.

DESCRIPTION: Develops financial support for Rotary International Foundation through Paul Harris Fellowships and other means. The committee seeks to promote greater attendance and participation of the members of the Club in both the District 6250 and Rotary International Conventions and to encourage our member to participate in activities which involve other clubs in our city, district and around the world. It also promotes the charter of additional clubs. We use both the podium at the weekly meetings and the newsletter to remind the membership of upcoming events, such as the District Conference and the International Convention.

TIME COMMITMENT: This committee will correspond via email or hold one to two meetings per year with the purpose of planning announcements to the membership, encouraging attendance at the annual district conference and Rotary International Convention. Other announcements are planned to the membership to educate and encourage members to give to The Rotary (International) Foundation, and the announcements will coincide with the semi-annual dues billings are distribution.

STRUCTURE: Any number of interested members can serve on this committee.

## **ROTARY YOUTH EXCHANGE COMMITTEE**

*Rotary Youth Exchange Mission Statement* - plans and administers the Rotary youth exchange program.

DESCRIPTION: The Rotary Youth Exchange Committee participates in the Tri-District (Districts 6220, 6250, and 6270) Summer Youth Exchange and with Central States Rotary Youth Exchange Program, Inc. (15 Rotary districts in four states and Ontario) in a one academic year cultural exchange program. The Summer Youth Exchange allows an American high school student to spend a month with a family in one of ten European countries which has a student of the same age and sex. The foreign student returns with the American student for a one-month visit with the American student's family. The long-term program has exchanges with about twenty-nine countries. The student attends high school and lives with three different host families during the year.

The committee helps recruit, select and prepare outbound students and their families for the exchange experience. The committee recruits host families for two inbound students each year, develops an annual budget and provides personal support to the students.

Committee members are subject to the Club's strict Conflict of Interest policy precluding an active role of a member in the interview process if he/she is related to or personally knows any student applying to travel abroad.

TIME COMMITMENT: The committee meets on an as needed basis, normally 3 – 4 times per year (meetings are approximately one-half hour in length). Members involved in the interview process will be called upon for approximately a one-half day session, normally on a weekend day in late fall.

STRUCTURE: This committee can have an unlimited number of volunteers who assist in carrying out the goals of the committee.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

The Rotary Youth Exchange Officer shall arrange for all Youth Exchange host families to complete the *Host Home Application Form* and will conduct the host family interviews to determine the family's suitability for hosting youth. The Rotary Youth Exchange Officer shall submit a report regarding the interviews and will provide the completed Host Home Application form to the Club Youth Protection Officer.

Host families are required to complete a *Rotary District Youth Volunteer Affidavit* form every three years, authorizing the District to conduct background checks annually. Host families must also be trained in Rotary's youth protection policies.

The club's Youth Protection Officer will review all *Host Home Application* and *Youth Volunteer Affidavit* forms and will check applicable references of the volunteers.

## **AVENUE OF SERVICE: VOCATIONAL SERVICE**

### **ROTARACT ADVISORY COMMITTEE**

*Rotaract Advisory Committee Mission Statement* – To advise and counsel the club-sponsored Rotaract Clubs located on the UW and Edgewood College campuses.

Committee members will have a Rotary representative attend the Rotaract meetings and provide update reports to the Club Board of Directors and membership as necessary.

DESCRIPTION: The UW Rotaract Club was organized on the UW campus in 2002 and the Edgewood College Rotaract Club was organized in 2008 and is an international program for young men and women, ages 18 to 30, who believe they can make a difference. Rotaract clubs provide an opportunity for young adults to enhance the knowledge and skills that will assist them in personal development to address the physical and social needs of their communities and to promote better relations between all people worldwide through a framework of friendship and service. The Rotaract Advisory Committee is responsible general oversight of the Rotaract Club and will provide guidance to the members as needed and report back to our Club Board of Directors and membership as needed. The Advisory Committee is responsible

for: 1) Overseeing each of the Clubs and their activities; 2) Work closely with college and university administration to ensure Rotaract is in compliance with the school's regulations regarding student organizations; 3) Ensure there is a faculty advisor willing to work closely with students in a non-classroom setting as well as with the Rotary Club advisors; 4) Attending at least one of the Rotaract meetings each month; and 5) Reviewing the board meeting minutes of the Rotaract Board.

TIME COMMITMENT: The committee will meet at least semi-annually to discuss any pertinent issues. In addition, a committee member will be scheduled to attend one of the Rotaract meetings each month on a rotating basis. The meetings are held during a week night from approximately 6:30 – 8:30 p.m. on each of the Edgewood and UW Campuses.

STRUCTURE: The committee must have at least five committee members.

## **VOCATIONAL OPPORTUNITIES COMMITTEE**

*Vocational Opportunities Mission Statement* - Vocational Service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. Opportunities for Vocational Service within our club include volunteering to work with high school students through participation in the School Makes a Difference, Starting Your Own Business and Madison College's Summer Youth Academy programs. This committee also organizes our annual Vocational Fellowship Luncheon Day visits to members' places of business.

DESCRIPTION: This committee provides opportunities for outreach between the Rotary Club and the Madison business, non-profit and educational communities. It meets this role at this time with four established programs:

- 1) Organizes and sponsors the Vocational Fellowship Day (June or July), where club members host between 20 and 50 of their fellow club members at the volunteer's place of business. Members have a choice as to where they visit, thus providing an opportunity for learning about a fellow club member's particular business in some detail.
- 2) The Business and Education Partnership, Inc., utilizes volunteers in working with local high school students in the "Starting Your Own Business" program (January) which involves direct volunteer contact with students, reviewing and critiquing their business plans.
- 3) School Makes a Difference program (January – March) includes interested Rotary members who share their career experiences with 8<sup>th</sup> graders.
- 4) Madison College's Summer Youth Academy works with middle and high school students from lower economic households in a career exploration program, and Rotarians volunteer for this program.

It is encouraged that the committee work to expand opportunities for vocational opportunities by breaking down into sub-committees the projects in which it undertakes and seeking additional projects.

TIME COMMITMENT: The committee meets as needed, approximately 2 – 3 times per year (for approximately one-half hour sessions before or after a regular Rotary luncheon) and usually makes its solicitation for members either from the podium or by way of the newsletter.

STRUCTURE: The committee has no limit on its membership, and currently consists of 12 to 15 members.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **CLUB SERVICE AVENUE OF SERVICE**

### **BUDGET AND FINANCE COMMITTEE**

*Budget and Finance Mission Statement* - prepare an annual budget in accord with general board directives, monitor compliance with the approved budget, cause the club records to be properly audited, and make recommendations to the board on budget and finance matters.

DESCRIPTION: The committee meets in the fall to review the year-end financial statements to be sure they are in compliance with approved budgets. This review process is completed before the report is presented to the Club Board of Directors. The committee also reviews club financial statements to be sure they are in compliance with the approved budgets. The committee also meets in the spring (normally in March) to begin developing the budget for the next Rotary fiscal year and meets on an as needed basis during the remainder of the Rotary year. This committee shall annually prepare a budget showing the expected revenue and proposed disbursements of the Club for the ensuing fiscal year July-June). Such budget shall be presented to the Board of Directors prior to the beginning of each fiscal year, and when adopted by the Board, no officer or committee shall exceed the amount therein prescribed for any particular purpose, without obtaining in advance the express approval of the Board.

TIME COMMITMENT: Committee meetings (one in the fall and one in the spring) are normally held immediately following the Rotary luncheon and last for approximately one hour. Other meetings are called as necessary.

STRUCTURE: This committee includes twelve appointed members (four per year for three-year staggered terms) to provide continuity for the committee plus a number of volunteer members to assist in carrying out the goals of the committee.

### **BUTTON BOX & WELCOMING COMMITTEE**

*Button Box & Welcoming Mission Statement* - welcome members and guests at meetings; dispense buttons, meal cards, Rotary mail, etc.

DESCRIPTION: The Button Box & Welcoming Committee represents our club's first opportunity to welcome our members and make them feel at home for each week's meeting. The committee is made up of members who commit to handing out member's name and designation buttons or serving as a greeter to members and guests for a one-month period of meetings. They must also be available as substitutes when a committed member has a conflict. The committee chair is responsible for preparing the schedule for the year starting in July and ending in June. Normally, five members can handle the button boxes for any one meeting plus two members are assigned as greeters. The Button Box & Welcoming Committee has traditionally been a favorite of all members who serve, since it provides the committee member the opportunity to welcome and get to know fellow members.

TIME COMMITMENT: Members serve a one-month assignment during the year and, for each Wednesday of the assigned month, members serve from 11:40 a.m. until about 12:10 p.m.

STRUCTURE: In order to have a sufficient number of volunteers for each month of service per year, we seek to have at least 75 members on this committee each year.

## **BYLAWS ADVISOR**

*Bylaws Mission Statement* - revise bylaws as appropriate.

DESCRIPTION: The Bylaws Advisor responsibilities include: 1) Review actions of the RI Council on Legislation (COL) and make recommendations to the Board of Directors concerning appropriate changes to the RCM Constitution; 2) Provide interpretations of the governing documents, when requested; and 3) Advise the President on parliamentary procedures. Historically, the Bylaws Committee has been a relatively quiet backwater of Rotary activity, except when, as a grandfather club (with a Constitution predating 1922) it has joined with other such clubs to resist efforts by Rotary International to force us to accept the Standard Club Constitution. That battle, which was very active in the post-World War II period, has been mostly resolved. As a result, the Rotary Club of Madison retains several variances from the standard constitution, the most important is that our Constitution is not automatically amended whenever COL changes the Standard Club Constitution. We have the right to approve or disapprove such amendments, which is why the committee has to review COL changes and make recommendations about whether to accept or reject them.

TIME COMMITMENT: The work of reviewing the bylaws occurs on an as needed basis.

STRUCTURE: Normally only one individual is appointed to this role but other members are added for any special assignments.

## **FELLOWSHIP GROUPS COORDINATOR**

*Fellowship Mission Statement* - Promotes fellowship among the club's members by organizing fellowship groups and special events that foster camaraderie among the club's members.

DESCRIPTION: The Fellowship Groups Coordinator oversees all of the club's fellowship groups and works with individual group chairs to encourage participation and development of the groups. The Coordinator appoints a chair for each individual Fellowship Group and reports these appointments to the club president prior to the start of each Rotary year. The Coordinator will check with each fellowship chair approximately two times per year--at the half way point and at the end of the year to determine if any changes in the group are needed and will make an annual report to the Club Board of Directors regarding the status of all Fellowship Groups. The Coordinator will recommend to the Club Board of Directors any additional Fellowship Groups or changes to existing groups.

TIME COMMITMENT: The Coordinator can check in with the individual Fellowship Group chairs via email or hold a meeting for the scheduled communications each year.

STRUCTURE: This position requires the work of one individual member.

## **FUND DRIVE COMMITTEE**

*Fund Drive Mission Statement* - plan and implement the annual member fund drive.

DESCRIPTION: This committee is responsible for running the annual fund drive (which runs from early November to mid-January) to benefit our Madison Rotary Foundation. Members of the committee assist the chair in promoting participation of all members and follow-up phone calls at the end of the drive to those who did not contribute. The Madison Rotary Foundation's Major Gifts Committee will assist the club's Fund Drive Committee in determining the annual fund raising goal.

TIME COMMITMENT: The committee meets several times (normally between October and January) to set a schedule for the drive; to review the status of the drive; and to determine procedures for contacting the members who have not yet made a commitment. The committee meetings are normally held for approximately one-half hour before or after a regular Rotary luncheon.

STRUCTURE: This committee will include nine appointed positions (three per year for three-year staggered terms) to provide continuity for the committee plus any number of members interested in helping to ensure the successful of the annual fund drive.

## **INFORMATION TECHNOLOGY & OFFICE SUPPORT**

*Information Technology and Office Assistance Mission Statement* - Assists the club's staff with design and implementation of club's Web site and advises on systems, equipment and operation.

DESCRIPTION: This committee does not meet regularly but rather serves at the request of the Rotary office. The group is an available resource for advice, recommendations and research on subjects involving office equipment, systems and procedures. The committee assists the Club's staff with design and implementation of Club's Web site. Members who volunteer for the committee often have a background in this area or have access to resources that would be of assistance. Common areas that have been addressed are office copier, facsimile, computer, computer software and peripherals.

TIME COMMITMENT: The full committee normally meets at least once per year for approximately one hour to evaluate the status of the club's office equipment, including computer hardware and software and reviews the status of the club's Web site. In addition, if necessary, a sub-group meets to discuss any changes to the Web site.

STRUCTURE: This committee can have any number of interested members.

### **KITCHEN COMMITTEE**

*Kitchen Mission Statement* - prepare and serve dinner to the Board at its meetings on the first Monday of each month, except when the Board meets at a restaurant or club.

DESCRIPTION: The Kitchen Committee is responsible for preparing the meal for the Board of Directors meetings at the Bryant Building on the first Monday of every month. The committee is also in charge of the club's annual elections, such as passing out and counting ballots.

TIME COMMITMENT: The committee members need to be available in late afternoon until approximately 7:30 p.m. on the first Monday of the month. Note the committee does not operate during the months of January and February when board meetings are held in Madison. The club's annual election is held normally on the second Wednesday of each November, and committee members distribute the ballots during the regular club luncheon and count them during the regular business meeting that day.

STRUCTURE: The committee normally has about twelve to fifteen members serving each year.

### **MEETING ASSISTANCE COMMITTEE**

*Club Meeting Assistance Mission Statement* - Assist the club's office staff at regular meetings by: distributing mail, filing buttons, controlling lights, assisting with audio-visual equipment, organizing and displaying bulletin board and banners, etc.; directing microphones to members wishing to pose questions or comments to speaker.

DESCRIPTION: This committee assists the office staff in preparation of the meeting room for weekly meetings.

- One volunteer will arrive at 11:30 a.m. to assist with the distribution of any materials to the tables and to ensure flags, etc., are displayed properly at the head table.
- The committee is responsible for controlling the meeting room lighting at each regular meeting -- two people are required to manage the lighting at most meeting sites.
- The committee may also assist speakers with audio-visual equipment used in their presentations. A diagram of the lighting is provided to easily guide member of this committee, and we serve on a rotational basis, normally month-long assignments.
- Members will also provide support of the microphones which would involve being prepared to take action if the speaker opens up the program to questions. During this portion of the program they move around the room with the cordless microphones as club members ask questions of the speaker.

TIME COMMITMENT: Members are scheduled for one-month assignments during the Rotary year. Except for the meeting set-up volunteer position, the work of this committee is performed during the regular Rotary luncheon.

STRUCTURE: This committee can accommodate a large number of volunteers. Members who sign-up for this committee should please note that you need to be available during the regular Rotary luncheon time for one of the various assignments.

## **MEMBER DEVELOPMENT COMMITTEE**

Member Development Committee Mission Statement - The mission of the Membership Development Committee is to sustain and build the membership of the Rotary Club of Madison and to encourage and facilitate a lasting relationship between the Club and its members.

The Committee will achieve this by ensuring:

- Excellent attention to the process by which we encourage individuals to join and the attributes necessary to keep members involved.
- Complete, consistent, and compelling communication with prospective members
- A positive and welcoming experience for new members in the critical first years
- Efforts are sustained to keep every member engaged and participating.

DESCRIPTION: Three subcommittees will be formed from the members of the Committee to proactively pursue certain subsets of the mission, under the guidance and direction of the Committee. Those subcommittees are as follows:

### *New Member Events Subcommittee*

The New Member Events Subcommittee is charged with welcoming new members into the club, making sure they learn the importance of attendance and participation, and encouraging the building of relationships among their peers and the membership at large. The Subcommittee should work with the Orientation Committee and Classification Committee to facilitate the membership process and ensure that it is inviting and compelling and to assure that the necessary communications and education are accomplished in a complete and consistent fashion. This may include such activities as quarterly events, New Member Project during their sophomore year and follow-up with sponsors.

### *Member Attendance and Retention Subcommittee*

The Member Attendance and Retention Subcommittee should develop and execute preventative methods by which members who appear to be losing interest can be identified and revitalized. The opinions of those that cannot be retained should be culled to identify ways in which the Clubs programming might be adjusted to build stronger support and devotion to Rotary. This subcommittee should communicate with members regarding attendance issues and periodically survey the membership to identify areas of dissatisfaction or improvement and suggest to the Committee actions to correct and strengthen those areas in need of attention.

### *Recruitment Subcommittee*

The Recruitment Subcommittee will continuously maintain the memberships' attention towards pursuing community leaders for membership in Downtown Rotary, striving to have its membership mirror the

business and professional leadership of the greater Madison community. The Sub-Committee should also carry out various methods of identifying, pursuing and tracking potential leaders in local businesses and organizations for possible membership.

TIME COMMITMENT: There are several meetings of the entire Membership Development Committee throughout the Rotary year. Each meeting will last for approximately 45 minutes and is normally held at 11:00 a.m., just before our regular weekly luncheon. Sub-committee work may involve additional time outside of regular committee meetings.

STRUCTURE: The Committee will be comprised of at least five members, including a Chair, a Vice Chair (who would become chair the next year), a board liaison, and the chairs of the Orientation and Classification Committees. The majority of members should have more than three years experience with the club, and efforts should be made to include at least one former board member and past-president of the club.

## **MUSIC COMMITTEE**

Music Mission Statement - select appropriate songs for each meeting and lead, accompany, provide lyrics and interpretation of song.

DESCRIPTION: The Music Committee provides musical entertainment for the Club's weekly luncheon meetings and special events. Such entertainment consists of background piano music, trio or quartet instrumentals, performances and sing-alongs at the weekly luncheon meeting. In addition to providing music for listening and singing enjoyment, the Music Committee seeks, by its musical selections, to pass along to the next generation of Rotarians some of the great musical standards of the 20s, 30s, 40s and 50s and to familiarize older Rotarians with great tunes of the 60s, 70s, 80s and 90s. The Music Committee is constantly in search of new song leaders and musicians.

TIME COMMITMENT: Depending on the number of volunteers, members will serve as music leaders or accompanists about four to six times per year. A rotational schedule is developed quarterly so members will know in advance their scheduled dates.

STRUCTURE: Members interested in music are encouraged to sign-up, and there is no limit on the number of volunteers for this committee.

## **ORIENTATION COMMITTEE**

Orientation Mission Statement - provide a high quality orientation program for new members, counsel new members prior to induction, and work with the Membership Development and Retention New Member Sub-Committee to assure that new members are aware of the club's opportunities for service.

DESCRIPTION: This group counsels potential new members who attend a luncheon and conducts new member induction meetings by providing them with club policies and procedures, information about the privileges and responsibilities of members, and of the history, objects, scope, administration and meaning of Rotary. The one-hour orientation of new members is conducted at 10:45 a.m. on the first Wednesday of

each month. This committee also works with the New Member Sub-Committee of the Membership Development & Retention Committee to assure that new members are aware of the club's opportunities for service.

TIME COMMITMENT: The new member Orientation session is normally held on the first Wednesday of each month beginning at 10:45 a.m. The committee members serve on a rotational schedule, normally one month per year.

STRUCTURE: This committee includes twelve appointed members (four per year for three-year staggered terms) to provide continuity for the committee plus a number of volunteer members to assist in carrying out the goals of the committee. It is suggested that appointed members have been in Rotary at least five years and have served on the Club Board of Directors.

## PHOTOGRAPHY COMMITTEE

Photography Mission Statement - take photographs of members and others for the Rotary News, archives, directory, etc.

DESCRIPTION: This is a small group that helps obtain current photographs of club members to use in the membership directory, assists the Public Relations Committee by taking photos for special events, and builds a photo library of club activities. They are often called upon to photograph special guests at the weekly luncheon or groups that have received awards through Rotary.

TIME COMMITMENT: Generally, members serve a one-month assignment on this committee with the annual schedule set at the beginning of the year so members know in advance their scheduled month of service.

STRUCTURE: Any number of interested members can serve on this committee.

## PROGRAM COMMITTEE

Program Mission Statement - select and make all arrangements for stimulating programs consistent with member interest and club objectives.

DESCRIPTION: The Rotary Club of Madison's Program Committee schedules high-quality speakers and programs for weekly luncheons and selects speakers on a variety of topics. No programs shall be scheduled on the subject of direct marketing or fundraising of our members.

TIME COMMITMENT: The Program chair and advisory group will meet at least semi-annually and will meet on an as needed basis as determined by the chair or as directed by the president or board.

STRUCTURE: The Program Chair is appointed annually by the Club President and approved by the Club Board of Directors and may be renewed each year. The chair and President, jointly, shall annually recommend to the board of directors up to five members to serve on the Program Advisory Group. In

addition to the advisory group, the Program Chair may seek the advice of other club members as needed regarding a particular subject or speaker.

## **PUBLIC RELATIONS COMMITTEE**

*Public Relations Mission Statement* - plan and implement an attention-getting publicity program for the club.

DESCRIPTION: This is an energetic group of members that works together to search for new and effective ways to: 1) Market Downtown Rotary to the broader Madison Community by increasing media coverage of its events and accomplishments; and 2) To Market Downtown Rotary to its fellow members by maximizing internal communication tools. The committee also encourages media attendance at our weekly luncheons to cover our speakers.

TIME COMMITMENT: This group meets on an as needed basis, approximately one to two times per year (just before or after a regular Rotary luncheon) to review existing activities and to respond to opportunities presented to the committee as they strive to better position the club's activities and accomplishments both internally and externally. Members also generally serve a one-month assignment during the year to contact media to encourage their attendance for any major speaker engagements such as candidate forums.

STRUCTURE: Any number of interested volunteers can serve on this committee.

## **ROTARY INFORMATION COMMITTEE**

*Rotary Information Mission Statement* - provide thoughtful interpretive comments to club members about the history and activities of the Rotary movement.

DESCRIPTION: This committee provides thoughtful, informative comments to club members about the history and current activities of our Club and the Rotary movement. Examples of reports include inviting chairpersons of key club committees to report on their work, topics about Rotary and Club history, international activities, and the structure of Rotary governance. These two-minute presentations are scheduled once a month from the podium and are subsequently printed in the newsletter.

TIME COMMITMENT: The committee holds meetings on an as needed basis, (approximately two per year held just before or after a regular luncheon, and the meetings are about one-half hour in length). Members assigned to present topics will spend additional time researching their topic and presenting it at a club meeting.

STRUCTURE: Any number of members can serve on this committee each year.

## **ROTARY NEWS COMMITTEE**

Rotary News mission statement - prepare speaker review articles for the Rotary News and assist the Executive Director as needed in the preparation, publication and distribution of the Rotary News.

DESCRIPTION: This committee is responsible for preparing a summary of the speaker's remarks at our weekly luncheon for inclusion in the club newsletter. The average length of the write-up is 300 words, and members serve on a rotation schedule which averages about two write-ups per year. The committee is also available to assist the newsletter editor with ideas and items for the bulletin.

TIME COMMITMENT: Depending on the size of the committee, each member is usually available to write the speaker review article about two times per Rotary year. A schedule is prepared in advance for a six-month period, so members will know in advance of their assigned dates, and switches are made when conflicts arise. Generally, there are no committee meetings. However, if the newsletter content is being reviewed, this committee would be called on to assist.

STRUCTURE: Any member interested in writing speaker review articles is encouraged to sign-up.

### **SERVICE CLUB OLYMPICS AND LUNCHEON COMMITTEE**

Service Club Olympics and Luncheon Mission Statement - Represent the club and to keep the board informed about the Service Club Olympics activities; organize and direct club participation in the annual Service Club Olympics and the annual joint Service Club Luncheon.

DESCRIPTION: This committee is responsible for promoting club participation in the annual Madison Service Club Olympics held in late July as well as the annual Service Club Fall Luncheon. Committee recruits and organizes club members for participation in various athletic and social Olympic events such as bowling, golf, 5K run, volleyball, ping pong, swimming, backgammon, bridge, checkers, cribbage, euchre, horseshoes, racquetball, scrabble, tennis, agility course, bait casting and darts. Following this day of friendly competition, an awards dinner is held to honor all the service club participants along with an "Olympian of the Year" award presented to a service club member for their contributions to the Madison area community. The Service Club's Annual Fall Luncheon is held each November to promote fellowship among the area service clubs.

TIME COMMITMENT: Members signing-up to participate in the Service Club Olympics must be available at a specified time during the day of the Olympics. The annual Fall Luncheon is held in place of one of our regular Rotary luncheon times.

STRUCTURE: Members interested in participating in one of the events of the Service Club Olympics are encouraged to register for this committee. All club members are invited to participate in the annual Olympics as well as the annual fall luncheon.

### **SERVICE TO MEMBERS COMMITTEE**

Service to Members Mission Statement - Plans and implements services to the club's members such as flu immunization, blood pressure screening, CPR training, etc. This committee also arranges rides for those members in need of transportation assistance and any other services to benefit club members.

DESCRIPTION: This committee plans and implements services to Club members such as flu shots, blood pressure screening, skin cancer screening and CPR training. The committee also provides transportation to and from club meetings and activities for members unable to provide their own transportation - short term and/or long term. The committee is encouraged to seek ways to expand the role of this committee to offer other support to our members.

TIME COMMITMENT: The committee meets on an as-needed basis to schedule the flu shot clinics or other health services for members. The committee may meet occasionally or communicate via email to discuss the transportation services or any new ways to assist club members.

STRUCTURE: Any number of interested members can sign-up for this committee.

## **VISITOR HOSPITALITY COMMITTEE**

Visitor Hospitality - Welcomes visitors at club meetings, receives lunch money, provides meal tickets and introduces guests to members.

DESCRIPTION: This committee welcomes and introduces visitors at our weekly meetings. Specifically, the committee is responsible for the following tasks each week: 1) Selling lunch tickets; 2) Recording guests as they arrive and introducing them from the podium; 3) Greeting the featured speaker and hosting him or her at the head table.

TIME COMMITMENT: An annual schedule is prepared each July and, ideally, every committee member should perform each of the three duties once during the year. Volunteers would need to arrive at the Rotary meeting by 11:40 a.m. for their scheduled assignments.

STRUCTURE: In order to accomplish the goal of having each committee member serve in each of the three different roles, we need about 50 members on the committee each year.

## **CLUB OPERATIONS COMMITTEES:**

### **CLASSIFICATION COMMITTEE**

Classification Mission Statement - review all membership applications for compliance with club criteria, etc., and recommend a suitable classification for each new member.

DESCRIPTION: This committee considers all proposals for membership. The committee determines whether there is an appropriate classification for the candidate and reports its decisions on all applications to the Board of Directors. Investigation of eligibility and assignment of classification -- This committee shall consider all nominations for membership and shall investigate the character, business, social and

community standing, and general eligibility of all persons nominated for membership as outlined in our club's bylaws. In this effort the committee may seek the assistance of members, especially the assistance of members who hold the classification to which the nominee's business or profession pertains. The committee shall determine whether there is an appropriate classification for the nominee and shall report its decisions on all nominations to the Board of Directors.

Regular review and adjustment of classifications. The Classification Committee will at least annually review all the classifications authorized and ask the Club's Board of Directors: 1) To withdraw classifications that the Committee recommends no longer be left open. (for example, to account for changes in business, to account for similar classifications that over time have encroached upon or usurped another classification, to account for classifications that although unfilled nevertheless must remain unfilled because the maximum number for that group has been met as could be the case with law or accounting); 2) To modify classifications that the Committee recommends be modified. (for example, to better accommodate the classification system or to account for changes in business and business terminology); 3) To authorize such additional classification as the committee recommends. [Policy statement adopted February 5, 2002]  
TIME COMMITMENT: The committee schedules monthly meetings, normally on the third Wednesday of the month, just prior to our regular Rotary luncheon.

STRUCTURE: Five appointed members (two immediate past presidents plus three members at large -- the appointed members serve staggered three-year terms and have at least five years of Rotary membership prior to appointment. The most senior past president shall chair the committee).

### **SWARSENSKY HUMANITARIAN SERVICE AWARD COMMITTEE**

Swarsensky Humanitarian Service Award Mission Statement - select and present the annual Manfred Swarsensky Humanitarian Award to a person who, through voluntary efforts, has made an outstanding contribution to humanitarian service in the greater Madison community.

DESCRIPTION: Annually this committee selects and presents the Manfred Swarsensky Humanitarian Service Award. The committee chooses individuals who have, through their voluntary efforts, made a particularly outstanding contribution to humanitarian service in the greater Madison community, in the tradition so well exemplified by the life of Rabbi Swarsensky.

TIME COMMITMENT: The committee's work is performed within several meetings held between October 1 and the second week of November when the annual award is presented. Committee meetings are about one-half hour in length and are held either before or after a regular Rotary luncheon.

STRUCTURE: This committee shall consist of at least six members appointed by the club president. It is suggested that members selected include a combination of new and continuing committee members as well as members involved in the Community Grants Committee, Senior Service or Member Recognition Committees as these individuals may be most knowledgeable about potential nominees. Members of the Manfred E. Swarsensky Humanitarian Service Award Committee are not permitted to vote on any nomination in which they had a part in submitting. [B/D 3/22/2000 and updated 5/3/2010]

## **PERSONNEL COMMITTEE**

*Personnel Mission Statement - develop, maintain and administer a comprehensive personnel management system for club office staff. Assures that the staff members are properly evaluated annually and fairly compensated.*

DESCRIPTION: The purpose of this committee is to assure that staff members are fairly compensated and properly evaluated. They meet in March or April of each year and present recommendations to the Board of Directors for approval.

TIME COMMITMENT: Generally, there are one to two meetings held in the spring of each year during the annual staff review process. Other meetings of the committee are scheduled as needed.

STRUCTURE: Five appointed members – President, Immediate Past President, President-elect and three club members serving three-year staggered terms. The three non-officer members should be selected because they have recognized expertise in personnel management. The immediate past president chairs the committee.

## **MEMBER RECOGNITION COMMITTEE**

*Member Recognition Mission Statement - make recommendations to the board for Werner, Paul Harris Fellows, Olympian of the Year Award, Ruth Gordon Award and any other awards for club members.*

DESCRIPTION: This committee seeks and selects award candidates for Rotary International's Four Avenues of Service Recognition; Ruth Gordon Service Award, Olympian of the Year Award, Werner Award and any other newly created club awards. The committee will review the honorary membership status on an annual basis and if appropriate to seek nominees to be considered for this status.

TIME COMMITMENT: The committee normally meets on an annual basis each spring to review the various award categories and prepares a listing of recommendations for approval by the Club Board of Directors. Committee members receive materials in advance of the scheduled meeting in which they are asked to review in preparation of the meeting.

STRUCTURE: This committee includes the Officers of the Club Board plus two members at large and Director Liaison of Senior Service and Swarsensky Award Committees

## **DIRECTOR NOMINATING COMMITTEE**

DESCRIPTION: Nominate board candidates in accord with club bylaws. This committee shall be composed of the Club President (chair), President-Elect, Immediate Past President, one member of the Board of Directors not an officer of the club, and one member of the club who is not a Director, the last two to be chosen by the Board of Directors.

TIME COMMITMENT: This committee meets on an annual basis, normally during early October. A packet of materials and instructions are sent to committee members in advance of the meeting in preparation to guide and assist them in the work of this committee.

STRUCTURE: This committee is not open for additional members. Members serving on this committee are board appointed--the President, President-elect, Immediate Past President and one Board Member.

## **OFFICER NOMINATING COMMITTEE**

DESCRIPTION: Nominate officer candidates in accord with club bylaws.

TIME COMMITMENT: The committee generally holds one meeting per year towards the end of November to complete its annual assignment.

STRUCTURE: This committee is not open for additional members. It is board appointed and includes the President, Immediate Past President who serves as chair, and one member at large selected by the President and Immediate Past President. The third member may be a member only if such board member declines in advance to be a candidate for president or vice president.

## **SOPHOMORE CLASS PROJECT**

DESCRIPTION: Assigning second year new members to a particular task in our Rotary Club is designed to further the Rotary concept of fellowship and service in the new members of our Club. Potential benefits include:

1. Developing a bond and better friendships among the members of the Class.
2. Creating the opportunity to develop Club leadership skills early in their membership years.
3. Learning about our Club's international service and commitment.
4. Strengthening commitment to Rotary and improving member retention.

The Sophomore New Member Class will be assigned to facilitate the international exchange and hosting committee efforts. The purpose of this Sophomore New Member Project is to facilitate the new member's connection with Rotary in the new member's second year. Towards that end, new members are invited to join together with our club's international committees (International Projects & Programs Committee, Rotary International and Rotary Youth Exchange Committees) and work with these committees in assisting with international activities such as:

- Ambassadorial Scholarship Program: serve as a counselor to any college-level international students studying at the UW-Madison via the Rotary Ambassadorial Scholarship Program));
- Group Study Exchange Program: Serve as a host family for one of the four team members or the group's team leader when there is an exchange team visiting Madison (normally for a one-week period). Countries vary each year for the exchange team that our district hosts.
- Rotary Youth Exchange Program: Assist the host families who have our Rotary Youth Exchange student during the year by offering to take our exchange student to dinner, to a family activity or to a cultural or sporting event to assist the student in enjoying a wide variety of cultural activities while in Madison for one year.

The new members will be contacted by the three international committees as the needs arise during the year. The Sophomore Committee is given wide latitude and discretion with their support of the international

committees, and a budget of up to \$3,000 is available should the committee decide to hold an event within one of the above programs. Any expenses involved with this committee project require advance board approval, and funds may not be used to benefit any organization or member directly associated with any funded activity of this committee.

**TIME COMMITMENT:** The committee will begin meeting regularly, approximately once per month, just before or after the regular Rotary luncheon, and meetings will last about 30 – 45 minutes. Meetings will generally be held in late fall to early spring each year.

**STRUCTURE:** This committee is not open for additional members. It is board appointed and includes the new members for the current Rotary year who have joined during the previous Rotary year.

## **FELLOWSHIP GROUPS**

Our club offers a variety of fellowship groups to foster camaraderie among the Club members outside of our regular meetings and committee activities. This is a great way to make, to renew, and to cement friendships in relaxed, fun activities with many of our community's leaders. Sign up for as many groups as you wish.

\_\_\_\_\_ **BASEBALL FANS:** Annual outings to Brewers and local games; trip to Wrigley Field possible; occasional Wednesday table discussion to assess the season.

\_\_\_\_\_ **BEER & HOMEBREW:** Join your fellow Rotarians in a variety of informal settings to sample microbrews, international beers and home brews. Events include tours of local breweries, local establishments with character and great beer, homes of home brewers, and maybe even a local beer festival.

\_\_\_\_\_ **BICYCLING:** This group schedules several leisurely bicycling rides each year. Sign-up for this group to ride in the scenic countryside in our area while enjoying fellowship with Rotarians and guests. New ideas for bicycle routes are welcome.

\_\_\_\_\_ **BOWLING:** Even if you have never lifted a bowling ball, try this for fun! Opportunities to bowl with other Rotarians. Five bowlers to a team but teams are organized with 7 or 8 members so you need not bowl every week. Season: Late August to late April. Emphasis is on FUN, not bowling prowess.

\_\_\_\_\_ **BRIDGE:** Bridge in members' homes for Rotarians or Rotarians and their partners -- opportunities about once a month.

\_\_\_\_\_ **CULINARY ARTS:** Want a behind the scenes tour of a commercial kitchen by the executive chef of a leading restaurant? Possibility for a specially created private meal for Rotarians and their partners by a premier chef and opportunity for special classes for this group at various locations. Meets about 4-6 times annually. This is for anyone interested in food!

\_\_\_\_\_ **CULTURAL AWARENESS:** Sign up and participate in a variety of interactive Cultural Awareness Workshops and/or discussion groups. If you have a particular area of interest, note it here:

- \_\_\_\_\_ **DINNER & DISCUSSION:** Drawing on the 10+ years of success of the Kyklos group, this group of Rotarians meets monthly in the evenings for about two hours to have dinner and discuss in greater depth issues presented by the Club's speakers as well as other contemporary issues.
- \_\_\_\_\_ **FLY FISHING:** Join with fellow Rotarians to enjoy some fly fishing; about three to four events per year in the Madison area.
- \_\_\_\_\_ **GOLF:** Fun is the driving force for this fellowship group. Several golf outings arranged for Rotarians and their guests during the golf season. Emphasis on FUN; not golf prowess.
- \_\_\_\_\_ **WELLNESS/COMPLEMENTARY HEALING:** Interested in discussing and exploring the topic of health and wellness as well as complementary healing? This group would plan to meet monthly to learn about and discuss a variety of issues related to this approach to health.
- \_\_\_\_\_ **HIKING:** A variety of hiking events planned around our area; about three outings scheduled per year.
- \_\_\_\_\_ **HISTORY DISCUSSION:** Interested in discussing and learning about history? This group meets monthly, rotating among participants' homes.
- \_\_\_\_\_ **INTERNATIONAL FELLOWSHIPS:** Assist in promoting to our membership a variety of international fellowship opportunities available.
- \_\_\_\_\_ **MOTORCYCLE FELLOWSHIP:** Enjoy an occasional leisurely motorcycle ride or event with fellow Rotarians and their families. Activities are planned during the warmer months and members can select which events are of interest.
- \_\_\_\_\_ **NOTABLE BOOKS:** This book group enjoys mostly non-fiction reading, and a sampling of the books read in the past year are *1776*, *A History of the World in 6 Glasses* and *Freakonomics*. The group meets monthly, rotating meetings among the homes or other locations (recent location has been Great Dane, Hilldale) as determined by the members of the group.
- \_\_\_\_\_ **ROTARY ROCKEFELLER'S INVESTMENT GROUP:** This investment club began in 2000, and the motivation is fun, fellowship, and knowledge. But who knows to what riches it will lead. This group is organized with detailed guidelines and meets monthly.
- \_\_\_\_\_ **RECENT IMPORTANT BOOKS:** Group members will read and report on non-fiction books written within the last 25 years or so on important topics such as: biographies on national and international political or governmental leaders, world and military history, foreign policy, economics, world environmental problems. Group meets monthly in the evening for about one hour.
- \_\_\_\_\_ **ROTARY CHOIR:** Do you like to sing? Then come join the Rotary Choir as we practice and sing together for fun, fellowship and enjoyment. We perform four times per year at meetings and sing for various service related events including the Joint Service Club Meeting, various nursing homes and other charity related events upon invitation. Practices are one hour before Rotary meeting on scheduled Wednesdays. In addition, we participate in various social events as the group determines at Choir members' homes.
- \_\_\_\_\_ **SAILING:** Have a sailboat on Madison's seven seas? Here's a possibility for a summer Rotary regatta or pleasure sail. Check this item to learn more. Lack the boat but would like to crew for a Rotary skipper?; then check here \_\_\_\_\_.

- \_\_\_\_\_ **THE LEW HARNED SOCIETY FELLOWSHIP (SCOTCH WHISKEY):** This group meets monthly, either at a local restaurant or at members' homes to enjoy Scotch Whiskey, cocktails, snacks and fellowship.
- \_\_\_\_\_ **SPECIAL EVENTS:** A private cruise on the lake, an evening at one of Madison's fine homes, a concert and reception for a visiting artist, there is an event for everyone. About 4 events per year. Check this group to help plan these SPECIAL events for all Club members.
- \_\_\_\_\_ **TECHNOLOGY 101:** Feeling left behind with technology? Join this group to learn more about (and how to use) new technology options such as LinkedIn, Facebook, Twitter, Email, PDAs, Smartphones, and more.
- \_\_\_\_\_ **WORLD OF WINE:** This group organizes tastings on a regular basis. We taste similar or the same varietal using individual bottles that emphasize differences in classifications, age and quality. Come learn and enjoy these wines.

PS/Committee Booklet