



York Rotaract Club's Officer Guidelines

The officers of the club are the president, immediate past president, vice-president (president elect), a treasurer, a secretary and one or two events officers, one or two projects officers, a members officer, a marketing officer and a technical officer. The officers, other than the immediate past president, are elected and hold office for one year or until their successor is elected. Club secretaries and treasurers may not serve more than five consecutive years.

The roles of all club officers are defined and described in the following sections. These roles and responsibilities serve as a guideline and may reasonably differ in practice, based on the condition of the club and the aims of the president and the committee.

All officers must attend monthly committee meetings.

1. President

As the club leader, the president helps members develop as leaders and works to ensure that the club's professional and leadership development activities and community and international service projects are successfully promoted and completed. At the start of each academic year, the new president introduces a theme that aims to unite the service projects of Rotary and Rotaract clubs around the world. Through this theme, the president invites his club to take part in a global effort to improve world understanding and peace.

Responsibilities of President

- Identifies members' skills and interests and puts them to work in club projects, while encouraging personal initiative
- Maintains club operations, delegating responsibilities and establishing meeting schedules
- Develops a plan for the year and makes room reservations as early as possible
- Presides over all meetings of the club and its committee
- Appoints all standing and special project groups, with committee approval, and follows up on project progress with the help of the vice-president

The president should maintain regular communication with:

- Sponsoring Rotary club(s) through joint activities and meetings
- District Rotaract representative through club participation in district activities and meetings

- Rotary International through participation in the Rotaract Preconvention Meeting and annual reporting

To help facilitate communication, the above groups should also receive the club's bulletin or newsletter featuring the outstanding projects and/or activities of the club.

2. Immediate Past President

Helps the current president carry out his responsibilities and provides him with any necessary guidance in club procedures, club activities and other commitments that the club may have.

3. Vice-President

The club vice-president can serve more effectively by understanding the year's goals, projects, and activities, and being well versed in community and Rotary resources. To that end, it is important that the club president and vice-president work together as a team. This can be particularly helpful for clubs that choose to have the incoming president serve as vice-president before taking office, as it is the case for York Rotaract Club. The vice-president acts as the "officer at large," responsible for all assignments that are designated by the president. A well-organized and responsible vice-president is often the key to a successful Rotaract year. The vice-president can reduce the administrative load, allowing time for the president to develop new and exciting club projects and activities.

Responsibilities of the Vice-President

- In the absence of the president shall preside at all club meetings and perform all duties of president
- Perform all duties prescribed by president
- Moderate all projects running, events being organized and make sure that deadlines are met
- Keep president up to date with all happenings in the club
- Request council from president and committee in case when issues arise
- Motivate club members to get involved with projects and help officers recruit members for the projects where more people are needed

4. Secretary

The secretary of the club has many responsibilities that require a person who is detail oriented and organized. Because the secretary promotes the club through correspondence to the Rotary club sponsor(s), outside agencies, prospective members, Rotary International, and other Rotaract clubs, this individual must have good communication skills. The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings. Once club members reach the Rotaract age limit of 30, the secretary sends the Notice of Rotaract Alumnus (Potential Rotarian) form to the secretary of the sponsoring Rotary club.

Responsibilities of Secretary

- Keep the records of membership of the club (updating the Rotary International global database) and attendance at meetings
- Issue all notices of meetings of the club
- Be responsible for the proper recording and preserving of the minutes of meetings of the club
- Make all other reports, proposals and nominations from the club, as required, to the president

- Upon retirement from office, hand over to a successor, or to the president, all information, files and any other club property held
- Handle club correspondence promptly and describe all correspondence in committee meetings, asking guidance of committee when necessary
- Provide information for the club bulletin (regularly scheduled email notifications and other reports) and ensure that information gets to all club members
- Work with the club treasurer to ensure all club dues are collected
- Request nominations for open club positions in the general election or at any other stage
- Prepare the agenda and discuss its contents with the president before the meeting takes place to ensure that all relevant items have been included. Some of the items below will not call for attention at each monthly meeting of the club committee.
 - 1) Apologies for absence and minutes of last meeting
 - 2) Correspondence and communications from Rotary International, district officers, other Rotary/Rotaract clubs, other organizations and club members
 - 3) Reports on activities of other officers
 - 4) Reports on representatives in district meetings
 - 5) Other relevant business
 - 6) Date of next meeting

5. Treasurer

As the collector and disbursing officer of club funds, the treasurer is responsible for the club's solvency and financial stability. In preparing for this assignment, the treasurer should meet with the previous treasurer and consult the sponsoring Rotary club treasurer and a certified accountant.

Responsibilities of Treasurer

- Works with the committee to develop the budget
- Collects dues and all funds raised by the club
- Pays all club bills and reimbursements for club expenses
- Reports the club's financial status at each meeting
- Has the books audited at the end of the fiscal year

6. Events Officer

The events officer(s) is in charge of organizing business meetings and social events of the club and ensuring their carrying out in a smooth manner. This includes negotiations with potential business speakers as early as possible, helping the president to develop the club calendar early in the year.

Responsibilities of Events Officer

- Organizing business meetings, social events
- Negotiating with business speakers, workshop providers and any other guests
- Carrying out any communication necessary with guests prior to event, confirming their participation and providing their comfort when event takes place
- In the case of two events officers in office, one deals with *professional* speakers and one deals with *personal development* speakers

7. Projects Officer

The projects officer(s) deals with the organization and coordination of any events outside the regular meeting schedule. The major events are fundraising and volunteering activities, personal development workshops and club trips.

Responsibilities of Projects Officer

- Organizing one to two fundraising events an academic term
- Discussing with club committee ideas for future events
- Coordinating and organizing events that the committee has approved, including traditional or annual events such as Rotaract Charter Night or President Handover Dinner
- Working closely with treasurer for approving event budgeted and potential gains from fundraising activities
- Providing continuous running of club projects, such as the Mentoring scheme
- Organizing regular events with partner and/or twin clubs, maintaining close ties with these clubs throughout the year

8. Members' Officer

The members' officer deals with the well-being of members. This officer promotes socializing, making friends, having a good time and makes any necessary arrangements for ensuring fellowship between club members. He/she also looks after any potential members, visitors and guests.

Responsibilities of Members' Officer

- Report at each meeting of the club on the planned/upcoming social activities and the success of recent activities.
- Take photos and notes down the proceedings at all club events, submit them to the president and the technical officer for updates on the club website and/or bulletin
- Prepare a summary of each project including steps taken when planning, reason for success or failure, names and addresses of contacts for future reference, and gives his/her recommendations for future events
- Look after visitors and guests at meetings and make them feel welcome
- Expedite proposals for membership

9. Marketing Officer

The endeavours and achievements of Rotaract need to be shared with the public, in order to interest prospective members, if the organization is to survive and flourish. A Rotaract club which is active in the community will have a positive image in the community and will attract new members. Seeing the club celebrated in the local media will also help to motivate existing members. The marketing officer is hence responsible for maintaining the good standing of the name of the club. He organizes events to expand the membership base and deals with the image of the club in press.

Responsibilities of Marketing Officer

- Creates, issues any necessary club materials and distributes them before upcoming events

- Organizes club promotion campaigns, both physical and electronic, agrees with other club members to help with specific events
- Works with the District representatives and the sponsoring Rotary clubs to promote the club's events in their newspapers and events
- Organizes the purchases of club merchandise, such as shirts, posters etc.

10. Technical Officer

The technical officer is in charge of maintaining the club website, document database and any other electronic positions of the club.

- Retrieves information from the corresponding officers and makes regular changes and updates to club website, *Facebook* group and page and *Twitter* account, keeping the information up to date
- Resolves any technical issues in the website, including complaints from website users
- Warns and/or removes any *Facebook* group member from group, if posted context not relevant to the purpose of the club or in any way abusive to other club members or other people
- Reports to the secretary about any issues with the information from officers
- Gives suggestions on improvement of club website and other electronic presence

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York, October 20, 2012