



# **Policy & Procedures: Board of Directors' Responsibilities Rotary Club of Morgan Hill**

**Revised: April, 2008**

## **Purpose**

The purpose of this document is to serve as a guide to those who serve on the Board of Directors of our Rotary Club. It is intended to ensure that Board members are familiar with their responsibilities and can be productive in promoting the goals of service to community and self in a manner consistent with our Bylaws. It is also intended to be a brief orientation to new Board members, a tool that can be used throughout the year to organize workflow, and a means to provide some consistency for the Board from year to year. This document is intended as a supplement to the Club Bylaws.

## **Policy**

The job descriptions and key activities of the Board of Directors shall be tailored to specific goals and objectives set by the Board for each Rotary year. They are designed to allow the Board the flexibility to work as a team to implement Club projects and activities which support the four Avenues of Service in the most efficient method possible.

## **Procedure**

1. Prior to the beginning of each Rotary year, the incoming president should meet with his or her Board of Directors to establish specific vision, goals, and objectives for each of the four Avenues of Service for the coming year, assign directors to Standing Committees, and begin the process of planning Club projects, activities, and budget that support the established goals and objectives. Because goals and objectives will vary from year to year, this document should be reviewed annually by the incoming Board and revised as necessary.
2. It is the general responsibility of each officer and director to manage the overriding operational needs of the Club and the functions of each Standing Committee. Directors may staff their Standing Committee with individual Club members or subcommittees to carry out specific projects and activities. It is recommended that subcommittees include members from various other Standing Committees that have an integral role in the project or activity. For example, when establishing a subcommittee to carry out the annual President's project, the Service Projects Director may ask other Directors to provide staff to assist in obtaining district grant funds, volunteers, publicity, and budget control.

### 3. Responsibilities of Board Officers:

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

- Presides over weekly Club meetings including at least two meeting as Club assemblies.
- Chairs the monthly meetings of the Board of Directors.
- Attends monthly meetings of the Area 6 Club Presidents and Assistant District Governor.
- Attends all District events and functions.
- Promotes and coordinates District activities and events within the Club.
- Recommends to the Club an annual major Club project.
- Participates as a non-voting member of the Board of the Morgan Hill Rotary Endowment.
- Participates as a non-voting member of the past presidents group for the nomination of Board of Directors candidates for the upcoming year.
- Performs such other duties as ordinarily pertain to this office.

B. **PRESIDENT ELECT:** The President Elect assists the President in accomplishing the annual goals of the Club and to prepare for the following Rotary year. Some of the expectations of the President Elect include:

- Serves as acting President of the club in the absence or incapacity of the President.
- Attends the monthly meetings of the Board of Directors.
- Attends District events, functions, and the Rotary International Convention.
- Promotes and coordinates Club participation in the annual District Assembly.
- Attends the President Elect Training Seminar (PETS).
- Reviews and becomes familiar with the Club Bylaws, policies and procedures.
- Prepares for a smooth Board of Directors transition to the upcoming year.
- Chairs the annual Golf Tournament.
- Participates as a non-voting member of the past presidents group for the nomination of Board of Directors candidates for the upcoming year.
- Performs such other duties as may be prescribed by the President or the Board.

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

- Attends the monthly meetings of the Board of Directors.
- Attends District events and functions.
- Presides at meetings of the Club and the Board in the absence or incapacity of the president and president-elect.
- Conducts the election of the Board of Directors for the upcoming year at the first meeting in December of the current year.
- Chairs the annual debunking ceremony for the President.
- Performs such other duties as may be prescribed by the President or the Board.

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

- Attends and records & preserves the minutes of the monthly meeting of the Board of Directors.
- Attends District events and functions.
- Keeps the records of membership, record the attendance at meetings.
- Maintains the Club roster.
- Makes the required reports to Rotary International, including the semiannual reports of membership, and pro-rata reports of changes in membership.
- Remits to Rotary International subscriptions of The Rotarian.
- Submits the monthly report of attendance at the Club meetings to the District.
- Collects mail from the Post Office Box each week.
- Orders Club supplies.
- Participates as a non-voting member of the Board of Morgan Hill Endowment.
- Performs such other duties as may be prescribed by the President or the Board.

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

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

F. **PARLIAMENTARIAN:** The duties of the Parliamentarian shall be to advise the Board of traditions and history of the Club, the appropriate procedures to conduct the business of the Club in accordance with our Bylaws and Club policies, as well as the normal parliamentary procedures to be followed. Some duties of this office include:

- Attends the monthly meetings of the Board of Directors.
- Attends District events and functions.
- Maintains the currency of and drafts proposed changes to the Club Constitution, Bylaws, and policies and procedures.
- Review the Club Bylaws and policies and procedures with the president-elect in preparation for the upcoming Rotary year.
- Performs such other duties as may be prescribed by the President or the Board.

#### 4. Responsibilities of Standing Committee Directors:

A. All Standing Committee Directors serve as voting members of the Board of Directors, and may serve up to two consecutive one-year terms. Their primary responsibility is to contribute toward the success of the vision, goals and activities of the Club. They are expected to delegate, coordinate, and monitor various Club operational functions and assure that they are properly accomplished. By working together as members of the Club Board and involving all the members of the Club in various projects and activities, Standing Committee Directors are key to achieving the goals of our Club and the overall philosophy of Rotary. While each Standing Committee Director has individual responsibilities within scope of their own Standing Committee, they should also work together to share the implementation of any single related project. There are certain expectations common to each Standing Committee Director which include:

- Attending the monthly meetings of the Board of Directors.
- Attending District events and functions.
- Performs other duties as may be assigned by the President or the Board.
- Coordinates the activities of their individual Standing Committee as well as the joint projects and activities of the Club as follows:

B. **ADMINISTRATION:** This Standing Committee should conduct activities associated with the effective operation of the club. The Director of Administration is responsible to:

- Ensure preparations are in place to conduct meetings including assignment of members for setup, greeter, the invocation, pledge, and thought for the day, etc.
- Coordinate with other Directors to maintain, update, and publish the Club directory, calendar and schedule for each meeting.
- Administer the meeting speaker program.
- Develop and schedule Club fellowship events.
- Work with the Club Treasurer and other Directors to monitor budgetary resources available for projects and activities and monitor the progress of how the Operational and Philanthropic budget is being implemented.
- Publish a quarterly summary of philanthropic donations and community grants that have been awarded by the Board of Directors.
- Ensure that a history of Club activities is maintained.

C. **MEMBERSHIP:** This Standing Committee should develop and implement a comprehensive plan for the recruitment and retention of members. The Director of Membership is responsible to:

- Recruit, process, classify, present proposed candidates to the Board of Directors, and provide orientation to the proposed candidate.

- Guide new members through the integration process and red badge requirements.
- Provide new members with periodic information or materials to assist in developing their knowledge of the history, goals and objectives of the Club and becoming integrated as an active participant in Club activities.
- Contact other Directors to ensure new members are assigned to a function or subcommittee,
- Keep the Club informed of significant events of its members such as birthdays, Club anniversaries, illnesses, etc. and convey our concerns and assistance to those members in need.

D. **SERVICE PROJECTS:** This Standing Committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. The Director of Service Projects is responsible to:

- Develop and implement new and ongoing local service projects including the annual President's project, senior dinner, downtown holiday decorations, and any ongoing district or RI project.
- Develop and implement vocational service projects.
- Develop and implement World Community Service Projects.
- Coordinate assistance to other community groups including Rotacare.
- Administer and evaluate applications to the Club for community grants according to Club policy.

E. **YOUTH PROGRAMS:** This Standing Committee should develop and implement local, district, & international youth programs, and recognition of achievement through scholarships and awards. The Director of Youth Programs is responsible to:

- Provide direction and mentorship to sponsored Interact Clubs.
- Develop and implement youth recognition activities including Student Achievement Awards, annual academic scholarships, RYLA scholarships, El Toro Youth activities, and scout liaison.
- Coordinate the annual District speech contest.
- Coordinate International Student Exchanges.

F. **ROTARY FOUNDATION:** This Standing Committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. The Director of Rotary Foundation is responsible to:

- Administer the annual RI Foundation Drive and the Paul Harris Fellowship recognition program for Club members.
- Coordinate the Group Study Exchange program for the Club.
- Coordinate R.I. Ambassadorial Scholarships and Peace Fellows programs.
- Apply for and administer COG and DDF matching grants.

G. **FUNDRAISING:** This Standing Committee should develop and implement plans to raise funds to support Club activities and our Endowment. The Director of Fundraising is responsible to:

- Develop and implement Club fund raising events for local and international service projects (except for the RI Foundation drive).
- Develop and implement fund raising strategies for the benefit of the Club Endowment including the weekly sheriff and other Endowment fund raising efforts.

H. **PUBLIC RELATIONS:** This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities. The Director of Public Relations is responsible to:

- Publish the monthly newsletter, maintain the website, and prepare weekly meeting media presentation.
- Publicize Club events to the membership and the community.
- Publish and/or order Club promotional materials.
- Ensure that the Club has a visible presence by participating with informational booths or sponsoring activities at other local events such as the Taste of Morgan Hill, Mushroom Mardi-Gras etc. as is practical.
- Provide a Club spokesperson and liaison to the Chamber of Commerce.