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Committees and Fellowship Groups Information Booklet

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2 S. Carroll Street, Suite 255, Madison, WI 53703
Phone (608) 255-9164 Fax (608) 255-9007

E-mail: rotaryoffice@rotarymadison.org www.rotarymadison.org

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 the committee seeks to undertake.
- The chairperson, working with the committee's chair-emeritus and chair-elect, will be responsible for developing updated strategic objectives for the committee and submitting these objectives to the Rotary office by the annual noted deadline.

Director Liaison: A Club Director is appointed to serve as liaison to each committee, and this member is:

- 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) Receiving copies of all of assigned committee's mailings;
- 4) Attending committee meetings whenever possible to assist in staying current on the activities of each of the assigned committees;
- 5) Providing guidance if a committee proposes to initiate a new project or if the committee seeks to adjust the club's policies. New initiatives must come before the board, and the coordinator should work 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 most of the committees to assist in carrying out the goals of the group.

GUIDELINES FOR ROTARY COMMITTEE AND FELLOWSHIP GROUP CHAIRS

1. **Scheduling meetings/events**: Please contact the Rotary office to schedule your meetings, and staff will assist you to arrange a time and 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, we'll try to schedule different committee meetings in the same breakout room at 11.15am and 1.10pm when possible, to avoid extra charges. **Zoom is another option for scheduling meetings**, and may increase meeting attendance; the office can assist in setting up a Zoom meeting. The calendar on the homepage of our website lists upcoming committee meetings, and reviewing it can help to avoid conflicts with other meetings.

2. **Distributing meeting notices and information to committee or fellowship group members**: As chair, you are responsible for planning your committee or group's work and activities, and the office can provide guidance as needed. You must create an agenda and take minutes, although you are encouraged to recruit another member to take notes or create minutes.

You should prepare your agenda, minutes, etc., and email them to the Rotary office for distribution 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. For notices distributed via the button box at a Wednesday meeting, any mail not picked up will be mailed to members that same day.

Important Note: Committee membership rosters are ever-changing with new members, resignations and email changes, so have the Rotary office send the emails to your group for you to ensure they're received by everyone. Please provide the office with a copy of any additional communications to keep the staff informed of your group's activities. Also note the best way for sending an email is via bcc as it eliminates many unnecessary "reply to all" emails that would otherwise be sent to an entire group.

3. **Director Liaison**: Each committee is assigned a Director-Liaison, and your liaison's name has been included with your cover letter. This individual is your resource to our Club Board of Directors and will be included on all of your committee mailings. If you have an item that you would like to bring to the Board, your liaison can assist you in scheduling a report. At some point during the Rotary year, your liaison will also provide a report to the entire club board of directors to let them know about your committee's activities, successes and challenges.
4. **Make-up credit**: Participation in a committee meeting or fellowship group event may be counted as a make-up for a regular meeting within one year of the mentioned meeting or fellowship group activity. A make-up form will be provided to the chair prior to the scheduled meeting or event for members to sign, and the completed make-up sheet should be returned to the Rotary office via email, mail, or fax.

5. **Committee and Fellowship Event Promotions:** To keep from extending our weekly luncheon meeting time, committee and fellowship group announcements are done via the PowerPoint presentation loop which is shown during luncheons, and our president may highlight events during the meeting as time permits. Please contact the Rotary office if you have any announcements you'd like to add to the PowerPoint slides. Other promotion methods include table flyers, table tent listings, the newsletter, and our LinkedIn and Facebook pages, and the office staff can assist in coordinating these items. Since we have 40+ committees and 30+ fellowship groups, committee or fellowship group communications will only be distributed to the specific members of that group. *Please note that all committee and fellowship group flyers should be coordinated with the Rotary office.*

6. **Marketing/Public Relations:** The Rotary Club of Madison does a lot of good in the community each and every year, and we hope to find the three or four notable stories and give our Marketing & Communications Committee ample time to pitch them to the media, and follow-up. While we have several wonderful programs (such as scholarships, community grants and ethics symposium), typically the non-recurring stories receive the most attention. Does your committee have a special story this year that might be of interest to the media and wider public? If so, please contact the office! In addition, as you develop any promotional materials, refer to our branding template from which you can pull key messaging about our Rotary Club. **Important note:** *If you are planning a special promotion and are seeking a marketing or I.T. member to assist, it is important to go through the Rotary office as we may locate a member for any pro bono work. That will also spread the opportunity to volunteer among our members and keep any of them from being inundated with volunteering requests.*

7. **Social Media:** The office can help you get your group's events and information posted on our Facebook page and Blog. Email your posts and photos to the Rotary office for placement on our social media outlets as appropriate, as well as our newsletter and weekly PowerPoint presentation loop as space allows.

8. **Strategic Plan:** Please review the club's Strategic Plan and be familiar with the parts that pertain to the work of your committee. The Club Board of Directors will be checking in with the committees noted within the plan to receive progress report updates during the Rotary year. Part of this process will include your committee's completion of Measurable Objectives Sheet, which you will be asked to return it to the Rotary office by the noted deadline. The committee chair is responsible for completing the form and is advised to seek related input from the chair-elect and chair-emeritus. Items of particular interest are time commitment, mission relevance, mission cross-over with other committees, suggested improvements, efficiencies and vital functions of the committee. This information will 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.

9. **Events Where Alcohol is Being Served:** Our club board has developed the following policy relating to events where alcohol is being served: Respectful of applicable law, the Rotary Club of Madison does not condone the service of an alcoholic beverage to or the partaking of an alcoholic beverage by a person less than 21 years of age at an event sponsored by the Club or by one of Club's Committees or Fellowship Groups. A preferred method of honoring this policy is that the

event's organizer not invite and not permit the attendance of a person less than 21 years of age at an event at which alcohol will be served. In those occasional instances in which exclusion is not consistent with an event's purpose, the Club asks that the organizer(s) and every member of the Club present at an event honor this policy by acting affirmatively to protect against consumption of alcohol by a person less than 21 years of age. The Club's Executive Director shall furnish annually to the chair of each Committee and Fellowship Group a description of this policy and may include a statement or reminder of the policy in notices of events as he or she thinks merited.

10. **Membership in Rotary Club of Madison Fellowship Groups:** Membership in our fellowship groups is open to members of the Rotary Club of Madison, and an important means to foster acquaintance, camaraderie and fellowship among the Club's members. This fellowship will not only aid in member recruitment and retention, but hopefully create opportunities for service to our community and world. It's ok to include members' domestic partners or children as appropriate, as well as extend a one-time invitation to prospective members or occasional guests appropriate to the occasion—but otherwise regularly including a participant who isn't a member of our Club (including those who are former members) undermines the Fellowship Group's purpose and goes against the policy adopted by the Club Board of Directors (May 6, 2013.)
11. **Policy on Harassment:** The Rotary Club of Madison is committed to maintaining an environment that promotes safety, courtesy, dignity and respect for everyone dealing with or involved in the Club including members, employees, vendors, and individuals attending or participating in the Club's events and activities.

Harassment, Definition: Harassment is unwelcome conduct towards anyone and for any reason that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile or abusive but does not include conduct that a reasonable person would consider to amount only to petty slights, annoyances and isolated incidents that are not severe.

Harassment, Additional Considerations: Harassment can take many different forms. An act may constitute harassment even if it was not intended to offend, humiliate or intimidate. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.

Harassment, Examples: Harassment may include, but is not limited to: Offensive jokes, slurs, epithets, comments, gestures, taunts or name calling; Threats or physical or verbal assaults, intimidation, ridicule or mockery, insults or put-downs; Offensive objects or pictures; Uninvited touching, kisses or embraces; Repeated invitations to socialize after prior refusal; Staring or leering at a person or at parts of their body; Requests for sex; Persistent questions or insinuation; Spreading rumors; Excluding someone from a Rotary activity.

Harassment, Complaints and Procedure: Complainant may submit grievance to Executive Director or to any officer or director. A member, Club employee, participant in a Rotary Club of Madison activity or other person who feels they has been subject to harassment arising from the person's dealing or involvement with this Club should inform the Club's Executive Director or any of the Club's officers or directors of the harassment and the information pertinent thereto.

- A. Complaint if Executive Director, officer, or director implicated. If Executive Director, President, or a director is the subject of the complaint or is implicated in the circumstances alleged as a material witness or otherwise, they shall not participate in the complaint's investigation or resolution.
- B. Complaint; Usual procedure. Except as noted in previous point, upon receipt of a complaint of harassment directed to:
 - (1) the Executive Director: the Executive Director should, except for good cause, alert the Club's President and then investigate the matter in consultation with any officers, directors, members, or other persons the President and/or Executive Director selects.

- (2) an officer or director of the Club: the officer or director should, except for good cause, alert the Club's President and Executive Director who may investigate the matter in consultation with any officers, directors, members or other persons the President and/or Executive Director selects.
- C. Directors review and action. Regardless of whether a complaint comes initially to the attention of the Club's Executive Director, an officer, or a director, the person receiving the complaint shall convey the complaint to Club's directors at the first meeting following its receipt who may then guide all further inquiry and follow-up.
- D. Criminal activity. The Club's policy is to refer to local law enforcement any allegation of criminal behavior.
- E. Consequences. Consequences of and remedies for a breach of this policy may include:
 - 1. Termination of membership as provided in the Club's constitution [Article 12, § 5, as of March 2018] and
 - 2. Mediation and arbitration as provided in the Club's constitution [Article 16, as of March 2018]

Notes:

- 1. The guiding principle at a meeting of the directors at which termination of a person's membership is considered is the Four-Way Test, namely:
 - 1 Is it the truth?
 - 2 Is it fair to all concerned?
 - 3 Will it build goodwill and better friendships?
 - 4 Will it be beneficial to all concerned?
- 2. For related policy of Rotary International Code of Policies 2.120 (JAN 2018) [Bd 3/7/18]

COMMITTEE DESCRIPTIONS:
Printed alphabetically in order within Five 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 committee 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 that member (or a member of that member's 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 affect 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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 this 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 on a monthly basis. 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 consists of any number of volunteer members who will assist in carrying out the goals and projects 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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.

RACIAL EQUITY & INCLUSION COMMITTEE

Racial Equity & Inclusion Committee Mission Statement – To assist in evaluating our club's membership, work and community impact with a Racial Equity and Inclusion lens and to propose and implement initiatives that will move the organization towards greater equity.

DESCRIPTION: Meetings are used to a) discuss current issues/events related to Racial Equity and Inclusion; b) share updates and assign tasks as needed for the continuation and oversight of current equity initiatives; c) generate new ideas for equity initiatives within the club. Members should have an interest in racial equity and inclusion issues and be interested in participating in this change process within the club.

TIME COMMITMENT: This committee meets monthly. Members should commit to attending the monthly meetings and may do some additional work between meetings to prepare for and/or implement initiatives. Members should participate in club equity initiatives.

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

SENIOR SERVICE COMMITTEE

Senior Service Award Mission Statement - Select and present senior service awards to persons or groups 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 can have an unlimited number of members. The chair of the committee calls the meetings of 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 this 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]

Veterans Assistance Committee

Veterans Assistance Mission Statement: Review applications submitted and develop recommendations on funding of grant assistance for Veterans who are now attending college full time.

DESCRIPTION: This fund provides one-time grants to veterans who have been honorably discharged from active duty and who are currently attending as a full time student in a degree program at Edgewood College, Madison College or UW-Madison. Our Foundation works with these three schools on a rotating basis to make annual gifts.

TIME COMMITMENT: The committee typically meets at least annually to review /recommend grant applications and to discuss any updates to the application process.

STRUCTURE: This committee includes six members serving two-year staggered terms. Three members are appointed each year by the president for two-year terms.

AVENUE OF SERVICE: VOCATIONAL SERVICE

ROTARACT ADVISORY COMMITTEE

Rotaract Advisory Committee Mission Statement – To inspire and advise the club-sponsored Rotaract Club located on the UW campus. Committee members will guide and support the club by attending Rotaract meetings, help arrange Rotarian introductions, program speakers and help advise on opportunities for service projects within the community.

DESCRIPTION: The UW Rotaract Club was organized on the UW-Madison campus in 2002 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 for 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 the Club and its activities; 2) Working closely with college and university administration to ensure Rotaract is in compliance with the school's regulations regarding student organizations; 3) Ensuring 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 the UW-Madison campus.

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 Luncheon Day 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 8th 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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: YOUTH SERVICE

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 2000 and is made possible by a \$17,000 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 symposium is normally held on a Friday during the month of either February or March. The Rotary Ethics Symposium Committee plans out all details of the symposium, from the meals to the location, speakers, program format and handouts for the 200 students who attend.

TIME COMMITMENT: The committee meetings are held monthly 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 before or 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 has any number of volunteer members who will 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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.

INTERACT ADVISORY COMMITTEE

Interact Advisory Committee Mission Statement – To advise and counsel the club-sponsored Interact Club at Madison East and Memorial High Schools. Committee members will have a Rotary representative attend the Interact meetings and provide update reports to the Club Board of Directors and membership as necessary.

DESCRIPTION: The Interact Club is a service club for youth ages 14-18, and our Rotary Club works with the Interact Clubs at Madison East and Memorial High Schools. Our Rotary Club will provide guidance to the Interact club by serving as a liaison between the clubs and their faculty advisor at the schools, arrange for a Rotarian to attend Interact meetings and provide guidance for their recruitment/retention efforts, service projects and fundraising projects.

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 Interact meetings each month on a rotating basis.

STRUCTURE: The committee is open to any interested member.

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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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 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 \$200 to \$1,500 with a total of over \$25,000 distributed to Madison 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 shall be an appointed committee of 15 members who shall serve three-year staggered terms with five appointed annually by the president. This structure provides continuity 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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 involved 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or 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 COMMITTEE

International Committee Mission Statement – Guide planning, implementing, overseeing and evaluating the club's international service projects and programs and fundraising for The Rotary Foundation of Rotary International.

DESCRIPTION: This committee is charged with:

- 1) Fundraising within our club for The Rotary Foundation of Rotary International to meet district target to qualify for matching district funding;
- 2) Identifying and selecting district or international service projects to receive club and Madison Rotary Foundation support;
- 3) Overseeing development, implementation and evaluation of projects (may include partners and contractors in these roles and includes using The Rotary Foundation of Rotary International to leverage financial contributions and provide expertise;
- 4) Encouraging participation by members in other Rotary International programs such as Friendship Exchange, hosting Rotary Scholars and attending district and international conferences;

- 5) Any other international project or program involvement as recommended by the club board of directors.

TIME COMMITMENT: The committee meets on a monthly basis. The meetings are normally held just before or after a regular Rotary luncheon, and the meetings are about 45 minutes in length. Some committee members are more involved with additional meetings if they are involved in fundraising, project management and marketing while projects are in development and implementation phases. Committee members may also participate in on-site work for any projects our club undertakes and provide on-site evaluation which might require travel and a one to two week commitment.

STRUCTURE: Committee includes any number of volunteer members who assists in carrying out the goals of the committee. Additional partners may advise and counsel the committee. Committee members are subject to the Club's Conflict of Interest policy which precludes an active role of a member who (or anyone in the member's household) is active on the board or other executive capacity in any organization being reviewed for funding.

ROTARY YOUTH EXCHANGE COMMITTEE

Rotary Youth Exchange Mission Statement - Plans and administers the club's youth exchange program.

DESCRIPTION: The Rotary Youth Exchange Committee participates in the District 6250 Short-Term (Summer) and Long-Term (one academic year) cultural youth exchange programs. The Rotary short-term program matches an American high school student with an international student similar in age, and the two students spend approximately two months of the summer together, with one month at each student's home; the participant's family serves as the host family. The long-term program offers exchanges to over twenty countries with a duration of approximately 11 months. The student attends high school and lives with three different host families on average during the year. The RYE committee is responsible for ensuring the following positions exist within the committee / club and these volunteers remain compliant with district required training, testing and background checks:

- YEO, Youth Exchange Officer (one)
- YEC, Youth Exchange Councilor (one or more)
- YPO, Youth Protection Officer (one)

The committee is responsible for communicating the name of the club's YPO to the District RYE Chair and providing Inbound students with this Rotarian's contact information.

The committee is also responsible for the following:

- Develop, recommend and manages an annual budget.
- Coordinates with Rotary Club of Madison Office on RYE paperwork (i.e. host club commitment form, Outbound sponsorship forms) and other pertinent details.
- Conducts screening interviews of outbound applicants.
- Supports outbound students and their families in preparing for the exchange experience.
- Recruits and conducts training for host families of club's long-term inbound students.
- Maintains relationship with area high schools to ensure placement opportunity for inbounds
- Engages exchange student in club activities/club members to engage with student(s).

- Provides personal support to the inbound and outbound 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 4 – 6 times per year. Meetings are approximately one-half hour in length. Members are encouraged to support inbound student(s), inviting them to club, community and family activities. The YEO and YEC time commitments are more extensive with monthly reporting related to the students and host families, problem resolution and compliance training.

STRUCTURE: YEO and YEC positions within the committee are necessary to host a long-term inbound student, with responsibilities and training defined at the district level. This committee can have an unlimited number of volunteers who assist the YEO and YEC 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 completed for the adult having such contact. (The form is available on the Rotary District 6250 website or by contacting the Rotary office.) The Affidavit form, authorizes the District to conduct a background check. 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 YEO and YEC shall follow the current Youth Exchange Host Family approval process as required by the District. This includes completion of the Host Family Application Form, conduct host family interview and house checks, background checks, and reference checks to determine the family's suitability for hosting youth. Host families are trained in Rotary's youth protection policies.

AVENUE OF SERVICE: CLUB SERVICE THROUGH GOVERNANCE & ADMINISTRATION

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 any number of volunteer members who will assist in carrying out the goals of the committee.

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.

CARING COMMITTEE

Caring Committee Mission Statement - To serve as a support network for club members.

DESCRIPTION: The Caring Committee provides support to members such as sending notes, paying visits, providing rides, etc. Members are encouraged to notify the office of situations so this committee can assist.

TIME COMMITMENT: The work of this committee is typically done outside of the club meeting.

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

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: 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.

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.

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 board member only if such board member declines in advance to be a candidate for president or vice president.

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.

SERVICE PRIORITIES COMMITTEE

DESCRIPTION: The Service Priorities Committee is an umbrella group of key committee chairs and club and foundation leaders which will review the overarching service strategy and message for the Rotary Club of Madison and Madison Rotary Foundation, inclusive of other Rotary world interests such as The Rotary Foundation of Rotary International and Rotaract, in order to continue to provide a clear message about our Club's service impact benefitting members, prospective members and our local and global community. The committee will meet at least annually to review the service summary chart and the focus areas which are currently Basic Needs, Education and Mentoring, and Civic Leadership.

TIME COMMITMENT: The committee will meet at least annually, usually in early September, to review the club's current service activities and to review any new proposals to determine whether it fits within the club's strategic planning priorities.

STRUCTURE: This committee has a set structure as follows: Madison Rotary Foundation President, Rotary Club of Madison President, and chairs of: Strategic Planning, Community Projects, Community Grants, Ethics Symposium, Interact Advisory, International, Philanthropy, Program, Rotaract Advisory, Scholarship, Youth Awards and Vocational Opportunities Committees.

STRATEGIC PLANNING COMMITTEE

Mission Statement - To create a Board Strategic Planning Committee to lead our club's strategic planning process.

DESCRIPTION: This Board Strategic Planning Committee will lead our club's strategic planning process. The committee's duties will include:

- Reviewing and modifying club committees' proposed measurable objectives for the year ahead and two subsequent years.
- Working with committee chairs to ensure that measurable objectives are consistent with the club's multi-year strategies.
- Ensuring that the strategic planning schedule is suitable for the plan to be used as the foundation for the club budget, organizational evaluations, and other important considerations.
- Reviewing and updating, if necessary, the club's multi-year strategies in even-numbered years (e.g. 2020, 2022, 2024, etc.).
- Conducting an analysis of the club's strengths, weaknesses, opportunities and threats in odd numbered years (e.g. 2019, 2021, 2023, etc.) to inform plan updates.
- Undertake additional planning activities as necessary.
- Recruiting club members as needed to support the committee's work.

TIME COMMITMENT: This committee will meet approximately quarterly – July, December, February and March to review the strategic planning process and provide update reports to the club board throughout the year.

STRUCTURE: The committee will be chaired by the President-Elect and include, at a minimum, the Club President, Past President, Executive Director, two board members in the last year of their terms and two board members in the first year of their terms.

AVENUE OF SERVICE: CLUB SERVICE THROUGH WEDNESDAY MEETING ACTIVITIES

WELCOMING COMMITTEE

Welcoming Committee Mission Statement - Serves as the "Front Door" at meetings for all Rotarians, New Members and Guests which creates a welcoming and inclusive environment.

DESCRIPTION: The Welcome Committee's goal is to make sure all guests and Rotarians, including new members, feel welcome. The Welcoming Committee Chair will coordinate activities within three sub-committees--Button Box & Welcoming, Hospitality and Club Meeting Assistance—and will assign a chair for each of these sub-committees. In addition, the Welcoming Committee will assign the Rotary Director Liaisons to roles to help welcome new members.

SUB-COMMITTEES:

- **BUTTON BOX & WELCOMING SUB-COMMITTEE DESCRIPTION:** The Button Box & Welcoming Sub-Committee represents our club's first opportunity to welcome our members and make them feel at home for each week's meeting. Members of this sub-committee should consider themselves "welcoming ambassadors" and welcome members and guests at their tables each and every week when they attend meetings. The sub-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 sub-committee chair is responsible for preparing the schedule for the year. Normally, six members can handle the button boxes for any one meeting plus two members are assigned as greeters. The Button Box & Welcoming Sub-Committee has traditionally been a favorite of all members who serve, since it provides volunteers 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 sub-committee each year.

- **CLUB MEETING ASSISTANCE SUB-COMMITTEE DESCRIPTION:** Assists the office staff at regular meetings by distributing materials, assisting with audio-visual equipment, organizing and displaying materials, banners, etc. This sub-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.
 - Videorecording volunteers assist in videorecording the speakers, normally each week, but depending on whether our speaker has signed the video release form.

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 sub-committee is performed during the regular Rotary luncheon.

STRUCTURE: This sub-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.

- **HOSPITALITY SUB-COMMITTEE DESCRIPTION:** This sub-committee welcomes and introduces visitors at our weekly meetings. Specifically, the sub-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 the speaker at the head table; and 4) Greeting members and guests when they arrive at the meeting.

TIME COMMITMENT: An annual schedule is prepared each July and, ideally, every committee member will be assigned to at least two duties each 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 sub-committee member serve in each of the three different roles, we need 75+ members on the sub-committee each year.

MUSIC COMMITTEE

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

DESCRIPTION: The Music Committee provides occasional musical entertainment for the Club's weekly luncheon meetings and special events to engage members and prospective members. 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, 90s and 00s. The Music Committee always welcomes 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.

PROGRAM COMMITTEE

Program Mission Statement - Continue legacy as “best podium in town” delighting members and potential members with quality programming to increase Rotary service, connection and knowledge in order to foster increased engagement and relevance to our community and world; and to anticipate the need for effective succession planning within the committee.

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 committee will meet monthly.

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 committee will consist of nine members serving three-year staggered terms. The Chair and President, jointly, shall annually recommend to the board three members to serve on the Program Committee. The President and President-elect shall serve as ex-officio members. In addition to the committee, the Program Chair may seek the advice of other club members as needed regarding a particular subject or speaker.

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 newsletter.

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.

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 Nov. 1 - Jan. 15) 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 and Philanthropy 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 September 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 members interested in helping to ensure the success of the annual fund drive.

MEMBER DEVELOPMENT COMMITTEE

Member Development Committee Mission Statement - 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:

Member Engagement Subcommittee: The Member Engagement Subcommittee will 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 Club's programming might be adjusted to build stronger support and commitment to Rotary. The subcommittee will communicate with members regarding attendance issues and periodically survey the membership to identify areas of dissatisfaction or improvement and suggest to the Member Development 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 subcommittee will also carry out various methods of identifying, pursuing and tracking potential leaders in local businesses and organizations for possible membership.

Year End Celebration Subcommittee Coordinator: Coordinates annual Year End Celebration Program with new members during our annual "Changing of the Guard" program.

TIME COMMITMENT: The committee typically meets on the second Wednesday of each month, before the regular Rotary luncheon. Each meeting will last for approximately 45 minutes. Subcommittee work may involve additional time outside of regular committee meetings.

STRUCTURE: The Committee will be comprised of nine appointed members for three-year staggered terms, appointed by the president, plus the chair of the Orientation and Classification Committees. In addition, any

other members interested may serve on the committee. The president shall appoint the chair. The majority of members should have more than three years of experience with the club, and efforts should be made to include at least one former board member and past president of the club.

MEMBER RECOGNITION COMMITTEE

Member Recognition Mission Statement - Make recommendations to the board for Werner, Paul Harris Fellows and any other awards for club members.

DESCRIPTION: This committee seeks and selects award candidates for Rotary International's Five Avenues of Service Recognition, 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.

ORIENTATION COMMITTEE

Orientation Mission Statement – Provide a high quality orientation program for new members, counsel new members prior to induction, and work with the Member Development Committee and its Engagement and Recruitment Subcommittees to assure that new members are aware of the club's opportunities for service and engagement.

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 Engagement and Recruitment Subcommittee of the Member Development 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 is comprised of members appointed by the president and chair. It is highly recommended that each orientation session be run by a team of two: 1) a past president; and 2) a member of the committee who has been in Rotary for at least five years and preferably who has served on the Club Board of Directors.

AVENUE OF SERVICE: CLUB SERVICE THROUGH EXTERNAL PUBLIC RELATION ACTIVITIES

PHOTOGRAPHY COMMITTEE

Photography Mission Statement – Comprehensive photographic and videographic images and media captured at the highest achievable level to promote our club and its activities.

DESCRIPTION: This is a small group that helps obtain current photographs of club members to use in the membership directory, assists the Marketing & Communications 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 is 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.

MARKETING AND COMMUNICATIONS COMMITTEE

Marketing and Communications Mission Statement – Plan, maintain and execute the club's brand and message strategy, including social media communications, in support of the Club's strategic plan.

DESCRIPTION: This is an energetic group of members that works together to lead brand and messaging strategy and execution. Primary focus is on membership engagement, retention, and recruitment, in addition to awareness building of other key activities of the Club including events, service projects, programs and other accomplishments. Communications occur within the Club and community through media coverage and internal communication channels.

TIME COMMITMENT: This group meets monthly, just before or after a regular Rotary luncheon, to review progress on marketing plan, evaluate existing activities, and respond to opportunities presented to support Club priorities and better position the club's activities and accomplishments internally and externally.

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

AVENUE OF SERVICE: CLUB SERVICE THROUGH CLUB OPERATIONS

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 last Rotary meeting of the month prior to the board meeting and will review the nomination forms submitted.

STRUCTURE: Five appointed members as follows: two immediate past presidents (most senior tenured immediate past president shall serve as chair) 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 committee will thoughtfully consider Club diversity and equity goals.

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.

GOODMAN-ROTARY 50+ FITNESS PROGRAM ADVISORY COMMITTEE

The Goodman-Rotary 50+ Fitness Program Advisory Board shall consist of seven people, all of whom shall also be members of the Madison Rotary Foundation. Four of the members shall be “permanent” members, who have been selected initially by the Madison Rotary Foundation and Irwin and Robert Goodman. The other three elected Advisors shall each serve three-year staggered terms. The Advisory Committee shall advise the MRF President of the new appointments to this committee each July.

The Goodman-Rotary 50+ Fitness Program Fund, an endowment managed by the Madison Rotary Foundation, is made possible by the generosity of Irwin and Robert Goodman. The program provides healthy lifestyle instruction to over 1,000 seniors in the Madison area through the Madison School-Community Recreation Program.

The operating guidelines of this committee appear in the next section.

GOODMAN-ROTARY 50+ FITNESS PROGRAM OPERATING RULES AND GUIDELINES:

The Madison Rotary Foundation has gratefully agreed to receive and administer a grant from Irwin and Robert Goodman, the income from which is to be used to support a community effort to serve senior adults through fitness programming. The program is to be titled the “Goodman - Rotary 50+ Fitness Program*,” and will be run initially by the Madison School-Community Recreation Department. (*changed to Goodman-Rotary 50+ Fitness Program in 2002.)

The Madison Rotary Foundation, in order to provide monitoring and guidance to the agency running the Goodman Rotary 50+ Fitness Program (hereafter the “Program”), does hereby establish an advisory board (the “Advisory Board”).

- I. Advisory Board. The Advisory Board shall consist of seven people, all of whom shall also be members of the Madison Rotary Foundation. Four of the members shall be “permanent” members, who have been selected initially by the Madison Rotary Foundation and Irwin and Robert Goodman. (As revised 11/2/97)
- II. Permanent Advisors. The permanent Advisors, named in the preceding article, shall each serve for as long as they are willing and able to serve. In the event that a permanent Advisor is unable or unwilling to continue to serve, the retiring Advisor, if possible, and the continuing permanent Advisors, in consultation with the Board of Trustees of the Madison Rotary Foundation, shall select a successor, to serve for so long as that person is willing and able to serve. A permanent Advisor may be replaced in the event that all of the other Advisors, both permanent and elected, vote to remove the said Advisor, in which event, the remaining permanent Advisors shall select a replacement. Except for the duration of service, the permanent Advisors shall in all respects have the same authority and responsibility as the elected Advisors.
- III. Elected Advisors. The elected Advisors shall each serve for a term of three years, except that the initial term of one of the elected Advisors shall be one year and the initial term of a second elected Advisor shall be two years. The first three elected Advisors shall be elected from nominees chosen by a nominating committee of the Madison Rotary Foundation at a special meeting of the Foundation, at a regular meeting of the Rotary Club of Madison. Each year, after the election of the initial elected Advisors, there shall be an election for one elected Advisor. The Advisory

Committee shall determine action regarding members whose terms expire. The Advisory Board Chair shall report the decision to Club President.* The President of the Club and one or more of its directors, selected by the president, shall meet in May of each year to nominate one or more members of the Madison Rotary Foundation for election to the Advisory Board, to serve for a term of three years. Each nominee shall be asked by the President of the Club if they are willing to serve, In the event that an elected Advisor is unwilling or unable to complete a term, the remaining Advisors and the President of the Club shall select a successor for such Advisor from among the membership of the Madison Rotary Foundation, to serve for the balance of such Advisor's elected term. No elected Advisor shall serve for more than two consecutive terms. (*=added sentence 8/29/01)

IV. Duties of Advisors.

- A. Meetings. The Advisors shall meet as often as is necessary, but at least annually to review the performance of the Madison School - Community Recreation Department (or its successor) in administering the Program and its proposed budget for the following year and to determine the amount of income available for the Program from the Madison Rotary Foundation.

As soon as possible after the annual election of an elected Advisor, the Advisory Board shall meet to review the performance of the Goodman Fund of the Madison Rotary Foundation. The investment of the Fund shall be controlled by the Madison Rotary Foundation, as a part of the Foundation, and not by the Advisory Board. After having determined the income available from the Goodman Fund, the Advisory Board shall meet with representatives of the Madison School - Community Recreation Department to review its program goals and budget for the next program year. In addition, the Advisors shall meet with the Madison School - Community Recreation Department whenever requested by the Madison School - Community Recreation Department for the purpose of discussing changes or additions to the Program. Although the Madison School - Community Program has been given the responsibility to administer the Program, it is anticipated that any substantial changes in the scope or nature of the Program will first be discussed and approved by the Advisory Board.

- B. Investments. The Advisors shall review with the investment committee of the Madison Rotary Foundation, at least once each year, the income, expenses and capital gains and losses for the Goodman Fund. The principal of the Goodman Fund shall be invested and reinvested by the Madison Rotary Foundation and not by the Advisory Board. However, the Advisors may, in their discretion, set aside from the annual income an amount to be used in succeeding years, should the annual income thereafter be inadequate to continue to meet the expenses of the Program.

(Note: See "Spending Guidelines" in this section of the manual for up-to-date spending guidelines for this program.)

- C. Officers. Each year, immediately following the election of an Advisor, the Advisors shall meet to select a chairperson and a secretary of the Advisory Board for a term of one year. The chairperson may serve for consecutive terms, so long as they remain a member of the Advisory Board. The Advisory Board may elect as its secretary any member of the

Madison Rotary Foundation, whether or not the person is also a member of the Advisory Board. If the secretary is not an elected or permanent Advisor, the person shall not have a vote and shall continue to serve at the pleasure of the Advisory Board, until a successor is duly elected by the Advisor Board. The chairperson shall conduct the meetings of the Advisory Board and perform such other functions as the Advisory Board may from time to time direct. The secretary shall record the minutes for each meeting of the Advisory Board and perform such other duties as the Advisory Board may from time to time direct.

- D. **Budget.** Each year, after reviewing the financial statements for the Goodman Fund and meeting with the Madison School - Community Recreation Department, the Advisory Board shall adopt a budget for the Program, including, if deemed necessary by the Advisory Board, a reserve for contingencies. In the event that the amount of income available for the payment of the expenses of the Program is less than the anticipated costs, the Advisory Board shall meet with representatives of the Madison School - Community Recreation Department to review the projected costs and to suggest changes to the Program where necessary to reduce the expenses thereof. The Advisory board shall attempt to preserve as many of the elements of the Program as possible, bearing in mind the goal of the grantors, Irwin and Robert Goodman, to provide participation in health and fitness programming to as many of Madison's senior citizens as is possible. To reduce the possibility of requiring program reductions, the Advisory Board shall encourage additional Program elements only when it is confident that the income of the Goodman Fund will be sufficient to continue funding such additional elements for so long as they remain of value to the community. The Advisory Board and the Madison School - Community Recreation Department shall at least annually review the Program and discuss ways in which the Program, the cost of surveying participants of the Program, and senior citizens who are potential participants with respect to changes might result in greater participation and service to more senior citizens.
- E. **Program Management.** In the event that at any time the Madison School - Community Recreation Department is no longer able to run the Program as determined by either the Madison School District or the Advisory Board, the Advisory Board shall locate a suitable agency or agencies to continue as much of the Program as is possible. If the Program is discontinued by the Madison School - Community Recreation Department and the Advisory Board has not entered into any agreement with any other agency or agencies to run the Program, the Advisory Board is authorized to accumulate the income from the Goodman Fund for a period of time not to exceed eighteen (18) months to allow the Advisory Board a sufficient time to identify and enter into an agreement with another agency or agencies to carry out the objectives of the Goodman - Madison Rotary Foundation 50+ Fund.
- V. **Miscellaneous.** The Goodman - Madison Rotary Foundation 50+ Program shall continue perpetually. No part of the income or principal of the Fund shall be used for any purpose other than the payment of the expenses of the program and the administration of the Fund. No member of the Advisory Board shall receive any compensation for any duties performed for or on behalf of the Advisory Board or the Program, but Advisory Board members may be reimbursed for any actual, reasonable expenses incurred on behalf of the Advisory Board or the Program and approved by the Advisory Board.

The Goodman - Madison Rotary Foundation 50+ Program is a part of the Madison Rotary Foundation and shall be governed by the Articles and By-laws of the Madison Rotary Foundation. This instrument may be amended by the vote of a majority of the Advisory Board at any meeting of the Board at which a quorum is present and written notice of the meeting and the purpose of the meeting has been given or waived by every member of the Advisory Board. (7/13/94)

PHILANTHROPY COMMITTEE

DESCRIPTION: The Philanthropy Committee will provide a venue for the planning and execution of an overarching philanthropy strategy for the Rotary Club of Madison and Madison Rotary Foundation, inclusive of other Rotary world interests such as The Rotary Foundation of Rotary International, Interact and Rotaract. The committee's duties include: 1) Serving as a clearinghouse and evaluation mechanism for ideas; 2) Creating opportunities for communication and planning; 3) Articulating a philosophy, strategy and plan for philanthropy, including an annual calendar and member expectations.

The committee will work in concert with other club members and staff on not only the work of the committees and boards represented on the committee but also Interact, Rotaract, Scholarships and other fundraising-related activities such as birthday contributions, fines, memorials and new ideas.

TIME COMMITMENT: The committee will meet quarterly to review fundraising goals, status of campaigns, new inquiries and member stewardship and recognition.

STRUCTURE: This committee has a set structure as follows: Madison Rotary Foundation President and VP, Rotary Club of Madison President and VP, Fund Drive Committee Chair, MRF Major Gifts Committee Chair and International Committee Chair.

SCHOLARSHIP COMMITTEE

The Scholarship Committee consists of seven members appointed by the Foundation President with the consent of the Board, to staggered three-year terms. Each member is eligible for one additional three-year term. One of the seven members shall serve as chair, appointed by the Foundation President, to a three-year term to provide continuity for the committee. The **Scholar Mentor Committee Chair or Co-Chairs shall serve as (ex-officio member(s))** of the Scholarship Committee.

The Scholarship Committee annually selects students in accordance with the wishes of the donors. Applicants chosen are students with high academic standing with character and leadership ability who have made contributions to their schools and communities and have financial need.

The Scholarship Fund currently awards four-year college scholarship assistance to up to 25 high school seniors each year through named scholarship funds within our Madison Rotary Foundation. Current named funds are included during each annual scholarship luncheon.

The Scholarship Committee also selects the annual Kay Family Scholar Grant recipient/s and the EMS Grant recipient/s.

Rotary Scholar Mentor Sub-Committee

DESCRIPTION: The Scholar Mentoring program started with the 2004 class of scholars. This is now a sub-committee of the Scholarship Committee and is comprised of Rotarians who are serving as mentors to our Madison Rotary Foundation Scholars. Our Foundation provides 4-year scholarships to approximately 25 scholars every year. Since Rotary scholars take 4-6 years to graduate, this committee is made up of 70 to 100+ Rotarians at any given time. Many of the scholars are the first in their families to attend college. Many also come from disadvantaged homes and have experienced difficult circumstances in their young lives. The Rotarians who serve as mentors provide emotional, social and academic guidance in addition to networking opportunities. This support system, building upon the financial aid provided by their Foundation scholarships, helps these students to graduate.

TIME COMMITMENT: Each mentor is expected to work with an assigned scholar until the student graduates, a minimum of a four-year commitment. Most mentors communicate primarily through email or text messages during the years of their student's matriculation. The time commitment is minimal except in rare circumstances where a student has a serious problem, and the mentor assists in a close capacity. There are three components to committee involvement, as follows:

1. Sub-Committee Meetings: The sub-committee meets 2 times per year to share insights and experiences as mentors to Rotary scholars. The meetings are normally scheduled before or after a regular Rotary luncheon, and each meeting is approximately 45 minutes to 1 hour.
2. Time With Scholar: The time spent outside of Rotary with the assigned scholar will vary broadly. There is no required time commitment; each mentor-scholar pair meets early in the relationship to determine a structure that will work best for them. Many mentors meet face-to-face with their protégés twice a year – during summer and winter breaks. Mentors of students in the Madison area sometimes meet their scholars for coffee, lunch or a special event.
3. Rotary Sponsored Events: There are typically two club-sponsored events per year. All mentors invite their scholars to attend the first Rotary luncheon in January, with a pre- or post-meeting mixer activity. In the summer, there is a picnic or other event for as many mentors and scholars who can attend. This allows for casual networking between students at all levels of their college careers and all mentors.

LEADERSHIP: The club president will select the chair or co-chairs each year. The chair(s) will reach out to Rotarians to serve as resources to support mentors and/or their scholars. These resources are available to advise mentors on legal, financial and health questions/issues, and help keep all members current on committee needs and issues. Chair(s) will update this resource list annually.

ROTARIAN CONTACT WITH YOUTH (under 18 years of age): 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 completed for

the adult having such contact. (The form is available on the Rotary District 6250 website or 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.

Madison Rotary Foundation Scholarship Guidelines:

Rotarians should be advised that the following guidelines are used by the scholarship committee of Rotary when designating certain students as recipients of Rotary Scholarships.

- a. The Rotary Scholarship recipient? applicant? ~~student~~ must have achieved a grade point average that will allow ~~him or her~~ entrance to a college or university.
- b. Applicants ~~Students~~ being considered for a scholarship must show evidence of financial need. The need should be based on the tuition and costs of their college of choice ~~the University of Wisconsin-Madison~~.
- c. In addition to their school activities, applicants ~~students~~ selected for Rotary Scholarships need to have contributed to the general Madison community through significant personal service.
- d. Scholarship recipients need to have been good citizens of their respective schools and having displayed outstanding leadership ability.
- e. In general, Rotary scholarship applicants ~~scholars~~ should be examples to all of fairness, kindness, truthfulness and concern for their fellow human beings. (127/98)

Scholarship Selection Process:

The Madison Rotary Foundation, as the funding agency for the Rotary Scholarships, has the responsibility to periodically review the process used in making decisions about the selection of the scholarship recipients.

The Madison Rotary Foundation Scholarship Committee will co-partner with Madison schools in the scholarship selection process rather than meeting the recipients only at the final interview.

- Committee members will work with the school counselors and Minority Service Coordinator, if available, or designated person in their assigned school during the selection process;
- Personally interpret the goals of the Madison Rotary Foundation and selection criteria for selecting and granting scholarships;
- Be available to respond to questions regarding timelines for obtaining essential information from the schools and parents/guardians;
- Encourage that the application form be submitted from all qualified students recognizing the changing demographics of the school's student body.
- The number of students per school who can be recommended for a Rotary Scholarship is approved by the foundation trustees. Each applicant will be given information about the Rotary Club of Madison and their criteria used for selection of scholarship recipients. The schools will submit these students as preliminary candidates to the Rotary Scholarship Committee.
- Until the final selection is made, each student is identified as a candidate "for a Rotary Scholarship.
- The Rotary Scholarship Committee will receive the applications in the Spring and interview the candidates and make the final selections for each school. The regular notification process will then be in effect. The usual notification of the students, parents/guardians and school personnel will take place.

Benefits of the above changes: 1) School personnel will have a greater understanding about Rotary (more than just “it is a prestigious scholarship”) and a consistent understanding of Rotary selection criteria; 2) The Rotary Scholarship Committee makes the final selection of the scholarship recipients from the candidates submitted by the schools; 3) The applicants will come to the Rotary interview knowing something important about Rotary and the expectations of them as a “Rotary Scholar”; 4) While more work initially is involved for Rotary Scholarship Committee members, the results should be beneficial to all those who participate in this most important process; and 5) Upon final selection, the candidates from each school will be known as “Rotary Scholars.” [Approved by MRF Trustees 11/20/01]

Scholarship Committee Recommended Objectives – Approved by MRF Trustees March 12, 2019:

Objective 1:

Scholarship Applicants will be Madison High School Students

- The population served needs to be from Madison schools as we are Rotary Madison.

Applicants may come from:

- East High School
- Edgewood High School
- LaFollette High School
- Memorial High School
- Shabazz City High School
- West High School

This list may be expanded, but schools included will serve Madison students. The list should be assessed/evaluated every 3 years.

Objective 2:

Students may receive more than one scholarship

- Scholarship awards address the financial gap after all other aid – scholarships, grants, family contributions, federal loans, work study – are applied. When we address the financial gap significantly, the Scholar is more likely to graduate and with reasonable debt. Having the option to award more than one scholarship will enable that stewardship.
- Current living donors may opt to consider this objective or maintain their individual fund’s current guidelines.

Objective 3:

Up to 25 scholarships awarded each year and every award >\$1,000

- Each award effectively addresses financial gap
- Applicant interviews happen the second week of April and prior to full college financial data being obtained by the student. Following interviews, those who will receive a Rotary award are notified. The Scholarship Committee determines allocations the second week of May. By the time of distribution, Scholars have the financial information we need to identify the financial gap. Sometimes, Scholars may receive a full-ride package in-between the time of the interview and the allocation. When an applicant is notified that they are a scholarship recipient, they agree to make their scholarship available to another applicant in the event that before MRF allocations in May, they are awarded a scholarship from other sources that addresses their financial need, and Rotary monies are no longer needed.

With the amount of funds available each year changing, the number of scholarships awarded each year is to be assessed/evaluated every 3 years.

EMS Scholar Grant: A Rotary mentor who is staying in touch with their scholar after the scholar receives an undergraduate degree may become aware that the scholar is in need of financial assistance for their postgraduate degree or career development experiences after college. When a mentor becomes aware of this type of need, the Madison Rotary Foundation EMS Grant may assist a longtime scholar in this manner. The financial assistance can be used for graduate school expenses, career development or service opportunities beyond the scholar's studies, such as training or service programs in the scholar's field of study or work. The Scholarship Committee will review and recommend recipients.

Kay Family Scholarship Grant: This fund provides a one-time grant from the Kay Family Scholarship Fund for expenses such as (listed in priority order): 1) Need for a 9th semester or a 5th year due to completion of Madison Rotary Scholarship payments before completing requirements for a four-year degree; 2) Another expense needed to complete a final year of study for which requires additional funding; 3) Plan to attend a degree-enhancing activity such as a professional conference, speaking forum, study abroad, etc. that requires extra funding; 4) Completion of a degree requirement that prohibits employment needed for education expenses; 5) Intention to begin graduate school immediately upon graduation without adequate funding to accomplish this next education step. Kay grant applications will be recommended by the Scholarship Committee.

FELLOWSHIP GROUPS

Refer to separate listing of current fellowship groups and their descriptions.

Fellowship Group Coordinator – The Club president will annually appoint a Fellowship Group Coordinator who will oversee all fellowship groups and will at least annually provide an update to the club board of directors. The Fellowship Group Coordinator will check in with chairs each Spring and will recommend chairperson appointments each Rotary year.

Membership In Rotary Club of Madison Fellowship Groups: Membership in our fellowship groups is open to members of the Rotary Club of Madison.

Insurance: Note that participation in our fellowship group activities may not be covered by Rotary insurance. Therefore, members should confirm insurance coverage under other policies for potential claims arising from involvement in a Rotary fellowship activity.

The Rotary Club of Madison has organized and provides registration for, and supports administratively the Club's Fellowship Groups that are, not ends in themselves, but important means to foster acquaintance, camaraderie and fellowship among the Club's members intended to carry over to, inspire, and support the conviviality and esprit of the Club's regular weekly meetings so that from these acquaintances may come service to our community and world. An additional purpose of the Club's Fellowship Groups is to aid in the recruitment of and retention of members of the Club.

A Fellowship Group's decisions to include occasionally, frequently, or even regularly members' domestic partners or children or both or prospective members or occasional guests appropriate to a particular occasion are consistent with the Club's interest in strengthening bonds between the Club's members and

the recruitment of additional members. A Fellowship Group's otherwise regularly including a participant not a member of our Club does not support the purposes for which the Club created and supports the Fellowship Group and undermines the Fellowship Group's purpose as a means of membership recruitment and retention. The Club's Directors ask respectfully that each Fellowship Group respect the purposes for which the Club established it; and ask that a Fellowship Group, should it learn that a member of our Club is considering allowing their membership in the Club to lapse or has permitted a membership to lapse, bend the Group's efforts to retaining or re-enlisting the person as a member of the Club and of the Fellowship Group and explain that membership in one or more of the Club's Fellowships is derivative of and a benefit of membership in the Club not extended to nonmembers -- a goal being retention of a member of the Club. [Policy adopted by the Club Board of Directors May 6, 2013]

Committee/Committee Booklet