

# Rotary Club of Madison



## Committees and Fellowship Groups Information Booklet

*Updated May 2016*

## ROTARY CLUB OF MADISON COMMITTEE BOOKLET

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

### COMMITTEE POSITION DESCRIPTIONS:

#### **Committee Chairperson:**

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

**Avenues of Service Coordinator:** A Club Director is appointed to serve as an Avenues of Service Coordinator to a group of committees, 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) Receives copies of all of assigned committee's mailings;
- 4) Attends committee meetings whenever possible to assist in staying current on the activities of each of the assigned committees;
- 5) 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 the committee to assist in carrying out the goals of the group.

## GUIDELINES FOR ROTARY COMMITTEE AND FELLOWSHIP GROUP CHAIRS

- 1) **HISTORICAL COMMITTEE FILES:** The Rotary office maintains an up-to-date policy manual and has extensive historical files for each committee. Feel free to contact the Rotary office to arrange a visit to review the files for any of the committees.
  
- 2) **Scheduling meetings/events:** Please contact the Rotary office to schedule your meetings, and staff will assist you to arrange a location. **Good options for meetings are just prior to, or immediately following, our regular Rotary luncheon. Because the hotel charges a fee for a breakout room, the office staff will work with chairs to maximize the use of a reserved breakout meeting room.** For example, if a breakout room has already been reserved for one committee meeting at 11:15 a.m. on a particular date, we encourage chairs to schedule another meeting at 1:30 p.m. on that date so that we can use the same breakout room twice vs. spending additional money for a second room. You can check the calendar on the homepage of our website to view currently scheduled upcoming committee meetings.
  
- 3) **Distributing meeting notices and information to committee or fellowship group members:**  
While the office or your committee's past-year information will provide you with guidance, you are responsible for planning your committee or group's work and activities. As chair, you are responsible for communications such as agendas and meeting summaries, although you are encouraged to recruit members to assist you and to consider summaries of key points or actions versus true "minutes."

You should prepare your agenda, minutes, etc., and you can then email the information to the Rotary office, and they will distribute the communications to your members. E-mail your materials to the Rotary office *by Monday at noon* (or sooner) to have material distributed via email or at that Wednesday's meeting. With notices distributed via the button box at a Wednesday meeting, any mail not picked up will be mailed to members that same day.

*Important Note: Committee membership rosters are ever-changing with new members, resignations and email changes, so it is best to have the Rotary office send the emails to your group for you. If you distribute a notice without going through the Rotary office, please provide the office with a copy to keep the staff informed of your group's activities. Also note the best way for sending an email is via bcc. By noting members in the bcc line, it helps cut down on many unnecessary "reply to all" emails being sent to an entire group.*

- 4) **Committee Work Plan:** In an effort to continually improve committee and fellowship group functionality, please complete the annual Committee Work Plan and return it to the Rotary office. Keep notes for your successor as well. Items of particular interest are time commitment, mission relevance, mission cross-over with other committees, suggested improvements, efficiencies and vital functions of the committee. You will be asked to review your work plan as well as to provide any other thoughts near the end of the Rotary year. This information can be passed along to the

next President and chair to assist with continuity within the committee or fellowship group and to make the most of your recommendations for improvement and effectiveness.

- 5) **Avenues of Service Coordinator**: Each committee is assigned an Avenues of Service Coordinator, and your coordinator'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 before the Club Board of Directors, 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. This is an occasion for the Board to learn more about your committee's activities, successes and challenges.
  
- 6) **Make-up credit**: Participation in a committee meeting or fellowship group event may be counted as a make-up for a regular meeting 14 days before or after the meeting or event takes place. A make-up form will be provided the chair prior to the scheduled meeting or event, and you must have members sign the sheet at the meeting or event. The completed make-up sheet should be returned to the Rotary office via fax, email or mail.
  
- 7) **Committee and Fellowship Event Promotions**: Because we continue to work toward reducing our weekly luncheon meeting time, committee and fellowship group announcements are done via the PowerPoint presentation which is shown during luncheons, and our president may highlight events during the meeting as time permits. Please contact the Rotary office with information for these announcements, and they will add them to the PowerPoint slides. Other promotion methods include table flyers, table tent listings, the newsletter, and our LinkedIn and Facebook pages. The Rotary office staff can assist in coordinating these items. *Please note that all committee and fellowship group flyers should be coordinated with the Rotary office.*
  
- 8) **Marketing/Public Relations**: The Rotary Club of Madison provides many significant contributions to this community each and every year. We hope to find the top three or four stories for this year and give our Marketing & Communications Committee ample time to develop those stories, pitch them to the media, and follow-up. While we have several wonderful programs (such as scholarships, community grants and ethics symposium to name a few), typically the non-recurring stories receive the most attention. Does your committee have a special story this year? Might it be of interest to the media and wider public? If so, please contact the office, and staff will put you in touch with our Marketing & Communications Committee. Our Marketing & Communications Committee will select stories to introduce to the media. 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. The office can assist in trying to locate a member for any pro bono work. This way, there is a coordinated effort so that the same members are not inundated with volunteer requests to help with projects, and we can spread the opportunity to volunteer among our members.*

- 9) **Social Media**: The club office staff can help you get your committee and fellowship group's events and information posted on our Facebook page and our club's Blog. Email your postings and photo highlights to the Rotary office, and they will get them posted within our social media outlets as appropriate. We will also use our newsletter and weekly PowerPoint presentation loop as space allows.
- 10) **Strategic Plan**: You should 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.
- 11) **Events Where Alcohol is Being Served**: We want you to be aware of a policy on this topic. 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.
- 12) **Membership in Rotary Club of Madison Fellowship Groups**: Membership in our fellowship groups is open to members of the Rotary Club of Madison. 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 his or her 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]

### **13) Rotary Club of Madison Youth Protection Policy:**

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

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

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

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

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

Record Keeping: The Club Youth Protection Officer and Rotary Club of Madison Executive Director will ensure that all volunteer information and forms are kept confidential. Original volunteer affidavit forms, after references have been checked by the youth protection officer, shall be sent to the Rotary District office. For privacy purposes, no copies of confidential forms shall be maintained in the Rotary office.

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

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

at least two adults present at all times when working with youth during those activities. Prior to any one-on-one contact with youth, an approved *Rotary District Youth Volunteer Affidavit* form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually.

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

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

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

#### Definitions:

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

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

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

Club's Youth Protection Policy -- Board Approved June 1, 2009; revised Nov. 5, 2012

**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 CG members to each agency surviving the initial phase; and finally, 3) an all-day committee session to consider the oral and written reports from each site visit, leading to formulation of the final prioritized recommendations. Committee members are also expected to be involved in the Club's special recognition event for successful agencies each spring. Committee members are subject to the Club's strict Conflict of Interest policy precluding an active role of a member if he/she (or a member of his/her household) is involved in board membership or other executive capacity for any requesting agency.

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

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

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

annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **COMMUNITY PROJECTS COMMITTEE**

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

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

TIME COMMITMENT: The committee meets as needed to evaluate potential projects, usually about four to six meetings per year. The meetings are approximately one-half to one hour in length and are normally held just before or after a regular Rotary meeting. Members sign-up to participate in the volunteer projects in which they are interested.

COMMITTEE STRUCTURE: This committee 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 on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **RACIAL EQUITY COMMITTEE**

*Racial Equity Committee Mission Statement* – To assist in evaluating our club's membership, work and community impact with a Racial Equity 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, 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 issues and be interested in participating in this change process within the club.

TIME COMMITMENT: This committee meets the second Wednesday of each month at 11:15 am before Rotary luncheons. 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.

### **SUMMERPALOOZA COMMITTEE**

SummerPalooza Committee Mission Statement – To plan and coordinate the annual SummerPalooza Event on the Capitol Square.

DESCRIPTION: This committee helps to organize and plan annual family fun activities and a parade as part of a day-long SummerPalooza Event on a Saturday in June at our Club's Centennial Plaza and Madison Children's Museum.

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 on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

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

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

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

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

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

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

## **ROTARACT ADVISORY COMMITTEE**

Rotaract Advisory Committee Mission Statement – To inspire and advise the club-sponsored Rotaract Clubs located on the UW and Edgewood College campuses. Committee members will guide and support each 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 campus in 2002 and the Edgewood College Rotaract Club was organized in 2008 and is an international program for young men and women, ages 18 to 30, who believe they can make a difference. Rotaract clubs provide an opportunity for young adults to enhance the knowledge and skills that will assist them in personal development to address the physical and social needs of their communities and to promote better relations between all people worldwide through a framework of friendship and service. The Rotaract Advisory Committee is responsible 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 each of the Clubs and their 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 each of the Edgewood and UW Campuses.

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

## **ROTARY SCHOLAR MENTOR COMMITTEE**

DESCRIPTION: The Scholar Mentoring program started with the 2004 class of scholars. This committee is comprised of Rotarians who are serving as mentors to our Madison Rotary Foundation Scholars. Our Foundation provides 4-year scholarships to 21-23 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 from college.

TIME COMMITMENT: Each mentor is expected to work with his/her assigned scholar until he or she 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. Committee Meetings: The committee meets 4 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 two club-sponsored events per year. All mentors invite their scholars who are in town to attend the first Rotary luncheon in January, with a pre-meeting mixer activity starting at 11 a.m. In the summer there is a Sunday afternoon picnic at the home of a Rotarian for as many mentors and scholars who can attend. A relaxing setting allows for casual networking between students at all levels of their college careers and all mentors.

**LEADERSHP**: The club president will select the chair or co-chairs each year. The chair(s) will appoint an Executive Committee comprised of members of the Scholar Mentor Committee who serve as subgroup and subcommittee leaders and chair advisors. These sub-groups help make internship connections for students, advise mentors on legal, financial, health, and academic questions, and help keep all members current on committee needs and issues. Group leaders will meet 3 times a year to review their subgroups and the activities of the total committee as well as to help make assignments for new scholars.

**ROTARIAN CONTACT WITH YOUTH**: Members of the Scholar Mentor Committee, along with their family members, may occasionally work with youth under the age of 18. Rotarians working directly with underage youth within Rotary-sponsored activities shall have at least two adults present at all times when working during those activities. Prior to any one-on-one contact with underage youth, an approved Rotary District Youth Volunteer Affidavit form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The Affidavit form, which shall be completed every three years, authorizes the District to conduct background checks annually. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **VOCATIONAL OPPORTUNITIES COMMITTEE**

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

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

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

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

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

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

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

## **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 \$16,000 grant from the Madison Rotary Foundation. The Symposium's mission is to conduct an annual experience focused primarily on juniors in high school that engages them in personal decision-making designed to foster life-long reflection on the ethical dimensions of their living. The symposium is normally held on a Friday during the month of either February or March. The Rotary Ethics Committee plans out all

details of the symposium, from the meals to the location, speakers, program format and handouts for the 150 students who attend.

TIME COMMITMENT: The committee meetings are held 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 on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **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 under the age of 18 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 underage youth during those activities. Prior to any one-on-one contact with underage youth, an approved Rotary District Youth Volunteer Affidavit form must be on file for the adult having such contact. (The form is available by contacting the Rotary office.) The Affidavit form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

## **YOUTH AWARDS COMMITTEE**

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

DESCRIPTION: The Rotary Youth Awards Committee seeks to encourage sustained academic success and community service by students in grades 10-12 in the City of Madison. Each year since 1969, the Committee administers an incentive program that awards area youth in recognition of their academic achievement, academic improvement, and community service. The Madison Rotary Foundation provides the monetary awards ranging from \$150 to \$2,500, with a total of over \$20,000 distributed to area high school students annually. This committee shall acquaint itself, through surveys and by other means, with the needs of the youth life of the community. It shall recommend such action as it believes may promote the development of youths into good citizens and carry out such youth's work as the club may authorize. The Club Board of Directors shall provide in the budget an appropriation for youth awards, which sum shall be expended for such specific purpose as the Board may determine upon recommendation of the Youth Awards Committee.

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

STRUCTURE: The committee includes a number of volunteer members to assist in carrying out the goals of the committee.

ROTARIAN CONTACT WITH YOUTH: Members of the Rotary Club of Madison, along with their family members, may from time to time work with youth who participate in Rotary programs and/or committees. Except as outlined below, Rotarians and non-Rotarians working directly within Rotary-sponsored activities shall have at least two adults present at all times when working with youth during those activities. Prior to

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

## **YOUTH PROTECTION COMMITTEE**

*Youth Protection Mission Statement* - The Youth Protection Committee will work with club and foundation committees that are 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 on file for the adult having such contact. (The form is available by contacting the Rotary office.) The *Affidavit* form, which shall be completed every three years, authorizes the District to conduct background checks annually. When Rotarians who, on behalf of Rotary, volunteer to work with youth within other organizations, our club will rely on the sponsoring organization to ensure our members comply with their respective youth protection policies. A full copy of the Youth Protection Policy can be found in our club's committee manual and policy manual.

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

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

*International Projects and Programs Mission Statement* - Establishes framework for identifying and selecting our club's international service projects. Committee members oversee development, implementation and evaluation of projects and may include partners and contractors in these roles. Committee uses Rotary International programs to leverage financial contributions and provide expertise.

DESCRIPTION: This committee is charged with:

- 1) Creating a framework for identifying and selecting our club's international service projects. The committee receives, evaluates and selects proposals submitted to the Madison Rotary Foundation for international projects. Committee members are subject to the Club's Conflict of Interest policy precluding an active role of a member (or his/her spouse) in board membership or other executive capacity for any requesting organization.
- 2) Interviewing and approving any candidates applying to our club for Rotary International Scholarship Programs. The committee will manage or monitor other Rotary International Foundation programs that the club selects for participation.

TIME COMMITMENT: The committee meets on an as needed basis, approximately 5 - 10 times per year. The meetings are normally held just before or after a regular Rotary luncheon, and the meetings are about one hour in length. Some committee members are more involved with additional meetings if they are involved in 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.

## **ROTARY INTERNATIONAL COMMITTEE**

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

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

TIME COMMITMENT: This committee will correspond via email or hold one to two meetings per year with the purpose of planning announcements to the membership, encouraging attendance at the annual district conference and Rotary International Convention. Other announcements are planned to the membership to

educate and encourage members to give to The Rotary (International) Foundation, and the announcements will coincide with the semi-annual dues billings are distribution.

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

## **ROTARY YOUTH EXCHANGE COMMITTEE**

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

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

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

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

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

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

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

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

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

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

## **AVENUE OF SERVICE: 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.

### **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 Projects & Programs, Philanthropy, Program, Rotaract Advisory, Rotary International, Scholarship, Youth Awards and Vocational Opportunities Committees.

### **AVENUE OF SERVICE: CLUB SERVICE THROUGH WEDNESDAY MEETING ACTIVITIES**

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

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

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

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

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

#### **CLUB MEETING ASSISTANCE COMMITTEE**

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

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

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

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

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

## **MUSIC COMMITTEE**

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

**DESCRIPTION:** The Music Committee provides 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 at least quarterly and will meet on an as needed basis as determined by the chair or as directed by the president or board.

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

## **VISITOR HOSPITALITY COMMITTEE**

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

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

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

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

## **FUND DRIVE COMMITTEE**

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

DESCRIPTION: This committee is responsible for running the annual fund drive (which runs from early November to mid-January) to benefit our Madison Rotary Foundation. Members of the committee assist the chair in promoting participation of all members and follow-up phone calls at the end of the drive to those who did not contribute. The Madison Rotary Foundation's Major Gifts Committee 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 October and January) to set a schedule for the drive; to review the status of the drive; and to determine procedures for contacting the members who have not yet made a commitment. The committee meetings are normally held for approximately one-half hour before or after a regular Rotary luncheon.

STRUCTURE: This committee will include members interested in helping to ensure the success of the annual fund drive.

## MEMBER DEVELOPMENT COMMITTEE

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

The Committee will achieve this by ensuring:

- Efforts are sustained to keep every member engaged and participating to increase retention 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

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

### *New Member Events Subcommittee*

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

### *Member Attendance and Retention Subcommittee*

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

### *Recruitment Subcommittee*

The Recruitment Subcommittee will continuously maintain the memberships' attention towards pursuing community leaders for membership in Downtown Rotary, striving to have its membership mirror the business and professional leadership of the greater Madison community. The Sub-Committee should also carry out various methods of identifying, pursuing and tracking potential leaders in local businesses and organizations for possible membership.

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

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

### **MEMBER RECOGNITION COMMITTEE**

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

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

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

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

### **ORIENTATION COMMITTEE**

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

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

STRUCTURE: This committee is comprised of an unlimited number of volunteer members. 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 image 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 Public Relations Committee by taking photos for special events, and builds a photo library of club activities. They are often called upon to photograph special guests at the weekly luncheon or groups that have received awards through Rotary.

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

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

### **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 Club including events, service projects, programs and other accomplishments. Communications occur within 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.

## **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 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 SummerPalooza, 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 Rotary International Committee Chair.

## **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.

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 his or her 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