**Bozeman Rotaract Club**

**General Board Information**

As of Rotary Year, July 2016, the Bozeman Rotaract Club is made up of a nine person board: President, Vice President, Secretary, Treasure, VP of Service, VP of Public Relations, VP of Membership, VP of Socials, and VP of Programs.

The Board is responsible for coordinating events typically scheduled as follows:

Socials/Cheers – 1st Wednesday of the Month at 5:30 pm

Programs/Club Meetings – 2nd Week of the Month (M-Thurs at 5:30 pm)

Board Meeting – 3rd Tuesday of the Month at 5:30 pm

Service Event – Scheduled at the need of non-profit groups

**Board Descriptions**

**President**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Create awareness of the Bozeman Rotaract Club activities and projects among members, and the community
* Ensure the club’s professional and leadership development activities are successful and that its service projects benefit the community
* Support the work of all board members and committees
* Learn key points for talking about Rotary and use them when speaking in public
* Become familiar with Rotary’s Leadership resources

**Assigned Duties**

* Chair board meetings with detailed agendas that allow enough time for reports from board members
* Conduct effective, interesting, and informative program/meetings
* Perform new member inductions and use a suitable induction address
* Set club goals for the board and each committee and involve members in carrying out the club’s goals
* Appoint standing and special committees, with board approval, and serve as an ex officio member of all committees
* Appoint committee chairs based on individuals’ experience, and seek their opinions about committee members
* Delegate responsibilities to help members develop their leadership skills for future club leadership roles
* Encourage club members to get involved in projects by building on their skills and interests
* Encourage communication between club members, committees, Rotary, and district committees.
* Ensure club activities and service projects are successfully promoted and executed
* Monitor membership to maintain club an age and gender balance
* Communicate and collaborate with the Rotarian liaison, Rotary club members, and district Rotaract officers.
* Review activities, goals, and expenditures and participate in decisions.
* Communicate club happenings to Rotaract and Rotary via two e-newsletter a month or other resources.
* Ensure Board members have available resources and training to effectively perform positions
* Work with your successor before leaving office
* Arrange for a joint meeting of the incoming board of directors with the outgoing board

**Useful Skills to have in this position**

* Familiarity and knowledge of Rotary and Rotaract
* Ability to lead meetings and programs, delegate, communicate, and inspire members
* Ability to commit a significant amount of time to Rotaract
* General leadership and management experience

**Vice President**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Create awareness of club activities and projects among club members and the community
* Learn key points for talking about Rotary and use them when speaking in public
* Support the club president and work of all board members and committees
* Become familiar with Rotary’s Leadership resources

**Assigned Duties**

* Preside over meetings in the president’s absence
* Serve on the board of directors and as an ex officio member of all committees
* Handle special assignments as directed by the president
* Stay current on club goals and activities
* Succeed to the office of president in the event of a vacancy
* Consult the club president on decisions affecting the club
* Communicate and collaborate with the Rotarian liaison, Rotary club members, and district Rotaract officers.
* Review activities, goals, and expenditures and participate in decisions.
* Serve as a director of your club’s board
* Appoint committee chairs and a trainer for your year
* Work with your successor before leaving office

**Useful Skills to have in this position**

* Familiarity and knowledge of Rotary and Rotaract
* Ability to lead meetings and programs, delegate, communicate, and inspire members
* Ability to commit a significant amount of time to Rotaract
* General leadership and management experience

**Treasurer**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Maintain accurate club financial records
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public
* Become familiar with Rotary’s financial resources (i.e. Rotary foundation, Grants)
* Establish communication with our sponsor club’s treasurer and finance committee, as necessary

**Assigned Duties**

* Collect and deposit dues/fees/donations etc. into club bank account
* Reconcile monthly financials
* Keep accurate records
* Pay all bills and reimbursements promptly for club expenses
* Transfer money from paypal account to bank account, as needed
* Assist in collecting membership dues
* Communicate to the membership chair when dues are paid through paypal or other routes not via the membership chair
* Prepare a regular financial report/update for board meetings that includes but is not limited to; monthly balances, Income/Payment details, etc.
* Track committee budgets
* Plan next year’s budget for approval by the Board by last quarter of the Rotary year
* Keep historical financial records
* Work with the secretary to maintain accurate financial reporting within the meeting minutes
* Ensure that the club complies with all government financial reporting requirements
* Prepare a detailed annual financial report at the end of the Rotary year
* Hand all records over to the incoming treasurer and help him or her transition into the role

**Useful Skills to have in this position**

* Responsible and detail-oriented characteristics
* Knowledge and understanding of accounting and financial statements
* Ability to use and learn the club financial tracking system
* General experience with excel, quickbooks, etc.

**Secretary**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Maintain accurate club meeting minutes and records as needed
* Help the club function efficiently
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public

**Assigned Duties**

* Take meeting minutes, a clear, concise written record of meeting discussion and actions, at club board meetings
* Distribute minutes to the Board and Rotary liaison via email and trello, as needed
* Keep a record of member attendance and hours for all events
* Prepare an attendance and hour’s summary to present at monthly board meetings that includes but is not limited to; members attending less than 60% of events, total club hours, total current volunteer hours, etc.
* Communicate with PR chair when attendance and hour milestones have been reached
* Work with the treasurer to maintain accurate financial reporting within the meeting minutes
* Inform the membership chair when club members have low attendance
* Assist the club president, treasurer, and committees as needed
* Maintain all club records, current and historical, including minutes, agendas, attendance, and important club documents such as the club’s certificate of organization, budgets, and reports within shared e-file systems (i.e. Bozeman Rotaract - Google Drive).
* Meet with your successor and hand over club records and duties

**Useful Skills to have in this position**

* Ability to attend the majority of club board meetings and complete minutes in a timely manner.
* General experience with excel, word, adobe acrobat, google drive, trello, etc.
* Good organization and communication skills

**VP of Public Relations**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Create awareness of club activities and projects among club members, media, and the community
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public
* Use social media to promote awareness of Rotary and your club in the community
* Make sure your club’s image is in line with Rotary’s public image
* Share your club’s Rotary stories with the local media
* Become familiar with Rotary’s public relations resources

**Assigned Duties**

* Oversee committee funds, transactions, and reports, and be aware of the financial condition of your committee’s budget at all times
* Manage all aspects of the Rotaract Club Facebook Page Account, Instagram Account, club website, and Twitter Account along with any other relevant and useful social media pages or online resources as needed
* Take the lead on promoting Rotaract Club Events and other Rotaract related media on social media, print media, and other local venues for marketing purposes.
* Assist the President(s) with e-newsletters, e-updates, and other communications with members and the general public.
* Conduct research to ensure that Bozeman Rotaract is in-line with best practices and most current uses of PR techniques and resources.
* Take the lead on photography at events, as well as delegate to others when unable to attend Rotaract events etc.
* Manage the inventory of Rotaract promotional materials (including Rotaract Banner, Rotaract T-shirts, and other Rotaract labeled products (pens, keychains, etc.))
* Attend our sponsor club, Bozeman Sunrise Rotary’s PR committee meetings as necessary
* Determine a need for committee members and use necessary
* Hand all records over to the incoming treasurer and help him or her transition into the role

**Useful Skills to have in this position**

* Knowledge and understanding of social media including Facebook, Instagram, and Twitter (including willingness to create and manage your own account along with the Club’s)
* Experience with web design, or ability to learn how to use Weebly to update our website in a timely and professional manner
* Knowledge or willingness to learn about best practices in marketing, membership recruitment, graphic design, social media marketing, networking etc.
* General experience with Square space, Paypal, MailChimp, Google calendar, trello, Photoshop etc.

**VP of Service**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Carry out projects that effectively promote our clubs motto of “Service Above Self”
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public
* Become familiar with Rotary’s resources available to assist in completing service projects

**Assigned Duties**

* Oversee service committee funds, transactions, and reports, and be aware of the financial condition of your committee’s budget at all times.
* Check with nonprofits about volunteer opportunities to help the club identify where they would like to focus their volunteer efforts
* Coordinate with each nonprofit and start planning monthly service projects once the nonprofits are voted on by the club
* Make sure that there are enough volunteers and communicate details and numbers of expected volunteers to nonprofit coordinators for monthly service events
* Send details and number of volunteers needed to PR chair and President at least one month in advance of event date for Facebook posting, website, and inclusion in e-news.
* Reviews suggestions from members for volunteer projects to ensure they address real needs and can be successfully carried out by the club
* Attend sponsor club, Bozeman Sunrise Rotary’s international and community service committee meetings as necessary
* Determine a need for committee members and use necessary
* Hand all records over to the incoming service chair and help him or her transition into the role

**Useful Skills to have in this position**

* Familiarity with local and international non-profit organizations
* Exhibits strong organization and good communication skills

**VP of Membership**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Identify, introduce, invite, inform, involve, engage, and educate new and current members.
* Target and identify members of your community who are a good fit and would best represent your club.
* Learn key points for talking about Rotary and use them when speaking in public
* Become familiar with Rotary’s membership resources

**Assigned Duties**

* Address inquiries from potential members and provide information concerning Rotaract and the requirements of membership into Bozeman Rotaract Club
* Be willing/able to meet with and get to know potential members
* Invite and inform potential members of programs, social events, and meetings, along with locations and times
* Maintain and update the Club Membership Directory (Google doc), with dues and induction tracking, membership app. info., prospective members, member buddies, board positions, committees, past members, etc.
* Notifying the Board of club members who are turning 30, to begin transition process into Rotary
* Coordinate with the club secretary to monitor member attendance.
* Track dues in coordination with the treasurer and send payment reminders to members.
* Prepare and present membership updates at monthly board meetings that include but are not limited to: membership numbers, inductions needed, list of prospective members, dues updates, etc.
* Assist club president(s) with new member inductions as needed.
* Set up a sign-­in sheet at each meeting for members/guests to sign-in with name, birthday, email, etc. and have membership applications on hand.
* Plan two membership drives a year (Sept/Oct and April/May) in coordination with the club social chair, Rotary club and the rest of the Board as needed.
* Send membership drive event details to PR chair and President(s) at least one month in advance of event date for Facebook posting, website, and inclusion in e-news.
* Oversee membership committee funds, transactions, and reports, and be aware of the financial condition of your committee’s budget at all times.
* Set membership goals with the assistance of the board and/or membership committee
* Use a committee and Board members as necessary to help build membership
* Attend sponsor club, Bozeman Sunrise Rotary’s membership committee meetings as necessary
* Coordinate with the PR chair to develop media to promote membership that can be presented to potential members.
* Improve member experience by regularly asking members about their interests and what they would like the club to do.
* Monitor the need for hosting a new member orientation
* In coordination with Board members, track trends in project participation and engagement, length of membership, social activity, and contributions to the club.
* Organize procedures for reaching out to current members who are not engaged and prospective members via a board buddy system, membership committee, etc.
* Encourage all members to help recruit and retain members
* Hand all membership records and tasks over to the incoming membership chair and help him or her transition into the role

**Useful Skills to have in this position**

* Knowledge or willingness to learn about membership in Rotary
* Familiarity with local networking and professional groups
* Exhibits club enthusiasm and good communication skills

**VP of Socials**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, engage, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public
* Carry out events that promote Rotaract and provide networking opportunities

**Assigned Duties**

* Plan, attend, and facilitate monthly “cheers” events on the first Wednesday of the month.
* Reserve the locations or rooms for social activities
* Create a social atmosphere where all feel welcome to participate, get to know each other and learn about Rotaract
* Oversee social committee funds, transactions, and reports, and be aware of the financial condition of your committee’s budget at all times.
* Send details of the social event to the PR chair and President(s) at least one month in advance of event date for Facebook posting, website, and inclusion in e-news.
* Coordinate with the membership committee in planning membership drive events and other committees as necessary
* Plan two social events a year (Dec/Jan and June/July) in coordination with the Board
* Track past social programs (Google Docs) for future social chairs
* Hand all records over to the incoming social chair and help him or her transition into the role

**Useful Skills to have in this position**

* Familiarity with networking and professional groups
* Exhibits club enthusiasm and good communication skills

**VP of Programs**

**General Responsibilities**

* Represent leadership within Rotaract: attend the majority of club events/meetings, promote the ideals of Rotary, help build club momentum, and keep enthusiasm high
* Support the work of the membership committee; identify, introduce, invite, inform, orient, involve, engage, and educate new and current members.
* Learn key points for talking about Rotary and use them when speaking in public
* Become familiar with Rotary’s program resources
* Carry out events the promote the professional development and interests of Rotaractors

**Assigned Duties**

* Coordinate monthly professional development programs
* Make sure presenters are aware of the meeting format, interests, and background of our club
* Review and use program suggestions from members when planning events
* Ensure programs are suitable, meet the interests of the club, and can be successfully carried out
* Improve programs by regularly asking members about their interests and what programs they would like the club to do `
* Evaluate the success of program events with membership surveys
* Express gratitude verbally and with thank yous, in a timely manner, on behalf of the club for time and effort spent by presenters to make programs successful
* Coordinate with Rotary, as necessary, to develop engaging speaking events
* Oversee programs committee funds, transactions, and reports, and be aware of the financial condition of your committee’s budget at all times.
* Send details of the planned program to the PR chair and President(s) at least one month in advance of event date for Facebook posting, website, and inclusion in e-news.
* Track completed and suggested programs in (Google Docs) for future programs chairs
* Hand all records over to the incoming programs chair and help him or her transition into the role

**Useful Skills to have in this position**

* Familiarity with local business and professional groups
* Exhibits club enthusiasm and good communication skills