



Lincoln South Rotary Club

2010-2011 Rotary Year

Administration Committee

Committee and Chair Job Description and Overview of Responsibilities

Description: The role of the club administration committee is to conduct activities associated with the effective operation of the club. It is only through efficient club operations that a Rotary club can provide service to its community, retain members, and develop leaders for the club, district, and Rotary International. The responsibilities of the club membership committee summarized below are explained further in the Club Administration Committee Manual:

- Develop committee goals to achieve club's annual goals.
- Organize weekly and special programs.
- Produce the club bulletin and maintain the club Web site.
- Help the club secretary track club attendance.
- Promote fellowship among club members.
- Conduct any other activities associated with the effective operation of the club.

The club administration committee is responsible for developing the club program for the weekly meetings that provide club members with the information and motivation necessary to increase their participation in activities that serve the club, the community, and the world. To plan effective weekly meetings:

- Develop an agenda for each regular weekly meeting.
- Schedule programs in advance.
- Relate programs to current club projects, activities, and concerns.
- Rotate the responsibility of arranging programs among committee members.
- Observe special dates, weeks, and months.
- Prepare contingency plans in case scheduled programs are canceled.

Organized meetings that feature interesting, relevant programs will enhance members' personal Rotary knowledge, reinforce the value of continued membership, and make members aware of their local and world community.

Rotary calendar: The Rotary calendar is a resource for planning weekly meetings. At the beginning of the year, introduce the new RI theme and discuss events such as the district conference and the RI Convention as they occur. You can also plan programs based on these special Rotary year observances:

July No Rotary designation
August Membership and Extension Month
September New Generations Month
October Vocational Service Month
November Rotary Foundation Month and World Interact Week (week including 5 November)
December Family Month
January Rotary Awareness Month
February World Understanding Month
23 February: World Understanding and Peace Day/ Rotary's anniversary
March Literacy Month and World Rotaract Week (week including 13 March)
April Magazine Month
May No Rotary designation
June Rotary Fellowships Month