

Rotary Club of Vancouver Director of Administration

General Accountability:

The Director of Administration shall be accountable for all Club Administration activities and shall supervise and coordinate the work of the Administration Committees described below.

Responsibilities:

Before July 1st

1. Meet with the current President-Elect to review/develop Club meeting programs and social events for the year.
2. Meet with President-Elect to discuss plans for monthly Rotary themed programs.
3. Begin recruiting Chairs for Administration Meeting Program and Fellowship Committees for the coming year.
4. Select a Sergeant at Arms and/or review a program plan with one that is continuing.
5. Familiarize yourself with the work of the Data Manager including Fund Raising Coordination.
6. Prepare a budget for the coming year.

After July 1st:

1. Assist the Program Committee Chair recruit a Speakers Committee.
2. Assist the Fellowship Committee Chair recruit a Committee and begin planning social events.
3. Lend a hand in planning important meetings such as the Induction of New Members, Installation of Officers, the Governors visit and Club Assemblies.
4. Ensure that membership data is kept current and reported regularly to the District Secretary.
5. Remind members of the importance of greeting visitors with courtesy at meetings.

Club administration provides the framework that enables the club to function effectively. Key administrative activities required for the operation of a Rotary club include:

- Encouraging, tracking, and reporting attendance
- Organizing programs for regular weekly and special meetings
- Promoting fellowship among club members
- Providing information including:
 - Club bulletin
 - Rotary's official magazine, THE ROTARIAN, or an approved Rotary regional magazine

Selecting Committee Members

When choosing members for administrative committees, select Rotarians who possess the following characteristics:

- Attention to detail
- Thorough knowledge of Rotary policies regarding club administration
- Strong organizational skills

- Understanding of logistics
- Communication and writing skills
- Design or publishing experience
- Computer skills

These administrative issues are the primary concern of the following club committees:

Attendance

- Encourages attendance at regular club meetings or regular meetings of other clubs when a member is unable to attend the home club
- Keeps all members informed of attendance requirements
- Works to rectify conditions that contribute to unsatisfactory attendance
- Promotes attendance by all club members at all Rotary meetings, including the district conferences, district training meetings, intercity meetings, and RI conventions

Club Bulletin

- Reports news of the club, its members, and Rotary around the world through the weekly bulletin
- Stimulates interest in the club's activities and promotes attendance
- Announces the program for the upcoming meeting
- Relates highlights of the previous meeting
- Promotes fellowship
- Contributes to the Rotary education of all members

Club Service

- Guides and assists members of the club in carrying out their club service duties
- Coordinates the work of all committees related to club service

Fellowship Activities

- Promotes acquaintance and friendship among the members
- Promotes participation by members in the club's recreational and social activities
- Welcomes visiting Rotarians and guests

Magazine

- Stimulates interest in THE ROTARIAN or official Rotary regional magazine
- Plans an activity to observe Magazine Month (April)
- Arranges for brief monthly reviews of the magazine's contents during regular club programs
- Encourages use of the magazine when inducting new members
- Provides a copy of the magazine to non-Rotarian speakers at weekly or other meetings
- Obtains subscriptions for libraries, hospitals, schools, and other reading rooms
- Sends news and action photographs of club projects to THE ROTARIAN or your official Rotary regional magazine

Program

- Prepares and arranges the programs for all regular and special meetings of the club
- Designs and balances these programs to ensure that they are relevant and meaningful to club members

Working with Other Committees

While the committees listed above are directly responsible for various administrative duties, their effort can be enhanced by periodically collaborating with other club committees and leaders who can play an important role. For example:

- **Membership committees** responsible for new member orientation and mentoring can help orient new members to important Rotary and club policies and procedures.
- **Public relations committee** members can devise a list of individuals and organizations to which THE ROTARIAN, or Rotary regional magazine, can be distributed in order to increase community awareness of the goals and activities of Rotary.
- **Service committee** leaders can use the club bulletin to ensure that timely and accurate information about projects and activities reaches club members.