



# Club Administration Committee Basics 2021-22





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# CLUB ADMINISTRATION COMMITTEE CHAIR JOB DESCRIPTION



As chair of the club administration committee, you help your club run smoothly.

RESPONSIBILITIES	
GENERAL	ADMINISTRATION COMMITTEE
Attend your district training assembly.	Help the club secretary with meeting logistics and attendance.
Working with the president-elect, select and prepare your committee members.	Help the club treasurer collect membership dues.
Create subcommittees as needed (e.g., club meeting planning, club newsletter and website, social events, attendance).	Organize interesting and fun club meetings and social events.
Meet regularly and plan activities.	Produce club communications, including your club's newsletter.
Set committee goals that align with and help achieve the club's goals for the year, and monitor progress toward those goals.	
Manage your committee's budget.	
Work with your club's other committees and your district committee on multiclub activities or initiatives.	
Report committee activities and progress to the club president, the board of directors, and the entire club.	
Determine what your club expects of your committee.	

# WORKING WITH YOUR COMMITTEE



You're the club administration committee chair. If you don't have a committee when you accept the position, start by recruiting one or two people. In many clubs, members usually serve on a committee for three years, so it's likely that some current committee members will continue serving during your term. If you need to fill any openings on the committee, work with the president-elect to find someone with:

- Organizational skills
- Knowledge of Rotary policies
- Writing or publishing skills
- Computer and internet skills

As chair, you'll delegate tasks, so you'll need to determine how best to use the skills and interests of your committee members. You can prepare members by:

- Informing them of the committee's activities and goals
- Pairing new committee members with more experienced ones
- Encouraging them to communicate with their counterparts in other clubs
- Notifying them of district activities and meetings
- Sharing resources

Collaborate with your club's other committees to maximize your impact as a group. Club board meetings are great opportunities for these ongoing conversations.

## SETTING GOALS

In your role, you'll make sure your committee sets and achieves annual goals that support the club's strategic plan. You'll set goals with your incoming president and other club leaders at the district training assembly. The president or secretary can enter the goals in [Rotary Club Central](#).

## EFFECTIVE GOALS

Be sure your annual goals reflect committee capabilities and club interests. Goals should be shared, measurable, challenging, achievable, and time-specific (example: *Our club will update our website at least weekly*).

## **ACTION PLAN**

Work with your committee to develop an action plan, a series of smaller steps needed to achieve each annual goal. For every step:

- Determine who's responsible for implementing it.
- Set a due date.
- Decide how you'll measure progress and success.
- Consider the resources you already have, and get any that you need.
- Regularly assess your progress, and adjust your goals if necessary.

## **MOTIVATION**

Part of your role as chair is keeping your committee members motivated. Remember, they are volunteers. Common motivators include:

- Assurance that the committee's goals are attainable and will benefit the club and community
- Opportunities for fellowship and networking
- Assignments that use each member's expertise
- Efforts to make the committee's work enjoyable

## **BUDGETING**

Before 1 July, work with the outgoing committee chair and club treasurer to discuss the funds your committee will need and request that they be included in the club's budget. Be sure to consider any planned fundraising activities.

Oversee your committee's funds, transactions, and reports, and be aware of its budget status at all times. If you meet regularly with your club's treasurer, you'll be able to take action as soon as issues arise.

# CREATING AN ENGAGING CLUB EXPERIENCE



As club administration chair, you'll work with your club's president and membership committee to plan events that will keep your members engaged and connected. Start by assessing your club with tools like the [Rotary Club Health Check and Member Satisfaction Survey](#). Analyze the results, then work with your fellow club leaders to implement changes that will improve your members' club experience.

Research shows that clubs that are more flexible are better at attracting new members and keeping current members engaged. Explore these options for flexibility:

- Reduce the frequency of meetings (though clubs are required to meet in some way twice a month)
- Determine the best day and time for meetings
- Change or cancel a meeting
- Count service projects or social events as meetings
- Choose whether to meet in person or online, alternate between online and in-person meetings, or use both formats simultaneously (for instance, a member could participate in an in-person meeting through video chat)
- Determine whether different types of membership could work for your club. Explore options such as family, junior, or corporate memberships. You can set policies on dues, attendance, and service expectations for each type, as long as you report these people as active members and collect RI membership dues from them. Invite Rotaractors to join your club while remaining members of their Rotaract clubs. If your club chooses to, it can make special accommodations for these members, such as relaxed attendance requirements or reduced fees, as long as those are reflected in the club bylaws.

Get creative and have fun! See the [Club Flexibility page](#) on My Rotary and the Practicing Flexibility and Innovation course in the [Learning Center](#) to help you get started.

Appoint someone on your committee to develop the agenda for your club's meetings. Be creative and try different things to appeal to your members' interests. Refer to [Be a Vibrant Club: Your Club Leadership Plan](#) for some ideas on how clubs have adjusted their meeting formats to revitalize their clubs.



This chart gives examples of meeting formats and how clubs have used them.

<b>SAMPLE FORMATS FOR MEETINGS</b>	
<b>REGULAR MEETINGS</b>	<b>SOCIAL EVENTS</b>
<ul style="list-style-type: none"> <li>• Allow time for members to share ideas for making the community better.</li> <li>• Use meeting time to plan activities and projects.</li> <li>• Offer members the option to participate virtually if they can't make the meeting in person.</li> <li>• Have members speak about themselves rather than booking a guest speaker.</li> <li>• Give each meeting a different theme.</li> <li>• Rotate meeting locations.</li> <li>• Make meals optional.</li> <li>• Discuss Rotary business for the first half of the meeting and use the second half for fun activities.</li> <li>• Invite prospective members to speak as industry experts on topics related to your projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold an annual retreat with your club to have fun and reflect on the work you've done in the past year.</li> <li>• Meet once a month at a restaurant or other venue to socialize.</li> <li>• Plan events and outings that include family members and Rotaractors year-round.</li> <li>• Celebrate personal milestones and other special occasions that are important in your members' lives.</li> </ul>
<b>NETWORKING AND TRAINING EVENTS</b>	<b>SERVICE PROJECTS</b>
<ul style="list-style-type: none"> <li>• Hold a networking meeting to build relationships and rapport with one another.</li> <li>• Conduct a joint networking event with Rotaractors and invite business professionals in the community to increase the visibility of your club, bring in new members, and form potential partnerships.</li> <li>• Plan a training event to enhance members' leadership skills or teach them a new skill that will help them carry out a project.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with other organizations to expand your outreach.</li> <li>• Make sure members are involved in activities that genuinely interest them.</li> <li>• Create regular opportunities to volunteer in the community together and discuss the experience in a subsequent meeting.</li> <li>• Involve Rotaractors to propose and lead service projects, with an experienced member to guide them.</li> </ul>

# MEETINGS



As the club administration committee chair, you play an important role in creating positive experiences for your members. Clubs need active, engaged members to serve their communities and attract new members. Meetings should be fun and interactive.

Your meeting responsibilities may include:

- Preparing announcements
- Planning programs
- Scheduling guest speakers
- Distributing and collecting name badges
- Taking attendance
- Paying for meals
- Making arrangements (travel, expenses, letters of appreciation) for guest speakers
- Providing visiting Rotarians with documentation of their attendance

Work with your secretary to determine how he or she can help you with your club's meeting responsibilities.

## CLUB ASSEMBLIES

Club assemblies offer opportunities for all club members to:

- Reflect on and discuss club meetings and activities
- Brainstorm ideas for projects and activities
- Review the club's strengths, opportunities, and weaknesses
- Set goals and develop action plans
- Coordinate committee activities
- Learn more about Rotary

Ask members for their input in advance so you can plan an assembly that addresses their interests and concerns. Ask your president and secretary what each assembly's goal is and how your committee can help plan it. Assemblies can be held throughout the year to address relevant topics, like those shown below.

TIME FRAME	PURPOSE
After the district training assembly	To describe, review, and discuss plans developed at the district training assembly
After 1 July	To discuss and adopt a strategic plan for the coming year
Two weeks before the district governor's official visit	To prepare for the visit
During the district governor's official visit	To discuss the club's activities, goals, achievements, and concerns with the governor
At the midpoint of the Rotary year	To review the club's progress toward its goals and determine its plan for the rest of the year
In April or May	To provide an opportunity for open discussion

# CLUB COMMUNICATIONS



Part of your role as club administration committee chair is to create a communication plan that keeps members informed about club and district activities and Rotary news. To keep current members informed and to attract prospective members, be sure that your club has someone dedicated to updating the club website.

Here is some information that you could include in your communications:

- The schedule of upcoming club meetings and activities
- Your club's goals, plans, and projects
- Highlights of club and district meetings
- Birthdays, anniversaries, recognition, etc.
- News about the club, district, and Rotary International

Areas of your club's website that contain personal information should be password-protected. If the club website's domain name includes "Rotary," make sure that it also identifies the club (e.g., [www.anycityrotaryclub.org](http://www.anycityrotaryclub.org)). More guidance can be found in the [Voice and Visual Identity Guidelines](#) and the [Quick Start Guide for Club Websites](#).

You can use the promotional tools on My Rotary, including:

- [Brand Center](#) — Logos, images, videos, guidelines, ads, and People of Action templates
- [Press Center](#) — Press releases, fact sheets, and media resources
- [RSS feed](#) — Rotary news formatted for and sent to your club's website or news reader

Use social media to share club news with members, and connect to [Rotary's official networking pages](#) to share stories, ideas, videos, and images.

Work with your club's public image chair to determine which committee will be responsible for your club's newsletters, website, social media accounts, and marketing communications, as well as its other communications to members and nonmembers.

# DISTRICT TRAINING ASSEMBLY DISCUSSION QUESTIONS



The district training assembly is a great chance to exchange ideas with other incoming club leaders. These questions can help you prepare for your assembly.

What are the responsibilities of the club administration committee? What are your responsibilities as chair?

What club goals are assigned to your committee?

What type of activities will you plan so that club members can socialize?

How will you keep your club meetings interesting and relevant?

How will your club communicate news to its members? Who will be responsible for this communication?

Which tasks will you delegate to committee members? How will you support them?





