

ROLES & RESPONSIBILITIES

President:

The president's primary role is to lead the Club and preside over all meetings of the Club and board of directors. President is the primary Representative of the Club and will be Leading all the members and Board members of the Club. The president motivates, inspires, and coaches Club committees to ensure that the Club's professional and leadership development activities and service projects are executed successfully.

Responsibilities:

- Conduct Club meetings with detailed agendas that allow enough time for reports from officers and committee members.
- Chair meetings of the board of directors.
- Appoint all 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 skills for future Club leadership roles.
- Encourage Club members to get involved in projects that build on their skills and interests.
- Ensure that Club activities and service projects are successfully promoted and executed.
- Support a membership strategy that encourages diversity.
- Communicate and collaborate with the advisor, sponsor Club members, and district Rotaract officers. In university-based Clubs, the president should also consult with the Club's faculty advisor.
- Resolve conflict among Club members and ensure your Club culture and environment encourages diversity, equity, and inclusion, and is free from any form of harassment.
- Update Club and membership data every year by 30 June through the Club Administration page on My Rotary.

Immediate Past President

Club's Immediate Past President (IPP) can provide useful opinions and perspective in planning Club activities, assisting with special projects, and supporting board and Club members. Immediate Past President remains on the board the year immediately following their tenure as President to ensure continuity in leadership and act as an advisor to the New President and board.

Vice President

The Vice president's primary role is to support the president.

Responsibilities:

- Vice President's main role is to support the President and deputise for them by running 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 if a vacancy occurs.

Secretary

The secretary's primary responsibility is to help the Club function efficiently. The secretary should be well organized and have good communication skills.

Responsibilities:

- Maintain all Club records, including membership, committee appointments, attendance, dues payments, and important Club documents such as the Club's certificate of organization, budgets, and reports.
- Notify the district leaders of members who are interested in joining a Rotary Club, either as a current Rotaractor or after leaving Rotaract.
- Provide Club and member information to the president for required annual updates to Rotary.
- Take minutes – a clear, concise written record of meeting discussion and actions – at all Club meetings.

Treasurer

The treasurer oversees all funds and maintains accurate financial records, ensures transparency in financial operations, and responds to inquiries from Club members and sponsor Clubs, if applicable. The treasurer should be a responsible, detail-oriented person.

Responsibilities:

- Chair of the finance committee.
- Collect membership dues.
- Manage all money collected from dues and all proceeds from fundraising projects.
- Pay all Club bills and reimbursements for Club expenses.
- Prepare and administer the budget.
- Prepare monthly reports that accurately detail the Club's finances and expenses.
- Ensure that the Club complies with all government financial reporting requirements.
- Prepare and distribute an end-of-year report to Club members and the incoming treasurer.

Club Membership Chair:

The membership chair must ensure the sustaining of members and be able to keep the members engaged with one or the other activities within the Club.

- Able to bring in new members to the Club.
- Build a rapport between members and make them stay in the Club.
- Plans to work on strategies to improve the membership.
- Ensure the well-being of members.

Foundation Chair:

The Foundation chair has the ultimate responsibility for coordinating The Rotary Foundation (TRF) activity and Rotary Grants within the Club.

- Conducting TRF sessions
- Making awareness about TRF & Rotary Grants
- Motivating the members to contribute towards TRF.
- Strategies to find CSR & convert them to TRF.
- Forming foundation committee within Club.

Public Image Chair:

The Public Image Chair is one who comes out and promotes the Club's service projects and activities to other fellow Rotaract Clubs and the public. The PRO should be able to outreach the functioning of the Club to the parent Rotary Club and vice versa.

Editor:

An Editor is a very important Board Member who is totally responsible for all types of designing and editorial works for the Club.

Service Project Chair (All avenues):

The Chair for all avenues will act as the head of all the 4 avenues mentioned above and guide them in their functioning. The chair should aid the avenue directors to maintain a Well-balanced number of Projects every month.

Chair – Blood Donor Cell:

The blood donor cell chair will be coordinating the needs of the blood during an emergency or any required time with Club members and district. The chair must maintain the database of the Club members along with the blood group details and contact details. The blood donor cell must motivate the Club members to donate blood and should be available whenever required.

Chair – Mental Health Care:

The chair must look after the mental well-being of the Club members and should be coordinating with various district initiatives related to mental health care. It would be more appropriate if the person knew how to provide counseling to the Club members on their mental health and day-to-day activities. The chair can conduct any sort of activities related to mental health status and make them stress busters.

Club Committees *(Club, Community, Professional and International Service)*

Committees help your Club carry out its activities and projects. The Club president, with the approval of the board, appoints standing committees, such as Club service, community service, international service, professional development, and finance, and additional committees if necessary. Your Club's bylaws should clearly define the responsibilities of all committees.

Committees should meet regularly to discuss plans and activities. A committee may divide into subcommittees to accomplish all its tasks. All committee activities and expenses are subject to the board's approval, so committees should share their plans with the Club President.

Chair/Director – District Priority Projects:

Chair/Director of DPP has an immense participation in implementing the Priority Projects that is given by the district and by District governor by bringing in Projects to the Club that fulfills the tasks. He/She comes under the Chairman- District Priority Projects.

Web Service Director:

A web service director is responsible for the updating of events or activities that are happening day to day in social media. The director should make sure a website, Mail id, LinkedIn profile, Facebook profile, and an Instagram profile is being established in the Club's name. He/She is the social hub of the Club.

Sergeant at arms:

Sergeant at arms is one who maintains basic decorum and code of conduct in the Club. He/She is responsible for healthy communication between members and other Club members. Surprisingly, he/she has an authority equal to that of a President to remove any Club member with an utmost valid reason explaining the mistake of that member.