

DISTRICT 5300 AVENUE OF SERVICE CHAIR

JOB DESCRIPTION

CLUB SERVICE

Responsibilities of the Chair:

- 1 Promote, coordinate and give guidance about Club Service activities.
2. Review with the District Governor and District Governor-Elect prior to the District Assembly, the Governor-Elect's goals and objectives and the special emphasis programs designated by Rotary International Presidents. Incoming chair to review committee status with current chair prior to the District Assembly.
3. Conduct a plenary session at the District Assembly with guidelines covering the following:
 - 1) District Governor's goals and objectives as related to Club Service.
 - 2) Techniques for committee operation.
 - 3) Techniques for successful projects or programs.
 - 4) Rotary International special emphasis programs (Should be mandated as a club objective and program.)
 - 5) Outline the information needed for District Reports and District Awards
4. Be available to speak to the clubs on Club Service.
5. Make written reports to the District Governor as requested.
6. Submit and encourage clubs and their Avenue of Service Club Chair to submit articles for District distribution and information.
7. Present one program about Club Service in at least one of each Assistant Governor's Presidents' meeting with Club Service Chairs in attendance.
8. Serve as a Chair for Club Service on the District Awards Committee
9. Assist the District Conference Committee and chair the plenary session.
10. Hold Area Meetings for the Club Chairs for Club Service.
11. Programs

1) Membership	Special District Responsibilities
2) Attendance	1) PRLs award
3) Fellowship	2) Speakers' Bureau
4) Bulletins	3) Public Relations
5) District Meetings	4) Rotary Information
6) Programs at meetings	5) Web Site
	6) Advertising
11. Prepare a budget and review it with the Governor.
12. Prepare a final accounting of income and expenses and file it with the Treasurer.
13. Train and include a Vice Chair in the committee operation
14. Keep a File/Journal and pass it on.