

Rotary Club of Green Bay: Committees & Responsibilities

1. Rotary Youth Exchange Committee (RYE)

Contact Person: Ed Hanchek, (920) 469-0034, ed.hanchek@gmail.com

The mission of RYE is the promotion of international understanding, peace and exposure to different cultures. The main involvement is with the Summer Exchange, as well as the Inbound program.

The Inbound Program RYE Committee is responsible for:

- Presenting to the Board an annual application for approval of the activity and expenses.
- Recruiting three host families for the yearlong inbound.
- Helping these three families complete application forms.
- Completing a home inspection of each family as they are being considered.
- Completing background on each host family, club president, treasurer and RYE officer.
- Completing a student application and host family applications – which must be submitted to the District.
- Making contact with inbound student and families to make them feel comfortable.
- Arranging for the student's arrival and welcome party.
- Orientating the inbound upon arrival for one week with the RYE officer.
- Establishing a bank account for security deposit.
- Managing documentation of inbound (airline ticket, visa, passport, etc.).
- Setting up of academic schedule.
- Registering inbound in school activities that might start at the end of summer.
- Transferring inbound to the host family.
- Registering inbound (online) and transferring information each time the student moves to a new host family.
- Communicating with inbound families and host families throughout the stay.
- Phoning the student once a week, as well as visit monthly.
- Phoning the host family once per month.
- Arranging for lunch and monthly payments for the student.
- Scheduling visits and presentations to the sponsoring club.
- Coordinating extra activities with club members and inbound.
- Attending 12 district meetings annually (by the RYE Officer and Coordinator).
- The Summer Exchange RYE Committee is responsible for:
 - Presenting to the Board an application for approval of the activity and expenses.
 - Recruiting a summer exchange student.
 - Completing application, interviewing and selecting of summer outbound.
 - Coordinating student to present before, during and after trip to the club.
- Ideally, all tasks could be divided among committee members. Each could take a part of the process, for example:
 - Application and documentation (Time = 2 hours/month for up to 3 months)
 - Welcome and orientation (Time = 2 hours/week for 1 month)
 - Administrative (Time = 46 hours total over a 2 week period)
 - Coordinate activities (Time = 1 hour per month during student stay)

**The committee meets monthly for a maximum of 1 hour
Total annual time commitment = maximum of 20 hours**

2. Rotary Youth Leadership Awards (RYLA) Committee

Contact Person: Thom Cody, 920-336-0493, tcody@pathmakersinc.com

The RYLA Conference committee is annually responsible for recruiting, selecting, and sponsoring young people to attend the District 6220 RYLA Conference. The purpose of the RYLA Conference is to:

- Demonstrate Rotary's respect and concern for youth.
- Provide an effective training experience for selected youth and potential leaders.
- Encourage leadership of youth by youth.
- Recognize publicly young people who are rendering service to their communities.
- Key tasks include:
 - Collaborating with local high schools to inform students (sophomores and juniors) about the conference and encourage them to apply for participation
 - Reviewing candidates through an application and interview process
 - Selecting up to 6 participants
 - Preparing participants for their experience/helping them complete paperwork
 - Ensuring the safe transportation of participants to/from the conference
 - Providing participants with an opportunity to speak to the club about their experience at the conference

**The committee meets on average twice a month for 1 hour between January and June.
Total annual time commitment = up to 12 hours**

3. Fundraising/Development Committee

Contact Person: Mary Denissen, 920-431-6305, Mary_Denissen@ars.aon.com

This committee coordinates fundraising to raise dollars for Club local and international service projects.

**The committee meets about 6 times per year for approximately 1 hour.
Total annual time commitment = up to 15 hours**

4. Rotary Student Leadership Awards (SLA) Committee

Contact Person: Julian LaMue, 920-433-3219, julian.lamue@associatedbank.com

The Rotary Student Leadership Awards Committee is responsible for annually facilitating the selection of 2 students from each local high school in Green Bay (6 schools total) to receive the club's Student Leadership Award. The Student Leadership Award honor students who:

1. Exhibit good citizenship in school and in the community.
2. Maintain a high scholastic average.
3. Uphold high moral standards.
4. Will benefit significantly from this type of recognition.

The award consists of a certificate and \$250 scholarship check from the local Rotary Foundation. The committee is also responsible for facilitating the SLA banquet in late April.

- Setting a date for the SLA Banquet and collaborating with the Regency Suites staff to ensure proper set up (December)
- Informing each of the principals at the 6 local high schools of the date of the SLA Banquet and collaborating with them to select 2 participants (one young man and one young woman) from their school to receive the award (December/January).
- Collaborating with the principals to arrange a date for each pair of students (6 pairs total) to visit the club during a regular Monday meeting (January-March).
- Helping the pairs of SLA recipients from each school prepare a 5-minute presentation on a topic of their choice for the SLA Banquet (March-April).
- Requesting the \$250 scholarship checks from the local Rotary Foundation (March)
- Collaborating with a local print shop to design and print the SLA certificates (April)
- Running/emceeing the SLA Banquet (April)

The committee meets as needed December through April.

The total annual time commitment = up to 6 hours.

5. Vocational Service & Adult Youth Leadership Award Committee

Contact Person: Mickey Knaus, 920-431-3692, mknaus@baylake.com

The Vocational Service & Adult Youth Leadership Award Committee is responsible for annually selecting a member or members of the club to receive the Vocational Service Award and Adult Youth Leadership Award, and then honoring them in an award(s) ceremony during a meeting. The Vocational Service Award is designed to recognize club members who over the past year have not only demonstrated outstanding professional achievement in their vocations but have exemplified the ideals of Rotary in leveraging their vocational talents to serve the needs of our community. The Adult Youth Leadership Award recognizes a community member that has made a commitment to youth in our community.

Key Tasks:

- Soliciting nominees for the award (April-May)
- Reviewing the accomplishments of nominees and selecting a recipient or recipients (May)
- Purchasing an award plaque for the recipient(s) of the award (May)
- Organizing and running/emceeing an award(s) ceremony at a noon meeting (June)

The committee meets as needed April - June.

The total annual time commitment = up to 8 hours.

6. Membership Committee

Contact Person: Aaron Oppenheimer, (920) 468-5225, aarono@villageofbellevue.org

The objective of this committee is to receive and process membership applications for prospective new members. Key tasks include:

- Receiving and reviewing applications.
- Emailing application to Board for approval.
- Communicating (email) with new member if approved. Includes welcome letter.
- Communicating with proposer to contact new member, as well as Board President.
- Coordinating badge, orientation, classification, website information, and invoicing.
- Communicating with PR person to provide information for press release.
- Working with orientation leader to educate new members about committee volunteer opportunities, sign new members up for committees and provide contact information to committee contact person about new member.

The committee meets monthly.

Total annual time commitment = maximum of 18 hours

7. World Community Service (International)

Contact Person: Ian Griffiths, 920-217-9342, igriffiths@bsagb.com

The vision of this committee is to embark on an annual or ongoing service project that can benefit a less fortunate country/village. This can be accomplished by working directly with Rotary Clubs in underprivileged countries or other service organizations that can assist us. The projects range from collecting goods and services, donating money, sending Green Bay Rotarians and any other method of serving someone in need outside of our country.

The committee meets as needed.

Total annual time commitment = 8 - 12 hours

8. International Rotary Foundation

Contact Person: Pete Mader, 920-405-1482, peterma@prevea.com

The Rotary Foundation is a not for profit corporation that supports the efforts of Rotary International to achieve world understanding and peace through international humanitarian, educational and cultural exchange programs. It is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

The Foundation's Humanitarian Programs fund international Rotary club and district projects to improve the quality of life, providing health care, clean water, food, education, and other essential needs primarily in the developing world. This also relates to the Paul Harris Fellow program.

The committee meets as needed.

Total annual time commitment = 4- 6 hours

8. PolioPlus Committee

Contact Person: Tom Guyette, 920-435-1231, tguyette001@new.rr.com

Polio eradication has long been a goal of Rotary International. As part of a \$100 million challenge grant from the Bill & Melinda Gates Foundation, beginning in 2008-09, each club must raise \$1,000 for PolioPlus.

As this is a worldwide initiative, instead of simply raising \$1,000 within the Club, RI would like each Club to collaborate with other local Clubs and engage the community as a PR/awareness effort. Based on this, this committee is responsible for coordinating an annual event from 2008-09 through 2010-11.

The committee meets as needed.

Total annual time commitment = 8- 16 hours

9. Local Rotary Foundation

Contact Person: Kramer Rock, 920-432-1600, krock@temployment.com

The Rotary Club of Green Bay is keenly aware of its civic responsibilities to build goodwill and friendship within the community. Fund recipients and amounts given are determined by the board of directors of the Rotary Foundation of Green Bay, Inc. The board of directors acts within the guidelines of the Foundation's charter, as well as the guidelines set forth herein.

The Rotary Foundation of Green Bay will receive funds mainly from Rotary Club of Green Bay members, funds provided by the Club's board of directors and earnings from the Foundation's assets. Funds from other sources are accepted.

The committee meets on the 3rd Monday of February, May, August and November.

Total annual time commitment = 4- 6 hours

10. Club Service Committee

Contact Person: Jim Lienau, 920-617-7101, jim.lienau@cellcom.com

This committee maintains contact with the dining establishment that hosts our weekly Rotary luncheon meetings. Committee members are responsible for:

- Working with the dining establishment Manager regarding meeting changes in dates and times.
- Coordinating 4 "fun" events during each Rotary year: The Holiday Party (generally held in January), and the Changing of the Guard (typically held near the end of June).

The committee meets monthly from October – December to coordinate the Holiday Party and monthly from April – June to coordinate the Changing of the Guard. Other meetings are scheduled as needed. All meetings are 1 hour.

Total annual time commitment = maximum of 12 hours

11. Poverty and Hunger Committee

Contact Person: Gregg Hetue, 920-432-3393 ext. 8625, gregg@browncountyunitedway.org

This committee is responsible for coordinating up to 3 activities annually to raise food for those unable to have the resources for this. While the committee determines where the dollars and/or food will be donated, Paul's Pantry and the Salvation Army are two highly recommended venues. It also coordinates the Food for the Poor collection at Thanksgiving.

The committee meets as needed.

Total annual time commitment = 8 hours

12. Men's Closet and Community Service Committee

Men's Closet Contact Person: Christina Trombley, 920-496-2117, tromblec@uwgb.edu

Community Service Contact Person: Patty Mancuso, 920-498-8600, pmancuso@sicf.hshs.org

This committee is responsible for several local community service projects. Specifically, this includes: (a) Men's Closet and (b) Salvation Army Bell Ringing.

The committee meets quarterly for a maximum of 1 hour.

Total annual time commitment = 4- 6 hours

Men's Closet – The Men's Closet is sponsored jointly by the Rotary Club of Green Bay and the Salvation Army. The mission of this program is to provide free work apparel to men in need, seeking employment or employment advancement. Donations of clean and serviceable men's clothing, business casual and work appropriate apparel, shoes and furnishings are encouraged.

The Men's Closet is staffed by volunteers from the Salvation Army and the Rotary Club of Green Bay. Hours of operation are 2:00 to 5:00 pm Tuesdays and Thursdays, and 9:30 am to 12:00 pm on Saturdays.

Commitment is for 2 Rotary volunteers every Saturday for 2 1/2 hours.

Salvation Army Bell Ringing – Volunteers from the Green Bay Rotary Club donate their time throughout the holiday season to ring the Salvation Army Bell at kettle locations in Green Bay. The main volunteer times chosen with Salvation Army are Saturdays in December. The bell ringing times are booked online and a volunteer sheet is passed around at the Rotary meeting.

The committee meets as needed.

Total annual time commitment = 2 - 4 hours

13. Public Relations Committee

Contact Person: Kari Moody, 920-433-2011, Kari.Moody@hotel-sierra.com

This committee is responsible for generating positive public relations and awareness for the Rotary Club of Green Bay.

The committee meets as needed.

Total annual time commitment = 25 – 50 hours

14. Rotary Board Member Commitment

Contact Person: Barbie Patterson, Club President, 920-405-1246, Barbie.Patterson@pmiwi.com

The Board of Directors includes all the elected board members and officers. For the Green Bay Club 2663, this includes 12 Board members: President, Past President, President-Elect, President Nominee, Secretary, Treasurer, and six Board Members, each serving a three-year term. The Rotary year is July – June.

Each Board member is assigned to work with one of the committees needed to lead the organization through the Four Avenues of Service that are the philosophical and practical framework of the work of a Rotary Club. These avenues of service are:

- Club Service
- Community Service
- Vocational Service
- International Service

Club committee and board member committee leaders are charged with carrying out the annual and long range goals of the club based on the Four Avenues of Service. The board needs to work together to ensure continuity of leadership and succession planning. When feasible, the committee members should be appointed to the same committee for three years to ensure consistency. The President-Elect is responsible for appointing his/her committee members to fill vacancies, appoint chairs, and conduct planning meetings prior to the start of the year in office. This club typically has the President and President–Elect work together to accomplish this. It is recommended the committee chair have previous experience as a member or the committee. The standing committees are:

- Membership
- Public Relations
- Service Projects
- Rotary Foundation

The President serves as ex-officio member of all committees, and shall have all the privileges of membership thereon. The board is responsible for reviewing all committee reports and approving all action. The board reviews and approves a budget of the estimated annual income and expenditures. The board approves all prospective members ensuring that the proposal meets all the classification and membership requirements of the Standard Rotary Constitution.

**The Board meets monthly (2nd Monday of each month at 11 am) for 1 hour.
Total annual time commitment = 12 - 36 hours**

15. Expectations of President of Rotary

Contact Person: Barbie Patterson, Club President, 920-405-1246, Barbie.Patterson@pmiwi.com

The President shall preside at all Club meetings and the Board, as well as performing other duties pertaining to the leadership of the Club. Specifically, the President is responsible for:

- Developing and implementing an agreed upon leadership plan that is the recommended administrative structure for the Club.
- Developing long range goals that address the specific elements of the Club
- Setting annual goals
- Keeping all Club members involved and informed
- Keeping all lines of communication open both in the Club and in the District
- Ensuring continuity in leadership from year to year
- Customizing bylaws to reflect club operations
- Providing regular fellowship opportunities
- Involving all club members
- Offering regular, consistent training for Club functions and activities

The Club President receives and is expected to respond to all phone and mail communication or pass it on to the appropriate committee. The President is responsible to insure that all meeting programs are scheduled and appropriate, reviewing with the board whenever needed.
(Time = 1 hour/week)

The President reviews transactions of expenditures and handles some of the financial transactions before passing onto the Treasurer. (Time = 30 minutes per week)

Review and preparing of the agendas and information for sharing at the weekly meetings and the monthly board meetings takes approx. (Time = 1 hour/week)

Attendance at extra committee meetings and Rotary fellowship functions.
(Time = 24 hours per month)

The President sits on the Foundation board which meets monthly. (Time = 5 hours per month).

The President is involved with the committee and planning needs for the annual Free Enterprise Dinner which involves extra meeting time beginning in January of about 1 hour per week and more during the month of May. (May increase to 4 hours/week immediately prior to the event.) The President is also responsible for representing Rotary at community events and this time can range from 1 time per month to several times depending on the time of year and annual projects.

Total annual time commitment = up to 230 hours