

WORKING WITH YOUR COMMITTEE



You're the club Rotary Foundation committee chair. What do you do first? Meet with the outgoing chair, review your club's bylaws and strategic plan and, if necessary, start thinking about who else will be on your committee. If a Rotary Foundation committee already exists, meet with the outgoing chair, review your club's bylaws and strategic plan, and become an expert on The Rotary Foundation.

In many clubs, members serve on a committee for three years, so it's likely that some current committee members will continue into your term. If you need to fill any openings, work with the president-elect to find someone with experience in at least one of these areas:

- International projects
- Community service projects
- Fundraising

Collaborate with your club's other committees to maximize your club's impact. For example:

- Work with the service projects committee to determine if any current or future projects can be funded by Rotary grants
- Work with the public image committee to promote projects and fundraisers, and drive member participation
- Work with the membership committee to find alumni and involve them in club activities

You should also work with your [district's international service chair](#) to obtain resources, and advise on conducting community assessments and planning successful global grant projects.

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: *All club members will contribute to the Annual Fund by 1 January*).

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.