ROTARY CLUB OF BLACKSBURG

*Committee Descriptions*

# *Club Service – The First Avenue of Service*

* **Attendance** - Promotes good attendance and monitors attendance to encourage those who may fall behind. The committee usually meets up to 3 times per year and other communication is usually by email.
* **Programs** – Plans and schedules speakers for the weekly meetings, communicates with presenters, provides information to the bulletin, and coordinates the books donated to the library in the name of the speakers. Committee meets often and there a considerable time commitment. We are known for getting great speakers!

# Public Relations - Promotes club projects in the local press, Rotary District and with Rotary International.  Designs and prepares club displays and ads. Publishes the weekly bulletin. Manages the club website and Facebook page, and Press releases 3-4 times a year. Committee meets at least quarterly in person or via Zoom as appropriate. The 4th quarter (April to June) is usually busiest for this committee, plus the ongoing weekly and monthly time commitments for those working on bulletin, Facebook page, website etc.

* **Sgt. at Arms** - Welcomes those attending the meetings, staffs the sign-in desk, runs the weekly raffle and coordinate tasks to conduct the meeting. Time commitment is 15-30 minutes before each meeting.
* **Family of Rotary & Special Events** - Plans and manages special events to involve Rotary family members and coordinates the 5th Thursday socials. The committee aims to hold at least 3 service/fellowship events each year where non-Rotarian friends and family participate. Committee members are expected to help organize the events, encourage participation of others, and attend when possible
* **History** - Maintains records of the club's history and conducts at least one program per year on club history. Minimal time commitment.
* **District Conference & Events** - Coordinates participation in District Conference (end of Jan-mid-March) and promotes other district events, such as RLI (1-2 per year) and yearly District Governors visit. The time commitment for this committee is centered around these events.

***Vocational Service – The Second Avenue of Service***

* **Classification** - Manages the Club Classification roster that includes the different vocations to ensure a broad-based membership. There are several committee meetings per year.
* **Membership** – Promotes club membership, follows up with new members and members leaving the club, and assigns Ambassadors to new club members. Organizes membership events throughout the year. This committee plans to meet monthly throughout the year.
* **Orientation** - Conducts the initial orientation of new members before they join the club and plans & conducts a level two orientation 3-6 months after a member joins. They also coordinate with the Membership Committee regarding the Ambassador Program. Time commitment will depend on how many new members join the club. Each Orientation session lasts an hour, and committee members are encouraged to attend.
* **Vocational Service –** Manages the Citizen of the Year Award (COY), the First Responder of the Year (FROY). The committee meets 5-6 times during the year and members assist in soliciting COY and FROY nominations from folks / organizations in the community, review / evaluate our COY & FROY nominations in preparation of meeting to select awardees.

# *Community Service – The Third Avenue of Service*

* **Community Service** - Selects and manages the local projects that the club supports, including the financial donations made to organizations. Writes district grant application and manages grant project. The committee meets quarterly with additional meetings scheduled if urgent business requires. Committee members are expected to actively participate in the committee’s community service projects as their schedules allow.
* **Environment** - Manages the roadside cleanup, recycling, and other environmental projects the club may select. Committee members are expected to take part in the cleanups.
* **Local Foundation** - Manages the fund-raising event to support the scholarships and Community Service projects. There are several committee meetings per year.
* **Yard Sale** - Coordinate and promote the annual yard sale. The time commitment is centered around the event and committee members are expected to work the yard sale.
* **Golf Event** - Coordinates the annual golf tournament for fellowship and fund raising. Historically, the tournament has taken place in August, typically the week after MCPS returns to school. The committee generally meets 3-4 times per year.  More participation is required in the months leading up to the tournament and members should plan on around 10 hours commitment in time.
* **Chocolate Festival** - Coordinates and implements the annual Chocolate Festival fundraiser. Committee meets all year, and the work is intense in the spring of the year.

# *International Service – The Fourth Avenue of Service*

# Rotary Foundation - Manages the fund-raising event for the Rotary Foundation & World Community Service. Maintains records for Paul Harris Fellows and presents a program to the club.

# Group Study Exchange - Recruits members for GSE teams and coordinates GSE visits hosted by the club. This committee has an intense time commitment about 1 month before a GSE visit when it will be responsible for helping to recruit members, plan the upcoming visit and find home stays and activities for the 4 days involved.

* **World Community Service** - Selects and manages international matching grant projects and other international projects that focus on the following Rotary causes: Promote Peace; Fight Disease; Provide clean water, sanitation, and hygiene; Save mothers and children; Support education; Grow local economies. The committee meets 2-4 times per year to discuss budget and programs/projects that it wants to support. Further time may be required of members if Grants need to be written.

# *New Generations - The Fifth Avenue of Service*

* **Interact** – Acts as liaison with the Interact club at Blacksburg High School and assists them with their needs. The Interact club meets at Blacksburg High School during club session during the school day. Last year there were only four meetings total but in previous years it was monthly. In addition to the club meetings we also attended the officers planning meetings several times a school year; and support several volunteer events. Total time commitment for committee members is around 12-15 hours, and the member should have flexible day time availability. Several of the Interact volunteer opportunities align with the Rotary club’s events like the Chocolate Festival and Christmas Store.
* **Youth Achievement –** Secures Blacksburg High School participants for RYLA, as well as managing the Fine Arts, Math/Science, and the Career and Technical Education scholarships in the spring. The committee meets 4-5 times per year and some preparation time before those meeting will be needed.

# Youth Exchange -   Coordinates outbound and inbound youth exchange students. The time commitment is in finding host families, completing the home visit, and performing the role as counselor to the student.

The Rotary Club of Blacksburg has 23 committees.

Reviewed/Approved by the Board of Directors 2/14/13, updated 11/11/20.

