



Rotary Club of Orlando
2011 – 2012 Committee Assignments

Membership	Chair: Pam Ison	Service	Chair: Danielle Krise
<i>Sub-Committees</i>		<i>Sub-Committees</i>	
Member Development	Jason Gurley	H.E.A.R.T	Rene Persaud
New Member Orientation	Pam Ison	Blood Drive	Mike Pratt
Fireside Chat	Roger Jacobson	Environment	Oswald Saavedra
Member Retention	Rod Rodman	Salvation Army Bell Ringing	Andrew Laney
Classification Talks	Renee Klein	African Schools	Jon Stine
Fun Committee		Poker Night	Ollie Phipps, Bob Phipps
Family of Rotary	Bev McBryde, Jane Munns	Rotary Fest	
Attendance	Ron Tyo	Health Community	Kevin Sherin
Classifications	Curley Bowman	Ivey Lane Elementary	Jim Stowers
		Canstruction	Bob Ford
Club Administration	Chair: Jim Stowers	Public Relations	Chair: Bill Peeper
<i>Sub-Committees</i>		<i>Sub-Committees</i>	
Programs	Roger Jacobson, Tom Schneider, Rich Ungaro, Betsy Jacobs	Photographer	Jason Frazier
Newsletter		Business Professional of the Year	Eric Schreck
Directory	Linda Rolf		
Music			
Registration	Carl Stallard	RCO Foundation	
Setup and Money Table	Bob DeGrilla	Awards Committee	Lee Bennett
Guest Introductions	Jim Stowers	Investment Committee	Bill Leedy
Happy Dollars	Ollie Phipps		
Rotating Rotarians	Richard McCree		
Technology Setup	David Joyce		



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Table Blessing	Linda Rolf		
Website and Technology	Linda Rolf		
Historian	Larry Fegebank		
Bylaws	Lee Bennett		
Badge Scanning	Bob DeGrilla		
New Generations	Chair: Greg Pace	RI Foundation	Chair: Betsy Jacobs
<i>Sub-Committees</i>		Paul Harris Fellow	Jim Stowers
RYLA	Heather Higbee	Polio Plus	Darrell Shea
Interact		Grants	Jon Stine
Rotaract		Permanent Fund	George Huffman
Bob Neel Scholarship	Bill Leedy, Dann Pottinger	Scholarships	Bill Leedy, Dann Pottiner
4 Way Test	Bill Leedy		
Youth Exchange			
Strategic Planning	Chair: Linda Rolf		
Members	Rich Ungaro, Bill Peeper, Roger Jacobsen, TBD		



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4 WAY TEST COMMITTEE

The purpose of the 4 Way Test Committee is (1) to introduce and promote the Rotary 4 Way Test to all non Rotarians including but not limited to school children, the business community and all other community members through advertising, contests and other promotions and (2) promote the use of the 4 Way Test to all Rotarians through discussion and programs. (Additional information in addendum.)

A/V COMMITTEE

The purpose of the A/V Committee is to: (1) coordinate with the Program Chair to determine if A/V equipment is needed for a program and (2) set up and take down any equipment (projector, computer or DVD player) for the program.

AFRICAN SCHOOL PROJECT COMMITTEE

The purpose of the African School Project committee is to assist in improving the education, health and environment of African youth by; (1) working with African nationals to identify those opportunities (2) secure funds to purchase food, equipment or for construction of school buildings and (3) report to the club on the results of the projects. The committee should consist of 3-5 members. (Additional information in addendum.)

ANNUAL GIVING COMMITTEE

The purpose of the Annual Giving Committee is to encourage all club members to give to The Rotary Foundation Annual Fund either as a Sustaining Member or EREY (Every Rotarian Ever Year). This program will be promoted by club announcements, club programs and personal solicitation.

ATTENDANCE COMMITTEE

The purpose of the Attendance Committee is (1) to obtain from the Executive Secretary the names of those members who have achieved perfect attendance and (2) to promote perfect attendance for all club members by recognizing and awarding those members who have perfect attendance with a pin at our regular weekly meeting.

BLOOD DRIVE COMMITTEE

The purpose of the Blood Drive Committee is (1) to coordinate with President to select dates for blood drives, usually two per year, (2) to schedule those dates with the Blood Bank, (3) to communicate with the Executive Secretary the schedule and post notices in weekly bulletin prior to date, (4) to make announcements in meetings prior to date to



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encourage participation, (5) to confirm dates with Blood Bank several weeks prior to date, (6) to arrange for parking area for bloodmobile on date and (7) to recognize those Rotarians who gave blood at next weekly meeting. (Additional information in addendum.)

BOB NEEL ROTARY CLUB OF ORLANDO SCHOLARSHIP COMMITTEE

The purpose of the Bob Neel Rotary Club of Orlando Scholarship Committee is (1) to communicate with UCF to determine the recipient of the scholarship and (2) arrange for presentation of the scholarship at weekly club meeting. UCF is responsible for selecting the recipients and the Rotary Club of Orlando is not involved in the selection process. The corpus for this scholarship was a 2004 donation from PDG Bob Neel and matching funds from the State of Florida.

BUSINESS PROFESSIONAL OF THE YEAR COMMITTEE

The purpose of the Business Professional of the Year Committee is (1) recognize a male and female business person who is not a member of the Rotary Club of Orlando at a weekly meeting during the last quarter of the year, (2) to solicit nominations for those persons from our club members and (3) to evaluate and select the persons most deserving.

BYLAWS COMMITTEE

The purpose of the By Laws Committee is (1) to ensure that the Club's Bylaws are current with changes made by Rotary International in either the RI Constitution or the mandatory format for Club Constitutions, (2) keeping the Bylaws consistent with Club practices, (3) attending to Member recommendations for change and (4) amending the Bylaws from time to time for approval of the Board when necessary.

CLASSIFICATION TALKS COMMITTEE

The purpose of the Classification Talks Committee is (1) schedule new members to give their classification/introduction talk to the club which allows club members to learn more about the new members and (2) assist them in getting involved with various Rotary committees and service activities. (Additional information in addendum.)

CLUB DIRECTORY COMMITTEE

The purpose of the Club Directory Committee is (1) to make member information available to all club members and (2) to provide an method for all members to update their directory information.



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ENVIRONMENT COMMITTEE

The purpose of the Environment Committee is (1) to inform and educate our club and public about health, environmental and educational initiatives, (2) to assist in the improvement of living conditions of the socially and economically challenged people, locally and internationally and (3) to utilize Earth Day to raise funds to support programs for this effort and educate the public.

FAMILY OF ROTARY COMMITTEE

The purpose of Family of Rotary Committee is (1) to keep us in contact with members who haven't attended a meeting for a period of time by calling to determine the reason, (2) to inform the Executive Secretary and club president if further contact would be appropriate, either verbally or through a personal visit and (3) encouraging other members to visit any member who is ill and confined.

FIRESIDE CHAT COMMITTEE

The purpose of the Fireside Chat Committee is to familiarize all approved prospective members with the following Rotary information: (1) Rotary International and the 5 avenues of service, (2) the Rotary International convention, (3) a brief history of the Rotary Club of Orlando, (4) the club's leadership organization, (5) the Rotary Club of Orlando Foundation, (6) club projects, (7) how to become involved and connect with other members and (8) attendance and financial responsibilities.

FUN COMMITTEE

The purpose of the Fun Committee is to (1) to promote fellowship and (2) build relationships among club members. The committee chair should (1) enjoy connecting people, (2) identify opportunities for simple social and networking gatherings, (3) organize and implement social and networking gatherings, (4) continually stay connected with all members to facilitate relationship-building, (5) be comfortable using social media and technology to connect members and (6) be creative and enjoy having fun.

GRANTS COMMITTEE

The purpose of the Grants Committee is to: (1) identify projects both locally and internationally that meet a community need, (2) evaluate the need and match with available resources, (3) become familiar with available TRF grant programs, (4) assist in securing grants and (5) allocate DDF (District Directed Funds) between local and international needs. (Additional information in addendum.)



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GUEST INTRODUCTIONS COMMITTEE

The purpose of the Guest Introductions Committee is to: (1) compile a list of Rotarians to do guest introductions at our weekly meeting, (2) assign a date to an individual, (3) provide the list to the Executive Secretary and (4) ensure that the person will be available for that meeting by sending them an email prior to the meeting. The list is compiled on a quarterly basis.

H.E.A.R.T. COMMITTEE

The purpose of the H.E.A.R.T. Committee (Helping Elder Attain Repairs Today) is to (1) communicate with Seniors First of Orange County to select a work day to make repairs to the homes of challenged seniors, (2) to promote volunteerism within the club as community service, (3) to create signup sheets for the project day and (4) to recognize those Rotarians who worked at the next weekly meeting. New State of Florida regulations are now requiring a security clearance for our Rotarian workers which will require the chairman to monitor and assist in this procedure.

HAPPY DOLLARS COMMITTEE

The purpose of the Happy Dollars Committee is (1) to insure that an entertaining emcee is provided for each Rotary meeting, (2) to publish a schedule prior to the month, assigning an emcee to each meeting date, (3) to inform the emcee the purpose of the collection, (4) to make scheduling adjustments when an emcee has a conflict with the assigned date and (5) to inform the Executive Secretary who the emcee will be.

HISTORIAN COMMITTEE

The purpose of the Historian Committee is (1) to record the events of the Rotary year listing officers and significant events and achievements, (2) to forward this record to the Executive Secretary for inclusion in the Club Scrapbook and (3) to provide a historical article to the Executive Secretary for the weekly bulletin.

INTERACT COMMITTEE

The purpose of the Interact Committee is (1) to provide an opportunity for high school students to work together in a world fellowship dedicated to service and international understanding, (2) to establish a club in local high schools in our area of responsibility (Jones High and Lake Highland Prep), (3) to provide a Rotarian liaison to work as our representative, (4) to encourage the students to undertake service projects and (5) to bring members of Interact to visit our club and see Rotary in action.

INVOCATIONS COMMITTEE



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The purpose of the Invocations Committee is to: (1) compile a list of Rotarians to give the invocation at our weekly meeting, (2) provide the list to the Executive Secretary, (3) assign a date to an individual and (4) insure that the person will be available for that meeting.

IVEY LANE ELEMENTARY COMMITTEE

The purpose of the Ivey Lane Elementary Committee is (1) to meet periodically with the school Principal or Asst Principal on issues that the Rotary Club of Orlando (RCO) might help with and develop plan of activities, (2) coordinate these programs with RCO members and seek assistance where needed, (3) invite school leader(s) to club luncheon meeting, (4) identify club members interested in helping with the school and add to this subcommittee and (5) report to RCO Board of Directors periodically on Ivey Lane/RCO activities. (Additional information in addendum.)

MEMBER ORIENTATION COMMITTEE

The purpose of the Member Orientation Committee is (1) to assist new members in becoming involved and acquainted with the club so they might feel welcome, (2) to assign a Rotarian to mentor each new member, (3) to follow the progress of new members so they will be awarded the Blue badge and (4) to attend Fireside Chats and help new members to understand our mission. (Additional information in addendum.)

MEMBER DEVELOPMENT COMMITTEE

The purpose of the Member Development Committee is (1) to encourage and promote our club members to invite and recruit qualified individuals to join our club, (2) to periodically speak to the club on the need for new members and put forth the qualifications specified in our by-laws, (3) to work with the Executive Secretary to track all membership application to assure their orderly and prompt movement, (4) to establish a group of club members who will be able to assist in helping with recruitment when needed and (5) to recognize the efforts of any and all members who bring in a new member.

MEMBER RETENTION COMMITTEE

The purpose of the Member Retention Committee is (1) communicate via email, letter/post card, phone or personal contact with those members failing to attend in attempt to encourage better attendance, (2) periodically communicate with members about importance of attendance, (3) monitor attendance of members using the RCO web site attendance tools, (4) maintain list of Active Rotary Club of Orlando (RCO) members utilizing club data base in cooperation with Executive Security, (5) work with Executive



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Secretary and Board, identify and contact members whose dues are unpaid, (6) after exhaustive efforts to collect unpaid dues make recommendation to Board to drop from membership those who have not or can not pay dues. (See Dues Collection Policy and Procedures.) and (7) recommend to Board anyone who meets qualifications of Honorary Membership. (See definition of Honorary Member). (Additional information in addendum.)

MONEY TABLE COMMITTEE

The purpose of the Money Table Committee is to collect money from members, visiting Rotarians and guests of members for the lunch buffet. (Additional information in addendum.)

MUSIC COMMITTEE

The purpose of the Music Committee is (1) enlist and schedule a music leader to direct singing (usually a patriotic and welcome song) at the weekly meeting, (2) provide a list of the weekly volunteers and coordinate with the Executive Secretary, (3) communicate with volunteer to insure that they are at the weekly meeting and (4) vary the music during the year with sing-a-longs or other music.

NEWSLETTER COMMITTEE

The purpose of the Newsletter Committee is (1) to seek out news items within the club, (2) draft articles, (3) forward it to the Executive Secretary to be included in the Wednesday Edition and (4) work with Executive Secretary to review final copy before being distributed.

PAUL HARRIS FELLOWSHIP COMMITTEE

The purpose of the Paul Harris Fellowship Committee is (1) to actively promote and encourage members to become a Paul Harris Fellowship through The Rotary Foundation, (2) assist with completion and submittal of required RI forms to become PHF and follow up as needed, (3) maintain list of members who are Paul Harris Fellows (PHF), (4) arrange for PHF presentations at club meetings, (5) act as liaison with RI on individual's PHF issues or questions and (6) periodically run the Club Recognition Report from RI. (Additional information in addendum.)

PERMANENT FUND COMMITTEE

The purpose of the Permanent Fund Committee is (1) to promote contributions to the Permanent Fund of The Rotary Foundation, (2) acquaint our members with Benefactors and Bequest Society, (3) to present an annual program on the purpose and benefits of



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TRF and (4) to recognize those individuals for their contributions.

PHOTOGRAPHER'S COMMITTEE

The purpose of the Photographer's Committee is to (1) to capture important events, milestones, awards, speakers, presentations and other photojournalistic images to populate the clubs photo gallery on the website, (2) communicate with Executive Secretary to find out when important awards will be given at lunch, (3) to update and take new Rotary head shots for the online directory. Usually scheduled for the first Thursday of every month, (4) to take or secure images for PR purposes in media publications and (5) to help manage, edit, label images for future uses.

POKER TOURNEY COMMITTEE

The purpose of the Poker Tourney Committee is (1) raise funds for distribution as approved by the Board, (2) organize subcommittees to plan and conduct the event (advertising, prizes, publicity, sponsors, recognition, financial)and (3) distribute the approved proceeds from the event.

POLIO PLUS COMMITTEE

The purpose of the Polio Plus Committee is (1) act as a liaison between our club and District/Rotary International, (2) keep club informed on the current state of Polio Plus and encourage contributions to the Polio Plus program.

PROGRAM COMMITTEE

The purpose of the Program Committee is (1) to provide a well-balanced schedule of stimulating speakers and community leaders throughout the Rotary year, (2) to communicate with the President and the Executive Secretary to compile a calendar of dates available for speakers, taking into consideration events of the club and holidays, (3) to communicate with the speakers and their representatives, which includes an invitation and biography request, hosting and introduction at the Rotary lunches, and notes of appreciation following each presentation, (4) to keep the Executive Secretary informed of all upcoming speakers and titles of their presentations for advanced posting in our online Wednesday Edition as well as our club bulletin, (5) to establish a committee to assist in identifying and interviewing possible speakers, who would be appropriate for our club's diverse membership and guidelines of Rotary and (6) to turn over outstanding requests to speak, as well as the list of year's presentations to the new committee chair at the end of the term in order to both assist the new chair, and to avoid duplication of topics or presenters.



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REGISTRATION COMMITTEE

The purpose of the Registration Committee is (1) to greet Rotary Club of Orlando members, visiting Rotarians and guests of members as they enter the meeting room, (2) to assist in filling out Visiting Rotarian Make Up forms and validate, (3) to assist guests in completing the guest registration form, (4) to provide information about Rotary and an application form to local guests of members, (5) to provide the "Introducer" with the Visiting Rotarian and Guests of members forms so he/she may announce each visitor and (6) to maintain club banners if needed for a banner exchange by the President.

ROTARY LEADERSHIP INSTITUTE COMMITTEE

The purpose of the Rotary Leadership Institute Committee (RLI) is (1) to introduce and expose our club members to the benefits of RLI through club announcements, (2) encourage all club members to participate in the sessions and (3) to specifically concentrate on Board members and others interested in ascending to officer position in our club. (Additional information in addendum.)

ROTARIAN OF MONTH/QUARTER/YEAR COMMITTEE

The purpose of the Rotarian of Month/Quarter/Year is (1) to determine a list of candidates for recognition, (2) to meet with the President to select the award and (3) to obtain the appropriate certificates and get to the President to make the award at a weekly meeting.

ROTARYFEST COMMITTEE

The purpose of the RotaryFest Committee is (1) to raise funds for our humanitarian and service projects, (2) to involve youth of our community in a cultural events and (3) to introduce the public at large to the benefits and community of Rotary International and the Rotary Club of Orlando. The committee is involved in (1) securing a central location for a one day event in downtown Orlando, (2) coordinating with the local sidewalk chalk art association to secure volunteer professional artists, (3) working with local high schools to secure interested youth to compete, (4) provide supplies and food for the artists and (5) use the event as a service and fellowship time for our members. (Additional information in addendum.)

ROTATING ROTARIANS COMMITTEE

The purpose of the Rotating Rotarians Committee is (1) to establish a meeting date with Program Chairman, usually in spring, (2) to enlist Rotarians to host a group in their business to inform them of that business, (3) to explain to the host Rotarians their duties as a host, (4) to encourage and promote all Rotarians to choose one of these



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businesses and attend, (5) to create signup list at weekly meeting by host and (6) to provide the list to each host and the Executive Secretary. (Additional information in addendum.)

ROTARACT COMMITTEE

The purpose of the Rotaract Committee is to (1) provide an opportunity for young men and women, ages 18-30, to work together in a fellowship dedicated to service and international understanding, (2) to establish a club in our geographic area of responsibility, either community or university based, (3) to provide a Rotarian liaison to work as our representative, (4) to encourage the members to undertake service projects and (5) to bring members of Rotaract to visit and see Rotary in action.

ROTARY YOUTH LEADERSHIP AWARD (RYLA) COMMITTEE

The purpose of the RYLA Committee is select students to attend an annual weekend leadership conference. The committee will (1) identify students from the high schools in our district (Boone, Jones, Lake Highland) by working with those schools, (2) select a student from each school for the RYLA conference and (3) recognize those students at a Rotary weekly meeting.

SALVATION ARMY BELL RINGING COMMITTEE

The purpose of the Salvation Bell Ringing Committee is (1) to contact Salvation Army to schedule a time "to ring the bell" for one week at Christmas time as a community service project, (2) to promote the event by making club announcements, (3) to create a sign up list for members at weekly club meetings, (4) to publish the completed sign up list on line and (5) to recognize all members who participated after the event.

SCHOLARSHIPS COMMITTEE

The purpose of the Scholarships Committee is (1) to communicate with OCPS to determine the recipient of this high school scholarship and (2) arrange for presentation of the scholarship at the recipient's school awards program. OCPS, Rotary Club of Orlando, Rosalind Club and City of Orlando are responsible for selecting the recipients. The Rosalind Club and Rotary Club of Orlando alternate annually in the presentation ceremony. The corpus for this scholarship was a donation from Rotarian Coith Hill and Mrs. Hill of the Rosalind Club in the 1980's.

SET UP/TAKE DOWN COMMITTEE

The purpose of the Set Up/Take Down Committee is (1) to prepare the meeting room for the use of the members, visiting Rotarians and guests of members in order to



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conduct a weekly meeting of the Rotary Club of Orlando and (2) to provide necessary assistance to the guest speaker and his/her staff in order to facilitate a presentation. (Additional information in addendum.)

WEBSITE & TECHNOLOGY COMMITTEE

The Web Site/Technology Committee is dedicated to implementing both practical and innovative technology solutions for the club including but not limited to (1) connecting members through social media, (2) delivering timely, relevant information on the club's website, (3) website design and development and (4) back office support of club operations and (4) back office support of club operations. The committee chair should have experience in technology and business operations. It is recommended that this chair serve as a Strategic Planning Committee member as well.

YOUTH EXCHANGE COMMITTEE

The purpose of the Youth Exchange Committee is to (1) assist the district in placement of inbound foreign students, (2) to encourage and promote local students to participate in an year long academic exchange program, (3) to promote short term summer academic exchange programs and (4) to introduce both local and foreign students to Rotary International and our club through visits to our club.