



# GET READY: CLUB ADMINISTRATION COMMITTEE



# Get ready: Club administration committee

## 1. Your role

The club administration committee helps the club function smoothly and plays an important part in creating positive experiences for members. This can include different responsibilities, depending on the needs of your club. In this role, you usually will:

- Plan interesting club meetings and fun social events (working with the club secretary)
- Produce club communications, such as the newsletter (working with the public image chair)
- Help the club treasurer collect membership dues if necessary

## 2. Meetings

By keeping members engaged and active, clubs can serve their communities better and attract new members. The club administration committee helps plan club meetings and assemblies that are dynamic and fun.

Your general meeting responsibilities may include:

Preparing any announcements

- Helping develop the program or agenda
- Scheduling guest speakers and facilitating discussions
- Handling tasks that involve guest speakers, including travel arrangements and expenses and thank-you letters afterward
- Updating the calendar on the club website with meetings and activities
- Recognizing birthdays and donation milestones
- Distributing and collecting name badges
- Providing confirmation of attendance to visiting members

Work with the club secretary and other officers to decide who will manage specific meeting responsibilities.

### Club assemblies

When planning a club assembly, ask members for their input in advance to ensure that the event will reflect their interests and address their concerns. An assembly offers all club members a chance to:

- Reflect on and discuss club meetings and activities
- Think about and share ideas for new projects and activities
- Review the club's strengths, challenges, and opportunities
- Set goals and develop action plans

- Coordinate committee activities
- Learn more about Rotary

Work with the club president and secretary to identify your goals for each assembly so you can plan an event that achieves those objectives.

Assemblies can be organized to address relevant topics throughout the year. You might hold them at times such as:

**After the district training assembly**

This allows you to describe, review, and talk about the plans that were developed at the district training meeting.

**After 1 July**

This is a good time to discuss and adopt a strategic plan for the coming year.

**2 weeks before the district governor's official visit**

This gives you a chance to plan and prepare for the visit.

**During the governor's visit**

This is an opportunity to talk with the governor about the club's activities, goals, achievements, and concerns.

**At the midpoint of the Rotary year**

This allows you to review the club's progress toward its goals and determine a plan for the rest of the year.

**In April or May**

This can be a time for open discussion among the club members.

### **3. Club communications**

Part of your role is to create a communications plan that keeps members informed about club and district activities and Rotary news.

Work with your club's public image chair to determine who'll be responsible for the club's newsletters, website, social media accounts, and marketing emails, as well as any other communications to members or nonmembers.

You'll want to make sure that someone is regularly updating the club's website and social media accounts so that members know what's happening and prospective members can see how your club is active in the community.

You can include information in your communications such as:

- A schedule of upcoming meetings and activities
- Stories about your projects and activities
- Descriptions of your successes and achievements
- Other club goals, plans, or projects
- Highlights from club and district meetings
- News about the club, the district, and Rotary
- Birthdays, anniversaries, and recognition milestones
- The club website

If your club website's domain name includes "Rotary," make sure that it also identifies the club itself (e.g., anycityrotaryclub.org).

Protect any areas of your club website that contain personal information by requiring a password for those sections.

### **Other resources**

You have access to Rotary promotional tools, including:

#### **The Brand Center**

Share your club's story in ways that look and sound like Rotary and that protect our brand. You'll find logos, images, videos, guidelines, and templates.

#### **The Press Center**

Find news releases, fact sheets, and media resources that you can use in your communications.

#### **Social media**

Use social media to show how your club is taking action, to publicize news about your club, and to share posts.

## **4. Other duties**

Club administration can include many different tasks that help the club function.

This often involves working with other club officers. You may be asked to help the club treasurer collect monthly dues or help the club secretary with items other than the ones we've discussed here. And you'll certainly coordinate with the public image chair about communications.

It's important to stay in contact with the other officers to make sure you're working together to help your club reach its goals.

Club board meetings are good opportunities for these conversations. Collaborate with the various committees to determine who's responsible for specific tasks, to set due dates, and to make sure everyone has the resources they need.

All of this will help your club function smoothly and allow it to maximize its impact.

## **5. What's next**

You've learned a lot about how to fulfill your role. Think about these questions as you prepare for the district training assembly and the year ahead:

- What are the responsibilities of the club administration committee? What are the chair's responsibilities?
- What club goals is your committee responsible for?
- What types of activities will you plan in order to keep club members engaged?
- How will you keep your club meetings interesting and relevant?
- How will your club communicate news to members? Who will be responsible for that?
- Which tasks will you delegate to others? How will you support the people carrying them out?

Now you're ready to get started!.

# CLUB ADMINISTRATION COMMITTEE JOB DESCRIPTION



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RESPONSIBILITIES
Plan interesting club meetings and fun social events (working with the club secretary)
Produce club communications, such as the newsletter (working with the public image chair)
Help the club treasurer collect membership dues if necessary

**Rotary**  
District 3410

