

CNY Rotary Membership Roles & Responsibilities

New Clubs/Innovative Club Advocate

Team Size: up to 3

Duties:

- be the liaison between a fledgling club, sponsor club, the district and RI
- identify opportunities for new clubs
- approach potential sponsor clubs to get support for starting a new club
- can help guide the chartering process
- explore all avenues for recruiting members into a potential club
- continue to support new clubs after their charter
- cultivate champions with support through the recruitment process and beyond
- attend District Training Assembly
- prepare monthly update for full committee meeting

Qualifications/Skills:

- Complete the Membership track in the Learning Center
- plan to attend or send a proxy to Zone Institute for membership training
- knowledgeable about innovative club formats and the process of chartering a club
- be able to collaborate with public image, training to educate members on flexible club formats
- good communicator
- problem solver and creative thinker

Leadership Development

Team Size: up to 3

Duties:

- connect potential club leaders to resources to help them grow
- provide clubs with resources to strengthen leadership
- connect with Area Reps to identify and cultivate club leaders
- seek out direct connections with potential members to speak with them about leadership opportunities
- work with training committee to hold leadership training - both to strengthen existing club leaders and train new ones
- demystify what it means to be a leader in Rotary through communications, training, presentations, club meetings, etc.
- attend District Training Assembly
- prepare monthly update for full committee meeting

Qualifications/Skills:

- be able to help members find their leadership style and embrace the skills they have to offer
- creative thinker
- good communicator
- complete Membership, Leadership and Adult Learning modules in Learning Center

Club Specialist

Team Size: up to 3

Duties:

- specialist for supporting small and/or struggling clubs
- help clubs of all sizes that have low member participation
- provide guidance for growth, merging or other
- respond to requests for assistance from Area Reps or club leaders
- pull in district leadership to help assess clubs in need
- attend District Training Assembly
- prepare monthly update for full committee meeting

Qualifications/Skills:

- good communicator and problem solver
- understand what makes for a vibrant club
- complete Membership Track in the Learning Center
- be able to develop a plan of action and help see it through

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Rotaract

Team Size: up to 3

Duties:

- keep a roster of all Rotaract leadership teams
- Contact Rotaract leaders to offer guidance and support
- Encourage Rotaract members to attend district trainings and events and coordinate any travel as needed
- Identify opportunities to form new Rotaract Clubs

Qualifications/Skills:

- Good communicator in variety of platforms (tech savvy)
- Helpful to have experience with Rotaract Clubs
- Firm understanding of Rotaract Club formats and flavors
- Ability to navigate both college-based and community Rotaract Clubs
- Complete Membership and Rotaract modules in Learning Center

Engagement/Retention

Team Size: up to 3

Duties:

- serve as a connection between clubs to bring them together for engaging activities
- provide clubs with resources/ideas for more engagement
- help clubs with establishing effective orientation programs that will set clear expectations for the member and the club
- Walk clubs through self-assessment to address retention issue
- Promote the concept of making clubs irresistible
- Encourage being open-minded to new and different service activities
- Work with club leaders on communication best practices
- Help with club assessments/Club Health Check/member surveys
- Share out reporting on membership numbers and trends

Qualifications/Skills:

- Complete Membership modules in Learning Center
- Strong communication skills
- Ability to address difficult topics with sensitivity
- Creative thinking and problem solving skills
- Well-versed in Rotary International's resources for clubs

Rotary IQ/Training

Team Size: up to 3

Duties:

- Bring educational resources to members so they better understand our organization (sending presidents monthly trivia to share with their clubs, providing Rotary info clubs could use at their assemblies, put Rotary IQ tidbits in the district newsletter, etc.)
- Develop new member orientation template that clubs can download from the district website and customize
- Lead membership training at District Training Assembly
- Be knowledgeable of Rotary history

Qualifications/Skills:

- Complete Membership and Adult Learning modules in Learning Center
- Be well-versed in all things Rotary - history, key people, the RI Foundation, Areas of Focus
- RI Graduate preferred
- Willing and able to put on an engaging club program (in person or virtually)
- Creative thinker