

Roles and Responsibilities of a Rotaract Club Board Members

These responsibilities are intended as a guide not a ceiling. Each role carries the potential for more shaped by the club's needs and the commitment of the person in it.

President

The President is the head of the Rotaract club and the primary driver of its vision, operations, and culture. The President is responsible for ensuring that the club functions effectively across all areas of service, administration, membership, and leadership development.

- Presides over all regular and special meetings of the club and the board of directors
- Appoints all standing and special committees with the approval of the board
- Serves as an ex officio member of all committees
- Sets the tone and direction for the club's goals and activities for the Rotary year
- Delegates responsibilities to board members and committee chairs to ensure effective execution
- Monitors the overall progress of service projects and club activities throughout the year
- Maintains regular communication with the Rotarian Adviser, sponsor Rotary club, and the District Rotaract Representative
- Ensures that club information and membership data is updated with Rotary International every six months
- Encourages members to take on active roles by aligning opportunities with their skills and interests
- Builds and maintains a positive, inclusive club culture that retains existing members and attracts new ones
- Recognizes and acknowledges the contributions of board members and volunteers
- Represents the club at district events, conferences, and inter-club engagements
- Ensures all club activities and projects are conducted in accordance with RI policies and the club constitution

Vice President

The Vice President is the second-in-command of the Rotaract club and the primary support to the President. The Vice President ensures continuity of club leadership and steps in seamlessly whenever the President is unavailable.

- Presides over all club and board meetings in the absence of the President
- Succeeds to the office of President in the event of a vacancy
- Serves on the board of directors and as an ex officio member of all committees
- Assists the President in monitoring the progress of club activities and service projects
- Takes on special assignments and responsibilities as directed by the President
- Stays consistently informed about club goals, ongoing projects, and board decisions

- Acts as a sounding board for the President in planning and decision-making
- Supports committee chairs in executing their responsibilities where needed
- Steps in to represent the club at external engagements when the President is unavailable
- Assists in coordinating between board members to ensure smooth internal communication
- Actively contributes to membership development and retention efforts
- Prepares for the responsibilities of the Presidency by staying closely involved in all club operations throughout the year

Immediate Past President

The Immediate Past President is the most recent former President of the club still within membership. The Immediate Past President serves as a valuable source of institutional knowledge, offering guidance and perspective to the current board based on firsthand experience.

- Serves as a member of the board of directors for the succeeding Rotary year
- Provides continuity of leadership by bridging the outgoing and incoming boards
- Offers advice and perspective to the President and board members on club matters
- Shares lessons learned from the previous year to help the current board avoid past challenges
- Assists with special projects and initiatives as assigned by the President
- Supports the board in planning and executing major club events and service projects
- Mentors newer board members and helps them settle into their roles effectively
- Acts as an institutional memory for the club, preserving knowledge of past decisions, traditions, and processes
- Assists in the smooth transition of responsibilities during the handover from outgoing to incoming board
- Represents the club at district or external engagements when called upon
- Contributes to membership development efforts by leveraging existing relationships within and outside the club

Secretary

The Secretary is the administrative backbone of the Rotaract club. The Secretary is responsible for maintaining accurate club records, ensuring effective internal communication, and keeping the club's documentation organized and up to date.

- Maintains all club records including membership details, committee appointments, attendance, dues payments, and key club documents
- Records clear and concise minutes at all club and board meetings, covering attendance, discussions, decisions, and action points
- Provides copies of meeting minutes to the chair of the sponsor Rotary club's Rotaract committee within two weeks of each meeting

- Coordinates with the President to ensure timely submission of club and member information to Rotary International
- Notifies the sponsor Rotary club of members who are approaching the age of 30, to support their transition into Rotary
- Maintains a calendar of club events, meetings, and deadlines to ensure nothing falls through the cracks
- Sends timely notices and reminders to board members and club members about upcoming meetings and events
- Manages official club correspondence, both incoming and outgoing
- Safeguards important club documents such as the certificate of organization, budgets, annual reports, and constitutional documents
- Prepares and circulates meeting agendas in coordination with the President prior to each meeting
- Maintains an updated member directory and ensures records reflect any changes in membership throughout the year
- Supports the board in maintaining compliance with RI reporting requirements and deadlines

Finance Chair / Treasurer

The Finance Chair and Treasurer is both the financial custodian and the strategic financial planner of the Rotaract club. This role is responsible for maintaining accurate financial records, ensuring fiscal discipline, devising fundraising strategies, and keeping the board informed of the club's financial position at all times.

- Chairs the Finance Committee and oversees all financial planning and management for the club
- Prepares and administers the annual club budget in consultation with the board
- Advises the board on the financial feasibility of proposed projects, events, and activities
- Devises ways and means of financing club activities while keeping membership dues low and sustainable
- Seeks in-kind and monetary donations from businesses and organizations to support club activities
- Collects membership dues and ensures all members are up to date with their payments
- Deposits all dues and proceeds from fundraising activities into the club's designated bank account
- Disburses payments for club expenses and reimbursements, ensuring all disbursements are made by check with the signature of two authorized officers
- Ensures that funds raised for service projects are maintained in a separate account and expended solely for that purpose
- Prepares and presents a monthly financial report to the board detailing opening and closing balances, income sources, and payments made

- Ensures the club complies with all applicable government financial reporting requirements
- Facilitates a thorough annual audit of all club financial transactions by a qualified person
- Maintains complete transparency by keeping all financial records available for inspection by any club member
- Works closely with the Secretary to ensure financial records are aligned with membership and administrative records
- Hands over a comprehensive end-of-year financial report to the incoming Finance Chair/Treasurer and club members at the close of the Rotary year

Club Service Chair

The Club Service Chair is responsible for the internal health and vibrancy of the Rotaract club. The Club Service Chair focuses on membership, fellowship, attendance, and ensuring that the club functions as an engaged and cohesive unit.

- Develops and implements strategies for recruiting new members and retaining existing ones
- Monitors member attendance and follows up with members who are consistently absent to keep them engaged
- Plans and organizes fellowship and social events that strengthen bonds among club members
- Publicizes club activities and achievements to members and the general public
- Maintains a historical record of club activities including photographs, write-ups, and documentation of events and projects
- Coordinates the induction and onboarding of new members, ensuring they feel welcomed and integrated into the club
- Works with the President to maintain a healthy age and gender balance within the membership
- Organizes the annual officer installation ceremony in coordination with the board
- Develops a membership plan that ensures a diverse and active club membership throughout the year
- Collects feedback from members on meetings, activities, and projects to continually improve the club experience
- Coordinates with other committee chairs to ensure club activities are well communicated and well attended
- Identifies and nurtures potential future leaders within the club membership

Community Service Chair

The Community Service Chair is responsible for identifying, planning, and executing service projects that address the real needs of the local community. The Community Service Chair ensures that the club fulfils its commitment to meaningful and impactful community engagement.

- Reviews and evaluates member suggestions for community service projects to ensure they address genuine community needs
- Develops a comprehensive plan for the club's annual community service project involving all or most club members
- Leads, organizes, and implements community service projects from conception to completion
- Conducts or facilitates a community needs assessment to identify the most relevant areas for intervention
- Coordinates with the Finance Chair and Treasurer to ensure adequate budgeting and funding for service projects
- Collaborates with the sponsor Rotary club, other Rotaract clubs, and Interact clubs to maximize the impact of service efforts
- Ensures all community service activities are conducted in accordance with RI policies and the club constitution
- Documents and reports on the outcomes and impact of each service project to the board
- Explores opportunities to align community projects with Rotary's six areas of focus
- Mobilizes club members to actively participate in community service activities and volunteer efforts
- Builds and maintains relationships with community organizations, NGOs, and local stakeholders
- Submits outstanding projects for consideration for the Rotaract Outstanding Project Awards where applicable

International Service Chair

The International Service Chair is responsible for fostering global awareness and driving service initiatives that extend beyond the local community. The International Service Chair ensures that the club develops a meaningful international dimension to its service work and promotes cross-cultural understanding among its members.

- Reviews and evaluates member suggestions for international service projects to ensure they address genuine global needs
- Develops a comprehensive plan for the club's annual international service project involving all or most club members
- Leads, organizes, and implements international service projects from conception to completion
- Develops additional activities that promote international understanding, global awareness, and cross-cultural appreciation among club members and in the community
- Coordinates with the Finance Chair and Treasurer to ensure adequate budgeting and funding for international initiatives
- Connects with Rotaract clubs in other countries through the Worldwide Rotaract Directory to explore collaborative project opportunities

- Facilitates the establishment and maintenance of twin-club relationships with Rotaract clubs in other countries
- Encourages club members to participate in New Generations Exchange programs and other international opportunities offered by Rotary International
- Stays informed about Rotary's six areas of focus and aligns international projects with relevant global priorities
- Documents and reports on the outcomes and impact of each international service project to the board
- Represents the club's international service efforts at district events and inter-club engagements
- Submits outstanding international projects for consideration for the Rotaract Outstanding Project Awards where applicable

Professional Development Chair

The Professional Development Chair is responsible for equipping club members with the skills, knowledge, and exposure they need to grow as professionals and leaders. The Professional Development Chair ensures that the club offers a consistent and meaningful program of learning and development throughout the Rotary year.

- Solicits suggestions from club members for professional development activities and programs that are relevant to their interests and career aspirations
- Develops and implements a structured annual professional development program for the club
- Reviews and plans activities that expose members to a wide cross-section of businesses, professions, and industries
- Invites industry professionals, experts, and community leaders to speak at club meetings and events
- Organizes workshops, seminars, panel discussions, and skill-building sessions for club members
- Explores and leverages resources available within the community, university, and Rotary network for professional development opportunities
- Coordinates with the Club Service Chair to ensure professional development activities are well publicized and well attended
- Encourages members to participate in district and RI-level leadership training programs such as RYLA
- Promotes awareness of Rotary Foundation scholarships, grants, and other opportunities available to young professionals
- Stimulates awareness and acceptance of high ethical standards in business and professional life among club members
- Documents and reports on the outcomes and feedback from each professional development activity to the board
- Identifies emerging areas of interest among members and curates relevant learning experiences accordingly

Sergeant-at-Arms

The Sergeant-at-Arms is responsible for the order, discipline, and smooth physical conduct of all club meetings and events. The Sergeant-at-Arms ensures that every meeting is well organized, punctual, and conducted in a manner befitting the values and culture of the Rotaract club.

- Ensures the meeting venue is set up and ready before the arrival of members and guests
- Welcomes and receives members and guests at club meetings and events
- Maintains order and decorum during club meetings and ensures proceedings run smoothly
- Assists the President in managing the flow of meetings in accordance with the agenda
- Ensures that all members and guests are seated appropriately and that the meeting environment is comfortable and conducive
- Keeps track of attendance at meetings and coordinates with the Secretary for accurate record keeping
- Enforces club rules, traditions, and protocols during meetings in a firm yet respectful manner
- Manages the fines and fun segment of club meetings where applicable, maintaining a lively yet professional atmosphere
- Coordinates the logistics of club events including venue arrangements, seating, equipment, and materials
- Liaises with external vendors, venues, and service providers for event logistics where necessary
- Ensures that club regalia, banners, and ceremonial items are present and properly displayed at meetings and events
- Assists in managing crowd flow and participant coordination at large club events and district engagements
- Reports any logistical concerns or requirements to the President and board in a timely manner

Web / Social Media Chair

The Web/Social Media Chair is responsible for managing the club's digital presence and ensuring that the club communicates effectively with its members and the wider public through online platforms. The Web/Social Media Chair plays a key role in shaping the club's identity and visibility in the digital space.

- Manages and regularly updates the club's official website with relevant and current information about activities, projects, and events
- Develops and executes a consistent social media strategy across the club's official platforms
- Creates and publishes engaging content that reflects the club's activities, achievements, and values

- Ensures that all digital content is aligned with Rotary International's brand guidelines and emblem usage policies
- Coordinates with all committee chairs and board members to source content, updates, and announcements for digital platforms
- Promotes club meetings, events, and service projects through timely and well-crafted digital communications
- Monitors engagement on the club's digital platforms and provides periodic updates to the board on reach and impact
- Maintains a digital archive of the club's activities including photographs, videos, and written documentation
- Ensures the club's website and social media handles are professionally maintained and present a positive image of the club
- Explores innovative ways to leverage digital platforms for membership recruitment and community outreach
- Coordinates with the Public Image Chair to ensure consistency between digital and offline communication efforts
- Stays current on emerging digital trends and platforms relevant to the club's target audience and membership base

Public Image Chair

The Public Image Chair is responsible for building and maintaining a positive and consistent public image of the Rotaract club within the community and beyond. The Public Image Chair ensures that the club's work, values, and achievements are effectively communicated to external audiences through media and public relations efforts.

- Develops and implements a public relations strategy for the club that effectively communicates its activities and impact to the wider community
- Serves as the primary point of contact between the club and local media outlets including print, digital, and broadcast
- Builds and maintains relationships with journalists, media personnel, and community influencers to amplify the club's visibility
- Prepares and distributes press releases, media advisories, and club announcements to relevant media contacts
- Coordinates media coverage for major club events, service projects, and milestones
- Ensures that all external communications and publications are consistent with Rotary International's brand and visual identity guidelines
- Works closely with the Web/Social Media Chair to ensure alignment between the club's digital presence and offline public image
- Photographs or coordinates photography at club events to document activities for media and archival purposes
- Submits photographs, project write-ups, and club updates to the District Rotaract Representative and District Rotaract Chair for district-level visibility
- Promotes the club's achievements and service impact within the sponsor Rotary club and at district engagements

- Identifies opportunities to position the club and its members positively in the community through awards, recognitions, and features
- Advises the board on matters of public perception and reputational considerations when planning activities and communications

