

**Rotary Club of West Chester**  
**Committee Description Document**

Club Committee Coordinator: Joanne Tadeo

Updated: November 1, 2024

***Assimilation Committee***

***Club Service Ave***

***Carol Hanson / Joanne Tadeo***

The Assimilation Committee works in conjunction with the Membership committee to augment the new member engagement process. Mentors are assigned to each new member and are responsible for setting membership expectations such as joining a committee, getting involved in a service project, attending club socials and/or district events and greeting/meeting luncheon attendees while sitting at the name tag table.

In addition, the committee holds a New Member Social event once a year to welcome new members and to bring them together with other new Rotarians, Assimilation Committee members and officers of our club.

Requirements to Serve: Three to five years of Rotary experience is needed to serve on this committee.

***Audit Committee***

***Club Service Ave***

***Katie Martin/Bill Friedman***

Audit Committee reviews all bank statements quarterly

Committee meets quarterly with the Treasurer to review the budget and make recommendations regarding the spending of the club

Recommendations are presented to the Board for final decisions

Members of this committee rotate to cover the luncheon meeting registration desk and are responsible for checking members in, taking luncheon payments, counting cash, etc.

### ***Birthday Committee***

***Club Service Ave***

***Bob Frame***

The birthday committee chair is responsible for making certain that each Rotarian's birthday is recognized by finding a fellow club member to wish a Happy Birthday to the birthday recipient at a club meeting, collect \$5.00 and present the birthday recipient with the club gift.

### ***Communications Committee***

***Club Service Ave***

***John Schwab/Jeff Cantwell***

The purpose of the Communications Committee is to establish and implement an overall club communications plan. The plan will incorporate a variety of marketing initiatives to raise awareness of the club and the positive impact it has throughout the community.

### ***Community Philanthropic Committee***

***Community Service Ave***

***Chris Scott/Rob Malone***

The Rotary Club of West Chester's Community Philanthropic Committee (CPC) is charged with recommending grant awards to the Board of Directors from organizations serving the Greater West Chester area. The CPC committee receives applications from the community at large and conducts a detailed review of the applicant's mission, potential impact of the request, and the financial stability of the organization. As a result of this extensive review process, a recommendation for grant recipients is presented to the Board for approval each calendar year.

Requirements to Serve: Must have been a member of the club for a minimum of 2 years

### ***Community Service Committee***

***Community Service Ave***

***Mac Neilon/Jack Ellis***

The Community Service Committee has responsibility for overseeing the four projects appearing below. These projects mostly function as annual projects under the guidance of the project coordinators listed.

(1)

***Backpack Project***

***Katie Martin***

The Back to School Supplies is a funded initiative where Rotary provides \$1,000 to purchase supplies for elementary students in the WCASC that are in financial need. The committee works in conjunction with a case worker and school district to provide needed traditional supplies such as pens, pencils, crayons and notebooks and computer supplies such as headphones and flash drives. Supplies are delivered in September to the WCASD office for distribution by the case workers.

(2)

***Rotarians at Work Day***

***Mac Neilon***

As Rotarians are dedicated to Service, our club participates in hands-on projects which will make a difference to an organization in our community. The chairman looks for worthy activities by contacting the Parks and Rec department of the borough, or other local organizations that need some "sweat equity" on their grounds or building. Ideas are always welcome.

(3)

***Salvation Army Bell Ringing***

***Katie Martin***

Each year our club assists the local Salvation Army chapter by providing volunteers to "ring the bells" at the Amish Market in Westtown and Acme in West Goshen Shopping Center. The coordinator provides sign-up sheets at our weekly meetings prior to the assigned date. Volunteers are recruited via the sign-up sheets which are circulated to club membership prior to the bell ringing event. The Salvation Army provides the materials needed for the collection day.

(4)

***Stockings for Soldiers Project***

***Linda Hicks***

The purpose of the Stockings for Soldiers project is to help improve the morale and welfare of members of the armed forces of the United States of America deployed in harm's way. This is accomplished through collecting handmade stockings and donations to fill the stockings. These items are provided to Stockings for Soldiers to send to members of the armed forces deployed overseas.

**Community Warehouse Project**

***Community Service Ave***

***Jeannie McGinn/ G Brion***

This Committee assists the Community Warehouse with collecting and distributing furniture to those who have recently re-established themselves in a home.

***Fellowship***

***Club Service Ave***

***Jeff Spencer/Phyllis Dunn***

The Fellowship Committee plans and hosts events throughout the Rotary year to encourage socializing and fellowship within the club membership. Some events are held for members only; other activities involve spouses, partners, etc. Events might include happy hour, holiday party, or a special event such as pulled pork cook off. Activities are held at locations within the community or at a club member's home.

***Fund Raising***

***Com Service Ave***

***Melissa Baxter***

This committee is charged with identifying and supporting fund raising activities and projects designed to fund our club's philanthropic activities.

***Historian Committee***

***Club Service Ave***

***Bill Friedman***

This committee was established to review old documents saved by our club and determine the usefulness of these documents going forward.

***International Service Committee***

***International Service Ave***

***Cristina Combee***

The mission of the International Service Committee is to sponsor projects that do good in the world. The scope of our activity is determined by the goals and budget set for us by the Club's

Board of Directors. We consider the Rotary Foundation's seven areas of focus (peace and conflict resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, economic and community development, and environment) when selecting projects. We work with the respective host clubs in the areas where aid is being provided to ensure the successful implementation of the projects we sponsor. We seek District and Rotary Foundation Grants as well as contributions from other clubs, organizations, and individuals to leverage the money budgeted for this purpose by our club.

### ***Invocation Committee***

***Club Service Ave***

***Chris Franz***

Each week the Rotary meeting is opened with an invocation or thought for the day. This committee is responsible for making sure that a member is prepared to handle this task each week. Members sign up several months in advance and receive an email reminder the week prior to serve.

### ***Leadership Development Committee***

***Club Service Ave***

***Steve Brown/Melissa Baxter***

The purpose of this committee is to identify leadership-ready club members for future leadership roles:

- Vet these fully and carefully for final candidate selections for the future
- Recommend a slate of officers and directors for each Rotary year
- Revamp and re-introduce the New Board Member Orientation Program
- Support the current leadership as requested

### ***Membership Committee***

***Club Service Ave***

***Sue Casso-Rogers***

The Membership Committee is comprised of 2 main activities:

- 1) Strategically attract new members from the greater West Chester area by promoting membership in Rotary through various community channels and by encouraging our members to promote Rotary
- 2) Handle the tasks associated with a new member joining our club: Receive the application, arrange the Rotary Information Session, obtain board approval of

prospective members, post the prospective member's name in the Votary and on the weekly eblast, arrange the induction of the prospective member by asking a Past President to perform the induction, provide a pro-rated dues bill to the new member, schedule the classification talk.

### ***New Member Orientation Committee***

***Club Service Ave***

***Sue Casso-Rogers***

The Rotary Information Committee is an orientation for prospective members during which the chair explains the history of Rotary, the structure of our club, the district and Rotary International and types of committees we have in place.

We explain what the commitment to our club is and what the new member can expect at the weekly meetings.

We answer any and all questions prior to their commitment to our club.

### ***Program Committee***

***Club Service Ave***

***Deb Sparre***

The Program Committee finds and coordinates speakers for each weekly Rotary meeting. Speakers are provided with a speaker's guideline document in advance. The committee tries to provide a range of topics such as business, community activities and entertainment. Speaker ideas are always welcome.

### ***Rotary Foundation Committee***

***Club Service Ave***

***Gary Hess /Jim Gasho***

Our job is to meet the donation goal set by the president and board of directors for annual donations to the Rotary International Foundation. We try to raise the money needed to fund all the projects that fall under Rotary International thru our club and the District. Most of the activity will take place in November. Routinely we will be checking our list of members to make sure those that gave are properly acknowledged and those that have achieved a Paul Harris Fellowship (achieved by giving \$1000 to The Rotary International Foundation) are recognized and honored.

***Rotary Readers***  
***Youth Services Ave***  
***Lona O'Neill/Doug Meis***

Members of the Rotary Readers Committee read to select classes within the elementary schools in the West Chester Area School District. Readers sign up with a particular teacher and are responsible for selecting their own material. In the past, the committee has distributed dictionaries to select grades in the West Chester Area School District.

This committee is in the process of reorganizing and reactivating since the program was put on hold during the pandemic.

***Sergeant-At-Arms Committee***  
***Club Service Ave***  
***Bob Rogers/Joe Driscoll***

The Sergeant-At-Arms Committee is responsible for ensuring that the weekly meetings run smoothly. Their duties include: setting up and breaking down the room, seeing to the audio visual needs of the speaker, coordinating with the facility, and serving as host during the meeting. The committee works with the Club President and the Audit Committee, members of which check in attendees at each luncheon meeting. New Rotarians, along with their Assimilation Committee mentors, sit at the name tag table and greet luncheon attendees as they arrive. When necessary, it is the responsibility of the Sargent-At-Arms to maintain order and in certain cases levy fines on the members for misconduct.

***Vocational Services Committee***  
***Vocational Service Ave***  
***Chair Needed***

The Rotarian Code of Conduct provides a framework for ethical behavior that all Rotarians can use, together with The Four-Way Test, in their business and professional activities.

As part of Rotary's guiding principles and the Avenues of Service, Vocational Service calls on Rotarians to empower others by using their unique skills and expertise to address community needs and help others discover new professional opportunities and interests.

## ***Votary Committee***

***Club Service Ave***

***Mike Louis/R Lindel***

This committee exists to produce a weekly newsletter that documents the proceedings of each club meeting and other club events. The committee includes:

- An editor who coordinates the coverage of each meeting by 6-8 scribes to take minutes of club meetings.
- An editor who coordinates the layout and printing of each issue as well as posting to the club website
- Photographers who document club meetings and activities

## ***Youth Services Committee***

***Youth Services Ave***

***Randy Lindel***

**Interact Committee** : Become familiar with Rotary guidelines regarding Interact Clubs. Serve as a liaison between our Rotary Club and the Interact Club by meeting with the students/officers/teacher representatives on occasion to provide support and guidance to them.

This committee is led by R Lindel.

**Rotoract Committee**: Rotaract is Rotary International's service club for young people ages 18 to 30 in colleges and communities. There was an active Rotaract Club at West Chester University until Covid. West Chester Sunrise Rotary and our club plan to work together to provide support and guidance to restarting the WCU club in the coming year.

This committee is led by C Cahill.

**RYLA (Rotary Youth Leadership Award) Committee**: The RYLA Committee's primary role is to evaluate the nominations presented to attend a weekend long Rotary Leadership event, usually held in March.

This committee is led by R Lindel.

**Youth Exchange**: This committee plans to restart a Rotary high school international exchange program in 2024-25, a program that was active until the mid-teens. This committee is responsible for communicating with schools and students, identifying potential host families and participating in the District 7450 Youth Exchange Committee.

This committee is led by M Morely.



The following is not a club committee, but a support function staffed by club members:

***Greater West Chester Rotary Foundation***

***Club Service Ave***

***Jeff Spencer***

This 501(c)(3) foundation board is included on the committee list and in this document because this foundation provides Rotary members the ability to support West Chester Rotary local and international projects while receiving a charitable donation for doing so. This foundation also serves to educate club members regarding the importance of considering the foundation for purposes of estate and charitable planning.