



Rotary Club of Lancaster Committee Descriptions

Program Committee:

The Program Committee is in charge of providing weekly informative programs for the Club. Committee actions include identifying topical programs, finding and arranging for speakers, and introducing the speakers.

Transmitter Committee:

The Transmitter Committee is responsible for providing the weekly Club newsletter – “The Transmitter”. Among the Committees activities are taking notes of announcements made at Club meetings, obtaining from the Weekly Program Committee the speaker’s bios and program notes (done by the Committee chairs/editors), and listing upcoming Club events in the Club’s Calendar on the website.

Website Committee:

The Website Committee is responsible for maintaining the Club’s website. The Committee’s activities include managing and updating the content of website – including photos, copy/content on each subpage, etc.

Member Relations Committee (formerly Attendance Cmte.):

The Member Relations Committee is responsible for monitoring members’ attendance and encouraging member attendance and participation. Members of this Committee call and/or e-mail members whose attendance is not meeting the Club’s requirements to encourage attendance, to see if there are problems that can be resolved, and to see if members need leaves of absence or other assistance.

Club Historian Committee:

The Historian Committee is responsible for maintaining the history of the Club. This Committee tracks events and happenings of the Club throughout the Rotary year and preserves a record for future use.

Fellowship Committee:

The Fellowship Committee is responsible for organizing events that encourage fellowship among the members. Among this Committee's activities are organizing monthly social gatherings, and planning and organizing special events such as ski trips, golf outings, and many other activities.

Sergeant at Arms Committee:

The Sergeant at Arms Committee is responsible for operational aspects of weekly Club meetings. Among the things done by the Sergeant at Arms Committee are setting up audio visual equipment for programs, assisting speakers with their needs, and handling a traveling microphone for members to ask questions of speakers.

Online Video Make-Up Committee:

The Online Video Make-Up Committee is responsible for using the Club's easy-to-use equipment to record, edit and post the speaker remarks from each weekly Club meeting to the Online Make-Up Page at LancasterRotary.org, as well as the Club's Facebook page

Chaplain Committee:

The Chaplain is responsible for handling weekly invocations at Club meetings. Members of this Committee take turns providing invocations and attempting to make them relevant to the topics being presented and sometimes doing culturally and religiously diverse invocations.

Music Committee:

The Music Committee is responsible for providing music for Club meetings and events. Among the responsibilities of this Committee are providing weekly song leaders for meetings, piano players for meetings, and organizing and managing a Club choir/ensemble that periodically performs at the Club or at events such as the Club's annual basketball extravaganza.

Registration/Greeter Committee:

The Registration/Greeter Committee is responsible for handling weekly registration and greeting duties. Members of this Committee are responsible to register members for meetings and collect weekly meeting dues, and having a greeter greet all members and guests as they enter the meeting room.

Visitor/Birthday Introductions Committee:

The Visitor/Birthday Introductions Committee is responsible for announcements concerning Club guests and visiting Rotarians and for a monthly recognition of member's birthdays. Members of this Committee make weekly announcements concerning who is attending the meeting from other clubs or as guests of our members and once a month announce which of our members are celebrating a birthday that month.

Membership Development & Retention Committee:

The Membership Development & Retention Committee is responsible for finding new members and retaining current members. Members of this Committee work together to identify good prospective Rotarians, help other Club members do so, and invite them membership. This Committee also works to retain current members, especially new members.

Rotary Information Session Cmte. (formerly Fireside Chat):

The Rotary Information Session Committee is responsible for (1) providing information to prospective Rotarians whose membership applications have been approved and (2) inducting such new members. The Committee handles the information component of its responsibilities by holding periodic meetings at which prospective members are told the history and operations of the Club, Club expectations, and how the Club operates.

Membership Joys & Concerns Committee:

The Membership Joys and Concerns Committee gathers voluntary information about members' good (and not so good) news. This Committee makes weekly announcements to let members know when other members have good news or whether there is reason to have concerns for members (but only if the member wishes the concerns to be known).

McCaskey Mentorship Committee:

This Committee works with the faculty and staff at McCaskey High School in the School District of Lancaster to mentor junior and senior students who are in the Career & Technical Education Program, serving as role models & mentors at monthly lunch meeting with the students.

Public Relations Committee:

This Committee is responsible for informing the public about Club events, news, and activities. Members of this Committee will arrange press releases, media coverage, social media, and other ways to get information to the public about Rotary International, this Club, and its activities.

Community Service Awards Committee:

The Community Service Awards Committee identifies one or more adults and one or more youths whose community service merits recognition. Activities of members of this Committee include soliciting information on community & student volunteers, assessing the information obtained, and selecting the award recipients.

Rural-Urban Farmer's Day/Strawberry Auction Committee:

The Rural-Urban Farmer's Day/Strawberry Auction Committee is responsible for agricultural-related activities of the Club. Among the activities of this Committee are putting on an annual Farmer's Day during which an agricultural business presentation is made and local farmers are invited to the Club meeting, and to hold an Annual Strawberry auction supporting the local 4H program.

School District of Lancaster Committee:

The School District of Lancaster Committee is responsible for coordinating Club efforts to support the School District of Lancaster. Activities of this Committee include identifying needs in areas that the School District may use assistance, arranging for volunteers from the Club to help, and generally working with the School District, which has included events such as Guest Readers, and (in conjunction with Power Packs program) providing meals for children and their families who would otherwise be without food on weekends.

RYLA/District Projects Committee:

The RYLA/District Projects Committee is responsible for supporting the local Rotary District #7390 (several Central PA counties). Among the activities done by this Committee are identifying teens at three local schools who show leadership potential to send to an annual leadership camp called Rotary Youth Leadership Camp (RYLA).

Rotary's Summer Youth Experience Committee:

Rotary's Summer Youth Experience Committee is in charge of managing our partnership with the local United Way in our signature cause. This Committee has, among its responsibilities, the duty of working with the United Way to identify programs that receive grants (funded by the Club and the United Way) to help run summer programs for youth.

Spring Fundraiser Committee (Wheels and Wings & 5K) –

The Spring Fundraiser Committee is responsible for planning and holding a spring event designed to further fellowship and raise funds to support Club projects.

Basketball Extravaganza Committee:

This Committee is responsible for planning and holding the Club's annual basketball extravaganza (a tip-off tournament to start the season) in partnership with Franklin & Marshall College. Members of this Committee do all of the things necessary to put on this major fundraising event, including planning, obtaining sponsors, designing the program and having it printed, ticket sales, food concessions, and all other things needed to hold such an event.

Car Wash Fundraiser Committee:

The Car Wash Committee raises funds in the Fall & Spring only from those members who wish to participate. Members of the Club sell car wash tickets to members who otherwise wish to have their car washed at a local car wash which splits proceeds with the Club.

Preserve Planet Earth Committee:

The Preserve Planet Earth Subcommittee is responsible for our Club's green activities. Among the activities of this subcommittee are to maintain Rotary Park in Downtown Lancaster and to work with others in activities that are green, including an ongoing project to develop an environmentally significant project with a local elementary school.

Rotaract/Interact Committee:

This Committee's purpose is to establish and help maintain college and high school clubs affiliated with Rotary. Members of this Committee are presently working with faculty and students at Franklin & Marshall College and McCaskey High School.

World Community Service Committee:

The World Community Service Committee is responsible for the Club's participation in Rotary International World Community Service. This Committee's activities have included medical missions in numerous countries throughout the world, and participation in other services such as water missions digging wells in other countries.

Rotary Foundation/Permanent Fund Committee:

The Rotary Foundation/Permanent Fund Committee is responsible for encouraging membership giving to the Rotary International Foundation to support charitable purposes of Rotary International Foundation. Activities of this Committee include educating members of the activities of Rotary International Foundation, soliciting donations, and assisting with support of the Foundation, including encouraging attendance at an annual Foundation dinner.

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Group Study Exchange Committee:

The Group Study Exchange Committee is responsible for arranging an annual group study in cooperation with the Local Rotary District #7390. Members of this subcommittee, either themselves or from members and others in the community, identify young professionals, age 25 to 40 who are not Rotarians, who would benefit from going to other countries to study how their counterparts work in those countries and to arrange for hosting a team of young professionals from another country when they are in our Rotary District.

Global Grants Scholars Committee:

The Global Grants Scholars Committee is in charge of soliciting and evaluating applications (with the Rotary District and Rotary International) for scholars who would study abroad using Rotary International scholarships. Members of this Committee identify students who may wish to undertake such studies, and help process their applications.

Youth Exchange Committee:

The Youth Exchange Committee is responsible for high school age students from other countries who live with host families and study here in the community, and for helping students locally who wish to participate in a youth exchange with other countries. Members of this Committee recruit and interview host families, counsel and supervise inbound students, and recruit and screen local students interested in studying abroad who would be good ambassadors for Lancaster and Rotary.

Long Range/Strategic Planning Committee:

The Long Range/Strategic Planning Committee is a committee charged with updating the long term planning of the Club. Members of this Committee are identifying objectives of the Club and developing plans to meet them, including action plans and ways to strengthen the Club.

Past Presidents Committee:

The Past Presidents Committee is a subcommittee made up entirely of past presidents of the Club. Activities of this Committee are to identify candidates for the Board of Directors, encourage them to run, to hold the election for Board membership, and to otherwise assist the current Board in matters concerning operations and planning of the Club.

Rotary Means Business Committee:

The Rotary Means Business (RMB) Committee coordinates the hosting of Rotary Means Business events by our Club, as well as informing Club members of other District-sponsored RMB events. RMB encourages Rotarians to support the success of their fellow Rotarians by doing business with them, and by referring others to them. RMB events are open to Rotarians and no-Rotarians.

Club Directory Committee:

The Club Directory Committee is responsible for maintaining the Club's directory of membership. The Committees activities include assisting members in keeping their information and photographs current.

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