

ROTARY CLUB OF MILWAUKIE, OREGON  
Strategic Business Plan  
**Goals for 2009-2010**

All Club Members

- Participate in 60 percent of Club meetings or Club service activities
- Commit time, talents, and financial resources to ensure successful completion of Club goals
- Commit to joining one service area committee
- Perform the role of Greeter when assigned

Club Officers

- Attend 75 percent of Club Board meetings
- Effectively manage areas of responsibility and accomplish established goals

President

- Gain approval of 2009-2010 goals from Board and membership
- Grow Club membership by at least two new members by March 31
- In partnership with the Club Treasurer, maintain the financial stability of the Club
- Develop members to assume future leadership roles
- Pursue and earn the Presidential Citation
- **Oversee the upgrade of club website**
- **Oversee all members have updated and learned to use district website**
- **Schedule two Fireside programs**
- **Oversee purchase of lap top and printer for club use (speakers, fundraises, web training)**

President Elect

- Attend PETS in 2010
- Oversee the fund raising activities for the Club
- **Recruitment of quality Vice-President and club officers for 2010-2011**
- Review financial records
- Preside over meetings in the President's absence

Vice President

- Review and recommend revisions in Club By-Laws
- Chair Milwaukie Rotary Foundation
- **Assist in the recruitment of quality Vice-President and club officers for 2010-2011**

Immediate Past President

- Provide counsel and mentorship to Club President
- Preside over meetings in the absence of both the President and the President Elect
- **Assist in the recruitment of quality Vice-President and club officers for 2010-2011**

### Secretary

- Maintain membership and attendance records
- Communicate attendance concerns to the Board
- Submit all required reports to Rotary International and District 5100 on a timely basis
- **Oversee new members awareness of district site; set themselves up**

### Treasurer

- Provide accurate and timely financial reports for Board meetings
- In consultation with the Board, develop a report format that is easily understood by all
- Prepare an annual Club budget
- Collect and accurately record weekly Club income
- Make and accurately record weekly deposits to accounts
- Solicit new members to organize Roto Lotto drawings

### Sgt. of Arms

- Assist President with keeping meetings on time and distractions to a minimum
- See that all guests are properly introduced
- Interject humor into meetings as appropriate
- Collect fines and Paul Harris Board contributions

### Director of Club Membership

- Grow Club membership by at least two members
- Implement recruitment and retention strategies for increasing membership
- Recruit a membership assistant to help with retention

### Director of Club Service

- Ensure that the Club meeting room is prepared for weekly meetings
- Coordinate the Greeter's schedule
- Coordinate with caterer
- Arrange and confirm an informative/interesting speaker or program each week
- **Implement at least two social activities to enhance member interaction**

### Director of Community Service

- **Schedule and coordinate at least five community service projects**
- Complete Courtney Road Adopt-a-Road clean up twice a year
- **Allocate community service funds based on committee guidelines review**

### Director of World Community Service

- Work with District 5100 WCS Chair to locate project partners

### Director of Vocational Service

- Oversee the 6<sup>th</sup> Grade Student Recognition Program
- Organize at least two vocation field trips per year
- Oversee the recruitment and selection of a RYLA candidate
- In cooperation with the Director of Club Service, schedule a vocational speaker/topic once a quarter
- Review 'Four Way Test – Youth Program' to participate

### Director of Youth Exchange—Inbound

#### Director of Youth Exchange—Inbound

- *Attend Youth Exchange District Training*
- *Recruit and train one new youth exchange committee member*
- *Accept one In-bound student, involves School Nurse reviewing immunizations, and our timely completion of guarantee forms.*
- *Confirm background checks are completed on all host family members*
- *In cooperation with the President, ensure full implementation of the Youth Protection Policy*
- *Ensure at least 6 members of the Club, outside the committee, interact with student during the year.*
- *Maintain relationship with D5100 country officer.*
- *Make sure Inbound student has a club counselor of same gender.*
- *Inbound Chair will train Counselor as to responsibilities.*
- *Develop and implement new ideas for recruiting host families i.e. advertisement in MHS newsletter.*
- *Have Inbound give us 11 short pieces of information about their country, city, or culture that we can print monthly in the newsletter or they can report at a meeting.*

### Director of Youth Exchange—Outbound

- *Attend Youth Exchange District Training*
- *Recruit and select one out-bound student*
- *Confirm arrangements through D5100 country officer*
- *Maintain contact with student and report progress to Club monthly.*
- *Involve student in various Club activities prior to leaving.*
- *Rebound students will present their experience as a Rotary program.*

### Director of Public Relations

- Pursue opportunities to publicize Milwaukie Rotary Club activities
- Develop and pursue Club marketing strategies
- Develop an annual Club clothing order featuring Rotary emblems
- Assemble an order for members wanting to purchase Rotary merchandise, including license plate frames, window stickers, etc.
- Ensure that the Club banner is displayed at each community service project