

## Club Administration Committee

### Preparation

- Meet with the outgoing committee chair.
- Review your club's bylaws to become familiar with your club's procedures and regulations.
- Review your club's strategic plan and develop annual goals to support it.
- Select and prepare your committee members with the president-elect.
- Create subcommittees as needed (programming, club newsletter and website, fellowship, and attendance).

### Responsibilities

The responsibilities of the club administration committee chair are summarized below:

- Develop a communication plan for the year
- Determine what additional responsibilities or duties your club has for your committee
- Manage your committee's budget.
- Work with other committees in your club and with your district committee on multiclub activities or initiatives.
- Plan and conduct regular committee meetings and activities.
- Monitor progress toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.

The responsibilities of the club administration committee are summarized below:

- Develop committee goals to help achieve the club's annual goals.
- Organize regular and special programs.
- Manage club member communications and maintain the club website and social media sites.
- Promote fellowship among club members.
- Help the club secretary track club attendance.
- Conduct any other activities associated with the effective operation of the club.

### Resources

- **Be a Vibrant Club: Your Club Leadership Plan (245)** - [http://www.rotary.org/RIdocuments/en\\_pdf/245en.pdf](http://www.rotary.org/RIdocuments/en_pdf/245en.pdf)
- **Manual of Procedure (035)** - [http://www.rotary.org/RIdocuments/en\\_pdf/035en.pdf](http://www.rotary.org/RIdocuments/en_pdf/035en.pdf)
- **Recommended Rotary Club Bylaws and Standard Rotary Club Constitution** - [http://www.rotary.org/RIdocuments/en\\_doc/bylaws\\_club\\_en.doc](http://www.rotary.org/RIdocuments/en_doc/bylaws_club_en.doc);  
[http://www.rotary.org/RIdocuments/en\\_pdf/constitution\\_club.pdf](http://www.rotary.org/RIdocuments/en_pdf/constitution_club.pdf)
- **RI Visual Identity Guide (547)** - [http://www.rotary.org/RIdocuments/en\\_pdf/547en.pdf](http://www.rotary.org/RIdocuments/en_pdf/547en.pdf)
- **Strategic Planning Guide** - [http://www.rotary.org/RIdocuments/en\\_doc/strategic\\_planning\\_guide\\_en.doc](http://www.rotary.org/RIdocuments/en_doc/strategic_planning_guide_en.doc)
- **Rotary Code of Policies and Rotary Foundation Code of Policies** - [http://www.rotary.org/RIdocuments/en\\_pdf/code\\_ri\\_current.pdf](http://www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf);  
[http://www.rotary.org/RIdocuments/en\\_pdf/trf\\_code.pdf](http://www.rotary.org/RIdocuments/en_pdf/trf_code.pdf)

### Resource Person

DS – PP Eddie Wong (Email: [eddie-wong@sfeel.com](mailto:eddie-wong@sfeel.com))