



## Newark Rotary Steering Committee

### Projects Team Charter

#### **Scope:**

- 1) Review past history of projects supported by the club (Local, District, International) and Establish criteria for choosing future projects whether they be Local, District or International.
- 2) Develop a process for choosing projects that will best utilize the capability of the club member's time, talent and treasures.
- 3) Establish criteria that would determine whether or not other clubs or organizations would be involved in supporting the size and cost of the projects.

#### **Timing:**

Complete recommendations by December 31, 2009.

#### **Results:**

Provide final recommendations to the Board with a plan for implementation and cost projections



## **Newark Rotary Steering Committee Communications Project Team**

### **SCOPE:**

Examine the methods used by the club to communicate with its members for news, events and all other purposes, including the examination of current and potential new methods for notifying Rotarians with important information.

Evaluate the club's public relations efforts to determine the goals and target audiences of such communications and best current methods for successful public relations, including the best use of club funds.

Evaluate the responses from the "Roundtables" and the input from your project team and from other Club members to determine how best to determine the best methods for communication.

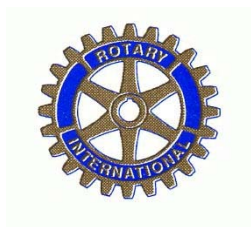
### **TIMING:**

Complete within three months from the first meeting of the project team, with a target of no later than January 31, 2010.

### **RESULTS:**

Prepare a unified proposal for communications to guide the Club in all future activities.

Provide an implementation plan and a cost projection.



## **Newark Rotary Steering Committee Fundraising Team Charter**

### **Scope:**

Determine the role that the Club and its members play, or should play, in Fundraising activities.

Evaluate the logic and methods that the Club uses, or could use, to raise funds.

### **TIMING:**

Complete within three months from the first meeting of the project team, with a target of no later than January 31, 2010.

### **RESULTS:**

Prepare a unified proposal for Fundraising Activities to guide the Club in all future fundraising activities. Provide an implementation plan and a cost projection.

### **Suggested Resources:**

Evaluate the responses from the "Roundtables" and the input from your project team and from other Club members to determine how to raise funds for those projects.

Evaluate "Fundraising" as it is addressed in the Membership "Blue Book" (Club History, Newark Rotary Club Foundation, Procedures & Customs, the definition of "Service", Club Bylaws, and the Club Constitution



## **Newark Rotary Steering Committee Membership Team Charter**

### **SCOPE:**

Review all factors pertaining to membership from recruitment, retention, and retirement.

- Evaluate criteria for membership (by-laws).
- Recruiting and selecting new members.
- Collect and analyze last 2 years of membership retention, activity and attendance data.
- Review policies and procedures regarding membership and resigning/transitioning.

### **TIMING**

Results are expected within 3 months from 1<sup>st</sup> meeting.  
Provide monthly updates to Steering Committee

### **RESULTS**

Provide recommendations to the Board for enhancing membership that includes an implementation plan and cost projection.



## **Newark Rotary Steering Committee Administrative Assistance Team Charter**

### **SCOPE:**

Review, analyze, and document the possible need for administrative assistance, “employed” assistant(s) or other options for the Newark Rotary Club.

Suggested Areas of Examination (Non-inclusive (i.e.: but not limited to)):

- 1.) Examine what is the perceived need for administrative assistance.
- 2.) What duties are foreseen as being included and for whom they would work.
- 3.) Examine any similar situations where this assistant is used. (i.e.: other clubs, and/or corporations)
- 4.) Examine other possibilities for handling the duties without an “employee” (i.e.: realignment of responsibilities, software fixes, volunteers)

### **TIMING:**

Results are expected by the end of October.

### **RESULTS:**

After all input and analysis, recommend scenarios for filling the administrative assistance need discovered during committee duties. (i.e.: Operational realignments, software fixes. employments, salaries, job descriptions, etc.). Provide an implementation plan and a cost projection.