

**August 30, 2015;**

## **SJ SV Rotary; Plan for assigning weekly club duties**

**Each week our meetings have rotating voluntary duties such as**

Pledge of flag, Thought for the day, Fine master, Rotary Minute, Greeter(s)

Permanent duties are Cashier and Club Photographer.

Set up & take down require some specialized knowledge; Doug and Himanshu have done this task in recent years, but may like relief from time to time

In much of our Club history, the Sgt of Arms, or the Program chair also recruited members for these tasks. Currently our Newsletter editor asks for volunteers in the beginning of each week, and hopes for a positive reply from someone...too often the same members.

Approved Change ;

1. Each member will be assigned an *acceptable* weekly meeting for which the member is responsible for recruiting other members for each of 5 tasks. The title of this weekly responsibility will be Sargent of Arms..(SOA). The SOA member will be assigned one week **at least four weeks ahead** so they have plenty of time to recruit. They will strive to have tasks filled by the Fri before their assigned meeting so assignments can be announced, and available for the news letter and the President to note on the next weeks agenda. The SOA will send Bud an email with information as to who will perform the tasks... **And as to who was asked but not able to accept.** Bud will keep a record of assignments, as well as who was contacted, during an initial two month trial period for evaluation purposes.
2. The SOA member will communicate directly in person, tele or email to recruit; requiring them to “reach out” to other members. If a member agrees to a task but later finds that they will not be at the meeting, they will inform the SOA member, who will seek a replacement. If a task is not assigned, or the member who agrees to the task is not present to fulfill the duty, the SOA member may be able to recruit at the beginning of the meeting or be prepared to perform the task(s), **so that No task is unattended**
3. Bud Sanders will organize the assignments of the SOA members, and follow up with them as to progress. Bud will keep track of each weeks assignments, to monitor and avoid having the same people do tasks every week. If a member has done a task during the month, the SOA member should seek out and recruit others who have not, so that the tasks *And the Opportunites* are spread around. The cashier job will be either Doug or Brian, or they will recruit their own replacement. The five other tasks over four meetings in a month calls for 20 different people to man. If a member is not SOA for a particular week, then they are eligible to take on a task, if asked. Doug and Brian will be asked to

be a SOA member for a week of duty, but will not be expected to do a task for a meeting for which they are Cashier. Club photographer is Carol Goedde but she will be asked to be both SOA member as well as asked to do a task. The weekly SOA will contact Doug and/or Himanshu to confirm that they will handle such duties. If neither of them can do set up and take down, the SOA will recruit for those tasks. Doug or Himanshu may be able to recommend.

4. The objectives and benefits are;
  - a. Take the responsibility off of Ron Gorshe's plate
  - b. Spread the duties around the club
  - c. Have tasks identified earlier
  - d. Encourage (and expect) all members to step up for a task, especially newer members.
  - e. Gives newer members a higher profile in the Club by taking on a task several times during the year. Gets them engaged in club activities.
  - f. By requiring SOA members to contact and recruit they are engaged with other members personally.
  - g. By requiring a contact, newer members will be more engaged with other members
  
5. Bud will start out with a Trial Period of two months of assignments, maybe beginning Oct 2, by asking leadership members, including Bud, but not Jaime, to take a week as SOA member in order to help establish a successful transition to a new tradition. If the first two months experience is deemed successful by Club leadership, Bud will continue assigning on a random basis, striving to get everyone involved. We have 30+ members, and 40 + weeks of meetings. With membership growth, we may have enough members during the year to not have to repeat as SOA member.
6. Recommend that the SOA recruit early and give members a chance to do the task they are comfortable with.. Over time, with encouragement and experience, they may be willing to work "out of their comfort zone" on other tasks.
7. This is a "Work in Progress" so any ideas or experiences you have that you want to share, send Bud and Jaime a note. This can be adjusted as needed.