



STILLWATER ROTARY CLUB

CLUB ADMINISTRATION COMMITTEE

- **Club Administration Committee**
 - **Members:**
 - President (Chair)
 - President-Elect
 - Secretary
 - Treasurer
 - Chair, Club Service And Fellowship Subcommittee
 - Chair, Cogwheel Subcommittee
 - Chair, Web Site Subcommittee (CICO)
 - Chair, Programs Subcommittee
 - **Board Liaison**
 - President
 - **Primary Purpose Summary**
 - *This Committee Should Conduct Activities Associated With The Effective Operation Of The Club.*
 - **Primary Functions:**
 - Functions As Executive Committee And Functions As Finance Committee
 - Develop Proposed Annual Budget For President And Board
 - Monitor Monthly Budget Performance
 - Monitor Subcommittees Of Club Administration Committee
 - Monitor Club Reporting Requirements (Secretary) To District And Rotary International
 - Monitor Club Payment Requirements (Treasurer) To District And Rotary International
 - Periodic Reports To Board And Club On Club Administration Matters
 - Monitor Club Administration Related Important Dates
 - Develop Recommended Club Administration Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Club Administration Related Action Plans
 - Develop Club Administration Related Resources
 - Ensure Club Administration Committee Section Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Club Administration Subcommittees**
 - Club Service And Fellowship Subcommittee
 - Cogwheel Subcommittee
 - Web Site Subcommittee
 - Programs Subcommittee



STILLWATER ROTARY CLUB

CLUB ADMINISTRATION COMMITTEE CLUB SERVICE AND FELLOWSHIP SUBCOMMITTEE

- **Club Service And Fellowship Subcommittee**
 - **Members:**
 - Chair, Club Service Subcommittee
 - Club Members As Assigned
 - **Club Administration Committee Liaison**
 - Chair, Club Service Subcommittee
 - **Primary Functions:**
 - Overall Club Service Responsibilities For Club Administration Committee And Club
 - Overall Club Fellowship Responsibilities For Club Administration Committee And Club
 - Coordinate, Interact And Communicate With Other Subcommittees As Needed To Complete Functions
 - Ensure Members Are Informed About Attendance Requirements And That Club Attendance Meets Expectations
 - Promote Club Service To Members, Ensure Members Are Informed About Club Service Requirements And That Club Service Participation Meets Expectations
 - Guide And Assist Members In Fulfilling Club Service Duties
 - Organize, Promote Member Participation And Host Club Fellowship Activities
 - Welcomes And Introduces Visiting Rotarians
 - Periodic Reports To Club Administration Committee And Board On Club Service And Fellowship Matters
 - Monitor Club Service And Fellowship Related Important Dates
 - Develop Recommended Club Service And Fellowship Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Club Service And Fellowship Related Action Plans
 - Develop Club Service And Fellowship Related Resources
 - Ensure Club Service And Fellowship Sections Of Web Site Are Effective And Current
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

CLUB ADMINISTRATION COMMITTEE COGWHEEL SUBCOMMITTEE

- **Cogwheel Subcommittee**
 - **Members:**
 - Chair, Cogwheel Subcommittee (Editor)
 - Club Members As Assigned
 - **Club Administration Committee Liaison**
 - Chair, Cogwheel Subcommittee (Editor)
 - **Primary Functions:**
 - Collect Information For Weekly Cogwheel
 - Advise Board, Committees And Subcommittees On Form, Layout And Content Of Cogwheel To Achieve Club Goals
 - Draft And Edit Cogwheel For Weekly Reporting To Club
 - Distribute Cogwheel To Club Members And Post To Web Site Weekly
 - Promote Use Of Cogwheel For Use By Board And All Club Committees And Subcommittees To Achieve Their Objectives
 - Ensure Web Site Including All Committee Sections Are Effective And Current
 - Ensure Cogwheel Is Effective And Informative
 - Promote Use Of Rotarian Magazine For Club Objectives
 - Plan Activities To Observe Rotarian Magazine Month (April)
 - Monitor Cogwheel Related Important Dates
 - Develop Recommended Cogwheel Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Cogwheel Related Action Plans
 - Develop Cogwheel Related Resources
 - Ensure Cogwheel Subcommittee Section Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

CLUB ADMINISTRATION COMMITTEE WEB SITE SUBCOMMITTEE

- **Web Site Subcommittee**
 - **Members:**
 - Chair, Web Site Subcommittee (CICO)
 - Club Members As Assigned
 - **Club Administration Committee Liaison**
 - Chair, Web Site Subcommittee (CICO)
 - **Primary Functions:**
 - Manage All Technical Aspects Of Club Web Site And Ensure It Remains Operational
 - Advise And Train All Committee Chairs And Subcommittee Chairs On Use Of Web Site
 - Advise Board, Committees And Subcommittees On Form, Layout And Content Of Web Site To Achieve Club Goals
 - Ensure Web Site Is Effective And Informative So Club Investment Is Maximized
 - Promote Use Of Web Site For Use By Board And All Club Committees And Subcommittees To Achieve Their Objectives
 - Ensure Web Site Including All Committee Sections Are Effective And Current
 - Promote Use Of Internet And Other Electronic Information Resources For Club Objectives
 - Ensure Web Site Subcommittee Section Of Web Site Is Effective And Current
 - Ensure Members Are Informed About Use Of Web Site And Promote Member Use Of Web Site To Remain Informed About Club, District And Rotary International Matters
 - Promote Use Of District And Rotary International Web Sites For Club Objectives
 - Monitor Club Web Site Related Important Dates
 - Develop Recommended Club Web Site Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Club Web Site Related Action Plans
 - Develop Club Web Site Related Resources
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

CLUB ADMINISTRATION COMMITTEE PROGRAMS SUBCOMMITTEE

- **Programs Subcommittee**
 - **Members:**
 - Chair, Programs Subcommittee
 - Club Members As Assigned
 - **Club Administration Committee Liaison**
 - Chair, Programs Subcommittee
 - **Primary Functions:**
 - Arrange Programs For Weekly Club Meetings
 - Ensure Club Programs Comply With Club Constitution, By-Laws And Protocols
 - Support The Theme Of The Month With One Or More Programs
 - Advise Cogwheel In Advance Regarding Each Program Topic And Post Program Information To Web Site
 - Ensure Programs Are Effective And Current
 - Ensure Programs Are Effective And Informative
 - Organize, Promotes, Accommodates And Hosts Program Speakers
 - Promote Use Of Club Programs For Club Objectives
 - Periodic Reports To Board And Club On Club Program Matters
 - Monitor Club Program Related Important Dates
 - Develop Recommended Club Program Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Club Program Related Action Plans
 - Develop Club Program Related Resources
 - Ensure Club Program Subcommittee Sections Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed