



## HSNP Rotary Club Committee Descriptions

### ADMINISTRATION

**Club History** *Purpose:* Preserve and promote the history of the HSNP Rotary Club.

*Responsibilities:* Collaborate with the Garland County Historical Society, maintain the Rotary Room archives, update the club history on the website, prepare club history presentations, and support new member orientation.

**Public Image** *Purpose:* Promote the visibility and impact of Rotary in the community.

*Responsibilities:* Take and submit event photos to local media, manage Facebook and website updates, promote events via radio and press, and notify the district of accomplishments.

**Technology** *Purpose:* Enhance the club's technological presence and support meeting logistics.

*Responsibilities:* Manage the Zoom setup and A/V equipment at weekly meetings.

**TRF Fundraising** *Purpose:* Increase awareness and support for the Rotary Foundation.

*Responsibilities:* Promote giving campaigns like "Every Rotarian Every Year," and encourage donations to Polio Plus and Foundation goals.

**TRF Grants** *Purpose:* Secure funding for impactful projects.

*Responsibilities:* Identify projects for district grants, write and submit grant requests, and ensure reporting requirements are met.

### COMMUNITY SERVICE

**Community & Environmental Enhancement** *Purpose:* Coordinate impactful local service and environmental projects.

*Responsibilities:* Select community initiatives aligned with Rotary goals, including planting flowers at the Rotary Welcome Garden. Organize projects such as semi-annual cleanups of Fountain Street and the Hollywood Park greenway trail.

**International Services** *Purpose:* Support international humanitarian projects.

*Responsibilities:* Select and support international projects (e.g., water initiatives), including those led by club members. Rotary International projects can be found at [www.rotary.org](http://www.rotary.org).

**Impact** *Purpose:* Drive fundraising to sustain the HSNP Rotary Club Community Foundation.

*Responsibilities:* Plan creative fundraising events, build community partnerships, engage members, and promote the Foundation's impact.

## GROWTH

**Membership** *Purpose:* Recruit and retain quality club members.

*Responsibilities:* Vet prospects and support the club's annual membership goals.

**New Member Development** *Purpose:* Support successful integration of new members.

*Responsibilities:* Host new member events and serve as mentors.

**Rotary Information/Past President's Cabinet** *Purpose:* Educate and guide new members.

*Responsibilities:* Provide Rotary orientation and mentorship.

## MEETINGS & ACTIVITIES

**Attendance & Visitation** *Purpose:* Maintain connection and care among members.

*Responsibilities:* Follow up with absentees, send cards or calls as needed.

**Fellowship** *Purpose:* Foster camaraderie through social events.

*Responsibilities:* Plan holiday party and organizes various social events throughout the year to promote camaraderie and engagement among members outside of weekly meetings.

**Programs** *Purpose:* Provide engaging and informative weekly meetings.

*Responsibilities:* Work with President-Elect to coordinate program speakers.

**Sergeant-At-Arms** *Purpose:* Ensure smooth meeting operations and engagement.

*Responsibilities:* Set up meetings, manage Red-to-Blue Badge process, organize weekly duties (lottery, invocation, pledge, 4-Way Test).

## YOUTH SERVICES

**Education Development** *Purpose:* Support youth education, Camp RYLA, and literacy initiatives.

*Responsibilities:* Partner with AR Kids Read, coordinate Camp RYLA transportation and presentations, sponsor Garland County Reads, support Interact clubs with service projects.

**Interact** *Purpose:* Mentor and support high school Interact clubs.

*Responsibilities:* Liaise with ASMSA and HSHS, inform HSNP Rotary of meetings, sponsor scholarships and service projects.

**Scholarship** *Purpose:* Administer the club's student scholarship program.

*Responsibilities:* Distribute and evaluate applications, select recipients, and participate in award presentations.

**Student Guest** *Purpose:* Highlight outstanding students at weekly meetings.

*Responsibilities:* Schedule and welcome top students from local schools for a 3-week visit, including final-week presentations. Students visit from all 7 Garland County School Districts and ASMSA.