

# CLUB SERVICE PROJECTS COMMITTEE CHAIR JOB DESCRIPTION



Your role as club service projects chair is to help your club identify and meet real needs in your community and around the world by developing and implementing service projects.

RESPONSIBILITIES	
GENERAL	SERVICE PROJECTS COMMITTEE
Attend your district training assembly.	Plan, implement, and evaluate projects.
Work with the president-elect to select and prepare your committee members.	Identify opportunities for signature projects that will increase your club's impact in the community.
Create subcommittees as needed (e.g., vocational, community, international, New Generations, fundraising).	Work with other organizations, volunteers, and committee members to maximize the impact of your projects.
Meet regularly and plan activities.	Lead efforts to fundraise for projects.
Set committee goals to help achieve the club's goals, and monitor progress toward them.	Understand liability issues that could affect your club's projects.
Manage your committee's budget.	Work with the public image committee to promote projects.
Work with your club's other committees and your district committee on multiclub activities or initiatives.	Collaborate with other clubs on projects.
Report committee activities and progress to the club president, board of directors, and the entire club.	Highlight club projects in <a href="#">Rotary Showcase</a> .
Determine your club's expectations for your committee.	