

No.	Name of Position	Reports to:	Duties	Notes
1	Classification Manager	Club Administrator	Reviews current list of members occupational classifications, develops new scheme and proposes changes	
2	Weber's Transition team member	Club Administrator	Helps with making the move to Weber's. We move out of the Union on April 25 and start at Weber's on May 2	Muscles and/or a pickup desired
3	Weber's Menu Committee	Club Administrator	Help with selecting what we have for lunch, publishing the menu in the Harpoon and estimating upcoming attendance	
4	On-line Archivist	Club Administrator	Creates and maintains a cloud-based storage system for documents, photos and other files	Computer skills desirable
5	DACdb Assistant	Club Administrator	Supports and backs up the Club Administrator in the conversion to, and deployment of, this cloud-based membership mgt. software	Computer skills desirable
6	My Rotary Companion	Club Administrator	Encourages members get a My Rotary account and assists them in its creation and use	Computer skills desirable
7	Photographer/Videographer	Club Service Director	Ensures appropriate coverage of events, obtains and prepares photos, submits them to the Editor-in-Chief	
8	Projectionist	Club Service Director	Part of a team that sets up the laptop and projector for each meeting	basic computer skills
9	Parking Concierge	Club Service Director	When we get to Weber's, help members with special mobility needs find a place to park and get in the building	
10	Cashier	Club Service Director	We will need to supply our own cashier when we go to Weber's	
11	Assistant Controller	Controller	Helps the Controller with gathering and posting payments, reminding delinquents, producing tax letters, etc.	accounting skills
12	Committee Secretary	Each Committee Chair	Takes notes at committee meetings and shares them with the members and the cognizant director	
13	Committee Reporter	Each Committee Chair	Writes articles for the Harpoon as significant activities occur within a committee	
14	Golf & Tennis Outing Staffer	G&TO chair	The committee can use help, especially on the day of the event	Monday, 9/10 is the date
15	Notetaker	Head Notetaker	Part of a team to take notes at weekly luncheon meetings	
16	Tutor	Head Tutor	Joins the Rotary Tutors in reading books to elementary students. Financial literacy is also a part of the program.	
17	DOGS team member	Lead DOG	They always need members and ideas	collars/leashes optional
18	Harpoon staffer	Lead Harpoonist	Helps produce and distribute each week's issue	Computer skills desirable
19	RI Membership Leads contact	Membership Chair	Coordinates with the District-level person who handles to incoming leads from the RI website to make sure we don't miss any possible members	Internet skills
20	New member coordinator	Membership Chair	Keeps track of the new members coming into the club. Makes sure all the boxes are checked.	clipboard needed
21	Attendance Monitor	Membership Chair	reviews members' attendance numbers, identifies and follows up with persons who haven't attended recently	Spreadsheet skills helpful
22	Mentor	Membership Chair	Serves as a mentor to a new member	
23	Mentor Monitor	Membership Chair	Coordinates regularly with mentors and assists them to ensure all is working well	
24	On-boarding specialist	Membership Chair	Maintains the list of nominees and follows each one through the process	twice a year with each new class
25	Wednesday Welcomer	Membership Chair	Part of a team to make sure luncheon guests get a chance to learn about Rotary if they show an interest	
26	Alumni Coordinator	Membership Chair	Tracks down Rotary alumni, mostly through RI's online database, and invites them to reconnect with us, maybe for a weekly program	

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27	Club Scorekeeper	President	Pays attention to Rotary Club Central on the web and assists the president in setting goals and maintaining status toward them. Also keeps track of terms of service for committee chairs and other club leaders	Internet skills
28	Awards Coordinator	President	Becomes familiar with Rotary-related awards and advises the appropriate nominating official(s) regarding potential candidates	
29	Sponsorship Czar	President	Develops a proposal to expand our sponsorship programs (web, print, events) and presents it to the board	
30	Presidential Citation Advisor	President	Monitors requirements for the Presidential Citation and works with the President and Club Scorekeeper to achieve it	
31	Speaker Nomination Correspondent	Program Committee Chair	Maintains contact with persons who nominate speakers. Acknowledges inputs, assembles list for each committee meeting, notifies nominator of decisions and assists committee member assigned as contact	
32	Website Watcher	Public Image Director	Patrols our website to ensure links are working and content is up to date	Familiarity with the internet
33	Calendar Coordinator	Public Image Director	Ensures that the calendar in our on-line presence is complete, accurate and up to date.	Familiarity with the internet
34	Personal Connections Manager	Public Image Director	Maintains and reports the birthday list but also covers other topics such as service anniversaries,	Familiarity with the internet
35	District 6380 Liaison	Public Image Director	Maintains close contact with the ADG, the district website, district newsletter, et Prepares Harpoon articles as appropriate	Familiarity with the internet
36	RI/TRF Liaison	Public Image Director	Maintains close contact with RI and TRF through the Rotarian, the RI website and other sources; prepares Harpoon articles and reports to the Board	Familiarity with the internet
37	Local Club Liaison	Public Image Director	Connects with other local clubs. Subscribes to newsletters, collects news of note, especially on upcoming events and activities	Familiarity with the internet
38	Rotarians in the News Reporter	Public Image Director	Creates a network of readers for local news sources and beyond to obtain news; submits appropriate Harpoon articles and podium announcements	Good community connections
39	Committee Liaison	Public Image Director	Writes, solicits and/or coordinates regular reports from committees on topics of current interest	
40	Social Media	Public Image Director	Organizes and directs a team to ensure we are represented on Facebook, Instagram, Twitter, etc.	Social media skills
41	Form Design Consultant	Public Image Director	Works with appropriate persons or committees to update/redesign on-line forms for payments, speaker recommendations, new member nominations, etc.	internet and computer skills
42	Rotary Brand Monitor	Public Image Director	Becomes familiar with Rotary Brand Central to ensure current and planned club products conform to guidelines	Internet skills
43	Pre-Meeting SlideMeister	Public Image Director	Collects information and creates slide shows for looping before each luncheon meeting. Contents could include upcoming events, birthdays, service anniversaries, photos and items of news not covered in the Harpoon	Basic PowerPoint skills are necessary
44	Mini-biographer	Public Image Director	Researchs and reports on past presidents and other prominent club members	
45	Club Historian and Archivist	Public Image Director	Collects, documents and oversees the club's historical documents and other information	
46	Setup Team member	Sergeant-at-Arms	Assist the Sergeant-at-Arms as part of a team to set up for each meeting	
47	WCC Scholarship Coordinator	Youth Achievement Director	Establishes and maintains contact with WCC in all areas related to our scholarships, e.g. endowed ones and STRIVE	
48	Donation Recognition Specialist	Endowment Committee Chair	Prepares and distributes thank-you notes to donors to the Ann Arbor Rotary Foundation	Mail-merge skills helpful