



## Rotary Club of Madison 2020-2021 Assignments

### Club Service

Carol Martorana (Chair)

Functions	Descriptions	Chair/Team 2020-2021	Chair/Team 2019-2020
Strategic Planning	Articulates the club direction for one or more years.	<b>Tayfun Selen</b> , Liz Parker, Michel Belt, Carol Martorana	<b>Tayfun Selen</b> , Liz Parker, Michel Belt, Jeannie Tsukamoto, Frank Cesaro
Annual 50/50 Raffle	Directs the processes, member sales, fund collection, administration, and drawing.	Sharon Kunas, Jen Pinto Andy Boles, Jeff Andrews, Frank Cesaro	<b>Jen Pinto</b> Andy Boles, Jeff Andrews, Frank Cesaro, Jen Pinto
Bylaws	Monitors adherence to the club bylaws, recommends changes as needed, annually reviews relevance of bylaws and submits proposed changes to the club board.	<b>Tayfun Selen</b> , Liz Parker, Michel Belt, Barry Kroll	<b>Liz Parker</b> , Michel Belt, Barry Kroll, Jeannie Tsukamoto
Programs	Solicits recommendations from members for speakers, researches potential speakers, follows up with speakers, defines speaker requirements, recommends special program and speakers to the board, maintains the schedule, communicates to the members and sets up AV.	<b>Nancy Adameczyk</b> <b>Lois Batt</b> Carol Martorana, Carla Matrisciano, Frank Cesaro, John Launchi,	<b>Nancy Adameczyk</b> <b>Lois Batt</b> Carol Martorana, Carla Matrisciano, Frank Cesaro, John Launchi, Ray Rubino
Installation Dinner	Organizes venue, food/drink, logistics and agenda. Recruits volunteers for each task. Ensures invitations are sent, and the event published on the club website/newsletter	<b>Doug Willis</b>	<b>Frank Cesaro</b>
Sergeants & Greeters	Takes meeting attendance; collects payments for guests' meals, 50/50 and fines; reports on birthdays and anniversaries; greets attendees and sells 50/50 tickets.	AM Nino Coviello <b>Carla Matrisciano</b> PM Bob Chapman	AM <b>Nino Coviello</b> <b>NEEDS A BACK UP</b> PM <b>Bob Chapman</b>
Holiday lunch	Organizes venue, food/drink, logistics, and agenda. Recruits volunteers for each task. Ensures invitations are sent, and the event published on the club website/newsletter.	<b>Carol Martorana</b>	<b>Tayfun Selen</b>
Nominating	Nominates club officers and directors and Paul Harris Fellow Award recipients.	<b>Liz Parker</b> Michel Belt Jeannie Tsukamoto	<b>Michel Belt</b> Jeannie Tsukamoto <b>Ray Freaney</b>
Meal Management	Coordinates breakfast with Y and vendor, and lunch with Rod's including number of meals, cancellations, and special events.	AM <b>Jeff Kraft</b> Joe Smith PM <b>Bob Chapman</b> Rose Pancirov	AM <b>Jeff Kraft</b> Joe Smith PM <b>Bob Chapman</b> Rose Pancirov



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Sunshine	Coordinates the expression of congratulations, sympathy and concern to members in the event of milestone, bereavement, illness and special achievement.	<b>Marsha Zimmerman</b> Pat Miller, Carla Matrisciano, Carmela Moeller,	<b>vacant</b> Carmela Moellerav
Badge Box/ Badges,Pins/Sign Up Sheets	Barry Kroll responsible for supplies; Hermann Fickenscher keeps box in alphabetical order	<b>Barry Kroll</b> Hermann Fickenscher	AM <b>Jeff Kraft</b> Joe Smith PM <b>Bob Chapman</b> Rose Pancirov

Inventory Management	Coordinates where club material, such as banners, left over soda etc is located, i.e basement of PC Siolutions, and details what is there .	<b>Vanessa Crespi</b> John Hogan	
Club email communications/ website management	Coordinates all email correspondence to the club; maintains club website	<b>Barry Kroll</b>	

### Membership Joe Smith (Chair)

Functions	Descriptions	Chair/Team 2020-2021	Chair/Team 2019-2020
Development	Develops prospect lists, recruits and interviews candidates, nominates candidates for board approval, and provides new members orientation and training	<b>Joe Smith</b>	<b>Barry Kroll</b>
	Recruitment	<b>Barry Kroll &amp; Committee</b>	<b>Barry Kroll</b>
	Scheduling Induction	<b>Jeff Kraft</b>	<b>Ray Freaney</b> Jeannie Tsukamoto
	Mentoring	<b>Jeff Kraft</b>	<b>Jeff Kraft</b>
	Classification talks	<b>Jeff Kraft</b>	<b>Jeff Kraft</b>
	Orientation	<b>Barry Kroll</b>	<b>Barry Kroll</b>
	Fireside chats	<b>Barry Kroll</b>	<b>Barry Kroll</b>
Retention	Develops and manages engagement programs to ensure Rotarians are suitably involved, makes appropriate contributions and are comfortable and content.	<b>Jim Allison</b> Ed Kalinka	<b>Jim Allison</b> Ed Kalinka
	Training (Rotary Leadership Institute)	<b>Barry Kroll</b>	<b>Michel Belt</b>



## Rotary Club of Madison 2020-2021 Assignments

	District Assembly		
	Attendance recording	<b>Barry Kroll</b>	<b>Barry Kroll</b>
	Monitoring: Attendance Payment	<b>Ed Kalinka</b> <b>Dave Farrell</b>	<b>Ed Kalinka</b> <b>Dave Farrell</b>
	Exit interviews	<b>Barry Kroll</b>	<b>Barry Kroll</b>
Volunteers	Recruits and keeps community volunteers engaged ( EH3.6)	<b>Pat Miller</b>	<b>Pat Miller</b>



## Rotary Club of Madison 2020-2021 Assignments

### Community Service

**Doug Willis (Chair)**

Functions	Descriptions	Chair/Team 2020-2021	Chair/Team 2019-2020
Fundraising	Develops new fund raising activities, and works with existing activities to generate additional funds.	<b>Doug Willis</b> , Carmela Moeller, Tom Haralampoudis (Confirm w/ him), Bob Conley (Confirm w/ him) Ask Stacey Russo	<b>Joe Smith</b> , Doug Willis, Grayson Ernst, Carmela Moeller
Grants and Sponsorships	Recommends to the board the annual charitable distribution of fundraising proceeds.	<b>Carol Martorana</b> , Joe Smith, Liz Parker, Diane Mann, Beat Barblan, Michel Belt, Judy DeGennaro,	<b>Carol Martorana</b> , Joe Smith, Liz Parker, Diane Mann, Beat Barblan, Michel Belt, Shant Harootunian
Taste of Madison	Participates, along with the Madison Chamber of Commerce and the Downtown Development Commission, in the annual Taste of Madison fundraiser.	<b>David Morozoff</b> John Morris Maureen Byrne	<b>David Morozoff</b>
Bottle Hill Day	Coordinates the club's involvement during the annual Bottle Hill Day.	<b>Joe Smith</b>	<b>Joe Smith</b> Bill Odell
Collection Jars	Distributes jars in retail and food establishments as appropriate, and periodically collects and deposits funds in the bank account.	<b>Tom Haralampoudis</b>	<b>Tom Haralampoudis</b>
Community Shredding	Develops schedule, obtains necessary Borough approvals, contracts with shredder, coordinates with volunteers and Interact, plans and executes logistics.	Carmela Moeller Pat Rowe, Tom Binting, Neal Oldendrop	<b>Carmela Moeller</b> Pat Rowe, Tom Binting, Neal Oldendrop
Food Collection	Coordinates volunteers and with Interfaith Food Pantry and Chatham Shoprite	<b>John Hogan</b>	<b>John Hogan</b>
Santa's Arrival	Provides escorts for Santa during the annual parade. Coordinates with parade planners, Interact and Rotarians. Manages logistics.	<b>Tayfun Selen</b> Judy DeGennaro, Carla Matrisciano	<b>Tayfun Selen</b> Judy DeGennaro, Carla Matrisciano
Memorial Day Parade	Coordinates rotary position with parade planners, logistics, and Rotarians, and Interact.	<b>Carol Martorana</b>	<b>TBA</b>



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May Day	Solicits Rotary volunteers, coordinates time, place and logistics.	<b>Tom Haralampoudis</b> Bill Odell, John Launchi	<b>Tom Haralampoudis</b> Bill Odell, John Launchi
Camp Merry Heart	Coordinates the club's involvement with Camp Merry Heart volunteers, activities, and logistics.	<b>Stacy Russo</b>	<b>Stacy Russo</b>
Morris Habitat Build	Coordinates volunteers and acts as liaison to Morris Habitat	<b>Dave Farrell</b>	<b>Dave Farrell</b>
New Service Projects	Establishes the process and related forms for community and international service and fundraising efforts, provides advice and guidance and focus from submitters, screens and approves applications, tracks progress.	<b>Doug Willis</b> Carol Martorana Pat Miller	<b>Frank Cesaro</b>
Madison Senior Committee	Represents Madison Rotary in the advisory committee	<b>Maureen Bryne</b> John Hoover	<b>Maureen Bryne</b> John Hoover

Somerset Patriots Game	Coordinates attendance at district event in Bridgewater	<b>Barry Kroll</b>	
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## Rotary Club of Madison 2020-2021 Assignments

### Youth Service John Hogan (Chair)

<b>Functions</b>	<b>Descriptions</b>	<b>Chair/Team 2020-2021</b>	<b>Chair/Team 2019-2020</b>
Long Term Youth Exchange	Coordinates with district chair, develops annual plan, recruits host families, manages yearlong program.	<b>John Hogan</b>	<b>Cathie Coultas, Beat Barblan</b>
Scholarship Program	Develops processes, procedures, forms and criteria, manages and reports results.	<b>Barry Kroll</b>	<b>Barry Kroll</b> John Hoover, John Launchi
RYLA	Coordinates the club's involvement in the Rotary Youth Leadership Award (RYLA) program. Reports results to board.	<b>Barry Kroll</b> Camper Bull	<b>Barry Kroll</b> Camper Bull
Interact	Provides support to the Madison High School Interact Club.	<b>John Hogan</b> Doug Willis	<b>Cathie Coultas</b> Joe Smith, John Hogan
Dictionary Project and 2 <sup>nd</sup> Grade Reading	Manages programs to collect materials, recruit Rotarians, and schedule with schools.	<b>JudyDeGennaro</b> , Jeff Kraft, John Hoover, Neal Oldendorp, Mary Beth Cooney, Michel Belt	<b>JudyDeGennaro</b> , Jeff Kraft, John Hoover, Neal Oldendorp, Mary Beth Cooney, Michel Belt
Laws of Life Essay Contest	Manages and coordinates program with Madison High School	<b>Pat Miller</b> Tanya Van Order	<b>Pat Miller</b> Tanya Van Order



## Rotary Club of Madison 2020-2021 Assignments

### Communications

Ed Kalinka (Chair)

<b>Functions</b>	<b>Descriptions</b>	<b>Chair/Team 2020-2021</b>	<b>Chair/Team 2019-2020</b>
Website	Designs and manages the format and content to ensure it is current. Maintains digital library.	<b>Barry Kroll</b>	<b>Barry Kroll</b>
Newsletter (e-bulletin)	Designs and manages format and content, and publishes weekly.	<b>Barry Kroll</b>	<b>Barry Kroll</b>
Press Releases	Works with initiator/committee or sub-committee chair to understand the intention and requested message. Gets sign off from initiator on final release.	<b>Carmela Moeller</b>	<b>Carmela Moeller</b>
Social Media	Identifies appropriate type for Rotary, develops a plan of action, identifies owner, and keeps current.	<b>Ed Kalinka</b> Brian Davis (Confirm w/him)	<b>Ed Kalinka</b> Susan Allison Hal Moeller
Public Relations	Identifies purpose, needs, and contacts. Works with committee chairs and president/board to craft required messages.	<b>Ed Kalinka</b> , Beat Barblan, John Hoover, Jen Pinto	<b>Ed Kalinka</b>
Publication	Designs, develops and maintains ads, publicity materials, publications and community displays.	<b>Ed Kalinka</b>	<b>Ed Kalinka</b>



## Rotary Club of Madison 2020-2021 Assignments

### District Events

Functions	Descriptions	Chair/Team 2020-2021	Chair/Team 2019-2020
District Assembly	Coordinates the club's involvement at the District Assembly.	<b>Barry Kroll</b>	<b>Liz Parker</b>
District Conference	Coordinates the club's involvement in the District Conference.	<b>Carol Martorana</b>	<b>Tayfun Selen</b>
District President's Ball	Coordinates the club's involvement in the Eat, Drink, Share,	<b>Tayfun Selen</b> Carol Martorana	<b>Not held 2018-19</b>
STYE	Coordinates the club's involvement in the District Short Term Youth Exchange program.	<b>Jim Allison</b> Barry Kroll	<b>Jim Allison</b>
Gift of Life	Coordinates the club's involvement in the District Gift of Life Program.	<b>Jim Allison</b>	<b>Jim Allison</b>
Rotary Foundation	Coordinates the club's fundraising and grant activities for the foundation; includes club's involvement in foundation district events.	<b>Mike Rabasca</b>	<b>Mike Rabasca</b>
Ray Freaney's Going Away Party on June 25th	Coordinates the event	<b>TBD</b>	<b>N/A</b>
District Banner Exchange	Coordinates all aspects of District Governor installation dinner reception	<b>n/a</b>	<b>Jeannie Tsukamoto</b> Barry Kroll