

## **Service Director Role**

The role of the Service Director is to provide support to all committees under the portfolio. The Service Director provides a link between the following committees and the Rotary Club of Warton Executive and Club member and as required, represent the Club or a Committee with community partners.

The committees in the Service Directors portfolio are:

- Community Development
- Youth Services
- Senior Services
- Interact Club
- Youth Exchange
- Youth Protection Officer
- New Generations Exchange
- Literacy

Specifically:

- To attend monthly meetings of the Rotary Club of Warton Executive
- To solicit from each committee chair in the portfolio a monthly report prior to the Executive meeting, submit the report and respond to any questions from the executive
- To contact the chairs of the committees in September of each year for an updated membership list and provide this list to the Executive Secretary
- To obtain from each chair, in May, a proposed budget for the upcoming year referencing the activities of the past year and plans for the future.
- To support all committees in the development and evaluation of their committee activities, as required, ensuring that these are sustainable and meet community needs while aligning with the goals of Rotary International.
- To encourage and support the exploration and development of strategies to meet community needs and encourage setting priorities within each committee by the chair with group members.
- To explore opportunities in the municipality and region to identify opportunities to address unmet needs and discuss these with the appropriate committee.
- To act as a liaison with community partners when appropriate.