

2021-2022 Assignments

Club Service

President Elect – Doug Willis – April 8, 2022

Functions	Descriptions	Chair	Team
Strategic Planning	Articulates the club direction for one or more years.	President Carol Martorana	Lois Bhatt, Doug Willis, Art Powell, Barry Kroll, Ray Freaney
Annual 50/50 Raffle	Directs the processes, member sales, fund collection, administration, and drawing.	Jen Pinto	Jim Allison, Lois Bhatt, John Hogan, John Hoover, Frank Mangravite, Lisa Rosania, Barry Kroll, Art Powell, Andy Boles, Tanya Van Order
Bylaws	Monitors adherence to the club bylaws, recommends changes as needed, annually reviews relevance of bylaws and submits proposed changes to the club board.	President Carol Martorana	Board Members
Programs	Solicits recommendations from members for speakers, researches potential speakers, follows up with speakers, defines speaker guidelines, recommends special program and speakers to the board, maintains the schedule, communicates to the members and sets up AV.	Jim Foster	All Rotary Members are welcome to suggest speakers.
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	VP Frank Mangravite	
Greeters	Greets attendees and sells 50/50 tickets.	Nancy Adamczyk	
Sergeants	Collects payments for guests' meals, 50/50 and fines; reports on birthdays and anniversaries		Bob Chapman,
Badges, Pins	Responsible for supplies	Barry Kroll	
Badge Box	Organizes box in alphabetical order	Barry Kroll	



Madison Rotary

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Attendance	Prepare attendance sheets, takes meeting attendance	Barry Kroll	
Holiday lunch	Works with 50/50 chair, 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.	VP Frank Mangravite	
Nominating	Nominates club officers and directors and Paul Harris Fellow Award recipients. Immediate past president is chair, and past two president are members. For officers and directors nomination, chair gives courtesy advance notification to president-elect before notifying the board.	Immediate past president Tayfun Selen	Liz Parker Michel Belt
Meal Management	Coordinates breakfast with Y and vendor, and lunch with Nicky's Firehouse including number of meals, cancellations, and special events.	AM Jeff Kraft PM Hal Moeller	
Sunshine	Coordinates the expression of congratulations, sympathy and concern to members in the event of milestone, bereavement, illness and special achievement.		
Inventory Management	Coordinates where club possessions, such as banners, party material, items located in the basement of PC Problems.	Frank Mangravite	
Club email communications	Coordinates all email correspondence to the club	Barry Kroll	
Somerset Patriots Game	Coordinates attendance at district event in Bridgewater	Barry Kroll	
Legal Counsels		Nino Coviello Paul Daly	
Accountants		Stacy Russo Mike Odell	
Lunch Meetings		Hal Moeller	

2021-2022 Assignments

Membership

Board member & Membership Chair, Joe Smith

Functions	Descriptions	Chair	Team
Development	Develops prospect lists, recruits and interviews candidates, nominates candidates for board approval, and provides new members orientation and training	Barry Kroll	Jeannie Tsukamoto, Jeff Kraft, Joe Smith Barry Kroll, Jim Allison, Carol M.
	Recruitment	Joe Smith	
	Scheduling Induction	Jeff Kraft	
	Mentoring	Jeff Kraft	
	Classification talks	Jeff Kraft	
	Orientation	Barry Kroll	
	Fireside chats	Barry Kroll	
Retention	Develops and manages engagement programs to ensure Rotarians are suitably involved, makes appropriate contributions and are comfortable and content.	Jim Allison	
	Member outreach		
	Training (Rotary Leadership Institute) District Assembly	Barry Kroll	
	Attendance recording	Barry Kroll	
	Monitoring attendance	Barry Kroll	
	Monitoring payment	Treasurer Art Powell	
	Exit interviews	Barry Kroll & Joe Smith	

2021-2022 Assignments

Community Service Vice President Frank Mangravite (Chair)

Programs	Descriptions	Chair	Team
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.	VP Doug Willis	
Fundraising	Develops new fundraising activities and works with existing activities to generate additional funds.		
Grants and Sponsorships	Recommends to the board the annual charitable distribution of fundraising proceeds.	John Hogan	Judy DeGennaro, Diane Mann, Liz Parker, Michel Belt, Beat Barblan, Joe Smith
Taste of Madison	Participates, along with the Madison Chamber of Commerce and the Downtown Development Commission, in the annual Taste of Madison fundraiser.	David Morozoff	Bob Conley
Bottle Hill Day	Coordinates the club's involvement during the annual Bottle Hill Day.	Joe Smith	Jen Pinto, Amul Modhera, Barry Kroll
Collection Jars	Distributes jars in retail and food establishments as appropriate, and periodically collects and deposits funds in the bank account.	Tom Haralampoudis	
Community Shredding	Develops schedule, obtains necessary Borough approvals, contracts with shredder, plans, executes logistics and coordinates with volunteers, Habitat ReStore, Interact and other groups,		Carmela Moeller Joe Smith John Hogan, Doug Willis
Food Collection	Coordinates volunteers and with Interfaith Food Pantry and Chatham Shoprite	John Hogan	



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Santa's Arrival	Provides escorts for Santa during the annual parade. Coordinates with parade planners, Interact and Rotarians. Manages logistics.		
Christmas Tree Sale	Orders trees, solicits Rotary volunteers for set, sale and breakdown, obtains town permits	Bob Conley	Interact Club
Memorial Day Parade	Coordinates Rotary position with parade planners, logistics, and Rotarians, and Interact.		Need Volunteers
May Day	Solicits Rotary volunteers, coordinates time, place and logistics.	Tom Haralampoudis	Need Volunteers
Camp Merry Heart	Coordinates the club's involvement with Camp Merry Heart volunteers, activities, and logistics.	Stacy Russo	
Morris Habitat Build	Coordinates volunteers and acts as liaison to Morris Habitat		
End Hunger 3.6	Coordinate all activities with district	Ellsworth Haven	
Volunteers	Recruits and keeps community volunteers engaged (EH3.6)	Pat Miller?	
Community Garden	Coordinate all activities	Joe Smith	Lois Bhatt, Rosalee Gordon, Tanya Van Order
100 th Anniversary	Coordinates all activities for celebration, community outreach, publicity, fundraising, etc.	Frank Mangravite	Ray Freaney, Nancy Adamczyk, Doug Willis, Steve Shannon, Carol M.
Madison Borough Senior Committee	Represents Madison Rotary in the advisory committee	Maureen Bryne John Hoover	

2021-2022 Assignments

Youth Service

Board member- Youth Chair, John Hogan

Programs	Descriptions	Chair	Team
Long Term Youth Exchange	Coordinates with district chair, develops annual plan, recruits host families, manages yearlong program.	John Hogan	Jim Allison
Scholarship Program	Develops processes, procedures, forms and criteria, manages and reports results.	Barry Kroll	Carol M, Doug Willis, Rosalee Gordon, David Duran
RYLA	Coordinates the club's involvement in the Rotary Youth Leadership Award (RYLA) program. Reports results to board.	Barry Kroll	
Interact	Provides support to the Madison High School Interact Club.	John Hogan	Doug Willis
Dictionary Project and 2 nd Grade Reading	Manages programs to collect materials, recruit Rotarians, and schedule with schools.	Judy DeGennaro	Volunteers Needed
Laws of Life Essay Contest	Manages and coordinates program with Madison High School	Tanya Van Order	Pat Miller

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Communications

Board Member- Communications and Public Image Chair, Jim Foster

Functions	Descriptions	Chair	Team
Website	Designs and manages the format and content to ensure it is current. Maintains digital library.	Barry Kroll	
Newsletter (e-bulletin)	Designs and manages format and content, and publishes weekly.		
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.	Steve Shannon	
Social Media	Identifies appropriate type for Rotary, develops a plan of action, identifies owner, and keeps current.	Steve Shannon	
Public Image	Identifies purpose, needs, and contacts. Works with committee chairs, president/board, district and RI to craft messages.		
Publication	Designs, develops and maintains ads, publicity materials, publications and community displays.		

2021-2022 Assignments

District and Rotary International Events

Activities	Descriptions	Chair	Team
District Assembly	Coordinates the club's involvement at the District Assembly.		
District Conference	Coordinates the club's involvement in the District Conference.		
District Galas and dinners	Coordinates the club's involvement in Presidents Ball, Eat-Drink-Share, Polio Gala, etc.		
STYE	Coordinates the club's involvement in the District Short Term Youth Exchange program.	Jim Allison	Barry Kroll
Gift of Life	Coordinates the club's involvement in the District Gift of Life Program.	Jim Allison	
Rotary Foundation	Coordinates the club's fundraising for the Rotary Foundation and district grant application.	Club Foundation Chair Barry Kroll	Jeannie Tsukamoto
RI Conference	Coordinate club's involvement in RI Conference	Ray Freaney	

*Responsibility assigned by title are in **bold**.