

# Community Service Pittsford Chairperson Responsibilities

## General

*The Rotary Club of Pittsford fulfills the Rotary motto "Service above self" by actively engaging in service projects for local, area, and international communities.*

The Chairperson for Pittsford Community Service provides the leadership within the club for all club service projects (20+) within the Town of Pittsford.

## Specific Duties

The Community Service Pittsford Chairperson responsibilities include the following:

- Assisting the club president and board in the preparation of the budget required to carryout the Pittsford community service projects for the coming Rotary Year
- Guiding the Board of Directors in the evaluation of existing and proposed community service club projects within the Town of Pittsford
- Identifying a leader for each community service project that the club conducts within the Town of Pittsford (Confirm that each project leader on the list is able to fulfill that responsibility in this Rotary year.)
- Reminding each leader of an activity of that upcoming event in a timely manner, and be sure the leader is clear on the activity's procedures and the funds available and that the leader is aware of the proper procedures and forms for seeking reimbursement/payment for any activity expenses
- Reviewing at each board meeting the status of service project plans for the coming month
- Encouraging project leaders to report the results of projects at club meetings and to acknowledge the club members that participated in the event.
- Guiding the project leader in updating the project description/checklist that is posted on the club web site, if needed
- Updating the Service Committees Leaders List with the latest projects and leaders for this area of service
- Cooperating with the other Service Chairpersons (International, Vocational, Community Service Outside of Pittsford) to be sure that no service projects are left "orphaned" without proper oversight and support
- As needed, assisting project leaders in securing the volunteers from the club membership for specific projects (Project Leaders normally carry this responsibility on their own)

## Reference

See the latest Service Committees Leaders List for the listing of service projects and leaders.