

Directorship
Club Operations

Attendance
Record regular attendance and make-ups and report results to Director prior to each monthly executive meeting

Communications/Arch
Publishing and distributing the Arch and other news letters etc. as required

House
Ensure that the meeting room is ready for each occasion (Rotary and Canadian Flag, Podium, Bell and any other required items)

Web Site
Enter new information and perform ongoing maintenance

Historian/Club Archives
Maintains a running history of Calgary Chinook Rotary and it's activities, membership, special events and memorabilia.

Public Relations
Responsible for communicating with the media etc re: Rotary community involvement

Roster
Maintains and publishes a list of current members of Calgary Chinook as well as relevant information relating to other clubs in our district as well as internationally.

Membership Development and retention
Continually encourage and develop recruiting and retention Strategies