

Worksheet 9: Club Trainer Responsibilities

To ensure your club has a comprehensive training plan, your club may wish to appoint a club trainer. The club trainer should work with the club's board and committees, your assistant governor, the district training committee, and the district governor for support and ideas.

Fill out the following club assessment to help you and your club trainer plan for the year.

What will the club trainer do?

- Plan one program per month for all members
- Meet with new and prospective members one-on-one or in small groups
- Manage a mentoring program
- Conduct a leadership development program
- Help with strategic planning
- _____
- _____
- _____
- _____

Who will do the training?

- Club trainer
- Committee members
- Club members
- _____
- _____
- _____
- _____

When will training be done in your club?

- During weekly meetings
- At club assemblies
- On members' own time
- _____
- _____
- _____
- _____

Suggested club trainer responsibilities

- Conduct a needs assessment of members.
- Analyze club goals to determine what club members need to do.
- Design training to support the first two above responsibilities.
- Work with the membership committee to conduct new member orientation.
- Work with the membership committee to educate prospective members.
- Work with the club administration committee to plan a weekly program to provide continued education for all members.
- Collaborate with the club Rotary Foundation committee to educate members on fundraising and contributing to the Foundation.
- Work with the club public relations committee to ensure that club members are comfortable describing what Rotary is.
- Work with incoming leaders to prepare them for district training.
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