



# **Rotary Club of Kingston Preferred Practices For The Environment Committee**

## **An important note for the users**

*The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.*

*Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.*

*It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Kingston nor the persons who have written this document will be held liable in any event.*

**Rotary Club of Kingston  
Preferred Practices  
The Environment Committee**

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| <b>KEY FUNCTION OF THE CLUB AND COMMUNITY AWARDS COMMITTEE</b> |
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1. To seek out projects within the financial capability of the committee that will enhance local environmental quality.
2. To identify speakers who would provide current environmental information of interest to the membership of the Club.
3. To include our Interactors and Rotaractors in environmental projects where it is practical to do so.
4. To provide funding within the committee budget to encourage projects clearly identified with the environment milieu.

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| <b>AIM OF THIS DOCUMENT</b> |
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The aim of this document is to provide guidance to current and future Chairpersons and members of the Environment Committee in the efficient conduct of the Committee.

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| <b>PREFERRED PRACTICES</b> |
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1. Hold frequent committee meetings. It is suggested that once a month is reasonable; meetings may be required more frequently when required by circumstances.
2. Produce agendas and minutes of the meetings and distribute them to committee members and to the Assistant Club Secretary for make-up purposes.
3. Ensure that details of financial decisions are recorded in the minutes so that a clear record of decisions is kept.
4. When considering the funding of projects judged to be within the purview of the committee, it should be remembered that the committee, on a majority vote, may spend up to \$500.00 from the approved annual budget of the committee. Projects with a requirement for larger sums must be approved by the Rotary Club's Board of Directors.
5. October is identified within the Club for Environmental concerns. During this month, up to three meetings may be designated for speakers on the topic of the environmental. It should be an ongoing project of the committee to identify and invite presenters who will enhance the level of interest and education in environmental concerns.

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| <b>SOME MISTAKES TO AVOID</b> |
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1. Keep good records, as they provide proof of committee decisions and commitments.
2. Make sure that when a committee member is either assigned or volunteers to follow-up a board or committee decision, the member knows clearly what is required.

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| <b>RISK MANAGEMENT</b> |
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All committee members must acquaint themselves with The Rotary Club of Kingston Risk Management Protocols as found in the Club's Roster and ensure that the club is kept safe from risk.

This Preferred Practice was compiled by: Rotarian Bill Wornes  
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Revised By: Wilf Sorensen  
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