



SPORT: SERVICE PROJECT OPPORTUNITY REVIEW TEAM

OPERATING MANUAL

LAMORINDA SUNRISE ROTARY

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SPORT OVERVIEW

Background

SPORT stands for Service Project Opportunity Review Team. It was initiated during the 2018 LSR Strategy Refresh as a way to increase the Club's impact.

What is SPORT?

SPORT is a Lamorinda Sunrise Rotary Committee that helps the Club develop projects with the most value, and then recommends these projects to the LSR Board of Directors for ultimate approval.

Scope

The scope includes all projects, including service projects, grants, and fundraising projects.

Purpose

1. Develop and evaluate projects (service projects, grants, and fundraising projects) with significant impact, and to the extent possible, leveraging non-endowment funds.
2. Help the Club ideate, develop, and nurture the next "big impact" project(s). Discuss the potential project within the SPORT Committee, Club board, Endowment board, and other interested parties.
3. Facilitate communication across organizational boundaries within the Club.

Responsibilities

1. Help initiators develop projects beyond the idea stage.
2. Ensure project proposals are clearly and fully defined.
3. Review, analyze, and evaluate project proposals to ensure we get the most impact.
4. Where appropriate, encourage project initiators to consider how they might create a bigger pie (e.g., creating a win-win by expanding the scope and including partners).
5. Encourage project initiators to explore funding beyond endowment money (e.g., personal donations, other clubs, Rotary grants, corporate grants, etc.). Make it the norm to have one Rotary grant per year – possibly alternating between community and international.
6. Recommend to the Board, service projects that have the highest value by using a combination of art and science (analytic and criteria-driven processes) while considering monetary limitations of the Endowment and volunteer hour limitations of the club.
7. Ensure that project leaders know their financial obligations related to the project budget.
8. Ensure that project leaders are aware of their obligations regarding communications, including but not limited to reporting to the Club board and Club members, provide timely receipts to the Treasurer for money spent, provide Treasurer with timing of spending, submitting project updates for the webpage, Facebook, etc.
9. Stay within the annual limit set by the Endowment Board.

SPORT COMMITTEE

Meetings

The Committee will meet monthly unless the Chair calls a special meeting, or there is no need to meet. Meetings will be scheduled for one week before the scheduled Club board meetings. This allows proposal recommendations to be submitted timely to the Club board. At the Chair's discretion, email polling may be used to approve straightforward proposals.

A majority of the voting members constitute a quorum. The Chair may schedule meetings in-person or via Zoom. Project proposals will be emailed to members at least a few days prior to meetings as pre-read. Members unable to join the in-person or Zoom meeting are encouraged to share their support or concerns about a project with the Chair via email. Said emails can be used to establish whether a quorum is present.

Notes:

- Any Club member is welcome to attend a SPORT meeting, but if they are there to advocate for a special interest, they will have limited time to do so.
- At the SPORT Committee Chair's discretion, the SPORT Committee can commence a "Closed Session" for further discussion and decision-making.
- The Club President and Incoming Presidents are encouraged to attend but are not voting members.

Membership COMPOSITION

The SPORT Committee shall consist of seven **voting** members.

1. SPORT Chair, appointed by the Club President
2. Endowment Board chair, or designate from the Endowment Board
3. International Service chair, or designate from the International Service committee
4. Community Service chair, or designate from the Community Service committee
5. Development chair, or designate from the Development committee
6. At Large position 1 filled as per below
7. At Large position 2 filled as per below

Mid-term vacancies will be filled ad hoc by the SPORT Chair.

AT-LARGE POSITIONS

The two at-large positions will be filled as follows:

1. announcing the openings at a Club meeting in May, asking that interested members contact the incumbent Chair
2. election by SPORT Committee members.

The term runs from July 1 to June 30, is renewable, with no term limit.

SPORT COMMITTEE ROLES

Chairman: The Chairman has overall responsibility for the success of SPORT. He or she will schedule and preside at SPORT Committee meetings and perform such other duties as customary of a Committee Chair.

Secretary: The Secretary will keep the minutes of SPORT meetings, including its decisions, and distribute them to Committee members. These records will be preserved in the SPORT Dropbox folder.

Recorder: The Recorder will maintain and distribute the SPORT Project Proposal Summary spreadsheet that tracks recommended and approved projects against allocated funds. The Recorder will also ensure that all Project Proposals are stored in the SPORT Dropbox folder, and ensure consistency with the SPORT Meeting Minutes and the Project Proposal Summary spreadsheet.

The Chairman is selected by the Club President. The SPORT Committee will select the Secretary and Recorder.

OPERATING PROCESSES

Project Proposal Process

Every project must have an owner who is a member of Lamorinda Sunrise Rotary. The owner will be responsible for preparing a project proposal. Forms can be downloaded from the Club's website home page.

Decision Making Process

Committee decisions will be made by majority vote, while striving for consensus. This means committee members are committed to finding solutions that everyone actively supports or can live with. If consensus cannot be reached, a summary of the opposing points of view will be presented to the Club Board.

Project Evaluation Guidelines

The guidelines below are modeled after the District Grant process. Guidelines to be followed are:

Completeness—Has adequate information been provided?

Value to the community—How much meaningful benefit (impact) will the project have in the community?

Feasibility—What is the likelihood that the project can be implemented as planned?

Sustainability—

1. How much lasting impact will the project provide?
2. Will the community be able to maintain the project without our help?

Visibility—To what degree will awareness of Rotary be promoted?

Other Evaluation Considerations

1. Enthusiasm from the club membership.
2. Where possible, projects shall support Diversity, Equity, and Inclusion.
3. Where possible, projects shall include the opportunity for LSR members to participate in the execution and fundraising of the project.
4. The Committee may consider projects for which fundraising may exceed one (1) Rotary year.
5. The Committee may consider the Club's major project history and the Club's strategic directives in the review and recommendation process. The committee may also consider Rotary International's priorities and goals when reviewing proposals.
6. LSR prefers capital projects. The committee will not consider proposals to provide funding to retire debt, and ordinarily will not fund operating expense.