

To _____
Chairman

THE CLASSIFICATIONS COMMITTEE

(Subcommittee of the Club Service Committee)

The classifications committee is composed of a chairman (a member of the club service committee) and such other members as the needs of the local club may require. In a small club it may consist of but one member whereas in a large club it may have several members.

The work of the classifications committee is closely related to that of the membership committee and the two committees may well cooperate. Their functions, however, are distinct. Briefly, the classifications committee is concerned only with seeing that the classification principle in Rotary is correctly interpreted and applied. It is interested in the character of service offered the community by the prospect's firm; whereas the membership committee concerns itself exclusively with the personal qualifications of the individual, his position in his firm, and his standing in the community.

The classifications committee should have a copy of the Outline of Classifications, published by R.I., as a basic guide for its work. (A copy of the Outline was furnished to each Rotary club when it was formed. Additional copies are obtainable at the secretariat at \$1.00 per copy.)

The work of the classifications committee may be divided into three sections, as follows:

1. The preparation and maintenance of a classification survey of the community. (See specimen form on other side of page.) The classification survey enables the committee to tell at a glance what classifications need to be filled in order to make the club a true cross section of the business and

professional life of the community.

Complete instructions on how to establish and use a classification survey will be found on pages 8-10 of the Outline.

2. Urging upon the members the importance of proposing names for the unfilled classifications. The committee is not charged with the responsibility of obtaining new members, but should serve as the force which will stimulate an interest on the part of the membership as a whole.
3. Passing on the eligibility of proposed members—*from the standpoint of classification only*—and determining the proper classification term to be assigned to the new member.

When a new member has been proposed the board of directors refers the proposal to the classifications committee. The committee should carefully investigate the business or profession of the applicant in order

- a. to determine whether the member, if admitted, would represent in the club a business or professional service that is distinct from any represented by any of the present members;
- b. to select the open classification which will best describe the business or professional service which the proposed member's firm, organization or institution performs within the community.