

# Club Secretary Basics 2021-22





# CONTENT

<b>Club Secretary job description</b>	<b>1</b>
<b>Working with your President and Committees</b>	<b>2</b>
Working with the President	2
Working with Committees	2
Club communications	3
Website and social media	3
Communicating with the District Governor and Rotary staff	3
Club records and archives	3
Club archive	3
Midyear and annual report	4
<b>Meetings</b>	<b>5</b>
Board meetings	5
Club meetings	5
Club Assemblies	7
Governor's visit	7
<b>Bylaws and elections</b>	<b>8</b>
Your Club Constitution and Bylaws	8
Elections	8
<b>Dues, Club invoices, and financial reporting</b>	<b>9</b>
Dues and fees	9
Club dues	9
District dues	9
Club invoice (Rotary International dues)	10
Club termination and reinstatement	11
Financial reporting	11
Developing next year's budget	12
<b>Club and Rotary Foundation Contributions</b>	<b>13</b>
Contributions	13
Club Foundations	14

<b>Calendar of activities</b>	<b>15</b>
<b>Using Rotary's online tools</b>	<b>17</b>
Delegation	17
Managing membership leads	18
<b>Reporting club and officer changes</b>	<b>19</b>
Reporting club officers	19
Reporting club meeting changes	19
Official Directory information	19
Attendance	19
<b>Managing membership information</b>	<b>21</b>
Updating member lists	21
Transfers and relocations	22
Removing a member	22
<b>Electors at the District Conference</b>	<b>23</b>
Club Electors	23
Credentials certificates	23
<b>Rotary International Convention delegate selection</b>	<b>24</b>
Credentials certificates	25
<b>Risk management for projects</b>	<b>26</b>
<b>Risk management for youth programs</b>	<b>27</b>
<b>District Training Assembly discussion questions</b>	<b>29</b>

# CLUB SECRETARY JOB DESCRIPTION



All club secretaries have similar responsibilities that help keep our clubs operating effectively. Find more information about these duties in the accompanying documents.

RESPONSIBILITIES
Attend the district training assembly and the district conference
Meet with the outgoing secretary and receive club records
Meet with the incoming club officers or board of directors to plan your year
Create a My Rotary account on Rotary.org, if you don't have one
Update your club's records and member list on My Rotary, or through your club management system
Make sure the club treasurer has the club invoices, due in January and July
Serve on the club board and club administration committee
Take minutes at club and board meetings and club assemblies
Update club and officer information for the Official Directory and Rotary's records
Manage club correspondence, including responding to emails and sending official notices and invitations
Keep promotional items, name badges, and other materials used at meetings and events
Submit monthly attendance reports to your governor; if your club doesn't track attendance, let your governor know
Preserve your club's historical records
Write an annual report for the club at the end of the Rotary year
Assist the club president, treasurer, and committees as needed
Meet with your successor and hand over club records

# WORKING WITH YOUR PRESIDENT AND COMMITTEES



## WORKING WITH THE PRESIDENT

Before the start of the year, meet with your club president to discuss your roles and responsibilities and how you plan to work together. For example, your president might lead club meetings, but you might plan them and make the logistical arrangements. Other topics you may want to talk about with the president include:

- Club reports
- Membership leads
- Attendance requirements
- Frequency of meetings
- Club communications
- The process for responding to emails and letters

You'll also want to discuss which duties should be assigned to other club leaders and how you can [use account delegation](#) to share your level of online access with them.

Meeting with current club leaders will help you learn about the club's goals, projects, and activities. Attend meetings of the current board, if you can, to learn more about the club's administrative procedures so you can ensure continuity.

You'll also work closely with the club treasurer. See the [Treasurer Basics course](#) in the Learning Center for details on dues, financial reporting, contributions, and grants.

## WORKING WITH COMMITTEES

As secretary, you are automatically a member of your club's administration committee. Its responsibilities include:

- Planning club meetings and special events
- Organizing social activities for members
- Producing the club newsletter and updating the club website and social media accounts

You should also meet with your club's membership committee to discuss its initiatives and how you can support them.

## CLUB COMMUNICATIONS

Part of your role as secretary is to work with the club administration committee to inform members of club and district activities through your club's newsletter, website, and social media accounts.

The club administration committee produces the newsletter. As a member of this committee, you can help by providing content, such as committee reports, board decisions, and items from the governor's monthly communication. You can also find interesting and relevant content for your club newsletter in [The Rotarian](#), your [regional Rotary magazine](#), [My Rotary](#), or [Rotary Leader](#).

## WEBSITE AND SOCIAL MEDIA

Your club's website and social media accounts are its online presence, providing information and promoting your club to current and prospective members, the community, and local news outlets. Make sure your content is current and accurate and posts are interesting and regularly updated. Create a calendar to plan your content and keep your social media presence active.

Visit Rotary's [Brand Center](#) for free newsletter and banner templates, images, ads, presentations, and more, all featuring our logos. Simply download them and adapt them to your club's needs. Use the [Quick Start Guide for Club Websites](#) to refresh your online presence.

## COMMUNICATING WITH THE DISTRICT GOVERNOR AND ROTARY STAFF

Let the district governor and Rotary staff know about special club activities. The governor can share this information with assistant governors, or with other clubs on the district website.

Post successful projects and events on [Rotary Showcase](#). Tell Rotary about initiatives or strategies your club has found to be effective. Share success stories with your [Club and District Support representatives](#). Rotary staff may write about them in our publications or on My Rotary.

## CLUB RECORDS AND ARCHIVES

As club secretary, you manage all club records. Ask the outgoing secretary for your club's files, office supplies, and equipment.

### CLUB ARCHIVE

Your club may have archives of historical information about the club and Rotary, including:

- Your club's application for membership in Rotary and a list of charter members
- Documentation of any changes to the club's name or meeting place
- Club constitution and bylaws with amendments

- Meeting notices and minutes
- Press clippings, photos, slides, and videos relating to the club and its projects and activities

Document your club's activities during your term, including any information you share with Rotary and the district. At the end of the year, work with the president or the club administration committee to write an annual report for your club's archives. Include a summary of activities for the year, photographs of officers and events, names of new members, and outstanding accomplishments.

## **MIDYEAR AND ANNUAL REPORT**

Work with the treasurer, if your club has one, to prepare a report, including current-year income and expenses, that's presented to the club each year by 31 December.

As the Rotary year ends, prepare an annual report and present it at the final club meeting of the year. The club president will also prepare a report, so collaborate with him or her to avoid redundancies. Your report should review what has happened during the year, including actions taken by the club's board, changes to bylaws, membership gains or losses, and any continuing projects that are not covered in the president's report.



# MEETINGS



## BOARD MEETINGS

You're a member of the club's board of directors, along with the president, president-elect (or president-nominee, if no successor has been elected), treasurer, immediate past president, and any additional directors specified in your club's bylaws. The vice president and sergeant-at-arms can also serve on the board.

The president leads club board meetings. Usually, the secretary has the following duties:

- Works with the president to set the agenda
- Sends meeting notices to board members and confirms that they will attend
- Takes minutes and writes a report for the club within 60 days of the meeting
- Provides support materials as needed
- Invites your assistant governor if appropriate

Before your term begins, the president-elect may meet with the incoming board to prepare for the year.

## CLUB MEETINGS

Work with your president and administration committee to plan fun and interesting club meetings. Clubs that are flexible about when, where, and how they meet attract more members and keep current members engaged, research shows.

Your club can make its meetings more flexible by:

- Reducing how often you meet, as long you meet at least twice a month
- Counting service projects or social events as meetings
- Alternating between online and in-person meetings, or using both formats at the same time (for instance, a member could participate in an in-person meeting through a video chat)

Get creative and have fun! Work with your president and club administration committee to develop flexible, engaging club meetings. You can also find ideas for making your club effective, fun, and relevant in [Be a Vibrant Club: Your Club Leadership Plan](#). The chart below gives sample formats and examples of how clubs can use them.

REGULAR MEETINGS	SOCIAL EVENTS
<ul style="list-style-type: none"> <li>• Allow time for members to share ideas for making the community better.</li> <li>• Use meeting time to plan activities and projects.</li> <li>• Offer members the option to participate virtually if they can't make the meeting in person.</li> <li>• Have members speak about themselves rather than booking a guest speaker.</li> <li>• Give each meeting a different theme.</li> <li>• Rotate meeting locations.</li> <li>• Make meals optional.</li> <li>• Discuss Rotary business for the first half of the meeting and use the second half for fun activities.</li> <li>• Invite prospective members to speak as industry experts on topics related to your projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold an annual retreat with your club to have fun and reflect on the work you've done in the past year.</li> <li>• Meet once a month at a restaurant or other venue to socialize.</li> <li>• Plan events and outings that include family members and Rotaractors year-round.</li> <li>• Celebrate personal milestones and other special occasions that are important in your members' lives.</li> </ul>
NETWORKING AND TRAINING EVENTS	SERVICE PROJECTS
<ul style="list-style-type: none"> <li>• Hold a networking meeting to build relationships and rapport with one another.</li> <li>• Conduct a networking event with Rotaractors and invite business professionals in the community to increase visibility of your club, bring in new members, and form potential partnerships.</li> <li>• Plan a training event to enhance members' leadership skills or teach them a new skill that will help them carry out a project.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with other organizations to expand your outreach.</li> <li>• Make sure members are involved in activities that genuinely interest them.</li> <li>• Create regular opportunities to volunteer in the community together and discuss the experience in a subsequent meeting.</li> <li>• Involve Rotaractors to propose and lead service projects with an experienced member to guide them.</li> </ul>

Your club meeting responsibilities may include:

- Preparing announcements
- Planning programs
- Scheduling guest speakers
- Distributing and collecting name badges
- Taking attendance (if your club chooses to)
- Paying for meals
- Making arrangements (travel, expenses, letters of appreciation) for outside speakers
- Providing visiting Rotarians with documentation of their attendance

Work with your administration committee to determine how they can help you with your club's meeting responsibilities.

## **CLUB ASSEMBLIES**

A club assembly is a meeting intended to inspire and engage all members. Most clubs have four to six assemblies each year, while some clubs hold them monthly. All members are encouraged to attend. Your role is to schedule the club assemblies in consultation with the president, work with the president and club administration committee to organize them, record the minutes, and assist the president during the meeting.

You might use the assemblies to:

- Discuss project ideas or provide updates on current projects
- Hold an open forum about what members like about the club and what they would like to change
- Get input and build consensus on goals and action plans
- Provide updates on committee activities and initiatives
- Increase participation in Rotary and The Rotary Foundation's programs
- Celebrate club and member achievements

## **GOVERNOR'S VISIT**

The governor visits each club in the district. Before 1 July, the governor-elect or your assistant governor will tell you the date of the visit. Ask the president what is needed to prepare for the visit, such as detailed reports on club plans, activities, and accomplishments. Be ready to discuss your club's progress toward its goals. If you have questions about what the governor is expecting, ask your assistant governor.

# BYLAWS AND ELECTIONS



## YOUR CLUB CONSTITUTION AND BYLAWS

Your club's policies and procedures are documented in its constitution and bylaws. Review your club constitution to make sure it's consistent with the current [Standard Rotary Club Constitution](#), particularly after each Council on Legislation. Do the same for your club bylaws, using the [Recommended Rotary Club Bylaws](#) as a reference.

## ELECTIONS

The annual meeting for the election of officers should be held no later than 31 December. To prepare for elections, distribute copies of the one-page job description of club officer responsibilities to potential candidates. Or publish the qualifications for president, treasurer, secretary, and any other club leadership roles on the club website or in your newsletter.

See your club bylaws and the [Recommended Rotary Club Bylaws](#) for more information on the process.

# DUES, CLUB INVOICES, AND FINANCIAL REPORTING



Your club is responsible for managing and tracking incoming and outgoing funds, and following the budget created in the previous year. This includes promoting and ensuring transparent financial practices. Appoint a finance committee to provide oversight and help with succession planning, if possible.

The secretary and treasurer work with the president to ensure that club finances are reviewed by the board and invoices are paid on time. You share several responsibilities including:

- Collecting and recording dues
- Reviewing the club invoice and paying it on time
- Managing unpaid dues and fees
- Submitting Rotary Foundation contributions on behalf of your club

Decide together how you'll approach each task to help your club run efficiently.

## DUES AND FEES

Rotarians are required to pay dues and fees to their club, often the district, and Rotary International.

### CLUB DUES

Your club decides the amount members pay in club dues and if it will charge an admission fee. These dues cover expenses associated with meetings, meals, speaker gifts, and supplies.

If a member doesn't pay dues within 30 days after the due date, the secretary should send a notice that includes the amount owed and a deadline. If the dues aren't paid within 10 days of the notification, the board may choose to terminate the membership.

The board may consider reinstatement if the former member makes a petition and pays all debts to the club.

### DISTRICT DUES

Your district may charge each member a fee to fund district-sponsored activities. If it does, refer to your district's process for collecting the fee. Changing the fee requires the clubs' approval at the district training assembly, district conference, or presidents-elect training seminar.

## CLUB INVOICE (ROTARY INTERNATIONAL DUES)

Rotary International bills clubs twice a year for per-capita and prorated dues and RI fees. You will receive an invoice in early July and early January. You can pay or view your club invoice at [My Rotary](#). Navigate to the Manage tab, then to Club Administration to find your club invoice. Find more information in the [Club Invoice FAQ](#).

- **RI PER CAPITA DUES**

Member dues are \$34.00 per half year in 2019-20, \$34.50 per half year in 2020-2021, \$35.00 per half year in 2021-2022, and \$35.50 per half year in 2022-2023.

RI dues are calculated based on the membership numbers reported to Rotary by 1 July and 1 January of each year. Since the balance is due in full and the amount can't be adjusted, it's important for the secretary and treasurer to work with the president to keep your member lists current.

- **RI FEES**

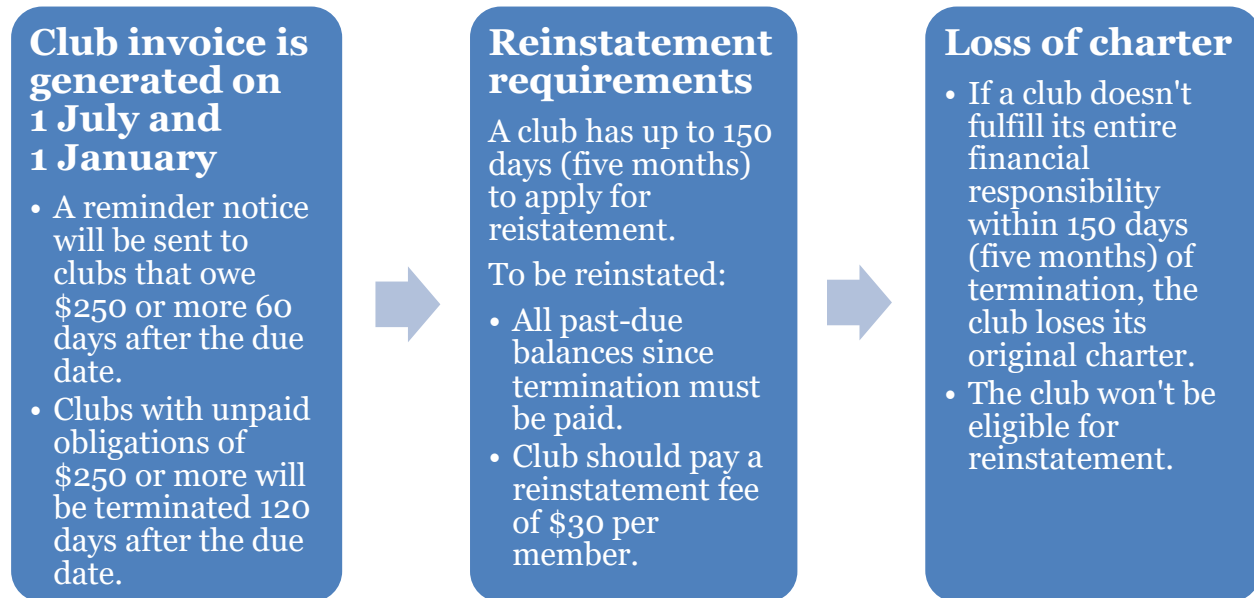
Rotary also charges members for mandatory magazine subscriptions, Council on Legislation fees, and other expenses such as insurance liability fees. Two Rotarians living at the same address may choose to subscribe jointly to The Rotarian or to the regional magazine assigned to their club. Fees for some regional magazines are collected directly by the editors.

Clubs in some countries may be subject to additional considerations for their dues and fees. Contact your [financial representative](#) with any questions. Here are some examples:

- Clubs served by Rotary International in Great Britain and Ireland have their own dues structure.
- Clubs in Australia are subject to a goods and services tax for RI, district, and club dues, as well as for their regional magazine subscriptions.
- Clubs in India are subject to a service tax for RI, district, and club dues, as well as for registration fees for the Rotary convention and the presidential summit. Payment for the subscription to The Rotarian magazine is not subject to a service tax.
- In some countries, changes to club bylaws (such as dues increases) must be registered with the government.

## CLUB TERMINATION AND REINSTATEMENT

If your club doesn't pay its invoice, Rotary International will terminate its membership, and the club will no longer receive services from Rotary or the district. Rotary can also suspend or terminate a club if any member misuses funds from The Rotary Foundation. The following outlines the termination and reinstatement policy:



## FINANCIAL REPORTING

Treasurers have these reporting responsibilities:

- Update the board monthly on the club's finances.
- Present the club's monthly expenses and income.
- Share the results of fundraising efforts and the overall budget each month.
- Give updates as needed at club meetings. Board and club meeting minutes should list account balances and disbursements, and these should match actual financial activity. Save all records in case the club has to account for the use of funds during a specific period.
- Present a midyear report at an annual meeting held before 31 December to elect officers. Include current-year income and expenses, along with a financial report on the previous year. Write a detailed annual report at the end of the Rotary year.
- Hire a qualified accountant who is not affiliated with your club to review the club's financial activity every year. If your club has a satellite, submit an audited or reviewed financial statement to your club president and board.

Treasurers may also be responsible for filing taxes for the club. Know your country's tax laws. Special requirements may apply if your club uses separate funds for scholarships or a foundation or if the club is incorporated. Consult an expert in your club or community about specific tax questions.

Club officers can access contribution and recognition reports on [My Rotary](#).

At the start of the year, the secretary should give the previous year's club financial report to the treasurer so they can see any outstanding balances to be paid or fees to be collected. The secretary should work with the treasurer to prepare a complete financial report to present at the first meeting of the new board.

Make sure that the financial status of the club documented in the minutes of club board meetings accurately reflects your club's budget.

## **DEVELOPING NEXT YEAR'S BUDGET**

The club's incoming board will develop a new budget for their Rotary year. Since the incoming board cannot make decisions until the members officially assume office, next year's budget must be approved by the current board.

To ensure continuity and minimize the need for drastic changes when planning the budget, the incoming treasurer and board should:

- Review the club's financial history to determine its likely income and expenses.
- Collaborate with the current treasurer and board to discuss what can be included in next year's budget.
- Update signature requirements on all checks and withdrawals, as officer positions and other roles change. Require two signatories for any withdrawal.
- Divide the income and expenses into club operations and charitable funds.
- Establish a reserve fund, if your club doesn't have one.

You can find an editable version of the budget worksheet on the [Learning Center](#) in the Club Treasurer Basics course.



# CLUB AND ROTARY FOUNDATION CONTRIBUTIONS



The Rotary Foundation, Rotary's charitable arm, is supported solely by voluntary contributions from Rotary members and friends. Club officers process and maintain records of contributions to The Rotary Foundation that aren't made through My Rotary.

- Make sure the treasurer's name has been reported in My Rotary.
- The treasurer will likely submit donations and help the club apply for and monitor grants. Work with your Rotary Foundation committee to manage Rotary grant funds and follow the reporting requirements. For more information, go to [Global Grants](#) at My Rotary.

## CONTRIBUTIONS

Individual members and clubs may [donate to the Foundation](#) any time by credit card on My Rotary and at Rotary.org. Club officers may also submit contributions on behalf of the club or one or more club members:

- After signing in to My Rotary, navigate to the Manage tab, then go to Club Administration. Scroll to the Club Giving section where you'll find options for making a contribution on behalf of a club or club members.
- Individual contributions may also be submitted by mail, email, or fax using [The Rotary Foundation Contribution Form](#).
- When sending multiple donations, complete a [Multiple Donor Form](#).
- If sending contributions other than monetary gifts such as stock, appreciated securities, life insurance policies, property, and bequests, contact staff at [Rotary headquarters](#) or your international office for assistance. See the Foundation's [Gift Acceptance Policy](#) for more information.
- Give your members a receipt for their dues and donations.

If you have questions about local laws or procedures, contact your [international office](#) or fiscal agents, located in Bangladesh, Chile, Colombia, Nepal, Pakistan, Peru, Sri Lanka, Thailand, Ukraine, and Venezuela. You can also contact your [financial representatives](#), who can answer many administrative questions and direct other inquiries to appropriate RI and Foundation staff.

## CLUB FOUNDATIONS

If your club has a foundation or plans to form one, be sure it follows local laws. Some countries require foundations to register with the government or follow specific rules. For example, a club that accepts contributions to its foundation is often expected to issue tax receipts from the foundation. Consult your local tax authority or fiscal agent about reporting requirements.

If you send a check from your club's foundation to The Rotary Foundation, it will be processed as a donation from your foundation; members will not receive recognition. If names are sent with the contributions, the individuals listed will receive the appropriate recognition points. The Rotary Foundation doesn't issue a tax receipt for these types of contributions; it is the club foundation's responsibility.

Clubs in India must comply with all local reporting requirements for grants, including submitting thorough records of how grant money is spent.

# CALENDAR OF ACTIVITIES



Use this calendar to help plan your activities for the next 18 months.

## JANUARY-JUNE: PREPARE FOR YOUR OFFICE

- [Create a My Rotary account](#) if you don't have one. Subscribe to Rotary newsletters that support club activities.
- Join the Club Secretaries [discussion group](#) on My Rotary.
- Become familiar with the [Rotary Code of Policies](#), [Standard Rotary Club Constitution](#), the [Recommended Rotary Club Bylaws](#), and your club's constitution and bylaws.
- Review the discussion questions for the district training assembly (see the document Questions for District Training Assembly).
- Meet with the president-elect to:
  - Discuss club goals
  - Schedule club activities
  - Decide how you'll divide administrative tasks
  - Decide who will manage membership leads assigned to your club
- Meet with the outgoing secretary to:
  - Review club procedures, including attendance
  - Review the club invoice
  - Discuss how the outgoing leadership team managed membership leads
  - Get access to the club's records, property, and archives
- Review the current Manual of Procedure.
- Participate in your district training assembly.
- Attend meetings of your incoming board of directors and current board meetings, if invited.
- Participate in the club assembly held by the president-elect after the district training assembly to discuss club plans for the coming Rotary year.
- Prepare a schedule for sending statements of club dues and fees to all members (monthly, quarterly, or semiannually), and plan how you will record the dues and fees you receive.

## JULY: TAKE OFFICE

- Give your treasurer the club invoice so it can be paid on time.
- Update your club information, maintain membership records (learn how to [add](#), [edit](#), and [remove](#) a club member and [update club data](#)), and view reports on My Rotary. If you use a [club management system](#), make sure your club information is being sent to Rotary.
- Make sure new club officers are reported in My Rotary (learn how to [add an officer](#)) so they have access to online tools and resources.

## DECEMBER

- Support the annual meeting to elect club officers.
- Confirm that your club's membership data is current in My Rotary so you receive an accurate club invoice in January. If you use a [club management system](#), make sure your club information is being sent to Rotary.
- Prepare the midyear progress report.

## JANUARY

- Review the club's schedule of activities with the president and the board of directors.
- Report incoming club officers by 1 February on My Rotary or through your [club management system](#), or email their names and contact information to [data@rotary.org](mailto:data@rotary.org).
- Coordinate with the club treasurer to ensure that the club invoice is paid on time.

## FEBRUARY

- If your club wants to propose a member to be a governor-nominee candidate, send the resolution supporting the decision and the [district governor-nominee form](#) to the district nominating committee.

## APRIL

- Begin briefing next year's secretary.
- Prepare credentials for delegates to the Rotary convention. (See the Manual of Procedure section Article 10.050).

## JUNE

- Confirm that your club's membership data is current in My Rotary so you receive an accurate club invoice in July. If you use a [club management system](#), make sure your club information is being sent to Rotary.
- Prepare your annual report to the club.

Give the club's records, materials, and archives to the incoming secretary.

# USING ROTARY'S ONLINE TOOLS



By creating an account on [My Rotary](#), you gain access to the latest reports, information, and tools. Your account helps you do Rotary business quickly and efficiently and ensures that Rotary has accurate records for your club. It also allows you to:

- Customize and share your profile to easily network with your fellow Rotarians
- Join or start a [discussion group](#) to share best practices and hear innovative ideas
- Find [volunteers, partners, and donations](#) for your projects to increase your club's impact
- Take [online courses](#) to help you prepare for your year as club secretary

The [Manage](#) tab on My Rotary reveals the tools and links you'll need to effectively help manage your club. Use these features and resources to make your year a success.

As club secretary, you can also use My Rotary to:

- Update your personal information
- Manage and update club data ([learn more](#))
- Update membership data (learn how to [add](#), [edit](#), or [remove](#) member records)
- Use [Rotary Club Central](#) to review and edit your club's goals and its progress toward them
- Generate club reports
- Manage membership leads assigned to your club
- Manage newsletter subscriptions
- Search the [Official Directory](#)

Make sure that club officers have access to Rotary's online tools and resources by reporting them by 1 February for the following year. You, the president, club treasurer, Foundation chair, or membership chair can add new officers by using the link on the Club Administration page of My Rotary or by entering them into your club management system.

## DELEGATION

As a club leader, you can delegate your administrative tasks on My Rotary to another club member. This temporary permission, known as *delegation*, is not intended to relieve you of your duties; it simply extends your access to My Rotary to another club leader with a My Rotary account. Your delegate can't view your personal information, such as your profile, contribution history, or discussion group activity. This person can, however, access the same tools and sensitive information that you can. Only delegate to someone you can trust. See [How to Delegate Your Online Access](#) for more information.

## **MANAGING MEMBERSHIP LEADS**

Rotary receives thousands of inquiries from people around the world who use our online form to ask about joining a club. Rotary staff members send prospective member's information to the appropriate district, which assigns the person to a club they feel best meets the candidate's needs. You, your membership committee chair, and your president, will receive an email alert when a prospective member is assigned to your club.

Decide who will manage your club's membership leads. You, your membership committee chair, and your president can access information about the prospective member on My Rotary's Club Administration pages. Be sure to take action promptly by contacting the prospective member, or asking the district to reassign the prospect to another club if it's determined that the candidate is not a good fit.

For more information, see the Online Membership Leads course on Rotary's [Learning Center](#).

# REPORTING CLUB AND OFFICER CHANGES



It's critical to keep your club and officer information current in Rotary's database so you receive accurate club invoices, your officers have access to reports and resources, and your club contact information is correct in the Official Directory and Club Finder. Update your club information directly on My Rotary, or if you use a club management system, make sure that your club information is being sent to Rotary.

## REPORTING CLUB OFFICERS

Make sure that club officers have access to Rotary's online tools and resources by reporting them by 1 February for the following year. You, the president, club treasurer, Foundation chair, or membership chair can add new officers by using the link on the Club Administration page of My Rotary or by entering them into your club management system. Be sure to send officer information to the district governor-elect, too, so they can contact incoming club presidents.

## REPORTING CLUB MEETING CHANGES

Any change of club meeting information (for example, a new day, time, or place) should be reported immediately to your district governor and Rotary. You can [update](#) the information on [My Rotary](#), by emailing [data@rotary.org](mailto:data@rotary.org), or using your club management system (licensed by Rotary).

## OFFICIAL DIRECTORY INFORMATION

To make sure your club meeting and officer information are correct in the Official Directory, update it on My Rotary or in your club management system by 1 February.

If you don't have Internet access, you can send a letter with the following information to Rotary or the international office that serves your area: club name; district; meeting day, time, and place; and the club president's and secretary's names, postal and email addresses, and phone numbers.

## ATTENDANCE

If your club has low attendance, it's likely a sign that your club isn't engaging all its members. The [Rotary Club Health Check](#) and [member satisfaction survey](#) can help you learn what members like about the club experience and what can be improved.

Remember, clubs are free to adjust their attendance requirements and meeting options to better accommodate their members' needs. You can choose when, how, and where your club meets, as well as how often. Work with your club leaders to change things that aren't working and make your club meetings more appealing — and better attended.

You can also contact your district membership committee chair, assistant governor, and other district leaders for advice.

If your club tracks attendance, you can follow procedures outlined in Article 10 of the [Standard Rotary Club Constitution](#). You may also choose to use the attendance exceptions outlined in Section 7. Clubs that offer different membership types should include the attendance expectations for each type in their club bylaws.

If your club chooses not to track attendance, be sure to let your governor know, before your term begins, that you won't be sending monthly reports.

Since some clubs track their members' attendance, you may need to give visiting Rotarians documentation of their visit to your club meeting, or contact the secretary of the visitor's club.

#### **ITEMS TO SEND RI AND THE DISTRICT:**

<b>To RI:</b>	<b>To the district:</b>
Club meeting and officer information	Attendance reports if your club chooses to track attendance. (If your club chooses not to, let your governor know.)
Names of incoming club officers by 1 February to ensure they receive all Rotary communications	District-nominee form to the district nominating committee
Change in club meeting information (meeting day, time, or location)	Change in club meeting information (meeting day, time, or location)
Names of new and terminated members within 30 days	Information on special club activities
Club invoice payment	
Information on special club activities	



# MANAGING MEMBERSHIP INFORMATION



Rotary has two types of memberships: active and honorary. Your club may offer additional membership types to attract new members, including family, associate, junior, or corporate memberships. You must report these members as active and collect RI membership dues from them (honorary members only pay for magazine subscriptions). In addition, Rotaractors can become members of your club while remaining a member of their Rotaract club. Update your club's bylaws to include each club membership type, eligibility requirements, and dues. See the [Start Guide for Alternate Membership Types](#).

While your club may determine its own rules for transferring members, dual membership, and honorary members, the only mandatory qualifications for membership are that Rotarians must be adults who have demonstrated good character, integrity, and leadership; have a good reputation in their business, profession, and community; and be willing to serve in their community and around the world.

## UPDATING MEMBER LISTS

Your most important responsibility as secretary is keeping your club member lists up-to-date. You should enter changes on My Rotary as soon as they occur, but no later than 1 July or 1 January. This ensures that your club invoice is accurate. If using a club management system to report changes to member information, work with your vendor to make sure Rotary International is receiving your information.

Adding new members activates their subscriptions to The Rotarian magazine. If more than one Rotarian lives at an address, they may subscribe jointly to the official magazine.

There are three ways you can report your member data to Rotary:

1. Through your My Rotary account
2. Through your local club management system (see a [list of vendors](#))
3. Using the [Member Data Form](#) (email it to [data@rotary.org](mailto:data@rotary.org), fax it to +1-847-556-2207, or mail it to your local Rotary office or fiscal agent)

To report member data through My Rotary, make sure you are signed in to your [account](#). From the Manage tab, go to the [Club Administration](#) page and choose Add, edit, or remove members. Follow the links to change records as needed. For detailed information on these processes, refer to the how-to guides that show how to [add](#), [edit](#), or [remove](#) members.

Verifying email addresses for all club members in Rotary's records makes it easier for them to establish My Rotary accounts on Rotary.org. Members receive an email confirming their account status when they register on My Rotary. Members living at the same address can share an email address for their magazine subscription accounts.

You may want to issue member ID cards, which your members can show when attending another club. The card is intended for personal use only. Membership card templates are available on the [Brand Center](#), or you can obtain them through [licensed vendors](#) listed on My Rotary.

## TRANSFERS AND RELOCATIONS

When a member transfers to your club, ask their previous club to confirm their membership and that the member doesn't owe the club any money. If you don't receive a statement from the previous club within 30 days, you can assume that the member doesn't owe any money.

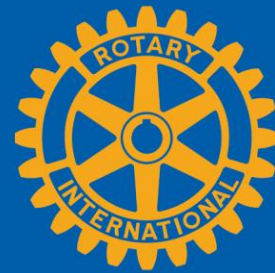
When someone in your club moves out of your area, you can propose him or her for club membership in their new community. Use the [Rotarian Relocation Form](#) to notify the other club's president or secretary about the prospective member.

## REMOVING A MEMBER

As secretary, you should contact any member who doesn't pay dues within 30 days of the deadline, and share this information with the treasurer. Specify the amount owed and the due date. If dues are not paid within 10 days of the notification, your club board may suspend the person's membership. Your board can reinstate the member if the member requests it and pays the money owed to the club.

When you remove a member from your club's member list on My Rotary, the change is permanent and immediate. If you've removed a member by mistake, email [data@rotary.org](mailto:data@rotary.org).

# ELECTORS AT THE DISTRICT CONFERENCE



As club secretary, you're expected to attend the district conference. The conference is your chance to learn about Rotary and district programs and meet other leaders in your area.

Because the conference is also a district legislative session, club electors have the opportunity to discuss and vote on important district matters.

## CLUB ELECTORS

Work with the president to help your club select its electors for the district conference. Each club is entitled to one elector for every 25 members or major fraction thereof. For example, clubs with 25 to 37 active members have one elector, those with 38 to 62 have two electors, those with 63 to 87 have three, and so on. Use your club's official member count, according to the club invoice immediately preceding the district conference, to calculate the number of electors your club gets.

Every club, even those with fewer than 25 members, is entitled to one elector. All electors must be active club members. With the district governor's permission, a club may designate a proxy for any absent electors.

If a club has multiple electors, they all must cast their votes for the same candidate or proposition, or none of the votes will count. Only active clubs can vote at the district conference.

## CREDENTIALS CERTIFICATES

Your district governor will supply credentials certificates that electors present as proof that they are qualified to vote on behalf of their clubs. For each of your club's electors:

1. Complete the credentials certificate by including the:
  - Elector's name
  - Club's membership total and the number of electors your club is entitled to have
  - Club secretary's and president's signatures
2. Give the certificate to the elector to present to the Credentials Committee at the beginning of the conference.
3. File a copy of the certificate in your club's records.

Make sure your club has paid the approved district fees for the Rotary year. Your club may not be eligible to vote if you have delinquent fees due to the district. The financial status of the club is determined by the district governor.

# ROTARY INTERNATIONAL CONVENTION DELEGATE SELECTION



The Rotary International Convention is our largest event of the year. It brings together Rotary members and the family of Rotary from around the world for inspiration, information, and fun. It's also our annual meeting where Rotary conducts business and officially elects officers. Each club should send at least one delegate to represent its club in all business decisions made at the convention. Work with the club president to help your club select its delegate for the international convention.

Follow these steps to make sure your club is represented:

## **1. Elect delegates**

Each club must elect at least one delegate and officially designate all of its delegates even if no members of the club, including the delegates, plan to attend the convention. Only active members of the club may serve as delegates. Each club is entitled to one delegate for every 50 members or a major fraction thereof. This means that clubs with up to 74 active members have one delegate, those with 75 to 124 have two, and so on. Use your club's official member count as of 1 January of the year of the convention, not including honorary members, to calculate the number of delegates your club gets.

If your club has two or more delegates, it may authorize one of them to cast all of the club's votes. You can indicate that authorization by giving the delegate a credentials certificate (which includes the voting delegate's card) for each vote the delegate is authorized to cast.

## **2. Select alternates**

Your club may elect alternates and second alternates to substitute for delegates who are unable to serve. Only Rotarians who plan to attend the convention should be appointed as alternates.

Alternates and second alternates are allowed to vote only if the delegates they were chosen to replace are absent.

## **3. Designate proxies**

A club that is not represented at the convention by a delegate or an alternate may designate a proxy to cast one or more of its votes. The proxy must be an active member of a club within the same district.

For more information on choosing delegates, alternates, and proxies, see the [Manual of Procedure \(Article 10.040, RI Bylaws\)](#).

## CREDENTIALS CERTIFICATES

Based on your membership, Rotary staff will send the appropriate number of credentials certificates to you. Do not return completed credentials certificates to Rotary. Instead, your delegate or proxy should take certificates to the Credential Committee at the convention. For each of your club's delegates or proxies:

1. Complete the credentials certificate by including the:
  - Number of club members (not including honorary members) as of 1 January of the year of the convention
  - Number of delegates to which your club is entitled
  - Date when the delegate (and the alternate or proxy) was selected
  - Name of the delegate
  - Name of the delegate's alternate, if you're designating one
  - Name of the delegate's proxy, if you're designating one, and the proxy's Rotary club name and district number
2. Give the certificate to the delegate or proxy to present it to the Credentials Committee at the convention's voting delegates booth (check the convention program book for the booth's location). The committee will validate certificates and distribute delegate buttons.
3. File a copy of the certificate in your club's records.

If you do not receive credentials certificates from Rotary, have your delegates bring a letter with them to the convention that states the name of the club, the delegate or proxy names, and the number of active club members as of 1 January. Two officers (preferably the president and secretary) should sign the letter. The delegates should present the letter to the Credentials Committee.

# RISK MANAGEMENT FOR PROJECTS



You can help protect your club's assets and shield yourself and your club from liability by anticipating the possible risks associated with your club's activities. Being aware of risk and managing it will protect your members, program participants, and club assets.

Meet with the outgoing treasurer to learn about your club's risk management plan. Find out if the guidelines below are already in place and if any need to be set during your term.

Whether you're holding meetings, running fundraisers, or working with young people, risk management responsibilities are part of your role. In this context, "risk management" refers to a proactive process that aims to identify causes of possible loss and determine how to prevent them or lessen their financial impact. To manage risk:

- Review activities from the perspective of "What can go wrong?"
- Modify activities to lessen the risk
- Use contracts and agreements to clearly define roles and responsibilities of all parties involved (consult local legal counsel to draft and review legal documents)
- Follow established policies, procedures, and guidelines

We encourage clubs to obtain professional legal and insurance advice about liability protection. For example, seek professional advice about incorporating the club (or its activities) or buying appropriate liability insurance coverage.

Clubs in the United States and its territories and possessions are automatically covered by general liability and directors and officers/employment practices liability insurance through a program arranged by Rotary and paid for by U.S. Rotarians.

Clubs outside the U.S. should consider buying insurance if they do not have it. See article 72.050. of the [Rotary Code of Policies](#) for additional information.

# RISK MANAGEMENT FOR YOUTH PROGRAMS



It's important to know the risks, such as injury, illness, and abuse, involved in youth activities so that participants can make good choices to deal with these risks. Although awareness alone cannot prevent incidents, it can lead to thoughtful discussions and planning that can reduce incidents and their effects.

Consider developing a risk management program for working with youth that includes these steps:

- Develop and implement a district youth protection policy to prevent and address any potential physical, sexual, or emotional abuse or harassment.
- Establish a code of behavior for adults and youth involved in a program. Screen adults before they work with youth. In RIBI, the Disclosure and Barring Service (DBS) certificates may be required for club members working with young people and vulnerable adults. Contact [CDS@rotarygbi.org](mailto:CDS@rotarygbi.org) for more information.
- Maintain clear policies for any travel by youth, and have systems to communicate specific information with parents or guardians.
- Obtain the governor's approval for any activities involving minors that occur outside their local community or include overnight stays.
- Review your district's policies to ensure that they align with the Rotary guidelines developed by the Board for each youth program.
- Explore the risks and insurance needs in sponsoring a youth program or event. Consider these questions:
  - What happens if someone is injured?
  - What happens if a natural disaster occurs?
- Work to minimize potential losses by:
  - Buying liability insurance coverage that is adequate for your region
  - Developing an emergency plan and practicing it at least once during the program
  - Teaching participants about safe behavior during the program

While these steps are required for Youth Exchange district certification, they are also recommended for districts that participate in Interact, RYLA, or any other youth activity.

Clubs and districts are urged to contact their insurance brokers or agents to check if their insurance policies provide adequate coverage for their youth programs. Insurance becomes a complex issue when multiple districts or clubs sponsor a program, because each organization's coverage may differ.

All participants, including youth and organizers, are urged to verify that their health and life insurance will provide adequate coverage during a program. Many health insurance policies provide only limited coverage outside a certain area, so this precaution is especially important

when participants travel or live away from home. In these cases, participants must obtain a travel medical and accident insurance policy that provides these types of coverage:

- Medical expense reimbursement
- Repatriation of remains
- Emergency evacuation
- Accidental death and dismemberment

Consult legal counsel before signing an agreement or contract with any organization, contractor, or service provider. These documents may contain waivers or an indemnity and hold harmless agreement that might try to release a party from liability and transfer the risk to the club or district. Rotary International is not liable for any illness or injury to people, including participants, volunteers, and organizers, or for damage to any property.

Find more information on effective youth program policies and practices in the [Protecting Youth Program Participants](#) course in the [Learning Center](#).

#### **Rotary's Statement of Conduct for Working with Youth**

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.



# DISTRICT TRAINING ASSEMBLY DISCUSSION QUESTIONS



The district training assembly is a great chance to exchange ideas with other incoming club leaders. These questions can help you prepare for your assembly.

What are the main responsibilities of the secretary in your club?

How will you work with the club president?

How will you work with the club treasurer?

How can you support your club's committees?

How will your club manage its membership leads?

Which administrative duties can you streamline?

What is one goal you will work toward next year? How does this goal support your club's strategic plan?





