

Secretary Elect Training

April 20, 2016

Our Learning Objective

- At the end of today's session ...
 - What are the main responsibilities of the Club Secretary and what administrative duties can you streamline?
 - How will you work with the club president and other club officers?
 - How can you support your club's committees?
 - Identify one goal you will work toward in the coming year which supports your club's strategic plan.

We will discuss.....

- The Club Secretary's role and responsibilities
 - Attendance
 - Membership
- Key areas every Club Secretary should be aware of

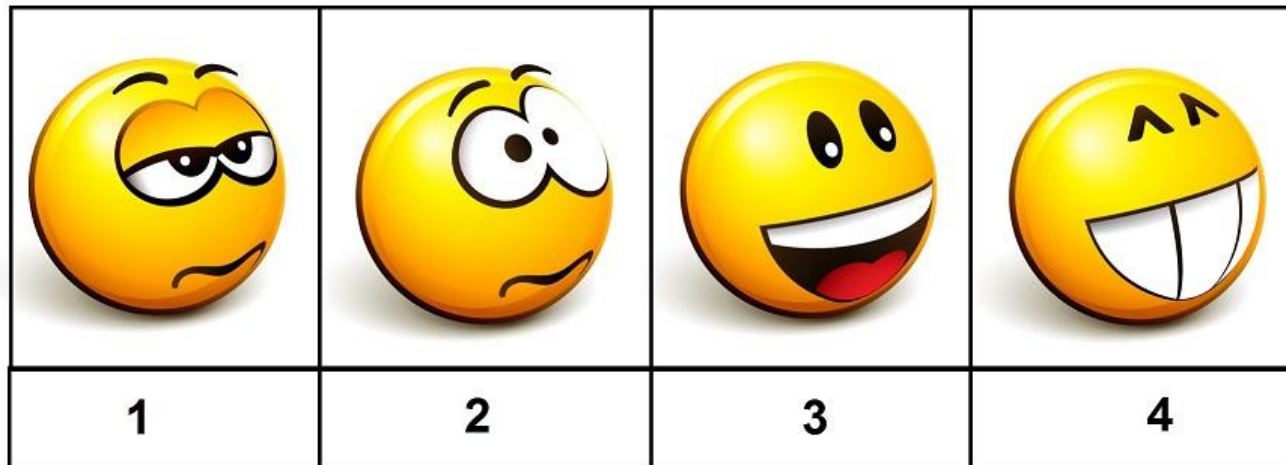
HELLO

my name is

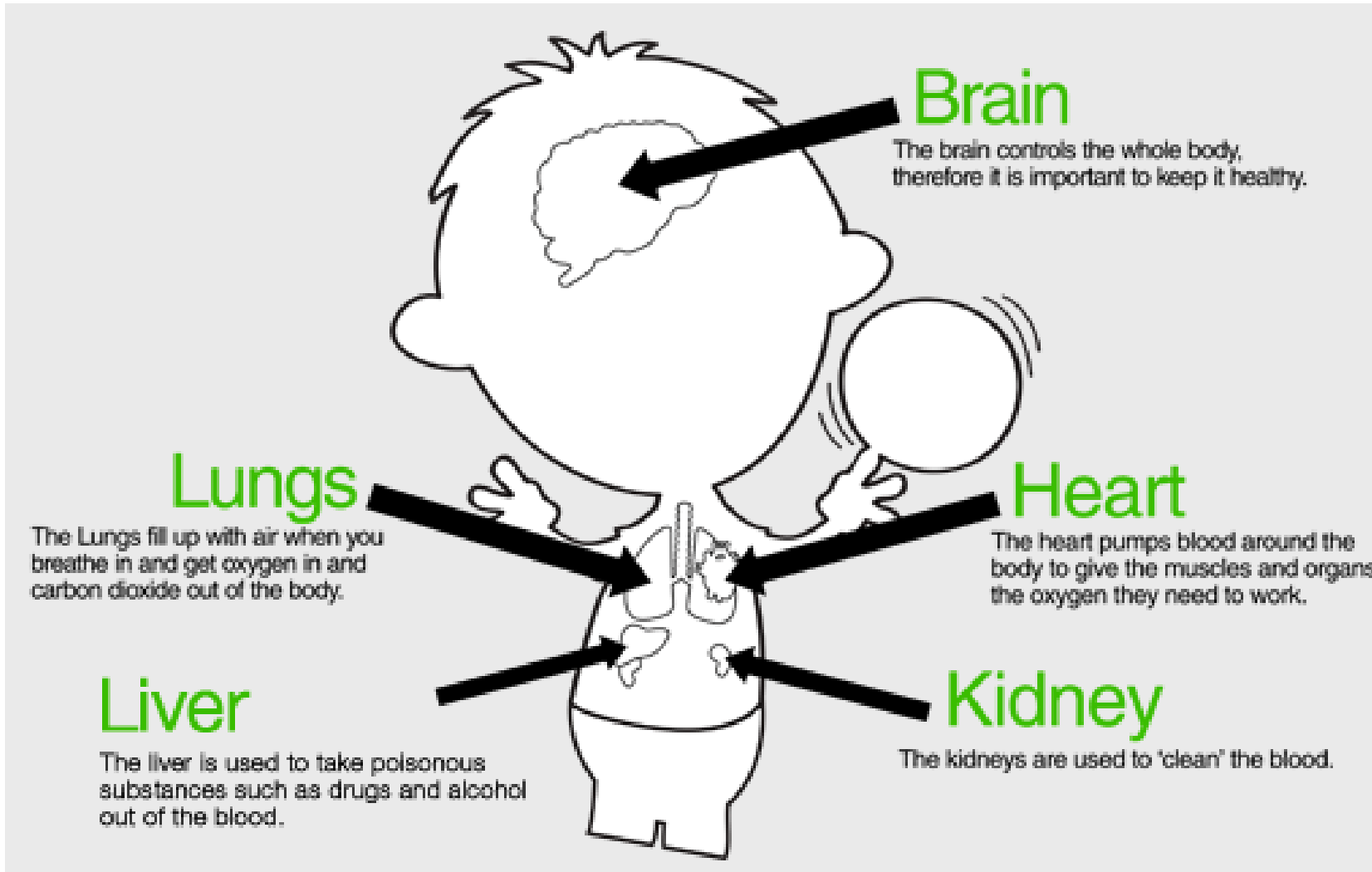
- Name
- Club
- Years in Rotary
- Current Position (if any)
- Next Year's Position (if not Secretary)
- Non-Rotary Job



- Scale from 1-4.... How excited are you about taking up the role of Club Secretary?



If the **Club Secretary** was a part of the human body ...





The Truth

The **CLUB SECRETARY** is the
most pivotal role in a club and
impacts the successful **outcome**
of a Rotary **year**!

The Making of A Good Club Secretary

Attributes	Skills
Pragmatic, organised and efficient with a hands-on style & ability to meet deadlines	Ability to balance effectively the interests of members and competing priorities
Honest, intuitive and sensitive	Flexible style of leadership and management including good delegation
Good listener with diplomacy skills	Strong interpersonal, verbal and written communication skills
Must have integrity, enthusiasm, creativity, determination, energy, confidence and a passion for excellence	Good financial /budgeting awareness
	Effective negotiator



- Assist the Club President and Club Committees.
- Maintain Membership records.
- Track attendance and apply attendance rules.
- Maintain and preserve Club Minutes, information / records.
- Provide information to the District (via the Assistant Governor and/ or District Secretary)
- Assist with the District Governor's Official Visit.



Month-to-Month Responsibilities

- For Board Meetings
 - Send notice of date and time
 - Ensure an agenda is developed and distributed
 - Take and distribute minutes
- Submit attendance figures to District Secretary.
- Order Supplies, Materials, Pins, etc.
- Take care of Membership Changes.
- Report to Board on absentee Members.

Week to Week Responsibilities

- Pick up and promptly distribute mail
- Collect and record attendance for weekly meeting
- Communicating information to the club
- Make/ record changes in the Member Access site





My
Rotary

Exchange
Ideas

Take
Action

Learning
& Reference

Manage

The Rotary
Foundation

Member
News

Home | Andra Watkins

GIVE

ANDRA WATKINS'S GROUPS

Groups information is private.

ANDRA WATKINS'S CONNECTIONS

Connections information is private.



ANDRA WATKINS

DISTRICT PUBLIC RELATIONS CHAIR / MEMBER

CONTACT INFORMATION



MY ROTARY

EXCHANGE IDEAS

Discussion Groups

Community Marketplace

Events

Club Connections

TAKE ACTION

Give

End Polio

Develop Projects

Apply For Grants

Empower Leaders

LEARNING & REFERENCE

Learn By Role

Learn By Topic

About Rotary

Policies & Procedures

Document Center

Learning Center

Webinars

MANAGE

Club & District
Administration

Tools & Templates

Travel & Expenses

Products & Literature

THE ROTARY FOUNDATION

Apply For Grants

Give

About

History

MEMBER NEWS

Office Of The President

News & Features

Announcements

Magazines

Newsletters

Rotary Images

FOLLOW US



CONTACT US

CAREERS

ROTARY.ORG

END POLIO NOW

My Rotary

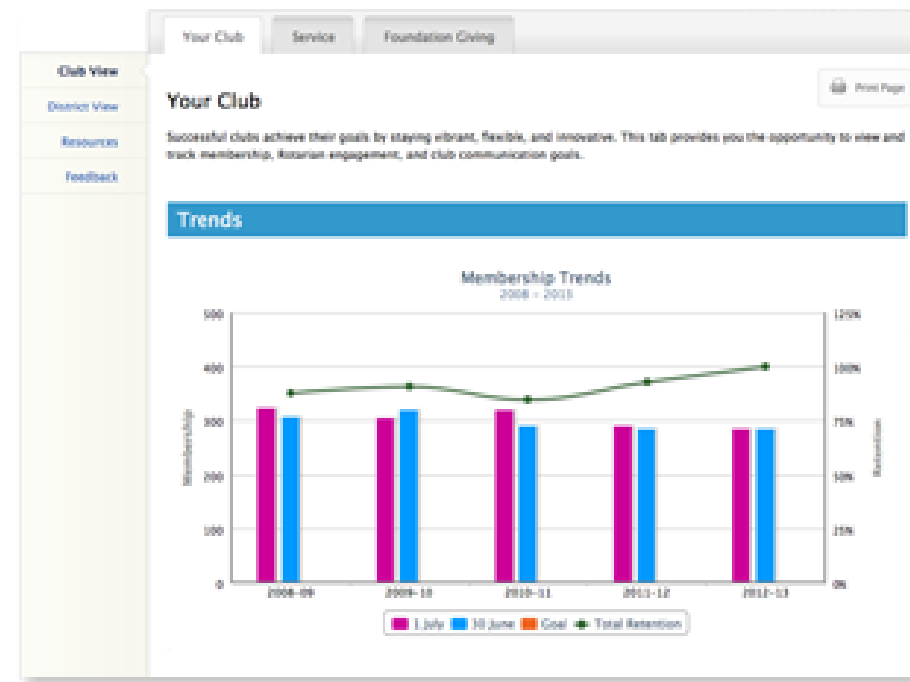
- My Rotary can help club secretaries
 - Pay club dues – Consult w/Treasurer
 - Update and review membership data before 1 June and 1 December
 - Update club data, such as meeting time and place
 - Report new club officer information
 - View the club's Rotary Foundation contribution reports
 - Contribute to the Foundation

Rotary Club Central

Since Rotary Club Central launched, thousands of clubs have used the online tool to set and track their goals. Data collected through the tool will give Rotary a better way to measure the impact Rotarians are making worldwide.

The new tool empowers club and district leaders to monitor club progress and achievements in three key performance areas: membership initiatives, service activities, and Rotary Foundation giving.

Rotary Club Central includes charts that track membership retention and Annual Fund giving over the past five years. District leaders can view a summary of club progress.



Submitting Reports

To RI (via My Rotary)	To your district governor	To the appropriate club secretary
Semiannual Report	Monthly attendance	Visiting Rotarian attendance
<i>Membership Data Form</i>	<i>Membership Data Form</i>	Rotarian Relocation Form
Changes in officers or meeting information	Changes in officers or meeting information	
<i>Official Directory Data Form</i>		

Submitting Reports

- Semiannual reports to RI for dues payment
- Monthly attendance reports to the District
- *Membership Data Form*, for changes in membership, to RI and the district governor (update before 1 June and 1 December)



Preparation

- Review the *Club Secretary's Manual and other Rotary literature/resources*
 - Your Club's By-Laws & Constitution
 - R.I. Manual of Procedure
- Start exploring the RI website
- Discuss your role with the incoming president
- Meet with the outgoing secretary
 - Arrange for the transfer of club files and records (Confirm with the current secretary that RI records have been updated to reflect incoming club officers and members)
- Meet with the incoming treasurer to discuss his/her responsibilities
- Together with the president-elect and the Avenue Directors discuss and set goals for the coming Rotary year
- Have a Club Assembly to discuss the goals for the coming year
- Complete the Club goals in Rotary Club Central



**MEMBERSHIP
MATTERS**

New Members (prior to induction)

Prior to acceptance by Board:

- Complete member application form and associated documents
- Research and assign classification
- Determine a membership status

Following acceptance by Board:

- Prepare New Member Info Package including Member Name Tag and Rotary Lapel Pin
- Prepare an invoice for membership dues

New Members (after to induction)

- Update member information – My Rotary
- Revise attendance sheets and other records to include new member.
- Appoint a club mentor for new member.
- Ensure new member is given an orientation.
- Encourage the new member to get involved in projects they are interested in.



Important to remember.....

- Transferring or former members of Clubs are eligible for membership. Cannot be in debt to originating Club.
- There can be no dual membership
- Two types of membership – Active and Honorary
 - Honorary members are persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause
- Classification is in accordance with business, professional or type of community service
- Up to 5 members with same classification but for Club over 50 members, the classification < 10% of membership
- Termination – attendance, failure to pay dues, other causes

attendance
MATTERS

A red handwritten 'A' is written over the first 'M' and the first 'T' of the word 'MATTERS'. A red 'X' is written over the second 'T'. A red horizontal line is drawn underneath the word 'MATTERS'.

ATTENDANCE

- Clubs must keep records of membership attendance
- Encourage members to do make-ups (See Article 9 of the Club Constitution in the RI Manual of Procedure).
- A member must be present for at least 60% of the meeting to be recorded as present.
- Clubs must send their attendance records to the District Governor within 15 days of the last meeting of each month (Article 4.090 of RI Bylaws).
- Excused absences – > 12 months except for medical reasons.
- 65 rule – the aggregate of the member's years of age and years of membership ≥ 65 ; member must notify Secretary of desire to be excused from attendance and Board approval necessary.



MAKE UPS

- Make ups are eligible within 14 days before or after the meeting
- Attendance at a minimum of 60% of a regular meeting of another Club
- Attendance at Rotaract, Interact, Rotary Community Corps, Rotary Fellowship
- Attendance at any RI meeting, assembly or conference, International conference, District conference, district committee meetings, joint Rotary meetings or club board meetings
- Present at usual time and place of meeting at another Club but Club is not meeting at that time or place
- Participating in club service project, club sponsored community event or service committee meeting as authorised by Board
- Online make ups – 30 minutes participation on club website



INFORMATION

RI DUES

- Based on the number of members of the club on 1 July and 1 January recorded in the RI database.
- Invoice will be sent by RI twice a year: mid-July 2016 and mid-January 2017 and is due in full, the amount cannot be changed.
 - Cost is USD28.00 per half year for each member
 - Cost is USD 1.00 per year for Council on Legislation: due 1 July
 - Cost is USD 6.00 per half year for The Rotarian
- Can be paid directly through the Rotary website through “My Rotary”
- Clubs must remain in good financial standing.
 - Clubs that have not paid RI dues 4 months after
 - 1 July and 1 January invoice date will be terminated
- Reinstatement within 150 days and clubs must pay :
 - accrued balance
 - reinstatement fee of USD 30 per member

DISTRICT DUES

- To be paid **annually** directly to the District
- Due on 1st July 2016
- Cost is USD 27.00 per year for each member
- Invoice issued for District Dues based on current information regarding membership numbers
- District Dues are paid to the District Treasurer
- Clubs must remain in good financial standing
 - Clubs not in good financial standing will not be eligible for District Grants and could be terminated

DG'S VISIT

- Ensure that your club is well prepared for the DG's visit
 - The goals and achievements of the Club are updated in Rotary Club Central(Club Goals have to be put in the online tool by 1st July 2016)
 - RI & District dues are paid up
 - The full Board is in attendance
 - The Directors of the various avenues of service will present their programmes effectively.
 - The Club's financial information must be up to date
 - Arrange visits to club projects

MEETINGS

- Regular meeting to be held once a week.
- May change regular meeting to a different day, hour or place.
- Meeting can be cancelled on public/bank holiday, death of a member, epidemic, disaster or armed conflict.
- Board may not cancel more than 4 meetings per year except for reasons above.
- Rotated meetings at business venue
 - Speakers
 - Club assemblies
 - Business meetings
 - Fellowship meetings

COMMUNICATION

- Email is preferred method of correspondence.
 - Telephone & fax are also acceptable and can be more effective in certain circumstances
- Use of email for Rotary business only – not for jokes or chain mail
- All mail to DG is to be copied to District Secretary
- Requests for information should be answered as promptly as possible.
- Refrain from “Reply All” unless absolutely necessary.

.....from trenches...

Nov - Dec

- Ensure that process to determine slate of Officers for upcoming Rotary year is commenced.
- Following election of Officers for upcoming year, prepare and submit *Rotary Club Officers Report Form*. Copies go to R.I., the District Governor and the District Governor-Elect.

- Submit December attendance figures to District Secretary.
- Submit Membership changes to R.I. and District Governor.
- Prepare and submit R.I. Semi-Annual Report.

Jan

July

- Received Club files from outgoing Secretary.
- Submit June attendance figures to District Secretary.
- Prepare and submit R.I. Semi-Annual Report.
- Issue Club Dues Invoices to membership.



**KEEP
CALM &
GOOD LUCK
IN YOUR
NEW JOB**