



CLUB ADMINISTRATION 2016/17

Rotary
District 9685



WELCOME BACK

- This afternoon we shall be covering matters that are directly related to your Club Administration responsibilities



CLUB STRUCTURE

- Your Club has probably introduced the Club Leadership Plan with its recommended Board Structure similar to the following:
 - President;
 - Immediate Past President;
 - President-Elect;
 - Secretary;
 - Treasurer; and
 - Directors Club Administration, Public Relations, Membership, Projects and The Rotary Foundation

CLUB COMMITTEES

- Have you set up Club Committees?
- Does each members have at least one job?
- Are new members inducted into a Committee on joining?
- Is there a club Organisational Chart that shows who is in which committee?
- Are the Committee Chairs clearly identified?

CLUB ADMINISTRATION

- Club Calendar
- Weekly Meeting Program
- Member engagement, recording and reporting
- Meeting Management
- Club Communication
- Other Club activities



CLUB CALENDAR – DOES YOUR CLUB HAVE ONE?

- Necessary – not just nice to have.
- Identifies Rotary Months, guest speakers & topics, social and fellowship occasions.
- It allows members to plan their calendars.
- Gives partners an idea of which meeting they may like to attend – the more the merrier!
- Provides advanced information for guests and potential new members to be invited to interesting meetings.



WEEKLY MEETING PROGRAM

- The Club calendar identifies major activities.
- It sets the broad outline of events.
- The Weekly Meeting Program lays out the specifics of the meeting allowing all involved to know what to expect and when.



MEETING MANAGEMENT

- It is the tool by which the Administration Director and Sergeant-at-Arms assist the President to manage the timing and progress of the meeting.



- Basic rules in addressing Rotary Officials:
 - The current position takes precedence over past positions and past positions over future positions
 - The above rule goes for each level of seniority
 - Partners have the same status as the Rotarian
 - It is customary to address the Chairman of the meeting first.



MEETING MANAGEMENT - FLAGS

- The Australian National Flag (ANF) should be displayed only in a manner befitting the national emblem.
- It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.
- The ANF should be raised at 0800 and lowered at sunset when flown outdoors.

MEETING MANAGEMENT – ANF AND HOUSE FLAGS

- When the Australian National Flag (ANF) is displayed with State or a house flag (i.e. RI or club flag) the Australian National Flag should be on the LEFT of the observer facing the flags.
- For more information go to:
 - www.australianflag.org.au/protocol.php



MEETING MANAGEMENT – TOASTS

- It is a club decision whether or not to have a toast and to whom or what.
- In Australia the standard form of loyal toast is: “*Her Majesty, The Queen of Australia*”.
- An approved alternative form of Loyal Toast is: “*The Queen and people of Australia*”
- A suggested alternative to the Loyal Toast is a toast to ourselves: “*Rotary International*”



MEETING MANAGEMENT – GRACE

- Reference in the RI Manual of Procedure is to “Invocations and Prayers”.
- RI does not require an invocation or prayer – it is a matter for local custom and culture.
- Each club being autonomous, it should be decided upon by the club members.



MEMBER ENGAGEMENT

- Offer opportunities for members to be engaged in all club and District activities.
- 100% attendance is no longer the norm.
- There is a tool to assist in attendance management.



MEETING ATTENDANCE

- You may like to have a look a RSVP:
 - <http://rsvp.techtalk.at/EN/>
- There is a free 3-month test period.



RSVP COST STRUCTURE

- The latest information regarding costs is:
 - Small club per month (less than 50 members), currently, EUR 24, 50% discount for the next 12 months for all clubs joining in 2016: EUR 12 per month = EUR 144 for one year (AUD 213)
 - Large club per month (over 50 members), currently, EUR 40, 50% discount for the next 12 months for all clubs joining in 2016: EUR 20 per month = EUR 240 for one year (AUD 355)



RSVP BENEFITS

- More professional approach to meeting management.
- Ease of use for members—no sign in –respond to an email—quick and easy
- All **NO's** treated as apologies
- A record of **YES** numbers to support arrangements with caterer (and member follow up if a no show)
- Ability to advise guest/visitor names and numbers –useful for Chairman ahead of meeting



KEEPING MEMBERS INFORMED

- Use communication tools such as:
 - Club Bulletin
 - Club Website
 - Club Facebook account

Remember that the D9685 and Rotary International websites are both excellent information sources/resources.

OTHER CLUB ACTIVITIES

- Conference Chair
- Club Historian
- Club Property Manager
- Club Photographer
- Club Welfare Officer



Q&A SESSION



D9685 ADMINISTRATION TEAM

- **Risk Management: John Collins** (Wahroonga)
 - email: jcollins@riskchase.com.au
- **Insurance: George Condell** (Crows Nest)
 - email: georgec@sterlinginsurance.com.au
- **Child Protection: John Wakefield** (Lower Blue)
 - email: hensonb@bigpond.net.au
- **Conflict Management: Jennifer Scott** (Central Blue)
& **Trish Wetton** (Carlingford)
 - email (Jennifer) : jennifer@scottadr.com
 - email (Trish) : Forsight@bigpond.com

Today's presentations

are available on the
District 9685 website

Go to *District* > *District Training* > *District Assembly*

or:

assembly.rotarydistrict9685.org.au



YOUR EVALUATION



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presentations**
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