



DISTRICT ASSEMBLY 2016

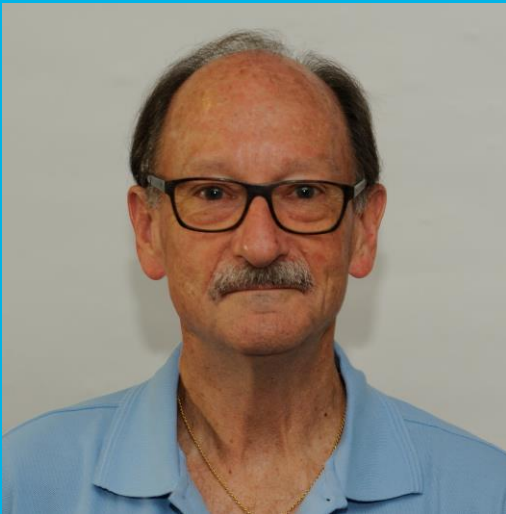
Rotary
District 9685



**ROTARY
SERVING
HUMANITY**

INTRODUCTION

John Steel
District Secretary



CLUB

SECRETARY



ROLE

➤ **YOUR JOB** as Club **SECRETARY** is to help the Club and the President function effectively

➤ As Club **SECRETARY** **YOU** have responsibility for the effective administration of your Club



CLUB DETAILS

➤ Address:

➤ RI Number:

➤ Certificate of Incorporation:

➤ Charitable fundraising authority: Expiry date:

➤ Public Officer:

➤ ABN: Tax file number:

➤ Endorsement as a Deductible Gift recipient:

RESPONSIBILITIES

- COMPLIANCE
- MEMBERSHIP
- MEETINGS
- ATTENDANCE
- CLUB CHANGEOVER
- DISTRICT CONFERENCE
- ROTARY FOUNDATION
- OTHER



CALENDAR

April-June before taking office

- Meet with the President Elect and outgoing Secretary.
- Attend the District Assembly.
- Attend monthly Board meeting.
- Ensure important documents – Constitution and By-Laws of the club, minute book, returns to State Government departments are turned over to you by your successor.
- Ensure all member records and details are current.



CALENDAR

July

- Take office and assume official duties.
- Register with My Rotary on the RI web site -www.rotary.org.
- Obtain all club records from the outgoing Secretary and take custody of club property.
- Check that club holds a current Authority to Fundraise.
- Semi-Annual Report - dues to be paid.
- Prepare for first Board meeting.
- If there is a change in the Public Officer, notify Dept Fair Trading (Form 9).
- Report the club's attendance statistics immediately after the last meeting of the month.



CALENDAR

August

- Prepare Agenda for Board Meeting.
- Is preparation of Annual Accounts in hand?
- Report the club's attendance statistics immediately after the last meeting of the month.

September

- Prepare Agenda for Board Meeting.
- District Secretary will ask for any proposed resolutions to be considered at District Conference.
- Report the club's attendance statistics immediately after the last meeting of the month.

CALENDAR

October

- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.

November

- Announce date of club elections and Annual Meeting – one month's notice required.
- In accordance with the club's By Laws, call for nominations for the office bearers to be elected at the Annual Meeting.
- Audit must be completed prior to Annual Meeting.

CALENDAR

November

- District Secretary will call for nominations for the position of Zone Representative on the Nominating Committee to elect the DG.
- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.



CALENDAR

December

- Prepare for and assist with the Annual General Meeting and club elections to be held by 31 December.
- Completed forms relating to election of directors and office bearers to be returned and ClubRunner updated.
- Complete Form A12 (Annual Return) and forward to Department of Fair Trading within 1 month of holding the AGM.
- Prepare Agenda for Board Meeting and AGM.
- Report the club's attendance statistics immediately after the last meeting of the month.



CALENDAR

January

- Check that information on elected officers has been entered in ClubRunner, in the appropriate format.
- Complete credential certificate for voting at the District Conference.
- Semi-Annual Report - dues to be paid.
- Report the club's attendance statistics immediately after the last meeting of the month.

February

- If your club has decided to propose one of its members as a governor-nominee candidate, send the resolution supporting the decision and the district governor-nominee data form to the district nominating committee.



CALENDAR

February

- Advise District Secretary of any changes to elected officers for the coming year.
- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.



CALENDAR

March

- Prepare Agenda for Board Meeting.
- Advise District Secretary of any changes to elected officers for the coming year.
- Report the club's attendance statistics immediately after the last meeting of the month.
- Prepare submissions for District Awards.



CALENDAR

April

- Begin briefing your successor so he or she will be ready to assume responsibilities on 1 July.
- Prepare credentials for delegates to the RI Convention.

May

- Update your club's membership list in ClubRunner to ensure a correct Semi-Annual Report.

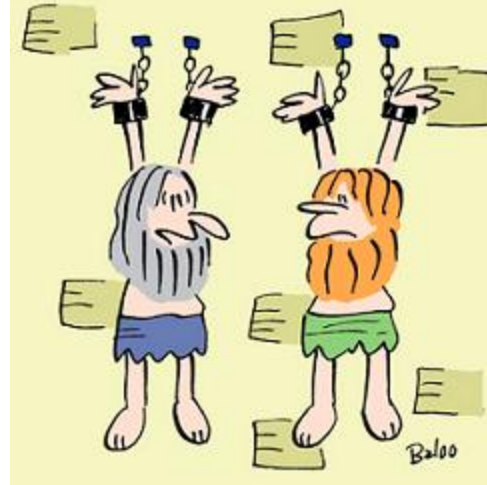
June

- Prepare your Annual report to the club.
- Meet with your successor, and turn over all club records and property.

COMPLIANCE

- Standard Rotary Club Constitution
- Recommended Rotary Club By-Laws
- Club Secretary's Manual – “Lead Your Club”
Secretary 2016-2019 Edition
- Associations Incorporation Act 2009
- Charitable Fundraising Act 1991
- NSW Office of Fair Trading
- NSW Office of the Children's Guardian
- Other (Asset Register, Risk Management, Insurance, Privacy)

"I'VE BEEN HERE SO LONG I
DON'T REMEMBER WHAT I DID,
BUT IT HAD SOMETHING TO
DO WITH NON-COMPLIANCE."



MEMBERSHIP

- Maintenance of membership Records
- Processing new member Applications
- Reporting new members, terminations and other changes to membership
- Working with Club Leaders
- Semi-Annual Report (SAR or SARS)
- My Rotary
- District Website



" SAY, BUDDY, HOW ABOUT A 30 DAY TRIAL MEMBERSHIP BEFORE I ACTUALLY COMMIT? "

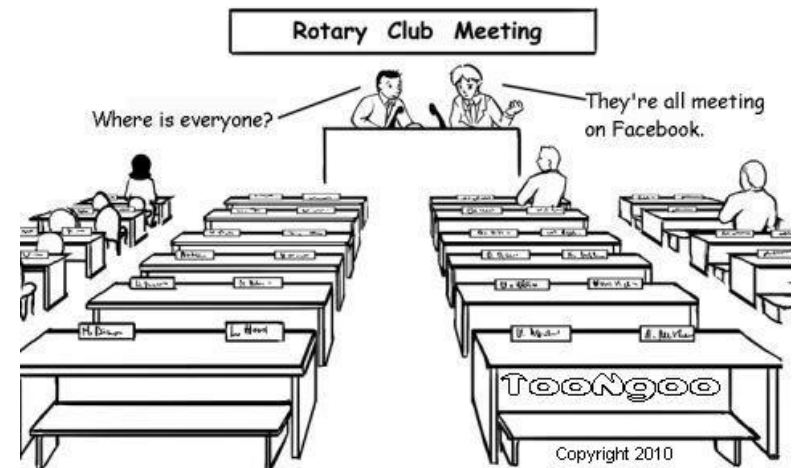
MEETINGS

- Weekly Meetings
- Board Meetings/Committee Meetings
- Club Assembly
- District Governor's official visit
- Annual General Meeting
- Annual Return
- District Conference
- International Meetings (RI Convention, Council on Legislation)



ATTENDANCE

- Monthly Attendance Reports
- Recording club Attendance
- Active and Inactive members
- Make-ups
- Annual Report
- Club Changeover



THE ROTARY FOUNDATION

- Club Recognition Summary (CRS)
- Paul Harris Fellows (PHF)
- Paul Harris Society (PHS)
- Major Donors
- Benefactors
- Bequest Society
- Rotarian and non-Rotarian donors

USEFUL CONTACTS

District 9685 general information: www.rotarydistrict9685.org.au

Jade Catherall: jadecatherall@rotarydistrict9685.org.au

District directory and link to all avenues of service: www.rotarydistrict9685.org.au/Page/district-directory

Form A12, Form A9: NSW Department of Fair Trading - www.fairtrading.gov.nsw.au

Charitable fundraising application form: NSW Office of Liquor Gaming & Racing - www.olgr.nsw.gov.au/charitable

Certificate of Incorporation: Corporate Affairs Commission of NSW – www.asic.gov.au

Insurance: Certificate of Currency - George Condell district insurance officer
districtinsuranceofficer@rotarydistrict9685.org.au

Risk Management – John Collins – jcollins@riskchase.com.au

RI Dues: 1 July, 1 January SARS [Semi-Annual Report] invoice sent to club
Send to PO Box 1415 Parramatta - risppo@rotary.org [Rotary International South Pacific and Philippines Office]
RDU Magazine – invoice sent to club. Send payment to PO Box 779 Parramatta 2124

District Dues: email advice, return to District Treasurer at PO Box 143 Pennant Hills NSW 1715

RDU merchandise: RDU Supplies - rdusupplies.com.au - PO Box 779 Parramatta 2124
Address: Level 3, 43 Hunter Street, Parramatta 2124

Working With Children: John Wakefield OAM PDG - hensonb@bigpopnd.net.au



Today's presentations

are available on the
District 9685 website

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

or:

assembly.rotarydistrict9685.org.au



YOUR EVALUATION



**Please evaluate today's
presentations**

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Thank you for attending

