

# CLUB ADMINISTRATION

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Administration Director 2016-17



- About one year ago I sat where you are and prepared for my second term as the President of my club – so I have some idea about how you might be feeling today.
- Some of you are also “repeat (threepeat?) offenders”, doing the job yet again.
- Hopefully there will something in this session that will assist you as you start all over again!

- I arrived this morning to support my District colleagues and suddenly find myself as one of the presenters.
- I've had a chance to take a quick look at the agenda and my allotted topic.
- It appears that there are a few PowerPoint slides, so it's going to be a bit of a “wing and a prayer” session.
- Here's hoping we can muddle through together!!

## WHAT THE!!!!!!!!!!!!

- If you are now wondering whether you have made a big mistake by giving up your time this morning, then.....

**THINK ABOUT HOW YOUR MEMBERS AND GUESTS MUST FEEL WHEN THEY ARRIVE AT A CLUB MEETING AND ALL THEY FIND IS A DISORGANISED SCRUM OF PEOPLE TRYING TO RUN A DYNAMIC, INFORMATIVE AND INTERESTING MEETING!**



**Because it is how you display your product, “your club”, to prospective members and guests.**



**“What if I ran a meeting and nobody cared or even noticed?”**



***DYNAMIC is an adjective that:***

***“Indicates constant change, action or progress”***



## TO BE DYNAMIC.....

- The meeting should continue to move ahead in accordance with the agenda and timing.
- The Sergeant should keep the President informed as to the state of the meeting agenda/timing.
- The President should be prepared to adapt proceedings to maintain the meeting “dynamism” (and timing).
- The Chairperson for the evening must ensure that the Guest Speaker is aware of their allotted time.





### ***Rotary International states that:***

“Club meetings give members an opportunity to enjoy fellowship and provide them with the information and motivation they need to increase their participation in activities that serve the club, the community, and the world.”

### ***Reference:***

<http://www.rotary.org/en/Members/RunningAClub/Administration/Pages/clubmeetings.aspx>



## WHAT ABOUT WEEKLY MEETING CONTENT?

### ***RI goes on to say that:***

“Weekly meetings should feature interesting programs that:

- enhance members' Rotary knowledge;
- reinforce the value of continued membership;
- and
- increase awareness of local and global issues.”

### ***Reference:***

<http://www.rotary.org/en/Members/RunningAClub/Administration/Pages/clubmeetings.aspx>



## AND THE WEEKLY MEETING PURPOSE?

- Communication between President, Board and members.
- Update on project status.
- Reports from committee leaders.
- Fellowship and bonding between members.
- Interesting/useful/entertaining guest speakers.
- Time to discuss Rotary business.

### *Reference:*

<http://www.rotary.org/en/Members/RunningAClub/Administration/Pages/clubmeetings.aspx>



So, **WHO** does **WHAT** and **WHEN**?



***The RI Manual of Procedure (MOP) makes the obvious statement that:***

**“In general, the club President presides over all weekly meetings.”**

**But the club President has supporting acts!**

# THE CLUB SECRETARY

Club secretaries may be responsible for meeting logistics, e.g.:

- Distributing and collecting members' name badges
- Providing special badges for visiting Rotarians and guests
- Recording attendance
- Providing visiting Rotarians with documentation of their attendance
- Paying for meals, if applicable\*
- Assisting with arrangements for outside speakers\*
- Preparing announcements
- Planning topics for programs\*
- Scheduling guest speakers\*

The Treasurer and Speaker Program manager (if there is one as part of the Club Administration Team) are often responsible for, or assist with, items marked \*.

1. Preparation
2. The Venue and Room Layout
3. The Facilitator
4. Timing
5. The “Ice-breaker”



## PREPARATION

- Prepare an agenda or running sheet;
- Use it!;

### **AND IN ADDITION**

- Publish and make widely known the key factors relevant to the next meeting(s), e.g.
  - Guest speakers and their topics
  - Any special Rotary information to be provided or matters for consideration by the club members.



## SAMPLE MEETING AGENDA

Start	Finish	Duration	Activity
		5 min	<b>Call to Order</b> & “According to local custom”
		30 min	Meal & Fellowship
		20 min	<b>President's Time</b>
			Introduce visiting Rotarians & Guests
			Correspondence & announcements
			Committee reports
			Club Business
		30 min	<b>Program</b>
			Introduction of Guest Speaker
			Speaker's presentation/Q & A
		5 min	<b>President's closing remarks/ Adjournment</b>



## ACCORDING TO LOCAL CUSTOM?

“Invocations and Prayers” (Toasts and Grace to us):  
Rotary clubs throughout the world include members who have many religious beliefs and values and are united in service to humanity.

Each Rotary club, being autonomous, should use its own good judgment in conducting its meetings in a manner that reflects Rotary’s basic principle of tolerance and encourages Rotarians’ participation in humanitarian service projects.

(Rotary Code of Policies 7.020.)”

(Manual of Procedure 2013; Part 1; page 6 – CLUB MEETINGS , Invocations and Prayers)



- **Characteristics of a good meeting venue:**
  - Good lighting, comfortable seating
  - Good food – drinks as appropriate
  - Good presentation – professional
  - Convenient parking available
  - Audio-visual facilities as required – microphone, projector etc.
  - Private without external noise or interruption
  - Intimate

## THE ROOM LAYOUT

- Very much depends on the venue, but should:
  - Allow all members to see and hear speakers;
  - Allow the speakers to see the faces of their audience;
  - Create and “inclusive” ambience reflecting the importance of everyone in the room; and
  - Minimise the ability for groups of members to hold “side” meetings during formal sessions of the meeting.

## THE “FACILITATOR”

- The Sergeant is the independent “facilitator” for Rotary Club meetings.
- The Sergeant should “guide” the meeting through the agenda, working with the President to keep to the agenda timing.



## THE SERGEANT

- The appointment of the Sergeant is therefore an important decision.
- Don't give this responsibility to the last person to duck!!!



If:

- meeting times are published;
- agendas are prepared; and
- meetings start on time.....

**.....THEN, MEETINGS SHOULD CLOSE ON TIME!**



## THE “ICEBREAKER”

- This is a tool commonly used to set the tone at business meetings and may not seem relevant to a Rotary meeting.....**BUT:**





## OPENING THE MEETING

- A **feeble** opening to a meeting will not capture the “inclusive” mood required for the members to become engaged in what follows.
- The Sergeant and the President in their opening remarks set the tone for the meeting – so be **positive** and **strong**.
- Get the attention of the room!! (This does not require a microphone).

## FOR EXAMPLE

- On arrival today you were:
  - Expected (because you had registered)
  - Greeted and welcomed.
  - Offered a heart starter coffee and time for fellowship.
  - Given an agenda covering the events of the day.



**Your members and guests should have the same experience, because on arrival they should:**

- Be aware of the meeting agenda.
- Be greeted and welcomed.
- Have time for fellowship before the meeting commences.



## SO A " DYNAMIC " MEETING HAS.....

- A President and a Sergeant who understand their roles in running the meeting;
- An agenda covering all relevant material to be presented/discussed at the meeting;
- A room layout that is “inclusive” of all members and guests; and
- An agreed timing for the start, the business/guest speaker component and end of the meeting.



## AND.....

- Time for fellowship before, during and after the meeting;
- A “welcoming” feel that makes the members glad they came and gives guests the impression that Rotary membership is something to which they could aspire; and
- ***DOES NOT SEEM LIKE A WASTE OF TIME*** (despite the nice meal and fellowship!).



## YOUR PRESIDENT “TO DO” LIST SHOULD INCLUDE:

- Consult the club President on decisions affecting the club
- Serve as a director of your club’s board
- Appoint committee chairs and a trainer for your year
- Supervise preparation of the club budget
- Encourage incoming club officers to attend district training assembly (16<sup>th</sup> April at The Kings School)
- Create an account on [www.Rotary.org](http://www.Rotary.org)
- Attend your presidents-elect training seminar (PETS), district training assembly, and district conference
- Set and track goals for your club in Rotary Club Central at [www.Rotary.org](http://www.Rotary.org)



## AS PRESIDENT YOU ARE ALSO EXPECTED TO:

- Set goals for each committee. Encourage communication between club and district committees. Review activities, goals, and expenditures and participate in decisions.
- Supervise the preparation of a club budget and proper accounting practices, including an annual financial review
- Collaborate with the governor and assistant governor on club and district matters
- Prepare for the district governor's required visit
- Plan and lead monthly board meetings
- Plan and lead interesting and relevant club meetings and organize fun social events
- Ensure that comprehensive training is conducted for club members, as needed

## KEY MATTERS FOR YOUR ATTENTION

- **Child Protection** – The new check commenced in NSW on 15 June 2013.
  - Child Protection (Working With Children) Act 2012
  - Child Protection (Working With Children) Regulation 2013
  - Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013
- **Insurance** – ensure that you have the latest Insurance Certificate of Currency for your Club.
- **Risk Management** – do you have Risk Management processes and procedures in place for activities and projects carried out by your club?



- Further and more complete information about these matters will be presented at:
  - The District Assembly
  - 16<sup>th</sup> April 2016
  - at The Kings School



## WHERE CAN YOU GO FOR HELP?

- Your President's Manual is a great starting point
- D9685 “Club President's Training Handbook”
- D9685 Club Administration Team
- The D9685 website
- The Rotary International website
- The “Club Visioning” process
- The Rotary Leadership Institute
- Your Immediate Past President
- Your Assistant Governor and the D9685 Team



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

*To sum up  
(and with thanks to Johnny Mercer)*



# THE NEGATIVE!



# THE POSITIVE!



LATCH ON TO

# THE AFFIRMATIVE!



AND MOST IMPORTANTLY.....



# HAVE FUN!

