Rotary Club of Oak Bay
Preferred Practices
For
The Incoming Board

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay
Preferred Practices for the Incoming Board

KEY FUNCTION THE INCOMING BOARD

To assist the Incoming President and the Incoming Board with the planning process.

AIM OF THIS DOCUMENT

1. To assist the Incoming Club President and the Incoming Board of Directors in the planning process.
2. To assist the Directors and Committee Chairs to set goals for the coming Rotary year.
3. To finalize the structure of various committees and to ensure that the Club Secretary has names of all committee members for inclusion in the Club's Roster in a timely manner (Latest by July 15).
4. To schedule the key events during the coming year.
5. To assist the Club Treasurer in formulating budgets for the coming Rotary year. (Latest by July 15)

PREFERRED PRACTICES FOR THE INCOMING PRESIDENT AND THE INCOMING BOARD

1. The Incoming President will set a timetable of events in late January or early February each year.

2. There will be at least FOUR meetings scheduled at monthly intervals beginning the first or second week in March each year. The purpose of each meeting is as follows:

    Meeting 1:   Planning and preliminary structuring
    Meeting 2:   Structuring, Budgeting and Scheduling of Key Events
    Meeting 3:   Finalizing Structuring, Scheduling and budgeting
    Meeting 4:   Putting the final touches

Attachment 1 gives an example that will assist the Incoming President in time tabling the events during the above four meetings.

3. The Incoming President will request from each Director
    a. Goals for their respective Avenues of Service
    b. The time frame for each goal
    c. The budget
    Attachment 2 gives a sample format for Goal Setting.

4. Information obtained from the above goal setting process will enable the Treasurer to strike a budget for the ensuing Rotary year.

| USEFUL ROTARY INTERNATIONAL PUBLICATIONS FOR REFERENCE |

The **Planning Guide for Effective Rotary Clubs** is a USEFUL REFERENCE DOCUMENT FOR THE INCOMING President and the entire Board. Please refer to RI's Download Center for this, and other useful documents. http://www.rotary.org/en/members/runningaclub/downloadlibrary/pages/ridefault.aspx

| SOME MISTAKES TO AVOID |

1. Missing the key planning dates – The four months from March to June are crucial to the smooth operation of the ensuing Rotary year.
2. Failing to give due attention to the entire planning process.
3. Failing to give due attention to the budget

| RISK MANAGEMENT |

At the present moment there is no Risk Management document for the Incoming Board.

This Preferred Practice was written by:
Rotarians: Perry Bamji, John Edgell and Joan Peggs

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Approved by the Board: June 2011

Revised by:
Date:

Rotary Club of Oak Bay
Proposed Time Frame and Business for the Incoming Board Meetings

Meeting # & Proposed time	Purpose	Business of the Meeting	Meeting preparation required + comments	Actions to be taken by participants subsequent to the meeting (Preparation for subsequent meetings)

1
 	
 (To be held preferably by Mid-March)
	Planning & Structuring	1. Sensitize the Board to the Rotary District Governor's expectations and the Club President's obligations vis a vis completion of the District-mandated Planning and Goal Setting documents in a timely manner.
		 2. Announce pre-allocated and pre-discussed Directorships to club members**.**
		 3. Strike Various Committees
		    a. Additions/ Deletions to previous year's committees.
		    b. Propose Chairs
			1. President to distribute all District-mandated documents to each director before the meeting.
			 2. President to draft Proposed Committee Structure and distribute to each director before the meeting.
			 3. Directors to study the District-mandated documents and assist the President in any way that is necessary in compiling details that are called for.
			 4. Directors to give a thought to likely names of Chairs & Vice-Chairs **(DO NOT DISCUSS WITH INDIVIDUALS AT THIS POINT).**
				1. President to complete all District-mandated documents.
				 2. Directors to:
				 (a) Talk to proposed Committee Chairs.
				 (b) Ensure that Committee Chairs are aware of any Preferred Practices that may assist smooth transition of knowledge within their committees.
				 (c) Get FIRM commitment from each chair.

Meeting # & Proposed time	Purpose	Business of the Meeting	Meeting preparation required + comments	Actions to be taken by participants subsequent to the meeting (Preparation for subsequent meetings)
2 (To be held preferably by Mid-April)	**Structuring , Budgeting and Scheduling Events**	1. Finalize Committee Structure including Chairs. 2. Consider Priorities for allotting money for various Service Funds 3. Discuss Calendar of Main Events 4. Ensure that RI documents handbooks, etc., are ordered well ahead so Committee Chairs will understand RI's expectations well before assuming the job.	1. President to sensitize each Director to consider manpower and budget issues that will be discussed at the next meeting. 2. President to talk to Treasurer re: generating a list of finances required to run the club.	1. President to seek commitment from committee members via Chairs. 2. Secretary should have entire committee members' names for ALL committees. 3. Secretary to ensure that all RI handbooks, etc., are distributed to each director. 4. Discuss and come up with FIRM budget figures at next meeting
3 (To be held preferably by Mid May)	**Finalizing Structuring , Budgeting and Scheduling**	1. Finalize Committee Members' List 2. Finalize Budget for Services' Funds 3. Finalize Calendar of Main Events	1. Ask each chair to give a proposed target ($) for fundraising (Main Events). 2. President + Secretary to be kept informed on ALL action items listed under April meeting (above).	1. Secretary to have ALL information required for new Club Roster 2. Treasurer should have all information for preparing the FINAL budget for the forthcoming club year.

Meeting # & Proposed time	Purpose	Business of the Meeting	Meeting preparation required + comments	Actions to be taken by participants subsequent to the meeting (Preparation for subsequent meetings)
4 (To be held preferably by Mid June)	Putting Final Touches	**1.** To finalize any items that need attention 2. DG's Report Form to be discussed	All Directors to feed information on committees to the Secretary and keep President informed of any problems that could possibly cause delay.	1. Preparation for production of Roster (Secretary). 2. DG Report Form to be complete (President + Secretary). 3. Treasurer should have the final budget prepared.

ROTARY CLUB OF OAK BAY
GOALS, TIME FRAME AND BUDGET REQUIREMENT

(To be sent to: ………………… before (date)………………..)

AVENUE OF SERVICE: (Example. Vocational Service)

DIRECTOR:

TITLE OF COMMITTEE:

CHAIR:

VICE CHAIR:

PROJECT GOALS:
(In order of priority, please make a list of things that your committee wishes to achieve during the Rotary Year.)

PROJECT TIME FRAME:
(For each goal, please state the time frame during which the project will be completed.)

PROJECT BUDGET:
(State the amount that will be spent on the project. If it is a fundraising project, give an approximate dollar figure that you aim to generate.)

FORM COMPILED BY:
(Name of person filling this form)
E- Mail:
Telephone Number: