

**MARYBOROUGH ROTARY**

**Club Id. 18240 Inc A0021123A ABN 99 891 962 480**

**GUIDELINES**

**FOR**

**COMMITTEES**

**OCTOBER 2019**

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## INTRODUCTION

This document contains the recommended guidelines for a range of club processes and procedures that are not found in the Club Constitution, By-Laws or Rules. These are not “official policies” as such, but they represent the way the club currently wants things to happen for the good of all members and the community. They include the "traditions" of the club and the "corporate knowledge". There are obviously no sanctions if things aren’t done this way. The club is a voluntary service organization and we don’t want the guidelines to take any enjoyment out of our club experience. In fact, they are intended to do the opposite – we want these guidelines to enhance the experience of club members and make it easier for us all to serve the community.

The Club Planning sub-committee is responsible for monitoring the ongoing updates to this whole document and will typically flag any guidelines that seem out of date. The appropriate committee may then be asked to come up with some suggested changes. However, any individual club member can point out things that aren’t happening according to the guidelines, or guidelines that don’t seem to be working. The member simply needs to mention it to a member of the Club Planning sub-committee. It will then be sent to the appropriate standing committee for discussion and a recommendation to the Board. Once passed by the Board, changes will be made to this document. After guidelines are ratified by the Board they will be reported to members through the monthly Board reports and from there, they will be included in the Bulletin.

In the document, beside each guideline there may be a three letter code and a year. The three letter code is the Standing Committee responsible for monitoring the issue and the group that will usually suggest changes to guidelines when they become out of date. The year is the year when the guideline was approved by the Board. Guidelines that don’t have the code have not yet been formally ratified by the Board and Club Members. They are typically still being debated by groups within the club but they may be still included in the document as a working set of guidelines in the interim period. Eventually, there shouldn’t be any of these, but there are still a few interim guidelines in here.

Codes for Standing Committees: ADM=Administration, BOA=Board, COM=Community, FUN=Fundraising, INT=International, MEM=Membership, PUI=Public Image, RFO=Rotary Foundation, VOC=Vocational, YOU=Youth,

## BOARD/ FINANCE

### AUTHORITY LEVELS

#### Financial Authority Level For Club Committees (BOA-2007)

* During the annual strategic planning review, each club focus area committee prepares a list of expected costs and expected profits for the coming year based on their annual goals. These proposed amounts are considered by the Treasurer, and a proposal is sent to the Board with approved and provisional budget amounts for each committee. Provisional budget amounts are amounts that only apply if expected profits are realized from Club fund raising events. Each committee has the Board’s authority to spend up to the approved amounts for each budget item. Specific prior approval needs to be obtained from the Board **before** provisional or any other expenditure is undertaken or committed.

### CLUB LEADERSHIP PLAN COMMITMENTS

#### Our Club Leadership Plan Commitment (BOA-2008)

Rotary International published its "Club Leadership Plan" idea in the early 2000's and urged clubs to adopt principles which research had shown led to an improvement in the effectiveness of clubs. From around 2015, the principles of the Club Leadership Plan were embodied in the idea of the "Vibrant Rotary Club". Our club committed to these principles in 2008 and has tried to implement them ever since.

* Develop a long-range (3-5 years) plan that addresses the elements of an effective club – membership, service projects, the Rotary Foundation, Leadership and Public Image
* Set annual goals in harmony with the long-range plan.
* Conduct club assemblies that involve members in planning and keeps them informed about suggested changes.
* Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees – through club assemblies, and other methods.
* Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
* Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
* Provide opportunities to increase fellowship among members of the club e.g. through service projects.
* Ensure that every member is active and engaged in a club project or function – engaged members feel ownership and dedication to their club’s projects.
* Develop a comprehensive training plan that ensures
  + Club leaders attend district training meetings
  + Orientation is consistently and regularly provided for new members
  + Ongoing educational opportunities are available for current members
  + Ensure a Leadership skills program is available to members

### DONATIONS POLICY

#### Principles Of Our Donations Policy (YOU-2008)

* Whenever possible, Maryborough Rotary will donate funds to organizations rather than to individuals.
* We will seek to “add value” to existing organizations rather than assist individuals
* It is recognized that community based organizations (or similar) are best placed to make judgments about the ‘worthiness’ of an individual’s circumstances.
* All donations are to be authorized by the Board prior to any commitment being made.
* Failure to attain proper authorization may result in a donation not being made.
* The making of a particular donation does not set a precedent for future donations to any person or group.

#### Procedure For Granting Donations (YOU-2008)

* All donation requests are to be made in a document. The request should contain as much information as possible to aid decision making such as the name of applicant, the amount required, the reason for application, how funds will be used, and when the donation is required.
* Each application is to be considered (and if appropriate) approved by the relevant Club Committee.
* Once reviewed, the application is to be forwarded to the Club Secretary for inclusion at the next Board Meeting.
* Requests that have not been reviewed by the relevant Committee cannot be authorized by the Board.
* The Board will authorize a donation considering the following criteria:
  + Can the club afford to make the donation?
  + Has it been approved by the relevant Club committee?
  + Will the donation provide a direct benefit to the members of the community?
  + If the donation is to an individual the Board will consider:
    - Has the person exhausted all other avenues of support?
    - Are there exceptional circumstances that warrant financial support?
* All donations are to be recorded in the Board Minutes (along with the application). The Minutes shall record: the beneficiary of the donation; the amount and date of the donation; the reason for the donation (which may provide guidance for future decisions).

#### SPECIAL BURSARY (BOA-2019)

* The club has set up a "Special Bursary" that may be used for individuals in exceptional circumstances
  + It would usually only used for people in financial need
  + The Board would decide the recipient.
* No precedent is to be assumed from the award of any particular bursary.

### FINANCIAL “FLOATS” TO MONEY TINS

#### “Floats” To Money Collecting Groups (ADM-2008)

* Two separate Money Tins operate for the Fellowship Bar and the Barbeque trailer
* The Fellowship Bar tin has a “float” of $100.00
* The Barbeque Trailer has a “float” of $200.00
* After each event, amounts above these figures should be returned to the Treasurer by the Bar Coordinator and the Catering Coordinator respectively.

### OFFICIAL DOCUMENTS FOLDER

#### Storage of Official Club Documents

* All official business and insurance documents are kept in a display folder which is kept in the safe-keeping of the Secretary
* Documents currently kept in the folder include the following:
  + Certificate of Incorporation
  + Insurance Certificate for Barbeque Trailer
  + Insurance certificate for the Club Shed and its contents
  + A List of members who currently have Food Handling Certificates
  + A list of members who currently have Working With Children certification

### MEETINGS (BOARD) - PROCEDURES

#### Procedure For Dealing With Correspondence (BOA-2008)

* All correspondence (which includes emails) to the club is meant to be addressed and directed to the Secretary. If the President or Directors receive items or emails related to club business directly, copies need to be sent to the secretary for recording on the club’s monthly list of correspondence.
* The Secretary records all items of correspondence on the current correspondence list as soon as possible after items are received. When recorded, items need to show the date, to which Committee they have been directed, and whether they require some action. When directing items to the secretary, it may be appropriate to indicate that a copy is being kept to save the Secretary redirecting the item back.
* The President needs to be notified immediately of urgent and important items that affect the whole club.
* Items that require non urgent action by Standing committees are then sent to the appropriate Director (after being recorded)
* Other non-urgent items that don’t apply to particular Standing Committees but which require action are tabled at the next Board meeting
* Items that require no action e.g. newsletters are filed after being recorded on the list

#### Procedure For Board Agendas

* The secretary keeps a copy of the master agenda pro forma and generates a monthly agenda from this for each Board meeting
* Directors and the President should email all reports, items of correspondence and items of General Business to the Secretary by noon on Wednesday, at least five days before the Board meeting (the following Monday)
* The secretary will ideally send the agenda, received reports, and essential items of correspondence to all Board members on the Thursday
* If reports haven’t been directed to the Secretary by Thursday at noon, directors can send them to other Board members themselves.

#### Procedure for Board Minutes

* Minutes will be taken at the Board meeting by the secretary or a nominated minute secretary
* Minutes need to include a designation of any action required with the name of the person responsible e.g. (ACTION: Bill Smith)
* Completed minutes should be emailed to Board members as soon as possible after are completed (so members are reminded of action requirements)
* Usually, no further copy of minutes will be sent with the agenda so if Board members have not received minutes by the week before the next Board meeting, they need to contact the secretary for another copy.
* In accordance with Rotary and Corporate requirements, a copy of the Board minutes will be placed on the club website within 60 days of each Board meeting.

#### PROCEDURE FOR NEW PROJECTS TO BE UNDERTAKEN BY THE CLUB (BOA-2018)

When a member has an idea for a new project to be undertaken by the club, whether fundraising or service, they are encouraged to follow the following process:

1. Talk about the idea with at least one other person, including anyone who might be involved in the implementation of the idea
2. Draft up the details of the idea on paper including at least the following points – preferably using the available template “Proposal for a New Project”
   1. What is planned to occur
   2. How it will happen (briefly)
   3. When & Where it is proposed to take place
   4. Who is expected to drive the idea and who is expected to implement it (how many members?)
   5. How much it will cost or is expected to make based on some experience
   6. Which committee(s) in the club will best oversee the project (seek advice if required)
   7. Which businesses in the town will be affected e.g. asked for support (if any)
   8. Why the idea will be good for the club
3. Present the proposal to the relevant Club committee through the Committee chair
4. The Committee will discuss the idea in terms of whether they think the idea could work, and if they like it, make any tweaks and send a motion to the Board to add the item as a new item on their strategic plan agenda (including details in all the action plan columns – What -How -When -Who -How Much)
5. The Board will consider the proposal in terms of its overall impact on the club program and conformity to Rotary values.
6. If passed by the Board, the idea will be reported to members as part of the monthly Board report (and mentioned in the Bulletin) – members will be invited to make any relevant comments and express concerns immediately to the relevant Committee chair.
7. If concerns are expressed, the should be considered by the relevant committee and if necessary, incorporated into the project. If the proposal needs to be changed radically, it should be sent back to the Board, otherwise, planning can proceed
8. Wherever possible, new projects should be introduced as part of the Strategic Planning process so, as a rule of thumb, new projects would not be proposed during June (as the plan is being prepared) or during July and August (as committees are getting their heads around their new commitments for the year)
9. These steps should be promoted to members through a club meeting, the bulletin and maybe an "Ink Spot".

#### Membership of Standing Committees and Roles (BOA-2009)

Almost all roles in the Club are assigned to one of the eleven standing committees and incumbents of these roles are encouraged to have input into their designated committee meetings and seek support from the members. However, it will be quite possible for members to take on roles assigned to different committees and attend the meetings of each of those committees. If meeting times clash, the member may either move from one committee to the other or simply choose the meeting where they can provide most input.

### RECOMPENSING MEMBERS

#### Situations Where The Club Will Recompense Members (BOA-2009)

* As a service club, the club gratefully accepts the use of member’s time and occasional, incidental out-of-pocket expenses in the line of service to members and the community.
* However, in certain situations, the club will recompense members for sustained services involving the member’s tools of trade or sustained use of consumable materials.
* Typical situations will be when the club would normally choose to employ the services of someone to complete a sustained, major task and offers the task to an existing member on the understanding that the club will meet all or most of the standard costs involved in running specialized equipment.
* Members involved in tasks such as regularly producing the weekly bulletin or annual reports etc. will be recompensed for the costs of materials and the postage involved - where applicable.

## ADMINISTRATION

### ANNUAL REPORT

#### Format of Annual Report (ADM – 2019)

Reports from Directors and Chairs should be handed to the Annual Reports Coordinator by the end of July

Each Annual document includes the following reports:

* **President's Report** (Current President)- a summary of the year’s events and thanks to members for taking major roles
* **President Elect Report** (Current President Elect) - a brief summary of the past year's preparations for the upcoming Presidential Year - introduction of the new RI theme for the next Rotary year
* **Treasurer's Report** (Current Treasurer) - Income and Expenditure statement from 1st July to 31st May and any explanatory notes
* **Administration Report** (Current Vice President) – List of members, a brief summary of any major changes in the key focus areas of this area and goals achieved, and a short paragraph summary including “thanks” to members of the committee.
* **Program Report** (Program Coordinator) - List of Program Events and Speakers over the year
* **Fundraising Committee** (Fundraising Director) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Membership** (Membership Director) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Public Image Committee** (Public Image Director) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Rotary Foundation** (Rotary Foundation Director) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Community Committee** (Community Chair) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **International** (International Chair) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Vocational Service** (Vocational Chair) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Youth** (Youth Chair) – List of members, a list of the goals from the strategic plan and their current status, and a short paragraph summary including “thanks” to members of the committee.
* **Club Planning** - a short summary of the current state of the Club’s Strategic plan and any major planning events during the year.
* **Attendance Summary** (Attendance Officer) - Summary of Attendance Records

If any other member would like to include a brief report on a topic, it simply needs to be submitted in the standard format.

Each report will typically include a photo of the Director and can include photos of projects

Reports should be typed up in Microsoft Word either in.doc or docx format - A4 sized with 2.54 margins on all sides (i.e. Normal template)

Reports are filed as a single PDF document and emailed to all members and supporters of the club during August

### BULLETIN

#### BULLETIN PROCESS (ADM-2019)

* The incoming President will appoint the Bulletin editor for his/her Rotary year
* A digital bulletin of club information is produced after every club meeting using the Bulletin component of the Clubrunner website.
* The bulletin is emailed to all active and honorary members, as well as any friend of Rotary who asks to be placed on the Bulletin distribution list.
* The aim is to have the bulletin emailed out on Sunday evening so members have a few days to prepare for events that may be coming in the following week.
* The first bulletin of each Rotary year will be sent out after the new President's first club meeting in the new Rotary year - not necessarily after the Club Changeover event.
* The bulletin will typically contain the following components:
  + A brief summary of the last club meeting or event on the previous Thursday - preferably with a picture or pictures
  + A Calendar of upcoming Club events
  + Details of the duty team for the following couple of weeks
  + Details of members' club anniversaries (birthdays, joining date, wedding anniversaries) unless a member wishes such details to be omitted
  + A brief report from the club president is optional - but it has been the practice in recent years (from 2016-17)
  + Any other news of interest to members
* A printed copy of the bulletin can be made available to any members without an active email service.

### CHANGEOVER DINNER

#### Guidelines For Running the Changeover Dinner (ADM-2018)

* The Changeover Dinner is organized by the President elect and their partner (where applicable)
* President elect is the one who decides the date and the venue
* President elect decides on the Menu in consultation with the Venue
* President elect is encouraged to add their “own touch” to the evening and arrange it as they wish – however, they can invite other Rotarians to assist when required
* Select the venue and book it early (preferably a year ahead)
* It’s the existing Secretary’s responsibility to organize and send for new lapel Pins for Directors, Past President, President, Treasurer, Secretary, President Elect and Vice President along with a new engraved segment on the Presidents chain of office and an incoming theme banner. Check that this has happened – it needs to be done in March or April.
* Prepare and send out invitations to district reps at the start of February and to members at the start of May – use the Invitations list(s) from previous dinners as a guide – invitations are usually sent to personal friends and family, club members, current and incoming district governors and assistant governors, current and incoming Presidents of Rotary clubs in our Rotary Group, as well as St Arnaud and Castlemaine, Presidents and members of other local service clubs, members of the catering organization, and past members of our club.
* President elect checks to see if the DG will be available on the Changeover night (do this early)
* Collect monies prior to the event and keep a careful record of money, cheques and bank deposits collected
* To save confusion, one person (e.g. the President elect) should be designated to keep a record of attendees and all participants should be directed to contact that one person if they plan to attend, and that person will report to the venue with numbers on the due date – usually at least a week ahead.
* Check the venue for an adequate sound system, and if there’s room for presentations and Rotary paraphernalia e.g. the sound system at the Highland is currently not adequate for strong musical items
* President elect produces the evening’s program and arranges for a Chairperson/ Master of Ceremonies – use past programs as a guide. (see the suggested program below)
* Organize Raffle prizes and books etc. if you want one to be held, but this is not expected
* Don’t need to do a fine session if you don’t want one included
* Before the night, produce a running sheet for the evening and an attachment with a list of special guests and apologies for the MC
* After the due date, prepare a list of those who still need to pay
* Appoint two Rotarians for door duty (could be the week’s fellowship group) and provide them with the list of those who still need to pay
* Arrange Rotarians to escort and pick up elderly guests who may require this service e.g. partners of past Rotarians
* Arrange, through the secretary for the provision of a small plaque of recognition for the outgoing President’s year e.g. from Rotary down under
* Arrange a small gift for the PP Spouse/partner and DG’s Spouse/ Partner (if attending) e.g. flowers or bottle of wine
* Organize table arrangements and settings. – seek assistance for this if required
* The club provides a total budget for any extra table decorations, the recognition plaque, the gifts for the PP and DG Spouses/partners and travelling expenses of guest speakers (if required) (Up to $500 in 2009) Note that at the Highland, table decorations are included in the cost.
* If the President elect wishes to provide special themed gifts for every table etc. they come out of the President elect’s pocket.
* In addition to the entertainment and decoration budget, up to four family members of the incoming President may attend as guests of the club
* The club also pays for the Mayor (or Representative) and spouse/partner, DG and spouse/partner (if attending), the AG and spouse/partner (if attending), the President and the President elect (and their partners) – since they have no option to attend, and a member of the local press and partner.
* When determining costs, factor in these no cost meals – however event costs should be kept to a minimum to maximize attendance. That is 16 people paid by the club if they all attend. Work on adding approx. $5 to $6 (2018) to the cost price of meals and expect around 100 to attend
* Organize place names and seating arrangements prior to the event – seek assistance from previous Presidents for this process
* Work with the Foundation Chair to see if any Paul Harris Recognitions are to be presented and factor these into the program
* Work with the current President to develop an induction ceremony or use the suggested “Induction of New President” Ceremony (see below)
* Find out what else the current President intends to do during his/ her presentation – allow time for this in the program.
* Organize 2 or 3 Rotarians to pick up Rotary regalia and set it up in the venue and return it later– this includes the Charter frame, 6 x pull up banners, Maryborough Rotary portable display banner, the Lectern and Gong, the theme banners for the current and next Rotary years, and the chain of office with a new segment (see above)
* Photographs are available of how the Highland society was set up in 2018 as a guide if required

#### SAMPLE Running Sheet For Changeover Night

***This running sheet was used in 2018. Simply replace names with the correct names using a Word Processor. An extra sheet will need to be produced containing a list of special guests, apologies, the raffle prizes and sponsors and the list of the new Board Members. Copies of the running sheet can be given to all those actively involved as well as the caterers.***

***Note that the response to the toast to Rotary International can only be by a current District Governor or a past District Governor. If neither is present, omit the response from the program – just have the toast.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Program Item** | **Participant** | **Suggested Chair Comments & Actions** |
| 6.30 | Guests Arrive |  |  |
| 6.50 | Guests reminded to purchase drinks in readiness for toasts | Chairperson | Good evening Rotarians and guests – just a reminder that we’ll be sitting down in about 10 minutes and be starting with some toasts, so please have your glasses charged |
| 6.55 | Call to Order (guests asked to return to their seats) | Chairperson | Rotarians and guests could you please take your seats and have your glasses charged for toasts ***(Chairperson checks that people doing toasts are ready to go)*** |
| 7.00 | Welcome, introductions of special guests, apologies and introduction of Central Goldfields CEO, Lucy Roffey to give Acknowledgement of Traditional Owners and report | Chairperson | ***Chairperson reads welcome and apologies from “Welcome to Special Guests and Apologies” sheet***  I now have pleasure in introducing the CEO of Central Goldfields, Ms Lucy Roffey. |
| 7.03 | Acknowledgement of Traditional owners and brief overview of Shire (5-10mins) | CEO Lucy |  |
| 7.13 | Introduction to Loyal Toast | Chairperson | Thank you CEO Lucy. Could I now please ask Vice President Leigh Williamson to present the Loyal toast |
| 7.13 | Loyal Toast | Vice President Leigh | Rotarians and guests, please stand and charge your glasses and drink a toast to the Queen and the people of Australia |
| 7.16 | Introduce toast to Rotary International | Chairperson | Thank you Vice President Leigh. I now call on AG Martin Mackay to propose a toast to our great organization. |
| 7.16 | Toast to Rotary International (2-3 mins) | AG Martin Mackay |  |
| 7.18 | Introduce Response to Rotary International Toast | Chairperson | Thank you Martin. (Please be seated) as I now call on our brand new District Governor, Anthony Ohlsen to respond to the toast |
| 7.18 | Response to the Rotary International Toast | PDG Anthony |  |
| 7.20 | Introduction to Rotary Thanks | Chairperson | Thank you DG Anthony. Would everyone please stand whilst Rot Tracey Smith presents our Rotary Thanks. |
| 7.20 | Rotary Thanks | Rot Tracey Smith | Please join me in a moment of reflection and thanks with these words  With our friends beside us,  And no person beneath us,  With the bonds of Rotary between us,  And our worries behind us,  With our goals before us,  And no task beyond us,  With a thirst for knowledge,  And a dream of a world of peace,  We are thankful for our Rotary friends and the meal we are about to share. Thank You. Please be seated. |
| 7.21 | Introduce and play Musical Item: Heal the World – then introduce soup and Inspirational quotations | Chairperson | Thank you Tracey. Let us now listen to a message from the children of the world – actually 45 child prodigies, while we wait for the first course to be served  ***(Technician plays “Heal the World”)***  After you have finished your soup, you might like to match up the inspiration quotations on the back of your placemats with their authors – you’ve got all night to do this. We’ll give you the answers at the end of the night. |
| 7.25 | **FIRST COURSE (SOUP)** |  |  |
| 7.50 | Introduce Presentations | Chairperson | I’d now like to call on PP Garry Higgins to make a couple of presentations as part of our Family Violence Program |
| 7.50 | Family Violence Presentations | Garry Higgins |  |
| 8.00 | Introduce main course | Chairperson | Rotarians and guests, our main course will now be served |
| 8.00 | **MAIN COURSE** |  |  |
| 8.30 | Introduce Paul Harris Recognition Ceremony | Chairperson | Rotarians and guests, may I call up to the microphone our new District Governor, Anthony Ohlsen, and our Club Foundation Chair Derrick Marsden for some more presentations |
| 8.30 | Paul Harris Recognition Ceremony | DG Anthony | Recognition Ceremony on a separate sheet, “Multiple Paul Harris Recognition Ceremony” |
| 8.45 | Introduce current President to give an overview of their year and show appreciation to their team | Chairperson | Rotarians and guests, I’d now like to call up the President of Maryborough Rotary during 2017-2018, Karen McCarthy to give a report of her year and thank her team. |
| 8.45 | Report by President and acknowledgement of team | President 2017-2018 |  |
| 9.00 | Introduce Dessert and play second musical item: Lean on Me | Chairperson | Thank you Past President Karen. Rotarians and guests, we’ll now move into Dessert before we have the Changeover event. In the meantime, let’s listen to a great message from International musicians, “Playing for Change” situated all over the world as they present, “Lean on Me” ***(Technician plays “Lean on Me”)*** |
| 9.00 | **DESSERT** |  |  |
| 9.35 | Introduce Changeover | Chairperson | I now call Karen back to the lectern along with President Elect Meryl for the Changeover ceremony |
| 9.35 | Changeover Ceremony including passing on of Charter, Changeover of Banner, Chain of Office, Dinner Badge and Pin, and Gift. Presenting the new President (6 mins) | President Karen and President Elect Meryl | Changeover Ceremony on Separate sheet “Club Changeover Ceremony” finish with, “I now present the President of Maryborough Rotary for 2018-2019, Meryl James” |
| 9.41 | Response by new President and Introduction of new team and presentation of lapel pins | President Meryl | President’s Response on Separate Sheet which includes Thanks to, and presentation of gift to PP Karen, then provide answers to Quotes quiz, an overview of main thrusts for coming year and introduction of new team for 2018-2019 and presenting them with lapel pins. |
| 10.05 | Closing Remarks and introduce musical item | President Meryl | Closing remarks by new President, thanking MC, people for attending and wishing them a safe trip home. Introduces Final song. |
| 10.10 | Be the Inspiration song | President Meryl | ***Technician plays “Be the Inspiration”***  Final farewell by new President. |

#### Induction of New President Ritual (BOA-2009)

* OUTGOING PRESIDENT.
* Rotarian (Incoming President), you have been chosen by your fellow Rotarians, to be president of our club for the 2019/20 Rotary year.
* Your appointment, which is the highest office the club can bestow, is recognition of your service to Rotary in general, and our Club in particular.
* You will be assuming duties, obligations and responsibilities, that will make constant demands on your thoughts, time and energy, but we are confident, that you will carry out your new task with the same zeal that has characterized all your previous service to Rotary, and during this year, you can be assured of the utmost co-operation from all members of our Club.
* The objects of Rotary, with its four avenues of service, will be your constant guide, and you will be sustained by the application of the four-way test in all your dealings, and have the fellowship and esteem of the members of the Club.
* Rotarian (Incoming President), I ask you to publicly acknowledge your willingness to accept these responsibilities and pledge yourself to the office of president of Maryborough Rotary.
* INCOMING PRESIDENT
* I, (Incoming President), acknowledge the demands of the office of President of Maryborough Rotary, and being aware of the responsibilities and the honour associated with this role, hereby pledge myself to the best of my abilities to:
* Devote my time and energies to the service of my club and its members.
* To direct my efforts towards the involvement of all members of the Club.
* Endeavour throughout my term of office, to contribute to the growth and progress of Rotary International and our Club in particular.
* And finally, that I shall discharge my responsibilities as President, to the benefit of Maryborough Rotary, and its members.
* OUTGOING PRESIDENT
* Rotarian (Incoming President), I present to you the three emblems of your office.
* The first and most valuable item within our Club, you are charged to hold and maintain, and care for, Maryborough Rotary Charter Certificate from Rotary international which our club obtained in 1952
* Second I present you with your Presidents’ pin, wear this with pride, for it not only marks you as a Rotarian, but also as a President of a Rotary Club.
* Third, I put about your shoulders the Presidents Collar, that proudly proclaims the names of Presidents who have preceded you into the office of President of Maryborough Rotary.
* Finally, I invite you to swap over the theme banner to the banner for your Rotary year (Incoming president changes over the banners)
* Members, distinguished guests and friends, it gives me great pleasure to present to you the President of Maryborough Rotary for 2018/19, (Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

### COMMUNICATIONS GUIDELINES

#### Procedure for Sending Communications to All Members

All emails, letters or other forms of communication directed to ALL members of the club need to be either distributed by the Club Secretary, or distributed with the Club Secretary's knowledge. Usually, communications will go via email using the Clubrunner program which is meant to have the up-to-date email addresses of all members. This procedure will ensure that all members receive the same communication, and that we avoid confusion through the duplication of emails.

Chairs and Directors may email their committee members directly if necessary.

### CLUB DIRECTORY GUIDELINES

#### CLUBRUNNER DIRECTORY AS AN APP (ADM-2019)

In earlier days, a list of members and their contact details was included in a paper bulletin published each week. When we moved to an email bulletin, the plan was to produce an annual paper directory - which we did - for one year, and it hasn't been updated since. Now, Clubrunner produces an app for both IOS and Android devices that provides all the information of a paper directory and more. Members are encouraged to download this app and enter their login details for Clubrunner and they will immediately be presented with a current full list of members, their phone contact details, their address, their email and more. What's more, they only need to click on the phone or email symbols and they can call or send messages to fellow members from their devices.

The app also gives access to our club and district websites, the current club bulletin, and other useful Rotary information.

### CLUB DOCUMENTATION

#### Form Letters & DOCUMENTATION Available On Website or from Secretary (ADM-2009)

* Blank Club Letterhead for current year (Word)
* New membership Proposal Form (PDF)
* Letter of Welcome for New Members (Word)
* Confirmation Letter for Guest Speakers (Word)
* Club Roles Handbook (Word)
* Glub Guidelines Handbook (Word)
* Club Annual Report
* Templates for Standing Committee meetings

### DISTRICT GOVERNOR VISIT

#### Presentations to the DG and Partner (BOA-2004)

* When the District Governor (DG) visits the club for their first official visit each year, it has been the club’s practice to present the District Governor with a club glass (or whatever token given to guest speakers) as well as a bottle of local wine or flowers and, if available, a copy of our Club History book or a History Book of Maryborough.
* We usually present the partner of the governor with a small token as well e.g. a spray of flowers or bottle of wine
* The club pays for the meals of the DG and partner.

#### Suggested Running Sheet for DG’s Club Meeting

6.30 Rotary theme slides on display.

6.25 Members asked to take their seats - if desired, some music video can play as this occurs

6.30 (Chair) Meeting called to order / Welcome (especially to DG and Partner)/ Rotary Thanks/ Toast to Rotary and the people of Australia/ Introduce the President

6.34 (President) Introduction of Visiting Rotarians and Guests of Rotarians/ Notice of Anniversaries/ Important Correspondence from District/ Board report if applicable

6.40 Toast to an international Rotary club

6.43 Chair introduces DG Partner to talk about their partner's project (if applicable)

6.49 Small Presentation to DG's partner

6.50 Committee reports

7.10 Address by DG, questions and presentation

7.35 Heads and Tails/ Fines/ Jokes

7.45 Drawing the “swindle”/ President gives review and thanks

7.50 Singing of National Anthem and Adjournment

### FELLOWSHIP DUTY GUIDELINES (ADM-2019)

* For each weekly meeting, three club members are rostered on Set Up Duty which includes setting up the meeting area for the meeting (see below), collecting money, and tending the bar, and then putting equipment away after the meeting.
* Members holding the following club roles are exempt from weekly Set Up duty: President, Secretary, Treasurer, Meeting Chair, Meeting Host, Set Up Coordinators and any member who is presenting the main talk for the evening. Obviously, members on leave will also be exempted.
* All other members are rostered on for duty based on an alphabetical list of surnames – three members at a time. The Bulletin editor is responsible for developing and monitoring the list of those on duty, but the Secretary should have access to the master list being used so they can add details to the weekly running sheet. The easiest way to do this is to place this document in a shared Dropbox or OneDrive folder. A copy should also be sent to the President. It is recommended that the list be kept in Excel 365 format for compatibility and easy pasting into other documents. It could actually form part of the Program sheet.

### HISTORY & RECORDS GUIDELINES

#### Explantion of Terms

1. In these guidelines, the term, “records” refers to documents currently or recently used by a Rotary group in the process of conducting its activities e.g. lists of members, minutes of meetings, important letters and receipts etc.
2. The term “history” refers to documents and items no longer in current use but which reflect periods in the story of the organization.

#### Preserving the Story of Clubs and Committees at the District Level

1. Since District 9780 itself will not manage records of clubs and committees, apart from keeping copies of commissioned history books, the main way the history of each club and committee will be preserved at a district level is through reports to the District 9780 Board. Assistant Governors, Clubs and Committees are therefore encouraged to ensure that significant events, milestones and achievements are faithfully recorded in their reports to the District 9780 Board.

#### Promotion of the Preservation of History and Records in Maryborough Rotary

1. Maryborough Rotary undertakes to select, and preserve as best it can within space and financial restraints the history and records generated by the activities of its executive group and members.

#### Management Of Maryborough Rotary History & Records - Who Is Responsible

***Responsibilities***

1. Maryborough Rotary Executive will be responsible for managing Maryborough Rotary History and Records and for updating the “Maryborough Rotary History & Records Guidelines”.
2. The Board will decide the current Storage Guidelines - i.e. deciding a suitable location for the storage of History and Records.
3. The Board is ultimately responsible for deciding the items to include in Maryborough Rotary History and Records Archive - the “Acquisition Guidelines”.
4. Maryborough Rotary Board will determine the “Access Guidelines” - i.e. which physical and digital history records may currently be made freely available to the general public, which records will only be available to members and which items can only be accessed through application to a History and Records Officer.
5. Maryborough Rotary Board will also determine the current methods used to make digital records available to the public and members.

***Appointment of H&R Officer***

1. By **January 1st** each year, the incoming Club President will select, or confirm one or two existing History and Records Officer (s) (H&RO) to manage the preservation of Maryborough Rotary records and ensure items are recorded in Maryborough Rotary History & Records Database.

***Role of Maryborough Rotary H&R Officer(s)***

***Tenure Details***

* Three years or by mutual agreement with the incoming Club President

***Objectives***

* Manage the addition, storage and recording of Maryborough Rotary History & Records items (separate officers might handle physical or digital items)
* Manage the access of others to Maryborough Rotary Records

***Specific Responsibilities***

* Ensure that history and records items are added to Maryborough Rotary archives as they become available
* Ensure that all added items are stored according to Maryborough Rotary Storage Principles
* Manage the storage of physical items i.e. arrange for them to be stored in a secure location that is made known to Maryborough Rotary Board.
* Monitor the ongoing storage of digital items on Maryborough Rotary digital network (computers under the control of the Club President, Maryborough Rotary Secretary and Maryborough Rotary History & Records officer)
* Manage the online availability of selected Maryborough Rotary History & Records items - in conjunction with Maryborough Rotary Web Master
* Ensure that Maryborough Rotary History & Records Database is updated as items are added
* Look after Maryborough Rotary History & Records Database file and ensure it is regularly backed up in at least 2 physical locations
* Make arrangements for others to access Maryborough Rotary records according to Maryborough Rotary Access Principles
* Provide a report to Maryborough Rotary Board from time to time on the progress of managing Maryborough Rotary records.
* Provide training for Rotarians on the acquisition, storage and maintenance of Maryborough Rotary History and Records.

#### Acquisition Guidelines - What to Keep

***Acquisition Principles***

1. Given that the acquisition and maintenance of History and Records archives is a time consuming, space consuming and potentially costly process, only items that meet at least one of the following criteria will be preserved in Maryborough Rotary Archives:

* Items that are required to be kept for Maryborough Rotary legal or financial purposes
* Items that have important historic, aesthetic, social, administrative or other value for Maryborough Rotary
* Items that may be valuable to future historical researchers writing histories about Maryborough Rotary
* Items that may be suitable for, and in good enough condition for promotion, use or display during future historic and celebratory occasions held by Maryborough Rotary e.g. letters, photographs, radio interviews, programs of important events, annual reports etc.

1. In addition, every item preserved should …

* Be in a format that can be readily accessed in the future (e.g. data in currently obsolete computer formats will not be much use)
* Fit in the available storage facilities
* Be able to be stored and preserved without significant cost in facilities, power and time.
* Be already owned by Maryborough Rotary or freely donated to Maryborough Rotary without any conditions as to their preservation or disposal
* Be one of no more than two copies of any particular, identical item

***Acquisition Checklist***

1. This set of questions from the booklet, “Keep it for the Future” (2007) may assist History & Records Officers to determine the items that should be preserved:

* Do the records fit with the acquisition principles?
* Will the organization or person who created the records wish to use them again?
* Do the records need to be retained to meet legal or financial obligations (if so, for how long?)
* Do the records have important historic, aesthetic, social, administrative or other value?
* Would historical researchers or genealogists find the record useful?
* Would the records be useful for promotion, display or publication etc.? How many items could reasonably be displayed for each event?
* Would the records be more appropriately held in other archives?
* Do the records relate to any other materials already in the archives? Should they be stored with these items?
* Have donor instructions about what to do with records that are not acquired been complied with? Are such records to be returned or destroyed?

***Maintaining Current Records and Transfer to Digital Archives***

1. Records and documents relating to the current Rotary year are stored in physical and digital storage systems of Maryborough Rotary officers e.g. in their own filing cabinets and computers whilst being used. After use, or once they are tabled at Maryborough Rotary Board meeting, archival items will, where possible, be converted into the appropriate digital archive format (see below) and copies will be transferred to Maryborough Rotary digital storage devices by, or in liaison with Maryborough Rotary History and Records officer. Physical items that cannot be easily converted into digital format will be transferred to Physical archives.

***Suggested Physical History Items to Keep***

1. Where storage facilities are available, the following items are typical of those that meet one or more of the acquisition principles listed above and could be kept in physical format. Once storage facilities for physical items are exhausted, priority will be given to items that cannot easily be converted into digital format. Items that can be transferred into digital format will be progressively transferred to Maryborough Rotary digital storage devices as time permits - using the process explained below. This list is NOT comprehensive. Other suggested items may be added as these guidelines are updated.

* Receipts and financial statements relating to the work of Maryborough Rotary Board and the Club President not already in digital format in at least 3 different locations (required for legal purposes)
* Copies of significant correspondence in the history of Maryborough Rotary (if not in digital format)
* Original copies of handwritten minute books from past years
* Two copies of every printed Maryborough Rotary annual report not already in digital format
* Two copies of every Maryborough Rotary Directory (unless in Digital format)
* Original copies of commissioned books or booklets written about Maryborough Rotary History
* Early representative Photographs of significant Maryborough Rotary events (if not already transferred into digital format)

***Suggested Digital History Items to Keep***

1. Unless they are already stored there, these items will be transferred to Maryborough Rotary digital storage devices as soon as they have been tabled at a Board meeting, or have been updated in accordance with Club guidelines. This list is NOT comprehensive. Other suggested items may be added as these guidelines are updated.

* Maryborough Rotary History & Records Guidelines (Word 2000 format)
* Maryborough Rotary Youth Protection Policy (PDF Format)
* Maryborough Rotary History & Records Database (Excel 2000 format)
* Maryborough Rotary Planning Guide for Effective Rotary Clubs
* Minutes of all Maryborough Rotary Board Meetings (to provide the basis of a history of Maryborough Rotary) (PDF Format)
* Reports tabled at the Board meeting unless they are fully covered in Minutes (to provide the basis of a history of Maryborough Rotary) (PDF Format)
* Significant Maryborough Rotary correspondence items (relating to key decisions or historical occasions) (PDF Format)
* Digital copies of all Maryborough Rotary Bulletins or Newsletters
* Digital copies of Maryborough Rotary Annual Reports (PDF Format)
* Invitations and Programs of Maryborough Rotary events (PDF Format)
* Significant Radio interviews with Maryborough Rotary Leaders (MP3 format)
* Selected, representative photographs of important Maryborough Rotary events (PDF or JPEG Format)
* Each annual copy of Maryborough Rotary Directory (PDF Format)
* Templates used for all Maryborough Rotary events and publications (Word 2000 or Excel 2000)
* Text of significant speeches given by the Club President (PDF Format)
* Short, edited, digital copies of significant videos in the history of Maryborough Rotary - as would be used in a TV news broadcast (MP4/ h264 format)

#### Storage Guidelines - How to Keep It

***Storage of Physical Items***

1. Physical items will be:

* Contained in some kind of protective cover appropriate to the item (See document available on the District Web Site: “Current Good Practice for Storage of Physical History Archives”)
* Clearly labelled on the cover with a unique accession number, the date it is processed and a description of the contents (unless obvious). Where the item has been donated by someone, the name of the donor needs to be included as well e.g. Item 1243\_2012-09-21\_DVD of Photos from 2011\_Donated by PP Brian Jones
* Placed in an appropriate, inexpensive, portable storage container such as a sturdy cardboard box or plastic storage container that can be securely closed to prevent the accumulation of dust on items.
* Stored in a secure and protective environment that helps to preserve the item for the future. Currently, physical items are stored in the lockable shed of:

Name at Address, City, State, Postcode, Telephone number.

* Recorded in Maryborough Rotary History & Records Database (See Below)

***Storage of Digital Items***

1. Copies of all Maryborough Rotary digital items will be stored on computer systems in at least two different physical locations - e.g. on a cloud based system like Clubrunner or Dropbox, and on one or two hard drives at the homes of either the current Club President, or Secretary or the home of Maryborough Rotary History & Records Officer. This set-up is referred to as Maryborough Rotary Digital Network.
2. The hard drives will be synchronized across the Internet using some cloud based system like Clubrunner or “Dropbox” so that the same files can always be found at any of the digital locations. Due to their size, video, audio and large image files will not be synchronized across the internet. These files will be stored in clearly labelled separate folders on the external hard drives i.e. not in the Dropbox folder.
3. The selected service will have the facility to make some folders of information available to members, and others will only be available to Maryborough Rotary leaders.
4. Hard drives will be periodically replaced to maintain reliability.
5. As storage techniques evolve, data will be transferred to the latest, most cost-effective storage systems.
6. Maryborough Rotary History and Records Officer will manage the storage of History and Records on Maryborough Rotary Digital Network. Other people may physically add items e.g. the Secretary, but the History and Records officer needs to be made aware of the addition so that entries can be made in Maryborough Rotary History and Records Database.
7. Digital items still in current use will be kept in their current format. Items that are kept for historical purposes (and won’t be changed) will be converted to the currently recommended digital formats.

***Currently Recommended Digital Formats***

1. Documents and photographs are to be stored as searchable PDF documents at approximately 200 - 300 DPI (dots per inch). Photographs could also be stored in JPEG format.
2. Audio items are to be stored in MP3 format at 128 kBit (kilobytes)
3. Video items are to be be stored in MP4 (h264) format at 352 x 240 (Normal to High Quality - 400 to 600 kilobytes per second)

***Recording Items in Maryborough Rotary History & Records Database***

1. A list of Maryborough Rotary History & Records is kept on a Microsoft Excel Spreadsheet titled, “Maryborough Rotary History & Records Database” housed on Maryborough Rotary Digital Network.
2. Items will be added under the guidance of the History and Records officer.
3. Current Database headings:

* **Number** - A unique number for each item or single group of items in the archive. This matches the accession number on the item
* **Date Added** - The date when the item is added to the collection e.g. 2012-09-21. Using this date format will enable items to be sorted by their date of processing.
* **Description** - A short description of the item e.g. “2011\_DVD of Photos” or “2001\_Annual Report” or “1953\_Minute Book (Handwritten)” or “1947\_Newspaper Clipping\_Horsham Times\_Opening of Playground”. Using the date first will enable items to be sorted by their year of original use.
* **Location** - Where the item can be found in the archive e.g. “Archive Room\_Metal Cupboard 3\_Shelf 2” or “Archive Storage Chest 02\_Box 12”
* **Donated** - Where applicable, the name of the donor

1. The file will be clearly labelled and dated E.g. “Maryborough Rotary History & Records Database\_21-08-2012”

#### Access Guidelines - How to View It

***Physical Items***

1. Physical items in the Archive may only be directly accessed by Maryborough Rotary History and Records Officers who may loan items to Maryborough Rotary members or historians for research or display purposes.
2. Before an item is passed out for loan, instructions may be given as to the safe handling of the loaned objects.
3. All items passed out for loan will be recorded in a borrowing log so Maryborough Rotary knows the current location of all items in the Archive. The log will include columns for a **description** of the item, the **date the item is borrowed**, the **name and contact details** of the borrower, and the **date the item is returned**.

***Digital Items***

1. Selected digital items will be available from the shared Maryborough Rotary (Dropbox or other cloud service to be advised) folder and may be accessed by those invited to have access by either the Club President, Secretary or H&R Officer. Selected items will also be accessible from Maryborough Rotary website at (web address inserted here)

#### Training Guidelines

1. The incumbent History and Records Officer(s)” will be responsible for arranging training of incoming officers in the management of Maryborough Rotary History and Records.

### HISTORY & ARCHIVES GUIDELINES

#### Keeping History & Records (ADM-2006)

* The Club intends to keep records of membership, officials and member’s honors indefinitely
* The club also intends to keep records of important club documents – as determined by the Board
* Records will be kept in the safe keeping of the Club History and Records Officer

#### Format of Records (ADM)

* These guidelines are yet to be ratified by the Board
* Where possible, paper records should be progressively transferred to digital format such as pdf files stored on optical discs such s CDs or DVDs or stored on an on-line database.
* Ideally, two copies of these records should be kept in two different physical locations
* The Club History and Records officer will coordinate the transfer to digital as time permits
* All new records of meetings, documents and photographs should be kept in digital format

### MEETINGS (WEEKLY)

#### Standing Agenda Items For Weekly Rotary Meetings (ADM-2019)

6.15 Rotary theme slides on display.

6.25 Members asked to take their seats - if desired, some music video can play as this occurs

6.30 (Chair) Meeting called to order / Welcome/ Rotary Thanks/ Toast to Rotary and the people of Australia/ Introduce the President

6.34 (President) Introduction of Visiting Rotarians and Guests of Rotarians/ Notice of Anniversaries/ Important Correspondence from District/ Board report if applicable

6.40 Toast to an international Rotary club

6.43 3 minute talk from one member e.g. on state of their vocation

6.47 INK Spot (Member education series)

6.50 Committee reports

7.10 Address or other program feature with questions

7.35 Heads and Tails/ Fines/ Jokes

7.45 Drawing the “swindle”/ President gives review and thanks

7.50 Singing of National Anthem and Adjournment

#### Ideas For Club Fine Sessions (ADM-2006)

The use of good humour can add greatly to an effective fine session

Topics should ideally be related to Rotary or Vocation issues but other issues can be added for “fun”

Traditional fines include anniversaries, birthdays, latecomers, those not wearing their name tag and those without badges, those not wearing a tie

* Extensive Travelling Fine, “tax” for those who have left the country
* Fines related to current sports or news items e.g. if Australian Cricketers won – fine all cricketers or all Australians; if a football team won – fine all those who barrack for the team
* Celebrity fines e.g. Being quoted or photographed in the local press
* Ignorance fine e.g. Not having read the bulletin or not noticing something in the bulletin, those who haven’t visited the club web site
* Random fines e.g. spin a wheel, or toss coins to ‘select” a group for a fine, an unlucky seat prize – e.g. all those sitting next to Paul Harris Fellows or past presidents – maybe include a lucky seat prize as well with a prize
* Mobile phone tax – all those who have used their mobile today, all those who have used their phone in public places
* Ask a funny or Rotary related trivia question and give two possible answers – fine those who get it wrong OR right OR Say, “Those who think a (something) is a (explanation), please stand up – WRONG – pay a fine!
* The unlucky color fine – fine those wearing “green” or NOT wearing “green” on St Patrick’s day
* The unlucky letter – fine those whose name starts with a certain letter OR whose name contains a certain letter
* An alcohol tax – fine those who’ve drunk more than two standard drinks tonight
* Foul mouth tax – those who’ve sworn today – even under their breath
* Current national news items e.g. if farmers in news, fine all farmers
* Haven’t listened to Goldfields FM this week
* Those who hold shares – causing share market fluctuations
* Those who haven’t fitted a water saving shower
* Those who presented a fifty dollar note at the money collection table
* All those connected in any conceivable way to the special days of the previous or coming week e.g. environment day – break such a day up into separate fines e.g. all those who haven’t either recycled this week or used tank water etc.

#### Ideas For Different Club Meetings

* “Team Games Night” – Members divided into teams of 5 or 6; have five rounds of activities e.g. Pictionary draw (using some cards from the game), Movie Trivia, “Taboo” (using some cards from the Taboo game – talk about a subject for two minutes without using taboo words), General Knowledge Trivia, Rotary Information Trivia.

#### Prizes and Presentations At Club Meetings (ADM-2018)

* ***Heads and Tails***: Bottle of (inexpensive) Wine
* ***“Swindle”***: Jackpot money prize if successful or a consolation prize of a “Scratchie”
* ***Guest Speaker***: Portable Rotary Charging Device

#### Notifications of Absences (ADM-2007)

* Notice of intending absence from a club meeting needs to be given to the Attendance Officer by noon on Wednesday. Caterers make their catering plans based on these numbers
* Members who fail to provide such notification should offer to pay the cost of the meal at the next meeting if the club has had to pay the caterers.

### PROGRAM OF THE CLUB GUIDELINES

#### Recommended CHECKLIST for Program Events

*These recommendations provide a guide to the Program Coordinator and Administration Committee in developing the annual program, but it is not prescriptive*.

* Ideally, there shouldn’t be more than one meeting away from the usual club meeting area at a time – so we don’t go two or more weeks without being able to conduct business with, and provide reminders to members.
* Special Annual Club Events held in place of weekly meetings: e.g. Changeover Dinner (June), Vocational Scholarship (Sep/Oct), Pride of Workmanship Awards (April), Visit By District Governor (Whenever) etc. should be placed on the Program calendar first
* Meetings celebrating special Rotary events should be included on or close to their dates e.g. Rotary’s birthday (February 23rd), Polio Day (October 24th), Hat Day (October 7th), Paul Harris's Birthday etc.
* Ideally, some celebration of each Rotary month should occur at sometime during the related month e.g. Membership month, Vocational Service month etc.
* A recess of two meetings for the Christmas/New Year break (December/January) should be included. This usually occurs on the **Thursday before Christmas, and the Thursday after Christmas**.
* An informal Barbeque or Picnic gathering is usually planned for the first meeting after the recess (in early January)
* A Fun event e.g. Croquet/ Pool/ Golf/ etc. is usually planned for the 2nd week in January - depending on the number of Thursdays in January
* If there are 5 Thursdays in January, the first meeting at the club for the new year is usually the 3rd meeting in January. If there are only 4 Thursdays,, this first meeting at the clubrooms would be on the 2nd Thursday in place of the Fun event.
* A Vocational Visit can be planned for the following Thursday (either the 3rd or 4th Thursday) –it needs to be after a meeting at the club where most members are present so proper arrangements can be made.
* Governance and service committee meetings are planned for the last Thursday of each month. Service meetings at 6.00pm and Governance meetings around 6.50pm (during the meal)
* A partner’s night with a suitable guest speaker or event is to be held approximately every six weeks
* A visit to and /or with other Rotary clubs at least once per Rotary year – currently, the four Group Seven clubs each host a meeting once a year for the other three clubs so at least one meeting per year will be a joint meeting at Maryborough. Our club could decide to visit other clubs in place of our regular meeting once or twice a year.
* A “fun” external event such as a visit to some interesting location for a meal, talk and/or tour once every twelve weeks e.g. visit to a local restaurant or club, a progressive dinner etc. (at least 4 times a year)
* Visiting Guest Speakers two or three times a month such as Rotarians from other clubs with interesting Rotary experiences, sporting celebrities, local celebrities, writers, members of other service or community clubs, coordinators of special public events, individuals associated with current affairs such as astronomers talking about viewing “Mars”, local government members talking about current infrastructure projects etc.
* Personal history talks from new club members should be planned once they settle in to the club. Short, 3 minute vocational talks on some aspect of each member’s work life are planned as part of our current meetings
* “Fun” events at the club such as trivia quizzes (including Rotary questions), debates or “hands on” activities can be programmed for four times a year
* Talks by exchange students or young people who have been to RYLA, RYPEN or Science Forums soon after these events have occurred.
* Extended Rotary Education talks (longer than a three-minute talk) on Rotary issues related to the special Rotary Months or Projects being pursued by one of our committees – every month
* The program can be supplemented with “3 minute talks” (“Ink Spots”) by our own members on information Rotarians need to know e.g. best practice, history, protocols etc.
* Information nights on Risk Management, Rotary Foundation Giving, Membership promotion etc. need to be included at appropriate times during the Rotary year

### RISK MANAGEMENT GUIDELINES

#### Risk Management Forms (ADM-2007)

* As part of our Insurance Requirements a Risk assessment needs to be conducted for every activity arranged by the club
* Every activity will have a designated coordinator who has the responsibility of obtaining the risk assessment form before each event, completing it and returning it to the Risk Management officer as soon as possible after the event. The designated coordinator will usually be the coordinator of the project being conducted or someone appointed by the Director of the Standing Committee responsible for the activity.
* The Risk Management process also involves the compilation of an accurate, dated, attendance sheet

#### Attendance Records Kept at Every Event (ADM-2008)

* As part of our insurance requirements, records need to be kept of attendances at every club event.
* Attendances will usually be attached to the Risk Management Check List
* Attendance lists need to be handed to the Club Records officer as soon as possible after the event
* Each event will have a coordinator known on the Clubrunner site as the “captain”
* Captains are responsible for ensuring that the attendance records are taken and handed in.
* After each event, the Club Records officer may record hours on the Rotary International Web site.

#### Using the Web Site to Volunteer for Events

* Coordinators or event “captains” are encouraged to use the Clubrunner website as a way of recording lists of attendees at a club event. See the Web administrator for a demo.
* The web site list provides members with a way of volunteering online and provides the necessary list for insurance purposes
* Members can log on with their details at any time – they don’t have to wait for meetings
* The system also provides automatic records of what members have done.

#### DUTY LIMITS FOR MEMBERS

##### Safety Guidelines for Marquee Erection (COM-2007)

* ***Small Marquee*** – Minimum of six people required for erection and six required for dismantling
* ***Large Marquee*** – Minimum of twelve people required for erection and 12 people required for dismantling

##### Guidelines for Barbeque catering (COM-2007)

* Minimum of four people on at one time (one cooking, one serving, one collecting money one available to get things)
* Each person on duty for a maximum of two to three hours at a time as a general rule
* At least one person on duty needs to have a food-handler’s certificate or training

### ROLES & GUIDELINES BOOKLETS

#### MAINTENANCE OF THE GUIDELINES BOOKLET (ADM-2018)

* The Club Planning Committee will be responsible for maintaining this document (one person, at least, needs to be designated to actually do the authoring or updating)
* A member of the Planning Committee needs to be on the Board so they can be aware of changes made to policies, guidelines and traditions and pass them on to the author

#### MAINTENANCE OF THE ROLES BOOKLET (ADM-2018)

* The Club Planning Committee will be responsible for maintaining this document (one person, at least, needs to be designated to actually do the authoring or updating)
* A member of the Planning Committee needs to be on the Board so they can be aware of changes made to policies, guidelines and traditions and pass them on to the author

### SET UP/DUTY FOR MEETINGS GUIDELINES (ADM-2014)

#### PHYSICAL SET UP BY "SET UP TEAM"

* A permanent team (confirmed each year) of 2-3 set up people do the actual setting up of the meeting room for each meeting. This team is separate from the "Duty team" (see below)
* The set up team needs to starts work at 5.30PM before each meeting so that the room is ready when people arrive around 6pm
* Equipment is located in the Havilah store room– one member of the set up team will have a key to this room, but the staff on duty will be able to let members into the room.
* Dinner tables will already be set up by Havilah staff.
* The ***Club charter*** is kept permanently on or above the piano left of the entrance.
* ***Rotary wheel cloth banner*** is hooked onto the wall at the southern end of the room (now permanently on display)
* ***4 Way Test banner*** is also hooked onto the wall at the southern end. (Now permanently on display)
* The ***money collection table*** is set up opposite the entrance door to the room at the northern end of the room.
* The ***Name tags case*** is placed on the ***money collection table***. Havilah staff will provide meal tokens to also be placed on this table.
* ***National and State flags*** are placed on their stand in the left hand corner at the southern end. (Australian Flag on left)
* One or two pull up banners are placed in the corners at the southern end of the room.
* The mobile ***Rostrum*** is placed just to the right of the television at the southern end of the room - between the two lines of tables.
* ***The small Rotary lectern and bell*** is placed onto the rostrum; the ***current year Rotary theme banner*** is hooked onto the lectern at the front
* The ***microphone (found in the rostrum)*** is placed onto the small microphone stand on the rostrum beside the lectern.
* ***President’s collar*** – stored in the rostrum is placed on the President’s table (or the President might keep it from week to week)
* ***PA system*** is in two parts – the ***small amplifier*** with transmitting device is placed on a chair or small table to the left of the television and plugged into the power socket under the television table. The ***loud speaker on a stand*** which also has a Microphone transmitting device on top is plugged into the power socket near the courtyard door halfway between the two rooms. Both of the devices are switched on with the power button at the front and a light indicated they're on.
* A plastic ***container for spare change***, and the ***"swindle" money tin*** containing ***raffle tickets*** are placed on the front right table ready to be passed around during the meeting.
* ***Two jars for fines***, the ***"swindle" pack of cards,*** and a "***scratchie***" ticket are placed on the rostrum table
* A ***bottle of wine*** for "heads and tails" is placed on the table under the television
* ***Attendance sheet*** – on money collection table
* A ***gift for the speaker*** is also placed on the table under the television (the president or secretary may have these)

#### THE "DUTY TEAM" - SEPARATE FROM THE SET UP TEAM

* Three Rotarians are rostered for duty each night with one being dropped from the list and another being added each week. This means each Rotarian is rostered "on" for three weeks, but there will be a change in the team each week. In addition, the ***Bar manager*** looks after the bar.
* All three Duty Rotarians are expected to be on duty at 5.55pm.
* A rostered member is responsible for finding a replacement member if they plan to be absent from the meeting

#### PROCEDURE

* ***Two Money collectors*** then collect money for dinner. ($22.00 from the 2019-20 Rotary year) Write the actual amount collected beside each name on the attendance sheet – not just a tick. Also record names of visitors on the attendance sheet. The third member of the team greets members and guests and ensures that visitors are looked after. The "Meeting Host" (a permanent role) will assist.
* ***Bar manager*** obtains drinks from the storage Refrigerator and brings the bar money tin before Rotarians arrive.
* Bar manager ensures that current prices of drinks are displayed for members
* After all members have arrived, money collectors check money against receipts and hand the money to the treasurer
* At the end of the meeting, the duty team will be responsible for packing equipment away in the club storeroom. The club charter, 4 way test banner and club banner may be left in the meeting room. Ensure the storeroom cupboard is locked (one of the set up team will have the key)
* After the meeting, the Bar manager returns unused drinks, collects the Bar money tin and keeps it safe.

### BAR MANAGEMENT

* For meetings with normal attendance expectations, the following quantities of drinks need to be available

|  |  |  |  |
| --- | --- | --- | --- |
| **Drink Type** | **Suggested Brands** | **Quantity** | **Extra amounts for Ladies & Special Nights** |
| Red Wine | Screw top cheap | 4 bottles | 2 extra bottles |
| White Wine | Screw top cheap | 4 bottles | 2 extra bottles |
| Spirits | Scotch & Cola | 6 cans | 6 extra |
| Spirits | Scotch & Dry | 6 cans | 6 extra |
| Standard B/eer | VB Cans | 12 cans | 12 extra |
| Other Beer | Blonde | 12 Cans | 12 Extra |
| Light Beer | Cascade Light | 24 cans | 12 extra |
| Cider | Any | 6 Bottles | 6 extra bottles |
| Standard Coke | Coke | 6 cans | 6 extra cans |
| Diet Coke | Diet or Zero | 6 cans | 6 extra cans |
| Lemonade | Any | 6 cans | 6 extra cans |
| Lemon Squash | Any | 6 cans | 6 extra cans |
| Chips | Large Bags | 2 bags | 1 Extra bag |
| Plastic Glasses | Wine glass type | 20 | Extra 30 |

#### Current Prices For Bar

|  |  |
| --- | --- |
| **Prices of Drinks at at July 1st 2009** | |
| Red & White Wine | $3.00 Per Glass |
| Scotch & Cola or Dry | $5.00 Per Can |
| Heavy Beers | $3.00 Per Can |
| Light Beers | $2.50 Per Can |
| Cider | $3.00 Per Bottle |
| Soft Drink | $2.00 Per Can |

## FUNDRAISING

### FUND RAISING GUIDELINES

#### Our CLUB Approach To FundRaising (FUN-2019)

* Funds may be raised by both individual standing committees e.g. Youth, International etc. as well as by our special Fundraising committee
* All funds raised will go into the Fundraising account from where they will be distributed to designated projects. The Fundraising account is always to be kept separate from the General account.
* Where appropriate, committees will determine the suggested focus for funds raised by each fund raising activity they suggest, and make that proposal to the Board for approval. If no focus is suggested, funds will simply stay in the Fundraising account until required.
* We encourage committees to use a focus for funds as part of their advertising for each particular fund raising activity so patrons know where their money is being spent.
* When promoting a fund raising activity, the official club rubrik is that funds are "going towards" a particular "group of projects" e.g. "Funds for the Oaks Day dinner are going towards our collection of Youth projects such as NYSF, Defy the Drift etc."
* If a particular fund raising activity raises more than is required for a particular focus, the excess funds will stay in the Fundraising account. If insufficient funds are raised for a committed project, the additional funds will come from the reserves in the Fundraising account.
* The Board may determine that funds from certain fundraising activities may be transferred to the General account to cover necessary club running expenses. These would typically be fundraising activities where patrons are less likely to query what the money is being used for e.g. Swapmeet duty or the Energy Breakthrough Barbeque.
* Every fundraising activity must have at least two people who are committed to running with it. One may be the main organizer, but the other person needs to be able to stand in and help, or even take over whenever required. Proposed fundraisers without the team of two (or more) should postpone their activity until such support is available. Whilst this pair does the initial preparation, it should not be assumed that they run the whole event. Every club fundraiser should be viewed as a whole club commitment.
* To ensure this, before our club Board commits to a fundraising activity, the organizing group should present the proposed event and date to club members so that sufficient support and commitment can be garnered. If there is insufficient commitment to an activity on a particular day, the activity should be rescheduled or abandoned for the current year.
* The specific proposals for all fundraising activities need to be presented to the Board through one of the club standing committees, and Board approval is required before it can proceed past the initial planning stages.
* In making its decision, the Board members need to satisfy themselves that the fundraiser is financially viable as an activity (see policy below), that the cause fits with our club vision, that the proposed date is viable and doesn't clash with other club activities, and that sufficient members have pledged support for the proposed date. They might also consider whether a District grant could be leveraged to obtain even more funds.

### FINANCIAL VIABILITY OF EVENTS

#### Aim To Cover Costs Through Expected Income

* When organizing an event, coordinators are urged to attempt to make a budget of all expected costs and attempt to predict a realistic paying attendance to the event. The cost of the event should be based on a figure that will at least cover costs if the realistic attendance numbers occur.
* There will be occasions when the Board may well accept a budget for a small loss because an event is seen to be important for promotion purposes, and attendance costs may be kept down to maximize numbers.

## MEMBERSHIP

### DEATHS OF MEMBERS OF THE ROTARY FAMILY

#### Response to the Passing of Members of the Rotary Family (MEM-2018)

When a Rotary member, an immediate relative of a Rotary member or a past member passes away, the club’s response shall typically be to:

* Email or notify all members of the sad loss and indicate the time of the funeral if known
* Place a memorial notice in the paper on behalf of members – if the deceased has been a Rotary member, the notice should be headed with the current Rotary logo (after being checked by the Public Image Chair if there is any query over the correct image). The account is to be sent to the Club via the Secretary.
* The memorial notice can be anything appropriate e.g. “Members of Maryborough Rotary extend their deepest sympathies to the family of (Rotarian’s name or relative) – (description of role in the club). (Name) will be sadly missed by us all.”
* Provide a wreath or sheaf of flowers at the funeral
* This process may be initiated by the Club President, the Club Secretary or the Club Welfare Officer - whoever thinks of it first, but all three should be included in the planning
* The same response will apply to immediate relatives of important Rotary district representatives

### HONORARY MEMBERSHIP

#### When Honorary Memberships are Considered

* Honorary memberships may be given to any member of the club at any time although the official Rotary line is that they are only given in exceptional circumstances and for “distinguished and meritorious service in the furtherance of Rotary ideals”.
* Our club routine is to only consider granting honorary membership when a member indicates their desire to retire from active service or to significantly reduce their level of service

#### Suggested Procedure For Honorary Memberships

* The member and his partner would be invited to a meeting of the club – preferably a special one such as the Changeover Dinner or the District Governor’s visit. The club will pay for the meals of the member and his partner on this night.
* An “Honorary Member” certificate shall be presented to the member by a Rotary Governor or Assistant Governor

### MEMBERSHIP\_ADDING NEW MEMBERS PROCEDURE (MEM-2019)

* If a Rotary member is reasonably confident that that a prospective member qualifies for Rotary, has the interest in joining and has the time and means to be a Rotarian, he/she downloads a membership proposal form from our club website or obtains one from the Membership Director, Secretary or other member of the Membership committee.
* The Rotarian completes part one of the form and then hands it to the Membership Director
* The Membership Director then works with the "Classification team" to allocate a proposed classification to the proposed member – this proposed classification is circulated to members of the membership asking members to respond in 2 days if they have concerns.
* If there are no concerns re. classification, the Director signs the membership proposal and emails it to the Club secretary
* The Club secretary circulates the details of the proposed member to Board members via email and states that an "objection slip" will be passed around at the next available club meeting unless an objection is lodged with the Secretary/ membership director beforehand.
* Assuming there are no concerns, the Club Secretary prepares slips for the next available Club meeting seeking objections to the proposed member in writing to the Club Secretary within seven days
* If the Club Secretary has received no objections within seven days, he/she notifies the Membership Director to proceed with a ***letter of introduction***
* The Membership Director then sends a pro forma letter of Introduction to the proposed member indicating that the club would welcome them as a member and inviting them to the next appropriate meeting and also indicating that if they are interested in membership, a couple of Rotarians will plan to meet with them soon.
* If an objection has been filed, this will be raised and voted on at the next Board meeting – if the Board upholds the objection, the membership proposal will lapse and the membership Director will inform the proposer of the result. If the Board dismisses the objection, the objector will be notified of the result by the Secretary and the membership Director will proceed with the letter of Introduction.
* After the letter of introduction, the Membership Committee will arrange a meeting with the proposed member involving one member of the membership committee and the proposer. This meeting will explain the basics of Rotary and a member’s obligations to the proposed member. If appropriate, the proposed member will be asked to sign the membership proposal form indicating their acceptance of membership.
* Once the proposed member has accepted, the Membership Director will immediately notify the Club Secretary who will order a Dinner badge and Rotary pin, and if necessary, any other member induction materials. Plans will also be made with the Program Coordinator for a suitable night for Induction as soon as possible.
* The Membership director will coordinate the Induction program to take place as soon as possible.
* The Membership Director shall also arrange for the appointment of a mentor for the proposed member – to be available from the night of induction.
* The Membership Director shall then pass on the member’s details to the Records officer so details can be recorded once induction occurs. The Records officer will also be able to seek any information that is missing e.g. email addresses etc.
* Plans will also be made for a further training event for the new member to explain other aspects of club membership – this might be coordinated with other training events run by the club.
* As soon as Induction occurs, the Records Officer will inform Rotary International of the new member and add their details to our Clubrunner site.

#### SUGGESTED MEETING AGENDA FOR PROPOSED NEW MEMBER (MEM-2018)

* Introduction - ***We understand you might be interested in joining our club, and this meeting is to ensure you are familiar with what Rotary is on about, how it works, and the particular procedures of our club - and most importantly to give you a chance to ask any questions***
* Presentation of folder - ***Here is a package of general information about Rotary and its programs that should give you a good overview of the organization - browse through it at your leisure and feel free to ask any questions in the future***
* How and Why Rotary Started/ How it grew/ Current Size - ***How much do you know about the beginnings of Rotary?***
* Aims & Purpose & Values - ***Do you feel like you have a reasonable understanding of the aims and purpose of Rotary?*** (If necessary, expand on Object of Rotary, Strategic Plan of Rotary International, Motto, Club Vision and Mission, 4 Way Test, Rotary Code of Conduct)
* International, Zone, District Structure - ***Are you aware of how our club fits in with the wider family of Rotary?***
* Rotary Foundation - ***Are you familiar with the Rotary Foundation, how it relates to Rotary and its major work*** (e.g. Polio Plus)
* Benefits of Membership/ Opportunities - ***What do you see as the benefits of Rotary membership?*** (e.g. Making a difference to others lives, developing personal skills e.g. public speaking, project management, event planning, networking with other professionals, making international connections)
* What is special about our club - ***Do you know much about our club history, how our club operates and its particular focusses?*** (Chartered in 1952, Weekly meetings as "Guest speaker and report" meetings - not usually for business, Committee meetings monthly for business (Service and Governance committees explanation) Board meetings open to members as observers, Family Violence program a main thrust, other major projects of the club e.g. Energy Breakthrough, Bike Rides, Youth programs, BBQs, Social Events and Fun events, Weekly communication through emailed Bulletin)
* Learning Opportunities for members - ***Are you aware of the various learning opportunities available in Rotary?*** (Ink spots in our club, Periodic Fire-side chats about Rotary, Rotary Leadership Institute, District Conference, International Conventions)
* Participation Expectations - ***Are you aware of the Participation expectations of the club?***(Officially 50% attendance at Weekly meetings or projects, but we respect members to determine their own level of commitment.)
* How you could become engaged - ***Do you have any particular ways you feel you could become engaged in club programs? Any particular skills or interests you could bring to the club?***
* Fees - ***Are you aware of the current fee structure of the club and what the fee money is used for?*** (Current fees in 2018: $250 PA (minus $20 if paid early) - fees to be paid within 3 months of start of Rotary year. Fees used for Rotary International $???, District Fees $???, Rotary Magazine $???, Club)
* Places to go for more information - ***Are you aware of places to go for more information about Rotary and our club?*** (Club, District and RI Webpages, Emailed bulletin, Club Facebook Page, All new members are assigned a mentor and assistant mentor for 12 months. Club documents include Rules and Constitution, Club Guidelines Document, Club Strategic Plan, Club Roles Document, Club Committees Chart, Club Calendar
* ***Sign Up?***- ***Are you ready to sign up for membership?*** (membership form may be signed by proposed member on the spot, and any missing details will be ontained. The proposed member is informed that they will be assigned a mentor and inducted as soon as a badge has been prepared.)

#### Suggested text for letter OF INTRODUCTION:

Dear (Proposed Member),

I write to you as Director of the Maryborough Rotary membership committee, and I understand you have expressed an interest in the possibility of joining our organization.

This possibility has been considered by our Club Board and the members of our club, and I am delighted to inform you that we would certainly welcome you into membership should you choose to proceed down this pathway.

The next step is to make a mutually convenient time and place for a joint meeting between a couple of members of our membership committee and yourself, (and possibly with your husband/wife/partner - should they wish to participate.) At this meeting, we can share with you some of the details of Rotary membership, the traditions of our particular club and answer any questions you may have about membership or the process from here on.

Could you kindly think about some suitable times in the next week or so and let me know by replying to this email address or contacting me on (telephone number). Could you also think about a suitable place - we are happy to come to your home if you're happy with that, or we can organize a relaxed spot at one of our member's homes or some other place in the town.

Looking forward to hearing from you,

Yours in Rotary service,

Name

Maryborough Rotary Membership Chair (2019-20)

### MEMBERSHIP RESIGNATION PROCEDURES

#### MEMBERSHIP RESIGNATION PROCEDURE (MEM-2018)

* When a resignation letter is received by Club Secretary, a copy is sent to Membership committee and the President ASAP. If the letter comes to any other member, it should be forwarded to the Secretary immediately.
* The Membership committee discusses pending resignation as a matter of urgency and makes a recommendation to the Board regarding the resignation e.g. that it be accepted or that the acceptance letter be delayed until contact can be made with the member
* If the resignation is accepted by the Board, a letter of acceptance and appreciation, a certificate of service, and a short exit survey is to be sent to the resigning member by the Club Secretary. Alternatively, the certificate of service could be presented at a public meeting as soon as the resigning member can make themselves available.
* As soon as the Board accepts the resignation, all current members should be informed through firstly, an announcement at the next available club meeting and then in the following club bulletin.
* The Club Secretary should then remove the member from our official RI membership list and also inform Rotary Down Under or the Rotarian Magazine that the member has resigned.

#### Suggested text for resignation letter:

Dear (Member),

Our Board members are saddened to hear that you have requested to resign from our club, but understand your need to make that decision at this time.

The club membership committee has now considered your request and recommended to the Board that it be accepted. At our Board meeting on June 10th, the Board duly accepted your resignation.

We would like to sincerely thank you for your considerable contribution to our club over the last (??) years, and recognize that in that time, you have helped to make our community and indeed the world a far better place.

We wish you every success and happiness in whatever pathways you now choose to follow.

We have a certificate of Rotary service to present to you, and will make arrangements by telephone to either present that to you at a club meeting, or have it delivered to you at a mutually convenient time.

We also invite you to complete the attached exit survey which may provide us with useful feedback to assist our club to better serve our members and this community. Instructions are provided on the form for getting it back to us.

Further, we would like to provide you with the opportunity to keep receiving our weekly emailed club bulletin as part of our bulletin mailing list. If you would like to keep in touch in this way, please let me know at your convenience along with your preferred email address. Our default action will be to remove your name from our list within the next week or so, but we can add you back at any time.

Finally, you will always be welcome to rejoin our club if your circumstances change, or you may like to consider becoming a friend of the club, which means you can participate in service activities whenever you may be available without paying membership dues or having attendance requirements. Again, simply contact our club Secretary or a current member and we can get things moving.

Yours in Rotary service,

(Name)

Maryborough Rotary Secretary (20??-20??)

#### Text of Member exit survey

**MARYBOROUGH ROTARY EXIT SURVEY**

Please print out the sheet and tick all items that apply to your leaving the club OR In Microsoft Word, Type a “y” (for yes) in front of all items that apply e.g. Y\_\_Dues are too expensive

**Cost**

\_\_\_Dues are too expensive

\_\_\_Meals/meetings are too expensive

\_\_\_Fundraising projects/donations too expensive

\_\_\_Other cost concerns

**Time**

\_\_\_Too time consuming

\_\_\_Attendance requirement is difficult for me

\_\_\_Have too many commitments with job or family

\_\_\_Have too many commitments with other organizations

\_\_\_Other time concerns

**Membership**

\_\_\_Not enough women or minorities

\_\_\_Club seems a bit “Cliquey”

\_\_\_Conflict with someone in the club

\_\_\_Other membership concerns

**Meetings/Environment**

\_\_\_Inconvenient meeting time

\_\_\_Inconvenient meeting place

\_\_\_Meetings are not well organised

\_\_\_Meetings are usually too long

\_\_\_Meetings are boring

\_\_\_Not enough fun

\_\_\_Not enough speakers/poor programs

\_\_\_Members not making others feel welcome

\_\_\_Too little fellowship

\_\_\_Too much fellowship

\_\_\_Communication issues/don’t know what's going on

\_\_\_Club members are not involved in decision-making

\_\_\_Networking expectations have not been met

Please send the hand completed survey to The Secretary, Maryborough Rotary, PO Box 50, MARYBOROUGH VIC 3465 OR email the completed survey to the current chair of Membership: PDG Anthony Ohlsen at

### MEMBERSHIP MENTORING PROCEDURES (MEM-2018)

#### ALLOCATION AND TENURE OF MENTORS

* Mentors are allocated to new members by the Membership Committee - usually, the proposer of the new member will be their first mentor, and an assistant mentor will also be allocated. The new member may approach either person for advice, but the first mentor will ensure that the Mentor Checklist is completed within two months of membership.
* Mentors will try to make themselves available to new members for one year after membership - after that time the new member can freely ask anyone in the club for advice or information.

#### MENTOR CHECKLIST FOR NEW MEMBERS - FIRST MENTOR

* The mentor should make the new member aware that they, and the assistant mentor will be readily available to answer any questions as they arise.

***Before the first meeting***

* The mentor should take the time to ensure that the new member is familiar with the following club procedures before the new member attends their first general meeting:
  + payment for meals and drink
  + the $2.00 donation to Foundation added to meal payments - explain the Foundation

procedure for apologizing for a meeting

* + procedure for paying dues
  + purchase of "Swindle" tickets
  + the heads and tails game
  + birthday donations option
  + the fellowship duty roster

***Within a month of first attendance***

* Ensure they are comfortable with their choice of both Service and Governance committees and know the chairperson of each committee.
* Sit with new member and choose a different table each week, and introduce to other members.
* If applicable, introduce them to the exchange student and explain the Student exchange program.
* Talk to them about their address to the club about themselves and arrange with the Program committee for a suitable time for presentation.
* Assist with attaining a Working with children check and forms.
* Discuss progress /any problems, with mentor committee
* Assist with, or ask someone else to assist with logging into Clubrunner and showing how to add a photo or change details on the website

***During the Year***

* Explain District Training Assembly and encourage the member to attend the New members event in their first year
* Explain District Conference and encourage the new member to attend Conference
* Explain Group 7 Meetings and encourage the new member to attend at least one Group 7 meeting away from the club in their first year.
* Encourage the member to sit in on a club Board meeting sometime in their first year

### MEMBER DEVELOPMENT GUIDELINES (MEM-2018)

* As part of the Club Leadership program, the club intends to promote leadership training amongst members.
* The club will pay the course costs of the President Elect attending the PETS/ PELS and any official Pre-Pets Training events.
* The club will pay the enrolment and luncheon costs of all members who attend the District Assembly each year.
* The club will pay half the fees for up to two Members to attend Rotary Leadership Institute Pre-graduate or Graduate courses each year
* Other members may apply to the Board for assistance with fees for other official Rotary training events, and these will be considered on an “event by event” basis.
* The Club is committed to providing weekly, 3 minute learning spots ("INK Spots") at club meetings covering basic Rotary knowledge.

## PUBLIC IMAGE

### PUBLIC IMAGE CRISIS PLANNING

Crisis planning in any organization is essential, and an effective crisis plan is based first and foremost on truth, transparency, and sincerity. Every Rotary club should have a strategy for how it will deal with a public relations disaster, either online or offline.

As part of our club crisis plan, leaders of our club should be able to confidently answer these following questions:

* Who will handle your social media accounts in case of a crisis?
* What will that person be authorized to write on social media about the crises?
* Will they need approval for every post?
* What will the messaging be across all the different platforms i.e. social media, traditional media, other Rotary clubs etc.?
* Will you have more than one person responding to online posts or offline discussion?
* What social media posts will you proactively put out there to manage it?

#### Managing the Crisis

There is no one answer to managing a crisis. You need to do what is best for you and your club. Here are some ideas for successfully managing a social media crisis.

##### 1: Identify & Communicate

If a crisis is identified, urgently inform the club leadership, tell them what’s wrong and give them as much information as you are able to. They may need to seek legal advice or act on the information you give.

##### 2. Acknowledge

Some company's first response is, “Yes, we realize something has happened” etc. If you don’t have all answers though, then it is a good idea to seek direction on a proper acknowledgment of the crisis. A proper well-informed response may stop nonfactual gossip, messages, or comments.

##### 3. Respond quickly

Once you have some relevant information and received some direction, you should respond to the crisis ASAP. A timely response is essential in limiting the reach and potential damage. Be prepared to acknowledge the crisis within a few hours or at least a day. Two weeks after the crisis has started is way too late!

##### 4. Manage the situation

If you have posted a response to the crisis on your club Facebook page, be cautious about removing comments made by members of the public (unless they are offensive comments, or could be libelous, etc.) To be seen to manipulate the responses to the crisis by selective deleting can itself result in a backlash.

### CLUBRUNNER WEBSITE GUIDELINES

#### Using The Components of the Club Runner Website (2019)

* The Club maintains an active club website currently based on Clubrunner program.
* An app can also be obtained for IOS or Android which provides much of the functionality of the website on a smart phone.
* As well as a website, the Clubrunner package provides facilities for a digital bulletin (see Bulletin process under the Administration committee), an email distribution program, a source of downloadable information for members and a means of archiving club records.
* The incoming President is responsible for appointing the Web Administrator for his/her Rotary year.
* The Web site has two layers of access to displayed information: Public access (for anyone) and Member only access (which requires a member to login with a password)
* Administration of the site and sub sites is controlled by 5 levels of access: Level "30" for members like the Web administrator, President and Secretary; down to Level "70" which is ordinary member access.
* Currently, the web site is committed to providing the following components:
  + Club news (which also forms the basis of the Club bulletin)
  + Sub sites for all Club Standing Committees including "Family Violence" - these club sites each have the possibility of listing files and documents that can be downloaded by anyone or by members with access only.
  + An email distribution centre which can be used by any member who logs in
  + A repository of Downloadable files such as Minutes of Club Board meetings, Photographs, Club manuals, Histories of the club, and templates for meetings etc.
  + Storage of contact details of all members and past members
* The club acknowledges its commitment to using approved Rotary branding in all parts of the club web site
* The Web administrator will work with the incoming President to develop a different "theme" or "look" for the web site for each new Rotary year.

## COMMUNITY

### BARBEQUE TRAILER GUIDELINES FOR USE (COM-2009)

* The Barbeque trailer is not for hire. The appliance can only be used by members of our club, or with at least one member of our club present in situations where other members are not available.
* At least two people, and preferably four people need to operate the unit in situations where food is being sold or provided to the public. One person cooks, another takes money, another serves and the fourth gets produce as required and sells drinks. All operators need to be familiar with or briefed about health and safety issues before they operate the appliance.
* The appliance can only be towed to a destination by a member of our club who is experienced in towing heavy trailers, and who has been briefed on the requirements for safe towing before moving the unit.

## ROTARY FOUNDATION

### PAUL HARRIS FELLOW RECOGNITIONS & AWARDS

#### Determining and Presenting Paul Harris Fellow RECOGNITIONS

* Details of Paul Harris Fellow recognitions may be found in the RI Manual of Procedures
* Recognitions may be considered at any time during the year, but the April Board Meeting will be a time when the Board considers recognitions in time for the Changeover Dinner in June.
* The Rotary Foundation committee will monitor and recommend recognitions to the Board, but any member may make a suggestion for the award at any time.
* No specific criteria are currently used for awards, but the following factors would be some of the factors typically considered:
  + The length of exemplary service provided to the club (The committee would typically consider any member who had ten or more years of good service in the club)
  + Positions on the Board held by the member
  + Involvement in District Rotary committees and fellowships
  + The contribution made to particular major projects undertaken by the club
* Our club currently has a practice of presenting any member with a sapphire pin to add to a Paul Harris recognition after fifty years of service.
* Members who have accrued Recognition points through their donations to the Foundation may donate those points to the club to be used for further recognitions.

#### NOTIFYING RECIPIENTS OF RECOGNITIONS & AWARDS

* Once recognition recipients have been determined, the Rotary Foundation Chair will notify them of their recognition (or award) by email, congratulate them, and suggest that the recipient might like to invite family members and/or friends to attend the event where the recognitions will be presented (at their own cost).

## VOCATIONAL

### PRIDE OF WORKMANSHIP GUIDELINES

#### Eligibility Criteria (VOC-2007)

* Direct relatives of club members are not eligible for Pride of Workmanship awards

#### Number and Type of Awards

* Each year, the Vocational Committee will determine the category for the Pride of Workmanship Awards
* Unless there is a very good reason otherwise, six awards will be presented each year in the designated category
* The Category needs to be determined at least two months before the Pride of Workmanship Presentation event so that awards can be obtained and inscribed in plenty of time.
* Trophies are purchased from the official "Pride of Workmanship" website at Pennant Hills - in 2019-20, they cost $50 each plus postage.
* Trophies can be engraved at the usual cost by local engravers e.g. "Country Trends"

## YOUTH

### SCHOLARSHIPS

#### Youth Scholarships Offered By Our Club (YOU-2009)

* Charles Mowbray Art Award: Awarded for artistic excellence to a VCE student at Maryborough Education Centre. ($250.00)
* Bryan Moore Art Award: Awarded for artistic excellence to a VCE student at Highview College ($250.00)
* Doug Hutchinson Community Builder Award: Awarded to a MEC student in accordance with criteria set out below ($250.00)
* John Ritchie Community Builder Award: Awarded to a Highview College student in accordance with criteria set out below ($250.00)
* Daryl McLeish Community Builder Award: Awarded to a GELC student in accordance with criteria set out below ($250.00)

#### Criteria For Community Builder Award (YOU-2009)

* Purpose: To recognize those young adults in our community who through their voluntary efforts make a difference in their learning community
* Guiding Principles:
  + Awarded to any student at any year level
  + No person can receive this award more than once
  + There is to be support for the nominated recipient from a broad cross-section of the school.
* Selection Criteria: The recipient of the Community Builder Award must be able to demonstrate:
  + An on-going commitment to the values of their learning community
  + Through their actions have made a difference to their learning community
  + Their behaviour is a role model to others – specifically in terms of the following:
  + Truthfulness and integrity in their dealings with others
  + Treats others fairly
  + Encourages goodwill and friendships
  + Considers the impact of their behaviour on others

### YOUTH EXCHANGE PROGRAM

#### Factors Involved in Hosting Exchange Students (YOU-2006)

* Obtain a full commitment from all club members – hosting a student is a big responsibility
* Set up a Youth Exchange committee to manage the program
* Determine who will be the Youth Counsellor
* Plan for participation in Youth Exchange training programs for committee members and counsellors
* Identify and set up formal agreements with host families
* Establish the budget and have this approved by the Board.
* Plan a Club Briefing before the arrival of the student on what is expected of the club
* Brief the host families on what to expect and what is expected of them
* Make arrangements for contact with the exchange student’s family.
* Plan for regular updates for club members during the exchange period.
* Confirm and publicize the hosting plans.
* Arrange Weekend or “breaks program” to involve other Club members – arrange briefings for each of these.
* Establish the role of the counselor - ensure that this is accepted by student and counsellor.
* Establish personal privacy legalities
* Insurance matters covered.
* Working with Children Checks need to be conducted and recorded.
* Establish a Timetable of Student activities (Rotary and School) and have it published in Bulletin
* Establish transport requirements as defined by RI – ensure they are understood by everyone involved
* Establish communication and back-up plans
* Establish and publish expectations of student behavior – ensure the student and host families and all members are familiar with what is an isn’t accepted behavior
* Organize regular feedback from families
* Arrange for the Counselor/Director to write a written report for each Committee and Board meeting

#### Budget Items For the Student Exchange program (YOU-2006)

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense items** | **Rotary Budget** | **Student Host Costs** | **Student Family Costs** |
| Dinner Fees |  |  |  |
| School Fees |  |  |  |
| School Books |  |  |  |
| School Clothes |  |  |  |
| School Trips |  |  |  |
| Clothing needs |  |  |  |
| Personal needs |  |  |  |
| Pocket Money |  |  |  |
| Rotary Trips |  |  |  |
| Holiday Trips |  |  |  |
| Telephone Expense |  |  |  |
| Internet Expense |  |  |  |
| Medical Costs |  |  |  |
| School Equipment |  |  |  |
| Sports Equipment |  |  |  |
| Sports Clothes |  |  |  |
| Extracurricular lessons |  |  |  |
| Musical Instruments |  |  |  |

## PLANNING COMMITTEE

### POLICY 1

#### SUB HEADING

## FAMILY VIOLENCE COMMITTEE

### POLICY 1

#### SUB HEADING

## SHORT HISTORY OF THE CLUB’S BEGINNINGS

Rotary came to Australia when the Melbourne club was chartered in April 1921 and the first country club was Bendigo, chartered in July 1925. The first `Organizational Meeting of the Provisional Maryborough Rotary,' commenced on February 14th 1952 with weekly meetings until the Charter on July 14th, 1952.

Hans Ebeling from the Rotary Club of Ballarat was responsible for the formation of the Maryborough club. Hans recalled that it was following his time as President at the Ballarat club that he suggested to the new club President, Bert Stohr, that they should sponsor a Rotary Club at Mary­borough. This suggestion was readily taken up and Hans was immediately appointed as `Governor's representative' to follow up the project.

Hans was born at Avoca, as had been his parents, and had the advantage of knowing a number of Maryborough people including Tom Boyle, who had recently transferred to Maryborough from Ballarat. When contacted, Tom was most enthusiastic and several prospective members were inter­viewed and the first meeting called. Several members from the Ballarat club attended and assisted in acquainting those present in the requirements of Rotary membership and qualifications.

Maryborough Rotary received its charter on the evening of July 14th, 1952 at the Maryborough Town Hall, the meeting being chaired by President Bert Stohr of Ballarat and assisted by District Governor, Len Clarkson…Two hundred and one Rotarians and friends saw twenty-two members inducted.

Vern Benjamin was the first President but had to resign half-way through his term. Vice-President Frank Lowery filled the position of President for the remainder of Vern's year, then his own term.

Initially, the club met at Harris’s Café in Nolan Street (next to the Movie theatre), but the increasing membership in the later 1950s saw it necessary to look for larger premises for the weekly meetings, so in 1957, the club moved to the R.S.L. Hall in High Street Maryborough, with the R.S.L. Ladies catering. The club operated there with the RSL Ladies for around 60 years, but when the ladies disbanded, a volunteer group from the Havilah Home for the Aged took up the catering challenge.

As the RSL facilities deteriorated, in 2012, the club moved to the dining room of Raglan House, part of the new complex built by the Havilah on the old Maryborough High School site.

*Extracted from “Maryborough Rotary – Fifty Years of Service” written by Past President Daryl McLeish and updated by PDG Geoff James.*

## UPDATES

7/5/18 – Added new Rotary Vision statement P. 28

7/5/18 – Added History & Records Guidelines (P. 11)

7/5/18 – Moved Paul Harris Fellow Recognitions to Rotary Foundation section – P 26

7/5/18 – Changed heading of Rotary International segment from “ROTARY INTERNATIONAL DOCUMENTS” to “ROTARY INTERNATIONAL STRATEGIC DOCUMENTS”

29/06/18 – Add Proposed Process for new Projects – P.6

Proposed changes to Annual Report P 7

2/8/18 Updated Membership policies

30/8/18 Updated Changeover Dinner guidelines (passed by Board) P 8

30/8/18 New Process for Projects (passed by Board) P. 6

12/06/19 Numerous revisions in readiness for the 2019-20 year

23/6 Updated Fundraising procedure given the new Role Description for the Fundraising committee

23/6 Updated Bulletin and Club Website entries

Updated the duty team instructions

Updated Membership resignation procedures and letter and exit survey

23/6 Re-Inclusion of the club history summary - it was there in the combined Roles and Guidelines document but ended up in the Roles document - it makes more sense to be in the Guidelines.

23/6 Updating the club Running sheets fro the DG visit and our club

Floated a new suggested policy for the Club Directory i.e. using the Clubrunner App - see Page 12