

Club Secretary Information

Reports and when they are due:

MONTHLY:

DISTRICT MEMBERSHIP REPORT.

10th OF EACH MONTH: Report club membership by posting it to the District Website at www.Rotary5770.org

What to report:

Number of members at the end of the current month.

Number of members added

Number of Terminated Members

Number of Meetings

Attendance Percentage.

Attendance percentage. (Take the total members attended during the month, divide that by the number of meetings met during the month to get the average attendance. Divide that by the number of members in the club).

HERE IS HOW YOU CALCULATE THE MONTHLY ATTENDANCE PERCENTAGE

EXAMPLE FOR A CLUB WITH A MEMBERSHIP OF 30 MEMBERS:

| First Meeting | Second Meeting | Third Meeting | Fourth Meeting | Total Attendance |
|---------------|----------------|---------------|----------------|------------------|
| 25 | 20 | 22 | 20 | 87 |

This club had a total attendance of 87. If you divide that by 4 meetings, you have an average of 21.75 members attending per meeting.

The club has 30 members. On my calculator, I punch in 21.72, then tap the Divide button and enter 30 then, tap the Percent (%) key to get an attendance percentage of 72.4 %.

The report you'd post to the district website would be:

30 membership for previous month.

30 membership for current month.

72.4% attendance percentage.

If you have any questions about how to use the district website, you can e-mail C.E. Jones at

cejones@cox.net

This year, the district secretary is C.E. Jones.

Contact Info:

C.E. Jones
4300 Salem Court
Norman, Ok 73072
(405)209-3565

JULY:

SEMIANNUAL REPORT: (VERY IMPORTANT.)

Prepare semiannual report and send it to the secretariat of RI. You should receive the SAR packet before July 1st. You can use the worksheets that come in the packet to fill out the report.

If you do not receive the packet, you can contact RI Data Services (847) 733-9340 or send an e-mail to data@rotaryintl.org with your club name, club number.

This form is usually filled out by the club President, Secretary and Treasurer.

The Semiannual Report must be received by the RI Secretariat no later than 31 July.

DECEMBER:

ROTARY CLUB OFFICERS REPORT FORM.

You should receive this form from RI in **(VERY IMPORTANT.)**October. Mail copies of the completed form to the governor and governor-elect. Retain a copy for your records.

You can also report your incoming President and Secretary by using the RI Club Portal. This is the preferred method to mailing the card to RI.

The Semiannual Report must be received by the RI Secretariat no later than 31 January.

JANUARY:

SEMIANNUAL REPORT: (VERY IMPORTANT.)

Prepare semiannual report and send it to the secretariat of RI.

Prepare semiannual report and send it to the secretariat of RI. You should receive the SAR packet before January 1st. You can use the worksheets that come in the packet to fill out the report.

If you do not receive the packet, you can contact RI Data Services (847) 733-9340 or send an e-mail to data@rotaryintl.org with your club name, club number.

This form is usually filled out by the club President, Secretary and Treasurer.

APRIL

PRESIDENTIAL CITATION

See sample form. The Club's Presidential citation must be signed and mailed to the District Governor by April 1.

Brochure and forms can be found on the RI website.

Club Secretary Primary Duties:

- 1) Keeping up with make-ups and keeping attendance current
- 2) Issuing reports to various officers about attendance
- 3) Keeping up with current e-mail and membership contact info.
- 4) Keeping records current with R.I.
- 5) Taking minutes at Board Meetings and managing all the minutes
- 6) Communicate important information to club members.